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COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of State Uniform Payroll

October 29, 2014

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2015-12

TO: LaGov HCM Paid Agency Human Resources
and Employee Administration Staff

FROM: Andrea P. Hubbard
Director

SUBJECT: LSU First Annual Enrollment and Rate Changes for Plan Year 2015

Agency personnel are responsible for maintenance of LSU First Health Plan deductions in LaGov HCM. **Agencies should gather documentation to verify coverage and begin setting up deductions for the 2015 plan year.** See the [LSU First Health Plan Deductions](#) procedure on the [OSUP Procedures](#) page for instructions on setting up these deductions.

Note: Employees will only be allowed to enroll in or make changes to their coverage with LSU First Health Plan during the month of October for annual enrollment unless they experience an IRS qualified event. The LSU First Health Plan begins January 1, 2015 (not March 1, 2015 like the OGB Health Plans). An employee currently enrolled in the LSU First Health Plan that wants to change to an OGB Health Plan will have until November 30, 2014 to make that change. For January, they will be placed in the plan most comparable to their plan selection for March according to the chart below. Effective with plan year 2015, all deductions will be sheltered (pre-tax) and the employee will be automatically enrolled in premium conversion.

January – February

HMO
HMO
PPO
CDHP
HMO

March – December

Magnolia Local Plus
Magnolia Local
Magnolia Open Access
Pelican HSA (Active Emp. Only)
Pelican HRA

If you have any questions in reference to how these deductions should be set up, please contact the [LaGov HCM 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):

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