

Office of State Uniform Payroll

Procedure Title: LSU First Health Plan Deductions	Revision Date: 09/28/2016
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Any agency that is an Office of Group Benefits (OGB) participating employer is eligible to offer the LSU First Health Plan to employees transferring in under the following conditions:

- The employee is transferring in to a LaGov HCM Paid agency from the LSU system,
- The employee transferring in to a LaGov HCM Paid agency currently has the LSU First Health Plan, and
- The agency signs and complies with the LSU Indemnity Agreement.

To verify that your agency currently has an Indemnity Agreement, contact Katti Galatas at (225) 578-1324 or kgalatas@lsu.edu. Once it is determined that the agency and employee are eligible, fax the GB-01 form to WebTPA at (469) 417-1974 or email it to LSU Eligibility at lsueligibility@webtpa.com, and fax to OGB at (225) 342-9917, 342-9968, or 342-9919 or email to OGB.Help@la.gov.

Employees are only allowed to make changes to their health plan, including LSU First, during annual enrollment. The only changes allowed outside of annual enrollment are IRS qualified events. All LSU First Health Plan deductions are withheld pre-tax. Premiums are “pre-paid” similar to OGB Health, so they are deducted one month in advance.

Agency personnel are responsible for confirming enrollment and coverage levels with employees every year and re-enrolling employees in the LSU First Health Plan in LaGov HCM. LSU First moved from Recurring Deductions (infotype 0014) to Health Plans (infotype 0167) in September 2015. Beginning 08/24/2015, OTS converted active LSU First deductions by delimiting the active IT0014 records and creating new IT0167 records. Agencies can no longer use IT0014 to create/maintain LSU First records. These deductions must be maintained in the LaGov HCM Benefits Module via transaction HRBEN0001. Refer to the [LSU First Enrollment](#) LaGov HCM online Help Script for enrollment assistance. All LSU First Health Plans will be delimited at the end of the plan year.

- **Employees transferring in from a non-paid agency:** One-time deductions are necessary due to the pre-pay requirement. Agencies should contact the LaGov HCM Help Desk for assistance in entering these one-time deductions.
- **Employees transferring paid to paid:** One-time deductions and refunds are necessary for both agencies. The losing agency will be billed from the first day of the month to the last day worked with the agency. The gaining agency will be billed from the transfer in date to the end of the month. These adjustments are handled automatically by the LaGov HCM

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system. Agencies do not need to do anything to create these adjustments. LSU may not accurately reflect this on the billing sent to agencies.

- **Employees separating or transferring paid to non-paid:** *There is no agency action necessary.* The system will automatically delimit these deductions and refunds will automatically be issued, when applicable.

Agencies should run a payroll simulation, ZY08, upon completion of entries to verify the correct withholding/refund amounts of current and/or one-time premiums.

Agencies must forward the GB-01 to the LSU System, as well as OGB, for all coverage changes or cancellations for LSU First Health Plan members as LSU maintains/controls eligibility for the LSU First Health plan.

LSU Premiums can be found on the LSU First website at: <http://www.lsufirst.lsu.edu>