

Office of State Uniform Payroll
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

October 12, 2017

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2018-11

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

FROM: Andrea P. Hubbard
Director

SUBJECT: Changes to LSU First Health Plan Procedures
Update to OSUP Memorandum #2018-09

Agencies are responsible for maintaining LSU First Health Plan enrollments and changes in LaGov HCM. Effective immediately, agencies no longer have to re-establish LSU First Health Plan deductions each year for employees continuing their coverage. All LSU First Health plans will have an end date of 12/31/9999. The Office of Technology Services (OTS) will change all active LSU First records with a 12/31/2017 or 12/31/2018 end date to 12/31/9999. See the [LSU First Health Plan Deductions procedure](#) on the [OSUP Procedures](#) page for more information on this health plan. Refer to the [LSU First Enrollment](#) LaGov HCM online Help Script for enrollment assistance.

If you have any questions in reference to how these deductions should be set up, please contact the [LaGov HCM Help Desk](#). Any other questions should be directed to a member of the OSUP Benefits and Financial Administration Unit at _DOA-OSUP-BFA@la.gov or (225):

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

APH:PAR/par