



State of Louisiana  
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

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OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2006-40

TO: All ISIS HR Agencies

FROM: Jena W. Cary  
Director

SUBJECT: Statewide Vendor Enhancement Approvals

The Office of State Uniform Payroll (OSUP) is responsible for the administration of the rules governing state employee payroll deductions. Products that are authorized through the Office of State Uniform Payroll are for all state employees and all state agencies of the executive branch of state government as defined under R.S. 36:4. The only exception to this is higher education facilities overseen by a Governing Board. The Governing Board has the authority to approve additional products, remove products and set deadlines per the Boards' established policies.

The following enhancements have been approved for the November 1, 2005 deadline to be effective February 1, 2006:

1. American Family Life Assurance Co (AFLAC), **flex eligible** Hospital Indemnity policies

Original Policies	Enhanced Policies
A-44100-LA, A-44200-LA	A46100LA, A46200LA, A46300LA

2. Colonial Life & Accident, non-flex eligible Disability policy

Original Policy	Enhanced Policy
Enhanced LPSD-LA	DIS 1000-LA

There will be no changes to the product descriptions or wage types in eEnrollment/ISIS HR as these are enhancements to specific policies under the existing product.

Vendors will send letters to those employees that currently have the original policy. In **March 2006**, the vendor will also prepare and send to agencies a list of employees who elected to convert their original policy to the enhanced policy. There is no specific agency action necessary for the enhancement to the non-flex policy. The **flex eligible** policy enhancement procedures will depend on the flex status of the employee.

**Enrolled in 2005-2006 Flex Plan:**

- 1) Employees have **60 days** from February 1, 2006 effective date to convert to the enhanced policy under flex by signing the State Employee Payroll Deduction Authorization form (SED-4). After the 60 days, premiums cannot be sheltered under flex.
- 2) Employees must complete a Request for Change in Flex Plan Election document if they convert to the enhanced policy and wish to continue to have the premiums sheltered under flex. Employees should select "Significant increase in cost or curtailment of coverage" for the Qualifying Event.
- 3) Employees must send **both** of the above documents to the vendor by March 27, 2006.
- 4) The vendor will forward the signed copy of the SED-4 form and Request for Change in Flex Plan Election document to the agency payroll offices by **March 31, 2006** to be entered.

**Not Enrolled in 2005-2006 Flex Plan:**

- 1) Employees can pick up the enhanced policy any time during the plan year.
- 2) No Request for Change in Flex Plan Election document is required.
- 3) The vendor will forward the SED-4's to agency payroll offices as received.

If you have any questions, please contact Angela Woods at (225) 342-5345.

JWC:ACV