

Office of State Uniform Payroll
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

November 13, 2018

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2019-18

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

FROM: Andrea P. Hubbard
Director

SUBJECT: OSUP Policy on Statewide Vendor Refunds

It has been OSUP Policy that any refunds due to employees from Flexible Benefits Plan (FBP) participating statewide vendors (those vendors which have one or more products participating in the FBP) must be processed through the LaGov HCM payroll system by agencies. It has also been OSUP Policy that any refunds due to employees from FBP non-participating statewide vendors (those vendors which have no products participating in the FBP) must be processed outside of the LaGov HCM payroll system by the vendor.

Effective, January 1, 2019, OSUP Policy will be that **all refunds** due to employees for statewide vendor products, both participating and non-participating in the FBP, will 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):

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APH/JAB:mgc

c: Statewide Vendor Administrative Coordinators
Lynette Deloch, OGB