

Office of State Uniform Payroll  
State of Louisiana  
Division of Administration

JOHN BEL EDWARDS  
GOVERNOR



JAY DARDENNE  
COMMISSIONER OF ADMINISTRATION

September 30, 2019

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2020-13

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

FROM: Andrea P. Hubbard  
Director

SUBJECT: Annual Enrollment for Plan Year 2020

Annual Enrollment will begin October 1, 2019 for Office of Group Benefits (OGB) health and life, Statewide Vendor products, and LSU First Health. Below are the deadlines and other important information for each.

**OGB Health and Life**

Employees can change, waive, or enroll in a health plan, apply for life insurance, and enroll in Flexible Spending Arrangement (FSA) and/or Health Savings Account (HSA) deductions through the [LEO Annual Enrollment Application](#) or through their human resource office during Annual Enrollment. Annual Enrollment dates are **October 1, 2019 – November 15, 2019**. Agencies must have all changes entered in LaGov HCM by **November 22, 2019**. When employees use LEO to waive coverage, the 2020 IT9004 waived record will be built automatically by the payroll system and a waiver email will be sent to OGB and the 032 – HR Benefits contact will receive an email notice that the employee has a new IT9004 waiver. Refer to the [LaGov Bulletin Board](#) (Benefits Module – Upcoming 2020 Annual Enrollment News) for system entry information.

**Statewide Vendors**

Statewide Vendors must have all Annual Enrollment SED-4 forms to the agencies by **December 2, 2019**. Agencies must have all changes entered in LaGov HCM by **December 15, 2019**. Refer to the online help script [Statewide Misc. Product Enrollment- HRBEN0001](#) for system entry information.

**LSU First**

Agencies are responsible for maintaining LSU First Health Plan changes in LaGov HCM. Information on this health plan can be found in the [LSU First Health Plan Deductions](#) procedure on the [OSUP Procedures](#) page. Refer to the [LSU First Enrollment](#) LaGov HCM online Help Script for entry assistance. The 2020 rates can be found on the [LSU First website](#).

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Agencies only need to make changes to the 2020 plan year deduction if an employee's coverage has changed. Employees will only be allowed to make changes to their coverage with LSU First during Annual Enrollment, which is **October 1, 2019 – October 31, 2019**, unless they experience an IRS qualified event. Entries must be entered in LaGov HCM by **November 22, 2019**.

**Reminder:** As of January 1, 2017, new enrollments in LSU First are no longer allowed in the LaGov HCM system.

If you have any questions in reference to how these deductions should be set up, please contact the [LaGov HCM Help Desk](#). Any other questions should be directed to a member of the OSUP Benefits and Financial Administration Unit at [\\_DOA-OSUP-BFA@la.gov](mailto:_DOA-OSUP-BFA@la.gov) or (225):

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APH:BB/jw