

Office of State Uniform Payroll  
State of Louisiana  
Division of Administration

JOHN BEL EDWARDS  
GOVERNOR



JAY DARDENNE  
COMMISSIONER OF ADMINISTRATION

November 22, 2017

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2018-23

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 enhancements have been approved for the October 1, 2017 deadline to be effective January 1, 2018:

1. Colonial Life & Accident, non-flex eligible Disability Income policy

Existing Policy	Enhanced Policy
DIS 1000-LA	ISTD3000-LA ISTD3000-ADIB-LA

2. New York Life Insurance, non-flex eligible Whole Life policy

Existing Policy	Enhanced Policy
EWL GI ICC 12-213-52	EWL AD118

- American Family Life Assurance Company (AFLAC), **flex eligible** Hospital Indemnity policy

Existing Policy	Enhanced Policy
A-49100-LA A-49200-LA A-49300-LA A-49400-LA	B-40000

- American Heritage Life, **flex eligible** Cancer policy

Existing Policy	Enhanced Policy
CP10	CP12

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

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\\_January2018.aspx](http://www.doa.la.gov/Pages/osup/Emp_SW_Vend_Products_January2018.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.

The **flex eligible** policy enhancement procedures will depend on the flex status of the employee.

Current Policyholders Enrolled in 2018 Flex Plan choosing to convert:

- In order to have any premium change sheltered, employees have 60 days from the January 1, 2018 effective date to convert to the enhanced policy by signing the State Employee Payroll Deduction Authorization form (SED-4). After the 60 days, an employee can still convert to the enhanced policy, but premiums cannot be sheltered under flex until the next plan year.
- Employees must send their signed SED-4 form to the vendor by February 12, 2018.
- The vendor must forward the signed copy of the SED-4 form to the agency payroll offices by February 16, 2018 to be entered.

Current Policyholders Not Enrolled in 2018 Flex Plan choosing to convert:

- Employees can pick up the enhanced policy any time during the plan year.
- Vendors will forward the SED-4 forms to the agency payroll offices as received.

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

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APH/KW:mgc

c: Lynette Deloch, OGB