January 27, 2020

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2020-38

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

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.)
- Approved OGB Qualified Life Event (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.

Any questions should be directed to a member of the OSUP Benefits and Financial Administration Unit at _DOA-OSUP-BFA@LA.GOV_ or (225):

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Shanna Batiste</td>
<td>342-5344</td>
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<tr>
<td>Brandy Boyd</td>
<td>342-5354</td>
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<tr>
<td>Kenya Warren</td>
<td>342-5357</td>
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<td>Shaneen Watson</td>
<td>342-5345</td>
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<td>Jodi Bullock</td>
<td>342-5377</td>
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APH/SB:JAW

c: Lynette Deloch, OGB