



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

KATHLEEN BABINEAUX BLANCO
GOVERNOR

JERRY LUKE LEBLANC
COMMISSIONER OF ADMINISTRATION

June 21, 2004

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2004-52

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary
Director

SUBJECT: Miscellaneous Insurance Product Code Corrections

Vendors are required to complete a monthly reconciliation to determine discrepancies between ISIS HR and Vendor records. These discrepancies, such as incorrect deduction amount and incorrect product set up, must be forwarded to each agency by mail or fax no later than the end of the month following the deduction.

The following are procedures established by the Office of State Uniform Payroll (OSUP) and the Office of Group Benefits (OGB) in reference to correcting product codes between two or more products:

1. Agency receives code correction notice and corrected State Employee Payroll Deduction Authorization form (SED-4) from Vendor. Remember that current SED-4's **supercede** all others.

Agencies may accept an SED-4 **without an employee's signature** if the SED-4 submitted by the vendor is correcting the product codes and/or amounts between products and there is no change in the total semi-monthly premium.

2. Agency determines if any of the products requiring correction are being withheld under flex.
3. If any of the products involved in the code correction were withheld under flex, submit an eEnrollment ticket to the eEnrollment Help Desk with the details requesting OGB to approve and to correct the flex deduction. If all of the products involved in the code correction were non-flex products, the agency should enter the corrections.

These code corrections are allowed for employees participating in the flex plan since code corrections are considered to be an administrative error.

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4. Fax letter from vendor, corrected SED-4 and ISIS HR screen print of IT14 identifying the products involved to the Flex Plan Administration at (225) 925-4860. **Due to the shading, the screen print should be copied to a lighter contrast prior to faxing. The products involved should be circled, do NOT highlight.**
5. The Flex Plan Administrator will send an email response with the eEnrollment ticket number to the agency, copying OSUP, as soon as the flex deduction is corrected.
6. Once the email is received from OGB identifying that the flex product has been corrected, the agency should proceed, if applicable, with correcting any non flex deductions. **All products must be corrected in the same pay period. One-time deductions/refunds must be entered by the agency and processed in the same pay period the code corrections are made.**

One-time deductions/refunds to FBP premiums can only be made back to the beginning of the current plan year, if applicable. Deduction totals can be verified using ZF64.

Please make sure that all staff responsible for miscellaneous insurance entry is made aware of this information. If you have any questions about these procedures, please contact Angela Woods at (225) 342-5345 or Ray Harrison of OGB at (225) 925-3739.

JWC:ACV