

Office of State Uniform Payroll
State of Louisiana
Division of Administration

JEFF LANDRY
GOVERNOR



TAYLOR F. BARRAS
COMMISSIONER OF ADMINISTRATION

January 24, 2025

Via email only

Senator Cameron Henry
President of the Senate
State Capitol Building
Post Office Box 94183
Baton Rouge, LA 70804
apa.senatepresident@legis.la.gov

Representative Phillip R. DeVillier
Speaker of the House
State Capitol Building
Post Office Box 94062
Baton Rouge, LA 70804
apa.housespeaker@legis.la.gov

Re: 2024 Rulemaking Summary Report – R.S. 49:966K

Dear President Henry and Speaker DeVillier:

The Division of Administration, Office of State Uniform Payroll (OSUP) hereby submits its report of rulemaking and fee adoptions in calendar year 2024 to the Speaker of the House and the Senate President, in accordance with R.S. 49:966(K). Specifically, we report as follows:

1. In 2024, OSUP reviewed the payroll deduction rule contained in LAC 4:III.Chapter 1. (Payroll Deductions).
2. This rule is required by R.S. 42:455 and is necessary for properly handling voluntary payroll deductions for supplemental insurance vendors. The provisions of the rule support OSUP's mission to administer and facilitate payroll services in a timely, accurate, and professional manner, and to give quality service to agencies and vendors on the LaGov HCM system in accordance with executive policy and federal and state mandates.
3. The rule benefits supplemental insurance vendors and state human resource staff by providing a fair, consistent method for selecting and administering payroll deduction vendors.
4. In 2024 OSUP issued a Notice of Intent amending LAC 4:III.Chapter 1 (Payroll Deductions). The NOI was published in the November 2024 Louisiana Register, and the final rule will be published in the February 2025 Louisiana Register. The rule is being changed to streamline the process for across-the-board policy/rate changes for statewide/supplemental insurance vendors who have payroll deductions in LaGov HCM. Currently, proposed and approved across-the-board policy/rate changes to statewide/supplemental insurance vendor products do not become effective to the policyholder/employee until they express their acceptance of the change, in writing, or they advise they would like to terminate their policy/payroll deduction,

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in writing, to their payroll office or to the statewide/supplemental insurance vendor. The amendment allows approved across the board policy/rate changes to statewide/supplemental insurance vendor products to become effective to the policyholder/employee unless they express, in writing that they would like to terminate their policy/payroll deduction. This brings the implementation more in line with how the Office of Group Benefits (OGB) handles rate/policy changes. This change is located in §112 of the rule. There were additional technical changes for formatting purposes only. Finally, §119 was removed in its entirety because it was a transitional rule for vendors in 2005, and it is no longer applicable.

5. This is the first rule reviewed in the five year period of 2024 – 2028. With this review, we have now reviewed 1 of our 7 total rules (14%) during this period.
 6. OSUP did not propose any fee adoption, increase, or decrease in 2024.
 7. OSUP did not receive any petition or submission pursuant to R.S. 49:964 in 2024.
- Accordingly, no agency responses by OSUP were needed.

Sincerely,



Andrea P. Hubbard

State Uniform Payroll Director