

Office of State Uniform Payroll
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

November 14, 2018

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2019-21

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

FROM: Andrea P. Hubbard
Director

SUBJECT: Update to OSUP Memorandum #2004-29
Statewide Vendors Arrears Processing in LaGov HCM

In the LaGov HCM Benefits Module, missed premiums for statewide vendor deductions go into arrears and are automatically deducted when funds are available.

If an employee is on LWOP for only one pay period, the employee may choose to catch up the deductions, in the payroll system, when he/she returns to active duty. When an employee is on extended LWOP, he/she must set up a payment arrangement to remit the premiums, which are normally payroll deducted, directly to each vendor outside of the payroll system while on LWOP. This will ensure the policies are not cancelled due to non-payment of premiums.

In order to prevent the system from deducting for premiums that the employee paid outside of the system while on LWOP, agencies must contact the [LaGov HCM Help Desk](#) to have a zero dollar record, including text, inserted for the time period the employee was on LWOP for each statewide vendor payroll deduction. This will reflect continuous enrollment, which is important for flex purposes, and the zero dollar record will reflect the time period when the employee was on LWOP and made the premium payments directly to the vendor.

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

| | | | |
|----------------|----------|----------------|----------|
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APH/JAB:mgc

c: Lynette Deloch, OGB