



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

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GOVERNOR

JERRY LUKE LEBLANC
COMMISSIONER OF ADMINISTRATION

February 1, 2005

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2005-36

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary
Director

SUBJECT: Rate Changes for the Following Vendor Products:
American Family Life-AFLAC (30004) Cancer & ICU policies
American Public Life (30008) Cancer policies
Colonial Life & Accident (30013) Cancer policies
Starmount Life (30064) Dental policies

American Public Life, Colonial Life & Accident and Starmount Life will be implementing a rate increase effective July 1, 2005 for the above policies. American Family Life (AFLAC) will be implementing a re-rate (increase/decrease) effective July 1, 2005 for the above policies. By March 21, 2005, these vendors will mail letters to all agencies affected by this rate increase, along with a list of the employees' current deduction amounts and the new amounts. At the same time, letters will be mailed from these vendors to the employees affected notifying them of this change. Included with the letter will be a new Payroll Deduction Authorization Form (SED-4) with the new rates.

Employees who accept the rate change must sign the forms and send them back to the appropriate vendor by May 9, 2005. Vendors will forward a signed copy of the SED-4 form to the payroll office by June 1, 2005 to be entered. Agencies should have all deduction changes entered for the July 8, 2005 payday. Employees who do not submit the signed SED-4 by the May 9th deadline will have their policies canceled upon notice from these vendors, effective July 1, 2005.

Vendors will prepare and send a list of employees who did not agree to the changed rates (did not sign the new payroll authorization form) to the payroll offices by June 6, 2005. The list will include the employee's name, social security number, and product. A new Payroll Deduction Authorization Form, SED-4, will also be mailed to the employee and agency indicating that coverage has been canceled effective July 1, 2005. **There is no employee signature required on these SED-4's. Cancellations and rate changes must be entered in eEnrollment by the pay period end date of July 3, 2005 to avoid one time refunds and deductions after the plan year has begun.**

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If you have any questions about the rate changes, please contact the following Administrative Coordinators for the vendors listed below:

American Family Life (AFLAC), Sonya Feagins (706) 321-5662
American Public Life, Doug Johnson (800) 256-8606 ext. 218
Colonial Life & Accident, John Smith (800) 845-7330 ext. 5329
Starmount Life, Sarah Touchet (888) 729-5433 ext. 174

Any other questions should be directed to Angela Woods at (225) 342-5345.

JWC:ACV:kmb

c: Ray Harrison, Office of Group Benefits
Sonya Feagins, AFLAC
Doug Johnson, American Public Life
John Smith, Colonial Life & Accident
Sarah Touchet, Starmount Life