

State of Louisiana
Office of State Uniform Payroll

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October 15, 2026

Office of State Uniform Payroll Memorandum #2027-17

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

Agencies should review the [Voluntary Benefits Vendor Refund Requests](#) procedure document on the [OSUP Procedures](#) page of our website.

Direct questions to a member of the [OSUP Benefits and Financial Administration Unit](#). Contact information can be found on the [staff directory page](#).

APH/KE:par

c: Statewide Vendor Administrative Coordinators
April White, OGB