



**State of Louisiana**  
DIVISION OF ADMINISTRATION

**OFFICE OF STATE UNIFORM PAYROLL**

M. J. AMIKE® FOSTER, JR.  
GOVERNOR

MARK C. DRENNEN  
COMMISSIONER OF ADMINISTRATION

May 17, 2001

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2001-60

TO: All ISIS HR Agencies

FROM: Ronald S. Mitchell  
Director

SUBJECT: Update on Payroll Deduction of Miscellaneous Insurance Products

On March 30, 2001 agencies were notified by OSUP Memorandum #2001-54 of products that would be removed from payroll deduction effective July 1, 2001. In order to prevent employees from possibly losing insurance coverage, the Division of Administration has decided to "grandfather" those products below the participation level instead of removing them from payroll deduction. **Products that were previously eligible to participate in the Flexible Benefits Plan will continue to be eligible.** The following products will no longer be solicited but **will continue** to be payroll deducted:

Vendor	Deduction Code	Product Name
American Heritage	MSA PA*/NA* 25	Cancer
American Heritage	MSA NN* 27	Accident
American Heritage	MSA NP* 22	Disability Income
American Heritage	MSA NRz 31	Term Life
American Heritage	MSA NSz 32	Universal Life
American Income	MSB NM* 25	Cancer
American Income	MSB NN* 26	Health
American Income	MSB NPz 37	Dependent Life (rider)
American Income	MSB NRz 34	Term Life (rider)
American Income	MSB NSz 31	Whole Life
Conseco	MSC NT* 27	Accident
Conseco	MSC NP* 81	Accident/C-V
Conseco	MSC NS* 84	Hosp Ind/C-V
Conseco	MSC NZ* 99	*Grandfather*
Loyal American	MSF NPz 34	Ordinary Life
Protective Life	MSH NM* 80	Cancer
Protective Life	MSH NNz 29	Disability
Protective Life	MSH NPz 31	Whole Life
Protective Life	MSH NRz 30	Term Life
Protective Life	MSH NSz 32	Universal Life
American Family Life	MSI PC*/NC* 21	Hospital Indemnity
American Family Life	MSI NV* 81	Acc/Disab
American Family Life	MSI NSz 38	LifeCare, Adv, Ord
American Family Life	MSI NTz 29	Conval Care
American Family Life	MSI NUz 29	Medicare Supp
American Public Life	MSJ PA*/NA* 25	Cancer
American Public Life	MSJ PB*/NB* 20	Intensive Care
American Public Life	MSJ NM* 27	Accident
American Public Life	MSJ NRz 30	Group Term Life

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American Public Life	MSJ NSz 31	Whole Life
Colonial Life & Accident	MSK PB*/NB* 78	Intensive Care
Colonial Life & Accident	MSK PD*/ND* 76	Hosp. Income
Colonial Life & Accident	MSK NSz 77	Whole Life
Life Investors of America	MSL PC*/NC* 16	Heart
Life Investors of America	MSL NP* 82	Heart C/V
Life Investors of America	MSL NRz 30	Life
New York Life	MSN NMz 22	Disability
New York Life	MSN NPz 32	Universal Life
New York Life	MSN NSz 30	Term
Professional	MSP NM* 25	Cancer
Professional	MSP PB*/NB* 21	Hospital Income
Professional	MSP NN* 27	Accident
Professional	MSP NRz 34	Term Life
Professional	MSP NSz 30	Term
Professional	MSP NTz 32	Whole Life
Group Benefits	MSYG NM* 50	Universal Life

Deductions for these unsolicited products will continue only for those employees who currently have a deduction set up in ISIS HR. Because these wage types can not be restricted in ISIS HR to prevent any new deductions, Employee Administration Units will be responsible for making sure new deductions are not set up for these products. ISIS will not automatically stop these deductions as indicated in Memo #2001-54. Any employees that wish to make any changes to any of these unsolicited products at any time will need to submit the SED-4 form to OSUP for approval with the unsolicited product handwritten in and signed by the insurance vendor and the employee. Agencies who have started entering new deductions to replace a product that was scheduled to be removed will need to contact the employee to determine if they still want to make a change or if they want to continue with the unsolicited product.

