

## LIAISON MEMORANDUM NUMBER 15-12

**To:** Agency Liaison and Payroll Officers

**From:** Cindy Rougeou  
Executive Director

**Re:** Updating Agency Contact Information in Employer Self-Service

**Date:** July 16, 2015

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To update your Liaison contact information, please follow the link to the [Employer Self-Service](#) on our website at [www.lasersonline.org](http://www.lasersonline.org). After logging in, click on **Employer Maintenance**. There you can add, delete and modify contacts and their information. LASERS recommends that ALL agencies review their contacts once a quarter and make any necessary updates.

The following contact types must be kept on file and up-to-date; for Agency Contribution and Financial Reporting purposes:

1. Payroll Coordinator – the person who reports the contributions to LASERS each month. (For ISIS agencies, it should be someone who is familiar with the contributions reported to LASERS each month.)
2. HR Liaison – someone who can back up the Payroll Coordinator contact, in the event they are out of the office.
3. Agency Director
4. Chief Financial Officer

Effective immediately, *Form FIS25: Agency Liaison Information* is no longer available for use in updating your agency's liaison contact information.

If you have questions, contact Ernest Poindexter at 225.922.0600 (Baton Rouge) or 800.256.3000 (toll-free).

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