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

December 30, 2008

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2009-27

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary  
Director

SUBJECT: OGB Health & Life Rehired Retiree Rates Added to ISIS HR

Office of Group Benefits (OGB) health and life premium rates for rehired retirees will be available in ISIS HR beginning January 1, 2009 in order to allow the option of payroll deduction for active rehired retirees. This provides two advantages to the rehired retiree employee: (1) Convenience of premium payments and (2) Premiums can be tax sheltered through the Flexible Benefits Plan.

Agencies should develop a policy as to how they will handle rehired retiree premiums. The following options are available for full-time rehired retirees:

- Withhold premiums from ISIS HR pay. If chosen, employee and employer shares of premiums will be transmitted to OGB by the Office of State Uniform Payroll (OSUP). Employer share will be charged to the agency that the rehired retiree works for rather than the agency they retired from. (After the employee has separated, the payment of the employer share will revert back to the retiring agency). **Note:** Once the agency has made the decision to allow a payroll deduction for retiree premiums for an employee, OGB will not allow this decision to be rescinded. Therefore, employees have the option to discontinue the payroll deduction but the current agency will still be responsible for the state share of premiums until the employee leaves that agency.
- Continue with the current procedure where retirees forward premiums to the agency they retired from, or directly to OGB, and the agency forwards the premiums (employee and/or employer shares) to OGB.

If a full-time rehired retiree **who has been paying premiums to their agency or directly to OGB** wants to start withholding premiums through ISIS HR payroll, and if the retiree is currently participating in the Flexible Benefits Plan Premium Conversion and starts withholding OGB premiums between January 1, 2009 and January 31, 2009, these premiums will be allowed to be sheltered through the Flexible Benefits Plan and will have an effective

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date of 2/1/09. Employees not currently enrolled in Premium Conversion can enroll in it during the Flexible Benefits Annual Enrollment Period in 2009. Employees that choose to withhold premiums through payroll deduction after January 31, 2009 will not be allowed to shelter these premiums until the start of the next Flexible Benefits Plan Year.

OGB will be temporarily handling enrollment for interested employees and agencies until agencies have access to handle this through OGB's eEnrollment system. Agencies will be advised once this becomes available. In the meantime, agencies should contact OGB if they have rehired retiree employees who need to be set up with payroll deduction.

To assist OGB in identifying rehired retirees who may be eligible to have premiums payroll deducted, an OGB Status field is being added to IT171 (General Benefits Information) in ISIS HR. When an IT171 is created for an employee during or outside of an action, the value "F" (full time) or "P" (part time) will default based on the value of the Employee Group field on IT1 (Organizational Assignment). The agency can accept or override the default if necessary. The value of the OGB Status field will be interfaced to OGB on the daily outbound EE master changes file and the monthly outbound reconciliation file. The chart below shows which EE Groups are considered full time or part time:

<u>EE Group</u>	<u>OGB Status</u>
A (Full Time Salary)	F
B (PT Hourly)	P
C (Per Diem)	P
E (FT Hourly)	F
F (PT Period)	P

OSUP will be contacting those agencies OGB has identified as having rehired retirees set up in ISIS HR incorrectly with active premium rates with instructions on how to correct.

Agencies can also refer to a recently revised OGB notice on this subject which provides additional information.

Questions regarding how to set up employees in eEnrollment should be directed to the OGB eEnrollment Help Desk at (225) 922-2523. Agencies should refer to ISIS HR online help if there are questions regarding the OGB Status field or contact the ISIS HR Help Desk using the ISIS Help Desk Ticket located at the following web address:

[http://www.doa.louisiana.gov/ois/service/user\\_support/helpdesk/helpdesk.htm](http://www.doa.louisiana.gov/ois/service/user_support/helpdesk/helpdesk.htm).

Any other questions should be directed to a member of the OSUP Benefits and Financial Administration Unit at [\\_DOA-OSUP-BFA@LA.GOV](mailto:_DOA-OSUP-BFA@LA.GOV) or (225):

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JWC/PAR