

Office of State Uniform Payroll
State of Louisiana
Division of Administration

JEFF LANDRY
GOVERNOR



TAYLOR F. BARRAS
COMMISSIONER OF ADMINISTRATION

October 28, 2024

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2025-19

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

FROM: Andrea P. Hubbard
Director

SUBJECT: OSUP Policy on Statewide Vendor Refunds

This is a reminder to agencies that it is OSUP Policy that **all refunds** due to employees for statewide vendor products, both participating and non-participating in the Flexible Benefits Plan, must be processed through the LaGov HCM payroll system **by agencies**. This policy is necessary to alleviate issues reported with duplicate refunds (from vendor and agency) due to LaGov HCM Benefits module processing.

NOTE: Effective 10/28/2024, due to system changes that no longer require entries on IT15 for miscellaneous insurance refunds, SED-5 forms are no longer required. Refunds are date driven, so they are processed based on the effective dates entered on the payroll deduction records.

The policy regarding refunds has been updated and can be reviewed in the [Voluntary Benefits Vendor Refund Requests](#) procedure document on the [OSUP Procedures](#) page of our website. Agencies should thoroughly review the procedure for new instructions on processing refunds.

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

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c: Statewide Vendor Administrative Coordinators
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