

Liaison Memorandum

Number: 09-23

To: Agency Directors for NON-ISIS Agencies Who Report Manually via Paper Reports

From: Cindy Rougeou
Executive Director

Subject: Contribution Reporting via Employer Self-Service

Date: September 15, 2009

Beginning with the January 2010 reporting period, all Non-ISIS, manually reporting agencies are required to submit monthly retirement contributions via the Employer Self-Service (ESS) module in SOLARIS.

The ESS Contribution Reporting User Guide is available on the LASERS website (www.lasersonline.org) located under the Agency Information tab "Employer Self Service" (training). This guide will serve as a tool to assist your agency with navigation through the ESS modules and provides an explanation of fields in the ESS Contribution Reporting Module. Please contact LASERS if your Agency Liaison has not received a USER ID and Password. All requests for additional IDs and Passwords must be made by your agency's LASERS Liaison or Appointing Authority. These requests must be made through the Ask LASERS e-mail address (asklasers@lasersonline.org).

Any agency submitting a manual paper report for January 2010 contributions will have that report returned unprocessed. If contributions are not received via ESS submission by February 15, 2010, they will be considered late and subject to delinquent interest (La. R.S. 11:531B(1) Monthly retirement report; employer and employee contributions and La. R.S. 11:281 Failure to timely remit contributions; effect).

Should you have any questions, please contact your assigned agency liaison Jennifer Tetzl at 225-922-0405, jtetzel@lasersonline.org, Charles Stewart at 225-922-0123, cstewart@lasersonline.org, or Brandi Guidry at 225-922-0476, bguidry@lasersonline.org.

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Cindy Rougeou, Executive Director