

Office of State Uniform Payroll  
State of Louisiana  
Division of Administration

JOHN BEL EDWARDS  
GOVERNOR



JAY DARDENNE  
COMMISSIONER OF ADMINISTRATION

November 27, 2018

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2019-25

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

FROM: Andrea P. Hubbard  
Director

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

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 one of the below qualifying reasons apply.

- Administrative error approved by the Office of Group Benefits (OGB) – submit to [statewideproducts@la.gov](mailto:statewideproducts@la.gov) for approval
- Annual Enrollment
- Enhancement approved by the Office of State Uniform Payroll (OSUP) (within 60 days from the January 1<sup>st</sup> or July 1<sup>st</sup> enhancement effective date)
- New hire (within 30 days from hire date)
- Qualified Life Event (QLE)
- Rate or policy change approved by OSUP

Beginning December 17, 2018, agencies will only have access to maintain flex eligible deductions during Annual Enrollment. Agencies must contact the [LaGov HCM Help Desk](#) to start, stop, or make changes to any flex eligible deduction outside of Annual Enrollment. When contacting the LaGov HCM Help Desk, agencies must specify the reason for the addition, deletion, or change to the flex eligible deduction so that it will be handled appropriately. If it is an administrative error, the agency must indicate in the request whether approval to make the flex correction was obtained from OGB.

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Refer to the new 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.

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
Brandy Boyd	342-5354	Jodi Bullock	342-5377
Kenya Warren	342-5357		

APH/JAB:mgc

c: Lynette Deloch, OGB