Employees will need to be notified of these changes as soon as possible. To assist agencies in notifying employees, OSUP has developed the attached memorandum that **must** be sent to all employees. Additionally, vendors affected will be notified that these deductions will continue and contacting employees to set up other means of payment will not be necessary.

There will be no changes to the Vendor/Coordinator Listing of Products (VC-02) that was attached to OSUP Memo #2001-54. Unsolicited products are not listed on the VC-02. An updated Alpha Listing by Company Code (VC-01) is attached. The SED-4 forms must still be revised by vendors to include only those products approved for solicitation effective July 1, 2001.

If you have any questions, please contact a member of the Benefits Administration Unit at (225):

Paula Rotolo	342-5357	Christi Sanchez	342-5345
Penny Jones	342-5354	Ralph Noland	342-5377

RSM:PAR/kmb

Attachment:

[Memo to Employees](#)

[VC-01 – Alpha Listing by Company Code](#)



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COMMISSIONER OF ADMINISTRATION

MEMORANDUM

TO: All State Employees

FROM: The Office of State Uniform Payroll

SUBJECT: Update on Changes in Miscellaneous Insurance Products Available for Payroll Deduction

All state employees were notified by Memorandum in April 2001 of products that would no longer be available for payroll deduction effective July 1, 2001. In order to prevent employees from possibly losing insurance coverage, the Division of Administration has decided to “grandfather” these products and **continue** to deduct premiums through payroll for only those employees who currently have a deduction for these products being withheld from their paycheck as of July 1, 2001. Products that were previously eligible to participate in the Flexible Benefits Plan (identified with “**Flex**” below) will continue to be eligible.

Vendors will be notified of these changes. If you have been contacted by your insurance company about a product being removed from payroll deduction, please disregard this notice. If you have any concerns about a specific product or any questions about this notice, please contact your Employee Administration Unit or your insurance provider.

**“Grandfathered” Miscellaneous Vendors/Products that will continue to be payroll deducted, but will no longer be solicited:**

Vendor/Product	Vendor/Product
American Heritage/Cancer <b>Flex</b>	American Family Life/Convalescent Care
American Heritage/Accident	American Family Life/Medicare Supplement
American Heritage/Disability Income	American Public Life/Cancer <b>Flex</b>
American Heritage/Term Life	American Public Life/Intensive Care <b>Flex</b>
American Heritage/Universal Life	American Public Life/Accident
American Income/Cancer	American Public Life/Group Term Life
American Income/Health	American Public Life/Whole Life
American Income/Dependent Life (rider)	Colonial Life & Accident/Intensive Care <b>Flex</b>
American Income/Term Life (rider)	Colonial Life & Accident/Hospital Income <b>Flex</b>
American Income/Whole Life	Colonial Life & Accident/Whole Life
Conseco/Accident	Life Investors of America/Heart <b>Flex</b>
Conseco/Accident Cash Value	Life Investors of America/Heart Cash Value
Conseco/Hospital Indemnity Cash Value	Life Investors of America/Life
Conseco/*Grandfather*	New York Life/Disability
Loyal American/Ordinary Life	New York Life/Universal Life
Protective Life/Cancer	New York Life/Term
Protective Life/Disability	Professional/Cancer
Protective Life/Whole Life	Professional/Hospital Income <b>Flex</b>
Protective Life/Term Life	Professional/Accident
Protective Life/Universal Life	Professional/Term Life
American Family Life/Hospital Indemnity <b>Flex</b>	Professional/Term
American Family Life/Accident & Disability	Professional/Whole Life
American Family Life/LifeCare, Adv, Ord	Group Benefits/Universal Life

