OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2019-25

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

FROM: Andrea P. Hubbard
Director

SUBJECT: Mid-Year Flexible Benefits Plan (Flex) 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 (OGB) – submit to statewideproducts@la.gov for approval
- Annual Enrollment
- Enhancement approved by the Office of State Uniform Payroll (OSUP) (within 60 days from the January 1st or July 1st enhancement effective date)
- New hire (within 30 days from hire date)
- Qualified Life Event (QLE)
- Rate or policy change approved by OSUP

Beginning December 17, 2018, agencies will only have access to maintain flex eligible deductions during Annual Enrollment. Agencies must contact the LaGov HCM Help Desk to start, stop, or make changes to any flex eligible deduction outside of Annual Enrollment. When contacting the LaGov HCM Help Desk, agencies must specify the reason for the addition, deletion, or change to the flex eligible deduction so that it will be handled appropriately. If it is an administrative error, the agency must indicate in the request whether approval to make the flex correction was obtained from OGB.
Refer to the new 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.

Any 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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<tr>
<th>Name</th>
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<tbody>
<tr>
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APH/JAB:mgc

c: Lynette Deloch, OGB