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COMMISSIONER OF ADMINISTRATION

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

May 12, 2010

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2010-47

TO: All ISIS HR Agencies

FROM: Andrea P. Hubbard  
Director

SUBJECT: Policy Change for the Following Statewide Vendor Product:  
MSofA Dent-All (30047) Dental Policies

MSofA Dent-All will be implementing a change to their dental policy effective July 1, 2010. This policy change will change the benefits (some lost and some gained) and the premium will **decrease**. By March 15, 2010, MSofA Dent-All mailed letters to all agencies affected by this policy change, along with a list of the employees' current deduction amounts and the new amounts. At the same time, letters were mailed to the employees affected notifying them of this change. A new Payroll Deduction Authorization Form (SED-4) with the new rate was enclosed with the letter.

Employees who accept the policy change must sign the form and send it back to MSofA Dent-All by May 3, 2010. MSofA Dent-All will forward a signed copy of the SED-4 form to the payroll office by May 24, 2010 to be entered. Agencies should have all deduction changes entered for the July 2, 2010 payday (**annual enrollment entry close deadline of June 13, 2010**). Employees who do not submit the signed SED-4 by the May 3<sup>rd</sup> deadline will have their policies cancelled upon notice from these vendors, effective July 1, 2010.

MSofA Dent-All will prepare and send a list of employees who did not agree to the policy change (did not sign the new SED-4 form) to the payroll offices by May 31, 2010. 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 policy has been cancelled effective July 1, 2010. **The employee signature is not required on these SED-4's.** 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, 2010** to avoid one time refunds after the plan year has begun.

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If you have any questions about the policy change, please contact Connie Geneste, Administrative Coordinator, for MSofA Dent-All at (800) 999-5842.

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):

Jodi Bullock	342-5345	Michelle Richmond	342-5357
Brandy Boyd	342-5354	Angel Vernon	342-5344
Desiree Jefferson	342-5377		

APH:ACV

c: Ray Harrison, Office of Group Benefits  
Connie Geneste, MSofA Dent-All