

Office of State Uniform Payroll  
State of Louisiana  
Division of Administration

JOHN BEL EDWARDS  
GOVERNOR



JAY DARDENNE  
COMMISSIONER OF ADMINISTRATION

May 29, 2020

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2020-48

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

FROM: Andrea P. Hubbard  
Director

SUBJECT: Statewide Vendor Product Enhancement Approvals

The Office of State Uniform Payroll (OSUP) is responsible for the administration of the rules governing state employee payroll deductions. Products that are authorized through OSUP are for all state employees and all state agencies of the executive branch of state government as defined under R.S. 36:4. An **exception** to this is higher education facilities overseen by a Governing Board. The Governing Board has the authority to approve additional products or remove any product per the boards' established policies.

Per the payroll deduction rule, enhancements to policies occur when a vendor broadens an existing, solicited policy's benefits/coverage. The existing solicited policy will be replaced by the enhanced policy and will no longer be solicited. **Current policyholders may choose to keep the existing policy or convert to the enhanced policy**; however, new policyholders must purchase the enhanced policy.

The following enhancement has been approved for the April 1, 2020 deadline to be effective July 1, 2020:

1. American Family Life Assurance Company (AFLAC), non-flex eligible Term Life policy

Existing Policy	Enhanced Policy
ICC0965JTO	ICC18B61JTO

There will be no changes to the product descriptions, plan types, or wage types in LaGov HCM as these are enhancements to specific policies under the existing product.

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Vendors will advise employees of the enhanced policies by letter and/or during consultations. Agencies should refer employees to OSUP's "For State Employees", Statewide Vendor webpage at the following web address: [http://www.doa.la.gov/Pages/osup/Emp\\_SW\\_Vend\\_Products\\_January2020.aspx](http://www.doa.la.gov/Pages/osup/Emp_SW_Vend_Products_January2020.aspx) to obtain vendor contact information for applicable vendors. Employees may contact the vendor directly for any questions they may have in reference to the enhancement. No specific agency action is necessary for the enhancement to this non-flex policy.

Any 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):

Shanna Batiste	342-5344	Shaneen Watson	342-5345
Kenya Warren	342-5357	Jodi Bullock	342-5377
Suezett Blanton	342-5354		

APH:JAB/JAW

c: Lynette Deloch, OGB