

Office of State Uniform Payroll
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

November 28, 2023

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2024-23

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

FROM: Andrea P. Hubbard
Director

SUBJECT: Mid-Year Flexible Benefits Plan Eligible Statewide Vendor Processing in
LaGov HCM

This is a reminder to agencies that, per Internal Revenue Service §125 cafeteria plan regulations, an employee cannot make changes (stop, increase, or decrease) to a flex (pre-tax) deduction without penalty, unless he/she has a qualifying reason.

When requests are received to change flex deductions in the middle of the year, agencies should refer to the OSUP procedure, [Mid-Year Flexible Benefits Plan \(Flex\) Eligible Statewide Vendor Processing in LaGov HCM](#), located on the [OSUP Procedures](#) page of the OSUP website for important information regarding this process and specific instructions on how different scenarios are handled.

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

Jodi Bullock	342.5377	Shaneen Watson	342.5345
Angela Collins	342.5354		

APH/JAB:kme

c: April White, OGB