

Office of State Uniform Payroll
State of Louisiana
Division of Administration

JEFF LANDRY
GOVERNOR



TAYLOR F. BARRAS
COMMISSIONER OF ADMINISTRATION

September 30, 2024

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2025-08

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

FROM: Andrea P. Hubbard
Director

SUBJECT: Annual Enrollment for Plan Year 2025

Annual Enrollment will begin Oct. 1, 2024 for Office of Group Benefits health and life, Statewide Vendor products, and LSU First Health. Below are the deadlines and other important information for each. Refer to the [LaGov ListServ Message](#) about the upcoming 2025 Annual Enrollment for system entry information.

OGB Health and Life

Employees can change, waive, or enroll in a health plan and enroll in Flexible Spending Arrangement and/or Health Savings Account deductions through the [LEO Annual Enrollment Application](#) or through their human resource office during Annual Enrollment. All Life changes must be completed in HR. Annual Enrollment dates are **Oct. 1, 2024 – Nov. 15, 2024**. Agencies must have all changes entered in LaGov HCM by **Nov. 22, 2024**. When employees use LEO to waive coverage, the 2025 IT9004 waived record will be built automatically by the payroll system and a waiver email will be sent to OGB and the 032 – HR Benefits contact will receive an email notice that the employee has a new IT9004 waiver.

Statewide Vendors

Statewide Vendors must have all Annual Enrollment SED-4 forms to the agencies by **Dec. 9, 2024**. Agencies must have all changes entered in LaGov HCM by **Jan. 3, 2025**. Refer to the online help script [Statewide Misc. Product Enrollment- HRBEN0001](#) for system entry information.

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LSU First

Agencies are responsible for maintaining LSU First Health Plan changes in LaGov HCM. Information on this health plan can be found in the [LSU First Health Plan Deductions](#) procedure on the [OSUP Procedures](#) page. Refer to the [LSU First Enrollment](#) LaGov HCM online Help Script for entry assistance. The 2025 rates can be found on the [LSU First website](#).

Agencies only need to make changes to the 2025 plan year deduction if an employee's coverage has changed. Employees will only be allowed to make changes to their coverage with LSU First during Annual Enrollment, which is **Oct. 1, 2024 – Nov. 15, 2024**, unless they experience an IRS qualified event. Entries must be entered in LaGov HCM by **Nov. 22, 2024**.

Reminder: As of Jan. 1, 2017, new enrollments in LSU First are no longer allowed in the LaGov HCM system.

Direct questions regarding system entry to the [LaGov HCM Help Desk](#). Direct all other questions to a member of the OSUP Benefits and Financial Administration Unit at _DOA-OSUP-BFA@la.gov or (225):

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