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Office of State Uniform Payroll

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Office of State Uniform Payroll Memorandum #2027-24

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

This is a reminder to agencies that, 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 he/she has a qualifying reason.

When requests are received to change flex deductions in the middle of the year, agencies should 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 and specific instructions on how different scenarios are handled.

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: April White, OGB