



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

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COMMISSIONER OF ADMINISTRATION

July 8, 2005

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2006-04

TO: All ISIS HR Agencies

FROM: Jena W. Cary
Director

SUBJECT: Additional Information for the American Public Life Termination of Denta Care Dental Policies for Employees in the Flexible Benefits Plan

Due to the delay in employees returning SED-4's to American Public, the Office of State Uniform Payroll (OSUP) and the Office of Group Benefits (OGB) have agreed on the following procedures for employees in the Flexible Benefits Plan that have 1) elected to terminate all American Public Dental premiums, 2) elected the new American Public Select Dental II policy in which the premiums are **less** than the Denta Care premium, or 3) elected the new American Public Select Dental II policy in which the premiums are **more** than the Denta Care premium.

For each of these situations, the agency should enter the employee signed SED-4 information in eEnrollment using the Qualifying event "Significant increase in cost or curtailment of coverage". **This memo replaces the Request for Change in Flex Plan Election document for the agency's documentation of the change.** These entries for American Public Dental will be allowed until Monday, August 29, 2005. OGB will be correcting those changes that have already been entered in eEnrollment which produced a Required Flex deduction or a Split premium.

American Public will also be sending SED-5 refund requests for those employees that 1) requested to terminate all American Public Dental premiums or 2) employees that elected the new American Public Select Dental II policy in which the premiums are less than the Denta Care premium, but the deduction had not been stopped/changed for the 7/8/05 payday. **Per OGB, this memo is the agency's approval to process these refunds in eEnrollment.**

If you have any questions, please contact Angel Vernon at (225) 342-5344 or Ray Harrison at (225) 925-3739.

JWC:ACV

c: Ray Harrison, OGB
Doug Johnson, American Public Life