MISCELLANEOUS DEDUCTIONS  
ALPHA LISTING BY COMPANY CODE  
FISCAL YEAR 2001-2002

<p><b>MSC CP F/A</b> <b>Conseco Health Insurance Inc.</b> 11825 N. Pennsylvania Street Carmel, Indiana 46082-4930 Gloria Tutt (225) 769-0500</p>	<p><b>MSD CP D/B+</b> <b>Starmount Life Insurance Company</b> PO Drawer 14389 Baton Rouge, LA 70898-4389 Erich Sternberg (225) 926-2888 ext. 175</p>	<p><b>MSE CP D/-</b> <b>Guaranty Assurance Co</b> PO Box 40017 Baton Rouge, LA 70816 Delina Schexnayder (225) 291-3172</p>
<p><b>MSF Non CP F/A</b> <b>Loyal American Life Insurance Co.</b> PO Box 5418 Cincinnati, OH 45201-5418 Cathy Newbold (800) 633-6752</p>	<p><b>MSG CP D/B+</b> <b>Guaranty Income Life Insurance Co.</b> PO Box 2231 Baton Rouge, LA 70821 Sherry Ducote (225) 383-0355</p>	<p><b>MSI CP F/A+</b> <b>American Family Life Assurance Co.</b> 1932 Wynnton Road Columbus, GA 31999 Michelle Faircloth (877) 235-2272</p>
<p><b>MSJ CP F/B++</b> <b>American Public Life Insurance Co.</b> PO Box 925 Jackson, MS 39205-0925 Doug Johnson (601) 936-3218</p>	<p><b>MSK CP F/A+</b> <b>Colonial Life &amp; Accident Insurance Co.</b> PO Box 1365 Columbia, SC 29202 Chuck Byrd (800) 845-7330 ext. 5978</p>	<p><b>MSL CP F/A</b> <b>Life Investors Insurance of America</b> 4333 Edgewood Road NE Cedar Rapides, IA 52499 Jim Lites (501) 371-3174</p>
<p><b>MSN Non CP F/A++</b> <b>New York Life Insurance Company</b> 51 Madison Avenue New York, NY 10010 Stephen Goldsmith (952) 884-4041</p>	<p><b>MSQ Non CP N/ILOC</b> <b>Prepaid Legal Services</b> PO Box 145 Ada, OK 74820 Mark Riches (931) 537-2230</p>	<p><b>MSS CP N/ILOC</b> <b>MS of A Dent-All Plan, Inc.</b> PO Box 1418 Tomball, TX 77377-1418 Barbara Auge (800) 999-5842</p>
<p><b>MSA</b> <b>American Heritage Life Insurance Co.</b> 1776 American Heritage Life Dr. Jacksonville, FL 32224 J. Craig Hensley (504) 466-3337</p>	<p><b>MSB</b> <b>American Income Life Insurance Co.</b> P. O. Box 2608 Waco, TX 76797 Darlene Cunningham (254) 751-8600</p>	<p><b>MSH</b> <b>Protective Life Insurance Co.</b> P. O. Box 12687 Birmingham, AL 35202 Debra Lawson (800) 866-9933</p>
<p><b>MSP</b> <b>Professional Insurance Company</b> P. O. Box 130015 Raleigh, NC 27605-1015 Tonya M. Oliver (800) 730-6487 ext. 8271</p>	<p><b>MSYG</b> <b>State Employees Group Benefits</b> P. O. Box 44036 Baton Rouge, LA 70804 Ray Harrison (225) 925-3739</p>	

MSX = UPS Vendor for the specific company  
 CP or Non CP = Indicates whether company has products participating in the cafeteria plan  
 x1/x2 = x1= **D**-domestic insurance, **F**-foreign insurance, or **N**-non insurance  
 x2= Insurance Vendors - A.M. Best current rating- **A+**, **A**, **B+**, **B**, **etc.**  
 Or Non-insurance vendors - **CD**-Certificate of Deposit or **ILOC**-Irrevocable letter of credit

Home address of company

Name and phone number of designated coordinator

NOTE: Codes assigned EACH AUTHORIZED PRODUCT are listed on form VC-02 (05/01)