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GOVERNOR

ANGELE DAVIS
COMMISSIONER OF ADMINISTRATION

State of Louisiana

Division of Administration

Office of State Uniform Payroll

January 24, 2008

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2008-25

TO: All ISIS HR Agencies

FROM: Jena W. Cary
Director

SUBJECT: Rate Changes for the Following Statewide Vendor Products:
American Heritage Life (30006) Cancer Policies
American Public Life (30008) Cancer Policies
Life Investors (30043) Cancer Policies

American Heritage Life, American Public Life and Life Investors will be implementing a rate increase effective July 1, 2008 for the above policies. By March 17, 2008, 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. A new Payroll Deduction Authorization Form (SED-4) with the new rates will also be enclosed with the letter.

Employees who accept the rate change must sign the forms and send them back to the appropriate vendor by May 5, 2008. Vendors will forward a signed copy of the SED-4 form to the payroll office by May 26, 2008 to be entered. Agencies should have all deduction changes entered for the July 3, 2008 payday **(annual enrollment entry close deadline of June 13, 2008)**. Employees who do not submit the signed SED-4 by the May 5th deadline will have their policies cancelled upon notice from these vendors, effective July 1, 2008.

Vendors will prepare and send a list of employees who did not agree to the changed rates (did not sign the new SED-4 form) to the payroll offices by June 2, 2008. The list will indicate 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 for this specific policy has been cancelled effective July 1, 2008. **The employee signature is not required on these SED-4's. The SED-4 should include all other active**

policies the employee has with the vendor as new SED-4's supersede all prior forms. Cancellations and rate changes must be entered by the agency in eEnrollment through the Annual Enrollment process by the annual enrollment entry close of June 13, 2008 to avoid one time refunds and deductions after the plan year has begun.

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

American Heritage Life, Shawn Anderson (800) 521-3535 ext 3303
American Public Life, Jackie Brooks (800) 256-8606 ext 218
Life Investors, David Louks (800) 400-3042 ext 1213

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

JWC:ACV

c: Ray Harrison, Office of Group Benefits
Shawn Anderson, American Heritage Life
Jackie Brooks, American Public Life
David Louks, Life Investors