

Office of State Uniform Payroll
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

December 7, 2018

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2019-27

TO: LaGov HCM Paid Agency Human Resources
and Employee Administration Staff

FROM: Andrea P. Hubbard
Director

SUBJECT: Statewide Vendor Product Enhancement Approvals

The Office of State Uniform Payroll (OSUP) is responsible for the administration of the rules governing state employee payroll deductions. Products that are authorized through OSUP are for all state employees and all state agencies of the executive branch of state government as defined under R.S. 36:4. An **exception** to this is higher education facilities overseen by a Governing Board. The Governing Board has the authority to approve additional products or remove any product per the boards' established policies.

Per the payroll deduction rule, enhancements to policies occur when a vendor broadens an existing, solicited policy's benefits/coverage. The existing solicited policy will be replaced by the enhanced policy and will no longer be solicited. **Current policyholders may choose to keep the existing policy or convert to the enhanced policy**; however, new policyholders must purchase the enhanced policy.

The following enhancement has been approved for the October 1, 2018 deadline to be effective January 1, 2019:

1. Transamerica Life Insurance Company, non-flex eligible Accident policy

Existing Policy	Enhanced Policy
CPA02LA	CPACC1LA

There will be no changes to the product descriptions, plan types, or wage types in LaGov HCM as these are enhancements to specific policies under the existing product.

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Vendors will advise employees of the enhanced policies by letter and/or during consultations. Agencies should refer employees to OSUP's "For State Employees", Statewide Vendor webpage at the following web address: http://www.doa.la.gov/Pages/osup/Emp_SW_Vend_Products_January2019.aspx to obtain vendor contact information for applicable vendors. Employees may contact the vendor directly for any questions they may have in reference to the enhancement. No specific agency action is necessary for the enhancements to the non-flex policies.

Any questions should be directed to a member of the OSUP Benefits and Financial Administration Unit at _DOA-OSUP-BFA@LA.GOV or (225):

Jodi Bullock	342-5377	Kenya Warren	342-5357
Brandy Boyd	342-5354	Shanna Batiste	342-5344
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APH/JAB:mgc

c: Lynette Deloch, OGB