

Office of State Uniform Payroll
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

October 27, 2020

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2021-19

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

FROM: Andrea P. Hubbard
Director

SUBJECT: OSUP Policy on Statewide Vendor Refunds

This is a reminder to agencies that effective, January 1, 2019, it is OSUP Policy that **all refunds** due to employees for statewide vendor products, both participating and non-participating in the Flexible Benefits Plan (FBP), must be processed through the LaGov HCM payroll system **by agencies**. This change is necessary to alleviate issues reported with duplicate refunds (from vendor and agency) due to LaGov HCM Benefits module processing.

The entire policy regarding refunds can be reviewed in the [Voluntary Benefits Vendor Refund Requests](#) procedure document on the [OSUP Procedures page](#) of our website.

If you have any questions, please contact a member of the OSUP Benefits and Financial Administration Unit at _DOA-OSUP-BFA@LA.GOV or (225):

Shanna Batiste	342-5344	Shaneen Watson	342-5345
Kenya Warren	342-5357	Suezett Blanton	342-5354
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APH/SMB:JAW

c: Statewide Vendor Administrative Coordinators
Lynette Deloch, OGB