

Office of State Uniform Payroll
State of Louisiana
Division of Administration

JEFF LANDRY
GOVERNOR



TAYLOR F. BARRAS
COMMISSIONER OF ADMINISTRATION

November 19, 2024

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2025-24

TO: LaGov HCM Agency Human Resources
and Employee Administration Staff

FROM: Andrea P. Hubbard
Director

SUBJECT: Notice of Intent - Changes to the Payroll Deduction Rule

The Office of State Uniform Payroll is proposing a change to how statewide vendor policy changes, including across the board rate increases, are implemented. Currently, proposed and approved across the board policy/rate changes to statewide/supplemental vendor products do not become effective until the employee/policyholder expresses their intent to either accept the change or terminate the policy. Most of these changes involve a change to the payroll deduction amount. The proposed change will allow approved changes to statewide vendor products to become effective for all employees/policyholders except those employees/policyholders who have expressed, in writing, their intent to terminate their policies. A signed SED-4 deduction form will no longer be required for acceptance of a policy/rate change. Employees who want to terminate their policy/payroll deduction must notify the vendor or their HR/Payroll Office, in writing, by the deadline.

Agencies must notify all state employees of this proposed change by November 27, 2024. Agencies can use this [sample letter](#) to provide to employees.

OSUP has issued a Notice of Intent of these proposed changes to the Payroll Deduction Rule (LAC Title 4, Part III, Chapter 1). It has been published in the November 2024 edition of the Louisiana Register, which can be found at this website: <https://www.doa.la.gov/media/fgelbcel/2411.pdf>. Comments, if any, should be made in writing to the Office of State Uniform Payroll, ATTN.: Paula Rotolo, P.O. Box 94095, Baton Rouge, LA 70804 or via fax to 225.342.1650. The deadline for receipt is Tuesday, Dec. 10, 2024 by 4:30 p.m.

The proposed change is located in §112 of the rule. There are additional technical changes being proposed for formatting purposes only. Finally, §119 is being removed in its entirety because it was a transitional rule for vendors in 2005, and it is no longer applicable.

Direct questions to the OSUP Benefits and Financial Administration Unit at _DOA-OSUP-BFA@LA.GOV.

APH:PAR/kme