

Office of State Uniform Payroll
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

September 27, 2021

Updated by OSUP Memorandum [#2022-18](#)

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2022-09

TO: LaGov HCM Agency Human Resources
and Employee Administration Staff

FROM: Andrea P. Hubbard
Director

SUBJECT: Rate Changes for Statewide Vendor Products

Starmount Life Insurance (Dental) and Transamerica Life Insurance (Cancer) will be implementing rate increases effective Jan. 1, 2022 for the above policies. On Sept. 21, 2021, these vendors mailed letters to all agencies affected by the rate increase, along with a list of the employees' current deduction amounts and the new amounts. At the same time, letters were mailed from these vendors to the employees affected notifying them of the change. A new Payroll Deduction Authorization Form (SED-4) with the new rates was enclosed with the letter.

Employees who accept the rate increase must sign the forms and send them back to the appropriate vendor by Oct. 15, 2021. Vendors will forward a signed copy of the SED-4 form to the payroll office by Nov. 5, 2021 to be entered. Agencies should have all deduction changes entered for the Jan. 14, 2022 payday. Employees who do not submit the signed SED-4 by the Oct. 15th deadline will have their policies cancelled upon notice from these vendors, effective Jan. 1, 2022.

Vendors will prepare and send a list of employees who did not agree to the changed rates (did not sign the new SED-4 form) to the payroll offices by Nov. 12, 2021. The list will indicate the employee's name, social security number, and product. A new Payroll Deduction Authorization Form, SED-4, will also be mailed to the employee and agency indicating that coverage for this specific policy has been cancelled effective Jan. 1, 2022. **The employee signature is not required on these SED-4's. The SED-4 should include all other active policies the employee has with the vendor as new SED-4's supersede all prior forms.**

Cancellations and rate changes must be entered by the agency in LaGov HCM before Jan. 3, 2022 in order for the correct deductions to be taken on the Jan. 14, 2022 payday. Failure to do so will result in the agency having to make retroactive adjustments in order to correct the deductions. Retroactive adjustments could result in refunds being processed or inflated premiums in the pay period following the adjustments. Please refer to the [LaGov HCM Help script](#) for information about delimiting deductions and making adjustments to existing deductions.

Employees who accept the rate increase but will not have had the policy in force for one full year, as of Jan. 1, 2022, cannot have the rate increase effective until that one year has passed per the Louisiana Insurance Code (Title 22 of the Louisiana Revised Statutes). If these vendors choose to have the increase effective when that year is up, they must include this information in a cover letter to the agencies with the SED-4 so that the increase will be handled properly for those employees enrolled in the Flexible Benefits Plan.

Direct questions about the rate changes to the following Administrative Coordinators for the vendors listed below:

Starmount Life Insurance, Rosalyn Duty 888.729.5433
Transamerica Life Insurance, Debra King 800.400.3042

Direct all other questions to a member of the OSUP Benefits and Financial Administration Unit at _DOA-OSUP-BFA@LA.GOV or (225):

Shanna Batiste	342.5344	Jodi Bullock	342.5377
Shaneen Watson	342.5345	Nakisha Butler	342.5354
Kenya Warren	342.5357		

APH:SMB/par

c: Lynette Deloch, Office of Group Benefits
Rosalyn Duty, Starmount Life Insurance
Debra King, Transamerica Life Insurance