

Employee Participation and Reconciliation Report Instructions

Purpose: To show all current state employees (LaGov HCM Paid employees/agencies only) with payroll deductions and identify any discrepancies as of the end of June.

See sample format “**SAMPLE RECONCILIATION**” attached.

Report must be in the **exact** format shown in the sample in order to be accepted.

Note: The spreadsheet is broken out into discrepancy types for illustrative purposes only. **Do not** categorize your participation report with discrepancy header rows or include blank rows between discrepancy types.

“Agency #” Column

Agency number corresponds to agency where the employee works. Each employee should be listed with an agency number. Agency numbers can be found on the monthly detail FTP file per employee. Call Jodi Bullock at (225) 342-5345 for details.

“Employee Name” Column

- Name of LaGov HCM employee/payor paying for a policy with your company where premiums are being withheld for that policy through the LaGov HCM payroll system.
- Names in the **Employee Name** Column should **not** list spouse/dependent(s) of employees even if the policy is in the spouse/dependent(s) name.
- Any premiums being withheld from an employee’s paycheck through the LaGov HCM payroll system for a spouse/dependent should be listed under the employee’s name.
- **Do not** list employee on several different lines to show more than one policy. Each employee must be listed only once on this report.
- Add employees that had policies effective for June, but no premium was received on the FTP file.

“SSN” Column

Social Security Number of the employee/payor. Enter the last four digits of the SSN only in the following format *****XXXX. **Do not** list spouse/dependent(s) Social Security Number.

“Products Approved for Payroll Deduction” Column

Each product offered by your company that has been approved for payroll deduction must be listed in a separate column.

“Product Name” Column

- Each product approved for payroll deduction must be listed by the product name used on the LaGov HCM system.
- The “SAMPLE RECONCILIATION” attached lists each product name for your company that has been approved for payroll deduction as of the end of June.
- Under each product name there should be two columns, one for the LaGov HCM Payroll Deduction Amount and the other for the Correct Premium Amount, if different.

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“LaGov HCM Payroll Deduction Amount” Column

- Enter the semi-monthly amount being withheld through the LaGov HCM system for each product the employee has under the correct product name column.
- Enter Zeros in this column for the employees that the vendor has as active, but no premium was received.
- **Do not** enter formulas.
- Only one line should be used for each employee. **Do not** use additional lines to show separate deduction amounts for each policy.
- **Do not** use additional lines to show each product type on a different line.
- **There should be one total deduction amount for each product type the employee has payroll deducted.**

“Correct Premium Amount” Column

- Enter the semi-monthly amount that should be deducted only if the amount under the **LaGov HCM Payroll Deduction Amount Column** is incorrect.
- **Do not** enter zeros where there are no differences. Zeros must only be used to reflect deductions that are being withheld that should not be.
- Please Note: Any change in deduction amount requires a new SED-4 Payroll Authorization Form signed by the employee unless otherwise directed by OSUP.
- **Use the number format with 2 decimal places and 1000 separator (,) for all amounts (X,XXX.XX).**
- **Do not** enter formulas.
- **Do not** use any additional formatting in the deduction amount column or the correct premium amount column.
- **Do not** enter symbols or spaces in amount fields. If you download or import amounts, make sure the amount fields do not contain symbols or spaces.
- **Do not** enter dollar signs.
- **Do not** use Filters, Subtotals or Pivot Tables for this report.
- **Do not** report penny differences of .05 or less due to rounding of the semi-monthly premium.
- Remember that some employees are 9 & 10 month employees. Amounts on SED-4 must be adjusted to reflect the correct premiums to be deducted and paid for a full year of premiums.

Note:

Participants will be counted by product. Vendor count will equal all participants for that product less those that the vendor reflects the correct amount for that product as 0.00. This will determine the vendor participation level for each product.