

## Liaison Memorandum

Number: 09-15

**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:** June 11, 2009

Recently, Louisiana State Employees' Retirement System (LASERS) offered Employer Self-Service (ESS) training sessions in Baton Rouge to introduce and demonstrate this new module of our pension administration system, SOLARIS. In order to accommodate agencies outside of the Baton Rouge area, LASERS has scheduled four additional Employer Self-Service Training sessions at various locations throughout the state to be held in July 2009. These training sessions will be open to agencies who report their contributions manually via paper reports each month. Please find below the training schedule.

<u>Location</u>	<u>Facility/Address</u>	<u>Date</u>	<u>Time</u>
Lafayette, LA	DOTD Region 3 Lab/Training Facility	July 21, 2009	9:30-11:30 am
Alexandria, LA	LSUA/Coughlin Hall Room 132	July 22, 2009	9:30-11:30 am
Ruston, LA	La Tech University/Woodard Hall Room 135	July 23, 2009	9:30-11:30 am
New Orleans, LA	UNO/Homer L Hitt -Alumni Visitor Center	July 29, 2009	10:00-12:00 am

To attend one of the Employer Self-Service Training sessions, please register online via LASERS website at [www.lasersonline.org](http://www.lasersonline.org) 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. Sessions are subject to cancellation if a minimum of ten agencies are not registered. 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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Cindy Rougeou, Executive Director