

Office of State Uniform Payroll
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

October 3, 2017

[UPDATED BY OSUP MEMORANDUM #2018-11](#)

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2018-09

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

FROM: Andrea P. Hubbard
Director

SUBJECT: LSU First Annual Enrollment and Rate Changes for Plan Year 2018

Agencies are responsible for maintaining LSU First Health Plan enrollments and changes in LaGov HCM. See the [LSU First Health Plan Deductions procedure](#) on the [OSUP Procedures](#) page for information on this health plan. Refer to the [LSU First Enrollment LaGov HCM online Help Script](#) for enrollment assistance.

Agencies must establish 2018 plan year deductions after confirming the employee's coverage. Employees will only be allowed to enroll or make changes to their coverage with LSU First during Annual Enrollment, which is **October 1, 2017 – October 31, 2017**, unless they experience an IRS qualified event.

Reminder: Beginning January 1, 2017, new enrollments are no longer allowed in the LaGov HCM system.

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):

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