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COMMISSIONER OF ADMINISTRATION

**State of Louisiana**  
Division of Administration  
**Office of State Uniform Payroll**

July 24, 2008

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2009-05

TO: All ISIS HR Paid 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 OSUP 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 any product per the boards' established policies.

The following enhancements have been approved for the May 1, 2008 deadline to be effective August 1, 2008:

- 1. Colonial Life & Accident, **flex eligible** Hospital Indemnity policy

Original Policy	Enhanced Policy
HIS94	Medical Bridge 3000

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

Original Policy	Enhanced Policy
CP97 (UL97), CP97J (CP97-GPO)	UL 1000

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.

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Vendors will advise employees of the enhanced policies during consultations. There is no specific agency action necessary for the enhancement to the non-flex policies.

**Enrolled in 2008-2009 Flex Plan:**

- 1) Employees have **60 days** from August 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 September 22, 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 **September 26, 2008** to be entered.

**Not Enrolled in 2008-2009 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 or Jodi Bullock at (225) 342-5345.

JWC:JAB/ral

c: Ray Harrison, OGB