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COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of State Uniform Payroll

May 14, 2010

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2010-48

TO: All ISIS HR Paid Agencies

FROM: Andrea P. Hubbard
Director

SUBJECT: LSU Health Plan Deduction Entries for Plan Year 2010-2011

As explained in OSUP Memo #2009-06, agency personnel are responsible for maintenance of LSU Health Plan wage types (Flex - 3124, *LSU Health Plan; Non-Flex - 3125, LSU Health Plan; and 3134, LSU Hlth Pln-ER). **Agencies must setup 2010 – 2011 plan year deductions after confirming the employee's coverage.** These deductions are entered on Infotype 0014 (Recurring Payments/Deductions). Remember, these deductions are “pre-paid” similar to OGB Health (i.e., deductions for June pay for coverage in July) and must be set up for the first payday of June 2010 (pay period 11/2010).

New plan year premiums can be located on the LSU First website at the following web address: <http://www.lsufirst.lsu.edu>. Round up when determining the semi-monthly deduction amounts from the monthly chart.

Suggested text to be added to IT14 when establishing the deduction for the next plan year is as follows:

IT14 – Establish deduction to continue same coverage for plan year 20XX-20XX. Your initials and date MM/DD/YY.

Or

IT14 – Establish deduction to change (Option, Coverage, or Flex/Non-Flex) from XX to XX. Your initials and date MM/DD/YY.

Agencies should run a payroll simulation, ZY08, upon completion of applicable ISIS HR entries to verify the correct withholding/refund amounts of current and/or one-time premiums.

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Agencies must forward the GB-01 form to the LSU System as well as OGB for all coverage changes or cancellations with LSU Health Plan members as LSU maintains/controls eligibility for the LSU Health Plan.

If you have any questions in reference to how these deductions should be set up, please contact the [ISIS HR Help Desk](#). Any other questions should be directed to a member of the OSUP Benefits and Financial Administration Unit at _DOA-OSUP-BFA@la.gov or (225):

Desiree Jefferson	342-5377	Brandy Boyd	342-5354
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