

Office of State Uniform Payroll  
State of Louisiana  
Division of Administration

JOHN BEL EDWARDS  
GOVERNOR



JAY DARDENNE  
COMMISSIONER OF ADMINISTRATION

October 6, 2017

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2018-10

TO: LaGov HCM Agency Human Resources  
and Employee Administration Staff

FROM: Andrea P. Hubbard  
Director

SUBJECT: Payroll Deductions Authorized for Calendar Year 2018  
and Statewide Vendors/Products Removed from Payroll Deduction

Upon review of the annual vendor applications, it has been determined that the following vendors/products will be removed from payroll deduction effective January 1, 2018 due to the vendors not meeting the participation requirement:

Vendor	Deduction Code	Plan	Product Name
Shelter Life Insurance Company	NM 30	SL30	Term Life
Loyal American Life Insurance Company	PA/NA 25 PB/NB 16 NN 27	LA25 LA16 LA27	Cancer Heart Accident

The vendors have been notified that they are responsible for contacting employees with products being removed from payroll deduction. They will advise the employees on how premiums can be paid, e.g. bank draft or invoice, in order to keep their policies in force. Agencies will not receive a new SED-4 form to indicate the removal of these products.

**Agencies must run ZP64, Employee Wage Type Results Report, to determine which employees have this wage type/deduction and then follow the procedures in the Help Script "[Adjustments/Delimits for Statewide Misc Products](#)" to end these deductions after the last payroll in December 2017.**

United Teacher Associates merged with Continental General Insurance Company effective December 31, 2016. The Long Term Care – N/S policies will be maintained under Continental General Insurance Co.

An updated list of vendors, authorized products, and assigned codes, as well as, the names, addresses, phone numbers, fax numbers, and email addresses of the vendor Administrative, Billing, & LA Sales Coordinators (VC-02) is attached for your reference.

October 6, 2017

Page 2

If you haven't already contacted **LA Sales Coordinators** via email or phone to invite vendors to agency vendor fairs, please do so for the October/November enrollment period. If emailing, remember to copy the Administrative Coordinators. Agencies can request vendors to email information/brochures about their products in a file format (word, excel, pdf, etc.) so that these files can be attached to an email when notifying the employees of the vendor fair. This will allow employees to review information prior to the vendor fair.

Agencies should refer employees to the following link on the OSUP website: [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). This website includes generic product definitions as well as the ability to search for information at the product or vendor level. Links maintained by the vendors have been added to OSUP's web pages that provide more details about the products offered to LA State Employees. These web pages should be printed by agencies for those employees who do not have access to the Internet.

Agencies must contact the vendor Billing and/or Administrative Coordinator for any concerns/problems with Statewide Vendor deductions. If for any reason the matter is unable to be resolved, please advise OSUP.

**Continual communication between agency personnel, vendor Coordinators, and OSUP is critical for accurate and efficient processing of employee deductions for all parties involved.** Timely resolution of deduction problems is mandatory. Agency personnel are responsible for assuring that both verbal and written correspondence from coordinators is acted upon in a timely manner. Please make sure that all staff involved in this process is made aware of this information.

**NOTE:** With annual enrollment, all Statewide Vendors will need accurate agency contacts in order to send SED-4 forms to agencies for entry. Please make sure to update your agency's Statewide Vendor contacts in LaGov HCM by using transaction ZP200 (Agency Contacts). Please refer to the [Agency Contact Report Procedures](#) on the [OSUP Procedures Page](#) for complete details.

Throughout the year, Statewide Vendors may contact agencies to request a refund for an employee or to correct a deduction code that is being used for an incorrect product. Refer to the Statewide Vendor procedures available on the [OSUP Procedures Page](#) of our website for instructions:

- [Voluntary Benefits \(Insurance Products\) Product Code Correction](#)
- [Voluntary Benefits \(Insurance Products\) Vendor Refund Requests](#)

Also, refer to the [Statewide Miscellaneous Product Enrollment](#) help script for LaGov HCM system entry instructions for Statewide Vendor product enrollments.

If you have any questions, please contact a member of the OSUP Benefits and Financial Administration Unit at [\\_DOA-OSUP-BFA@la.gov](mailto:_DOA-OSUP-BFA@la.gov) or (225):

Kenya Warren	342-5357	Shanna Batiste	342-5344
Shaneen Watson	342-5345	Desiree Jefferson	342-5377
Brandy Boyd	342-5354		

APH:KW/mgc

Attachment: [VC-02, Vendor/Coordinator Listing](#)