



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

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GOVERNOR

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COMMISSIONER OF ADMINISTRATION

June 1, 2001

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2001-67

TO: All ISIS HR-Paid Agencies

FROM: Jena Cary
Director

SUBJECT: 2001-2002 Flexible Benefits Plan Year Employee Record Maintenance

Flexible Benefits Plan (FBP) Annual Enrollment ended on May 25, 2001 for changes to Group Hospitalization, Life, Dependent Life and Dependent Care. All new enrollments and changes to current enrollments for these deductions should have been completed prior to payroll calc on Monday, May 28, 2001. The Annual Enrollment Period has been extended to June 30, 2001 for **miscellaneous insurance products only**. Refer to OSUP Memorandum #2001-66 concerning these changes.

NOTES:

- (1) For current FBP participants who elect to add or increase miscellaneous insurance coverage during annual enrollment **with an immediate effective date**, the recurring deduction or increase must be set up using the post-tax wage type and delimited effective 6/11/01 (deduction will end 6/10/01). A new recurring deduction must be set up using the pre-tax wage type with an effective date of 7/01/01.
- (2) For New FBP participants, agencies will have to enroll the employee in the FBP using the transaction Create Adjustment Reason OPEN ENROLLMENT effective 7/01/01 and process the change to the FLEX Plan in the OPEN ENROLLMENT offer. Verify that Group HS/LI plans correspond to the FLEX plan enrollment and make changes if necessary. Existing miscellaneous insurance coverage deducted using a post-tax wage type must be delimited effective 6/11/01 (deduction will end 6/10/01) and a new recurring deduction using the pre-tax wage type must be created effective 7/01/01.
- (3) For current FBP participants who elect to stop their participation in the FBP, agencies will need to cancel the employee's enrollment in the FBP using the transaction Create Adjustment Reason OPEN ENROLLMENT effective 7/01/01 and process the change to the FLEX Plan in the OPEN ENROLLMENT offer. Existing miscellaneous insurance coverage deducted using a pre-tax wage type must be delimited effective 6/11/01 (deduction will end 6/10/01), and a new recurring deduction using the post-tax wage type must be created effective 7/01/01.

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Required Flex Plan deductions (code MSZ in UPS) converted from UPS to ISIS HR were set up with an end date of 5/13/01. This end date is only correct for those Required Flex Plan deductions that involved Group Hospitalization/Life products. Required Flex Plan deductions for miscellaneous insurance products will need to be delimited effective 6/11/01 (deduction will end 6/10/01) and a new recurring deduction set up effective 7/01/01 using the appropriate pre-tax wage type.

Enrollment in the Flexible Spending Account Plan (code MSU in UPS) is conducted on a plan year basis. Employees must complete new enrollment forms for dependent care yearly during Annual Enrollment. ISIS HR reflects plan year begin and end dates for the current year only. Agencies must change the plan year end date to 6/30/02. Refer to On-Line Help for Maintain Flexible Spending Account-Date Change for instructions.

State Employee's Group Benefits Program (SEGBP) will again allow all state employees a one-time change in their hospitalization plan during the next FBP year. **For employees participating in the FBP, the total dollar amount being sheltered must remain the same throughout the plan year.** For employees who change to a hospitalization plan with a different premium amount, agencies must set up a recurring deduction to correct the pre-tax amount for any increase or decrease of premiums due to this change. Refer to On-Line Help for Split Benefit Premium under Benefits-Maintain Adjustment Reasons-One-Time Medical Transfer for instructions.

Any questions about how to set up or delimit Group Hospitalization/Life or miscellaneous insurance deductions should be directed to the ISIS HR Help Desk after consulting On-Line Help. For questions on what to do or the timing of changes, please contact a member of the Benefits & Financial Administration Unit at (225):

Paula Rotolo	342-5357	Christi Sanchez	342-5345
Penny Jones	342-5354	Ralph Noland	342-5377

JC:PAR/kmb