November 17, 2021

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2022-25

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

FROM: Andrea P. Hubbard
Director

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

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

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<th>Name</th>
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<tbody>
<tr>
<td>Shanna Batiste</td>
<td>342.5344</td>
<td>Shaneen Watson</td>
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<td>Nakisha Butler</td>
<td>342.5354</td>
<td>Jodi Bullock</td>
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<td>Kenya Warren</td>
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APH/SMB:JAW

c: Lynette Deloch, OGB