JOHN BEL EDWARDS
GOVERNOR

JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

January 22, 2019

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2019-35

TO: LaGov HCM Agency Human Resources
and Employee Administration Staff

FROM: Andrea P. Hubbard
Director

SUBJECT: Statewide Vendor/Product Removed from Payroll Deduction

Upon review of the annual vendor applications, it has been determined that the following vendor/product will be removed from payroll deduction effective February 1, 2019 due to the vendor not meeting the annual application requirements:

Vendor	Deduction Code	Plan	Product Name
Manhattan Life Assurance Company of America, formerly Kanawha Insurance Company	NM 30	KI30	Term Life

The vendor has been notified that they are responsible for contacting employees with products being removed from payroll deduction. They will advise the employees on how premiums can be paid, e.g. bank draft or invoice, in order to keep their policies in force. Agencies will not receive a new SED-4 form to indicate the removal of this product.

All payroll deductions for this product/vendor will be stopped by the Office of Technology Services (OTS) after the last payroll in January 2019. Agencies can run ZP255, Miscellaneous Plan Participation Report, to determine which employees have this plan type/deduction.

An updated list of vendors, authorized products, assigned codes, and plans, as well as, the names, addresses, phone numbers, fax numbers, and email addresses of the vendor Administrative, Billing, & LA Sales Coordinators (VC-02) is attached for your reference.

If you have any questions, please contact a member of the OSUP Benefits and Financial Administration Unit at _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

Attachment: VC-02, Vendor/Coordinator Listing