

Office of State Uniform Payroll  
State of Louisiana  
Division of Administration

JOHN BEL EDWARDS  
GOVERNOR



JAY DARDENNE  
COMMISSIONER OF ADMINISTRATION

November 17, 2021

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2022-25

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

FROM: Andrea P. Hubbard  
Director

SUBJECT: Mid-Year Flexible Benefits Plan Eligible Statewide Vendor Processing in  
LaGov HCM

Per Internal Revenue Service §125 cafeteria plan regulations, an employee cannot make changes (stop, increase, or decrease) to a flex (pre-tax) deduction without penalty, unless one of the below qualifying reasons apply.

- Administrative error approved by the Office of Group Benefits – submit to [statewideproducts@la.gov](mailto:statewideproducts@la.gov) for approval
- Annual Enrollment
- Enhancement approved by the Office of State Uniform Payroll (within 60 days from the January 1<sup>st</sup> or July 1<sup>st</sup> enhancement effective date)
- New hire (within 30 days from hire date)
- Qualified Life Event
- Rate or policy change approved by OSUP

All flex changes (start, stop, increases, decreases) require OGB flex approval prior to submitting a [LaGov HCM Help Desk Ticket](#); with the exception of the New Hire (signed within 30 days) or the Annual Enrollment (signed between 10/1 to 11/15) QLE. Once OGB flex approval is obtained, agencies must create the statewide vendor product record via HRBEN0001 as a post-tax record for the total amount (do not create as a split premium) and then submit a [LaGov HCM Help Desk Ticket](#) with the following information:

- Request post-tax amount to be moved to flex/pre-tax field
- Effective Dates (start, stop, etc.)

November 17, 2021

Page 2

- Approved OGB QLE
- State OGB flex approval was received (email may be requested)

Refer to the OSUP procedure, [Mid-Year Flexible Benefits Plan \(Flex\) Eligible Statewide Vendor Processing in LaGov HCM](#), located on the [OSUP Procedures](#) page of the OSUP website for important information regarding this process.

Direct questions 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):

Shanna Batiste	342.5344	Shaneen Watson	342.5345
Nakisha Butler	342.5354	Jodi Bullock	342.5377
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APH/SMB:JAW

c: Lynette Deloch, OGB