

Office of State Uniform Payroll  
State of Louisiana  
Division of Administration

JOHN BEL EDWARDS  
GOVERNOR



JAY DARDENNE  
COMMISSIONER OF ADMINISTRATION

October 26, 2021

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2022-18

TO: LaGov HCM Agency Human Resources  
and Employee Administration Staff

FROM: Andrea P. Hubbard  
Director

SUBJECT: Update to OSUP Memorandum [#2022-09](#)  
Rate Changes for Statewide Vendor Products

Relative to upcoming statewide vendor rate increases, agencies were advised in OSUP Memorandum [#2022-09](#) that Starmount Life Insurance and Transamerica Life Insurance will forward a signed copy of updated SED-4 forms to the payroll offices by Nov. 5, 2021 to be entered. **This deadline has been extended to Nov. 12, 2021** due to changes in mail delivery times. Also, agencies were advised that the vendors will prepare and send a list of employees who did not agree to the changed rates (did not sign the new SED-4 form) to the payroll offices by Nov. 12, 2021. **This deadline has been extended to Nov. 19, 2021.** All rate changes and cancellations must be entered by the agency in LaGov HCM before Jan. 3, 2022 in order for the correct deductions to be taken on the Jan. 14, 2022 payday.

Direct questions 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):

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