

Office of State Uniform Payroll  
State of Louisiana  
Division of Administration

JOHN BEL EDWARDS  
GOVERNOR



JAY DARDENNE  
COMMISSIONER OF ADMINISTRATION

January 27, 2020

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2020-38

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

All flex changes (start, stop, increases, decreases) require OGB flex approval prior to submitting a LaGov HCM Help Desk Ticket; with the exception of the New Hire (signed within 30 days) or the Annual Enrollment (signed between 10/1 to 11/15) QLE. Once OGB flex approval is obtained, agencies must create the statewide vendor product record via HRBEN0001 as a post-tax record for the total amount (do not create as a split premium) and then submit a LaGov HCM Help Desk Ticket with the following information:

- Request post-tax amount to be moved to flex/pre-tax field
- Effective Dates (start, stop, etc.)

January 27, 2020

Page 2

- Approved OGB Qualified Life Event (QLE)
- State OGB flex approval was received (email may be requested)

Refer to the 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/SB:JAW

c: Lynette Deloch, OGB