



LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

PAYROLL MEMORANDUM 2018.03

Changing Lives, Creating Futures

Monty Sullivan
System President

Officers:

Timothy W. Hardy
Chair

Stephen Toups
First Vice Chair

Helen Bridges Carter
Second Vice Chair

Members:

Tari T. Bradford
Alterman L. "Chip" Jackson

Erika McConduit

Willie L. Mount

Michael J. Murphy

N. J. "Woody" Ogé

Joe Potts

Paul Price, Jr.

Stephen C. Smith

Mark D. Spears, Jr.

Craig Spohn

Vincent St. Blanc, III

Student Members:

Zachary Hitt

Darell Richardson

Louisiana
Community
& Technical
College System

265 South Foster Drive
Baton Rouge, LA 70806

Phone: 225-922-2800
Fax: 225-922-1185

www.lctcs.edu

TO: All Employees of Community and Technical Colleges, including Baton Rouge Community College, Bossier Parish Community College, Central Louisiana Technical Community College, Delgado Community College, L. E. Fletcher Technical Community College, Louisiana Delta Community College, Northshore Technical Community College, Northwest Louisiana Technical College, Nunez Community College, River Parishes Community College, South Central Louisiana Technical College, South Louisiana Community College, SOWELA Technical Community College and the LCTCS Office

FROM: Sharon Dunham
LCTCS Payroll, Sr Payroll Manager

DATE: January 25, 2018

RE: 2017 Affordable Care Act (ACA) Reporting Deadline Extended

In late December the Internal Revenue Service notified employers (Notice 2018-06) that the requirement to furnish Form 1095-C to employees/covered individuals has been extended from January 31, 2018 to March 2, 2018. Please advise employees that it is the intent of LCTCS Payroll to mail these forms as soon as possible, but no later than March 2, 2018.

Colleges were advised that they would be locked January 8, 2018. This deadline has been extended to January 31, 2018 to give the colleges more time to audit records. Please make sure that all updates are completed by close of business January 31, 2018.

Employee questions should be directed to your local college human resources office.