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

July 24, 2008

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2009-06

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary  
Director

SUBJECT: LSU Health Plan Deductions

Beginning in January 2004, an agency that is an Office of Group Benefits (OGB) participating employer is eligible to offer the LSU Health Plan to employees transferring in under the following conditions:

1. The employee is transferring in to an ISIS HR Paid agency from the LSU system or another OGB participating employer,
2. The employee transferring in to an ISIS HR Paid agency currently has the LSU Health Plan, and
3. The agency signs and complies with the LSU Indemnity Agreement.

Previously, only the Office of State Uniform Payroll had permission to create, maintain and delimit these wage types (Flex - 3124, \*LSU Health Plan; Non-Flex - 3125, LSU Health Plan; and 3134, LSU Hlth Pln-ER). Beginning with the first pay period in July 2008, agency personnel were given permission to these wage types (**both employee and employer shares**). These deductions are entered on Infotype 0014 (Recurring Payments/Deductions) and one-times are entered on Infotype 0015 (Additional Payments). Remember, these deductions are "pre-paid" similar to OGB Health (i.e., deductions for June pay for coverage in July).

To obtain an Indemnity Agreement for your agency or to verify that your agency currently has an Indemnity Agreement, contact Susan Perault at (225) 578-6953 or [sperault@lsu.edu](mailto:sperault@lsu.edu). Once it is determined that the agency and employee are eligible, fax the GB01 form for the employee to LSU System HRM at (225) 578-6952 or email to Susan and fax to OGB Eligibility at (225) 925-6333.

Current 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.

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There are many different entry date combinations that can be used for these wage types. The main specifics to remember is that the deductions are pre-paid and the wage types are retro-relevant (i.e., if the start date entered on IT14 or the date of origin on an IT15 deduction is for a pay period in the past, the ISIS HR system will automatically deduct for the past pay period(s) in the current period).

The below scenarios assume the agency and the employee are eligible for enrollment in the LSU Health Plan and the employee continues enrollment in the LSU Health Plan.

**Employee transferring in from a non-paid agency:** Enter the hire/transfer/rehire date as the start date of the IT14 deduction. ISIS HR is unable to automatically withhold one-time amounts for employees transferring in from non-paid agencies since, most often, the employee was not active during one or more pay periods for which the deduction must be withheld (due to prepay requirement). Because of this, any additional semi-monthly premiums will need to be handled by creating a one-time deduction on IT15. The “date of origin” for one-time entries on IT15, if necessary, will default to the current pay period end date.

**Employee transferring paid to paid:** One-time entries will need to be entered by the losing and gaining agencies since the deductions are pre-paid. The losing agency must enter a one-time refund with a “date of origin” equal to the last day worked. The gaining agency must enter a one-time deduction with a “date of origin” equal to the first day of work in the new agency.

**Employee separating or transferring paid to non-paid:** *There is no action necessary.* The wage types will be delimited by the ISIS HR nightly delimitation program and refunds will automatically be issued.

**Employee voluntarily requests cancellation of deductions:** Enter the pay period begin date the premiums should stop, taking into consideration that the premiums are pre-paid. Please refer to ISIS HR Help script for complete instructions on delimiting recurring deductions. When the deduction is pre-taxed, the employee is required to complete a “Request for Change in Flex Plan Election” form in addition to submitting written documentation of the qualified event in order to cancel the deduction.

Agencies should maintain text on IT14 when deductions are created, maintained or delimited and on IT15 when one-times are entered. Suggested text for the establishment of a deduction and processing a one-time deduction is as follows:

IT14 - Establish deduction. Insurance coverage period begins MM/01/YY. Effective date of transfer is MM/DD/YY. Option X (1 or 2), Coverage XX (EE, EE+Spouse, EE+Child, Family), Flex or Non-Flex. Your initials and date MM/DD/YY.

IT15 - Withhold premium missed in pay period XX CCYY. Insurance coverage period begins MM/01/YY. Effective date of transfer is MM/DD/YY. Option X (1 or 2), Coverage XX (EE, EE+Spouse, EE+Child, Family), Flex or Non-Flex. Your initials and date MM/DD/YY.

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**Agencies must 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.**

Agencies must forward the GB01 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.

For questions in reference to Indemnity agreements and eligibility, please contact Susan Perault at (225) 578-6953 or [sperault@lsu.edu](mailto:sperault@lsu.edu). If you have any questions in reference to how these deductions should be set up, please contact the ISIS HR Help Desk at the following website [http://www.doa.louisiana.gov/ois/Service/User\\_Support/Helpdesk/helpdesk.htm](http://www.doa.louisiana.gov/ois/Service/User_Support/Helpdesk/helpdesk.htm) or (225) 342-2677. 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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