

## Liaison Memorandum Number 09-08

**To:** Agency Liaison and Payroll Officers for Non-ISIS Agencies Who Report Manually Via Paper Reports

**From:** Cindy Rougeou  
Executive Director

**Subject:** Employer Self-Service Training

**Date:** March 4, 2009

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You were recently introduced to the Enrollment module of the Louisiana State Employees' Retirement System (LASERS) new pension administration system, SOLARIS. We are pleased to announce that we will be rolling out the Employer Self Service (ESS) module during the beginning of April 2009. This module will allow agencies who report their contributions manually to report monthly contributions online via LASERS website as well as have around the clock access to agency and/or member information.

On Tuesday, March 24th, Wednesday, March 25<sup>th</sup> and Thursday, March 26, 2009, LASERS will hold Employer Self-Service training sessions at the Louisiana Technology Park for agencies that are currently reporting monthly contributions manually via paper reports. You may choose to attend either a morning session from 8:30-11:30 a.m. or an afternoon session from 1:00-4:00 p.m.

To attend a training session for the new Employer Self-Service module, please go to LASERS website at [www.lasersonline.org](http://www.lasersonline.org) and register online for the session that best suits your schedule. If your agency will be sending more than one representative, please ensure that each representative registers separately.

Should you have any questions, please contact, Jennifer Tetzl at (225) 922-0405, [jtetzl@lasersonline.org](mailto:jtetzl@lasersonline.org) or Charles Stewart at (225) 922-0123, [cstewart@lasersonline.org](mailto:cstewart@lasersonline.org).

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