



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

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COMMISSIONER OF ADMINISTRATION

June 17, 2004

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM 2004-51

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary
Director

SUBJECT: OSUP Policy on COBRA Insurance Payments for Part Time Employees

The Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1986 includes provisions for terminated employees or those who lose health coverage because of reduced work hours to purchase group health insurance coverage for themselves and their families for a limited time period. However, state law does not allow an agency to pay any portion of the COBRA insurance premium. Therefore, the Office of State Uniform Payroll (OSUP) is instituting a policy to not allow Office of Group Benefits (OGB) COBRA premiums (employee and/or employer shares) to be withheld for part-time employees through the ISIS HR System. These payments must be paid directly to OGB by the insured.

If you have any questions, please contact a member of the OSUP Benefits and Financial Administration Unit at (225):

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JWC:SKG:kmb