



State of Louisiana
Division of Administration
Office of State Uniform Payroll

January 30, 2008

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2008-26

TO: All ISIS HR Agencies

FROM: Jena W. Cary
Director

SUBJECT: Statewide Vendor Product 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. An **exception** to this is higher education facilities overseen by a Governing Board. The Governing Board has the authority to approve additional products or remove products per the Boards' established policies.

The following enhancements have been approved for the November 1, 2007 deadline to be effective February 1, 2008:

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

Original Policies	Enhanced Policy
A-75100-LA, A-75200-LA, A-75300-LA	A76100LA

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 advise employees of the enhanced policies during consultations. The **flex eligible** policy enhancement procedures will depend on the flex status of the employee.

Enrolled in 2007-2008 Flex Plan:

- 1) Employees have **60 days** from February 1, 2008 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 24, 2008.
- 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 28, 2008** to be entered.

Not Enrolled in 2007-2008 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 Angel Vernon at (225) 342-5344.

JWC:ACV