

Office of State Uniform Payroll  
State of Louisiana  
Division of Administration

JOHN BEL EDWARDS  
GOVERNOR



JAY DARDENNE  
COMMISSIONER OF ADMINISTRATION

March 22, 2019

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2019-41

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

FROM: Andrea P. Hubbard  
Director

SUBJECT: Agency Security Removed for OGB Payment Plan Wage Types

As advised in the attached Office of Group Benefits (OGB) communication, effective Monday, March 25, 2019, agencies will no longer be able to establish payment plans for OGB health and life plans in LaGov HCM. Agencies must submit a [LaGov HCM Help Desk ticket](#) to request a payment plan be established for the employee. The LaGov HCM team will be required to obtain approval from OGB-Fiscal (OFSS) before creating the payment plan in LaGov HCM. After receiving approval from OGB-Fiscal (OFSS), the LaGov HCM team will create the appropriate system entries for the approved amounts and pay periods.

OGB Payment Plan Wage Types restricted to LaGov HCM Team effective 3/25/2019:

2205	*Flex OGB Hlth AR Ded	8536	FMLA OGB-ER for EE
2206	*Flex OGB Hlth AR Offset	8537	Flx FMLA Life-ER for EE
2207	*Flex OGB Hlth AR Bal	8538	FMLA Life-ER for EE
2215	*Flex Life Ins AR Ded	8635	*FMLA-ER for EE Repay
2216	*Flex Life Ins AR Offst	8636	FMLA-ERforEERpay
2217	*Flex Grp Lf Ins AR Bal	8637	*Flx FMLA-Life ERforEERpa
8535	Flx FMLA-ERforEE	8638	FMLA Life-ERforEERpay

More detailed information on this process will be forthcoming via LaGov HCM listserv.

If you have any questions about the change in this policy, please contact a member of the OSUP Benefits and Financial Administration (BFA) Unit at [\\_DOA-OSUP-BFA@LA.GOV](mailto:_DOA-OSUP-BFA@LA.GOV) or (225):

Brandy Boyd	342-5354	Jodi Bullock	342-5377
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APH:PAR/mgc

[Attachment](#)