

LaGov Paid Benefit Module

LaGov HCM Benefits Module Overview v2018

DATE	ARTICLE TITLE
09/26/2022	Upcoming 2023 Annual Enrollment News!
09/29/2021	Upcoming 2022 Annual Enrollment News!
09/22/2020	Upcoming 2021 Annual Enrollment News!!
09/25/2019	Upcoming 2020 Annual Enrollment News!!
05/01/2019	Adjustment Reason Start Date change for QLE F-series in LaGov HCM
03/20/2019	Instructions on Payment Plans for LaGov Agencies
03/14/2019	HSA and Statewide Misc Vendor Deduction Changes on IT0377 for LaGov Paid Agencies
12/14/2018	HSA Plan & HSA Monthly Savings Account Reminders
11/26/2018	2019 Annual Enrollment Recap
11/13/2018	Maintain Text – IT0167, IT0168, IT0170, & IT0377
11/13/2018	Annual Enrollment Adjustment Reason Dates
10/24/2018	IT9004 for ACA Waiver / Print and Email Functionality
10/23/2018	Annual Enrollment Adjustment Reasons (IT0378)
10/04/2018	LEO Enrollment Records Resent to OGB
09/26/2018	Announcing the LaGov Paid Benefits Module Bulletin Board
09/26/2018	Upcoming 2019 Annual Enrollment News!!

DATE	ARTICLE TITLE
09/10/2018	Helpful Hints / Reminders for the Benefits Module

<u>Date Issued</u>	<u>Article Title</u>	<u>Article Content</u>	Return to TOC
09/26/2018	Announcing the LaGov Paid Benefits Module Bulletin Board	The LaGov HCM Help Desk will now post new information about the Benefits Module to the bulletin board rather than through a listserv email. Agencies can find useful information and use the bulletin board as a resource tool. We will gradually add past listservs and information gathered from help desk tickets. When important information needs to be relayed, a listserv directing users to the bulletin board will be disseminated.	

09/26/2018 [Upcoming 2019 Annual Enrollment News!!](#)

Annual Enrollment is from **10/01/2018** through **11/15/2018**. During this time, eligible employees can log into LEO and modify their Health Benefit elections. LaGov Paid HR offices will have until 11/22/2018 to use QLE ZI10, *Annual Enrollment*, to create necessary records through HRBEN0001. Adjustment reason ZI10 can only be used until 11/22/2018, after that date ZUL8, *Late Processing*, will have to be used.

DO NOT create a 01/01/2019 adjustment reason using ZI10, it will not update OGB and the begin date will be 01/01/2020.

Life Insurance Information

Rescinded – 10/02/2018

Evidence of Insurability (EOI) will not be required for the enrollment of Life Insurance during annual enrollment. New elections through LEO for Basic or Basic+Supplemental will not be staged and the payroll record will be created automatically in HCM. Those employees adding or modifying Dependent Life will create staged records through LEO. Staged records will be indicated by a “red light” on ZP269, *Annual Enrollment EE Records*, signifying that HR **MUST** take action.

2019 Waivers of health insurance should be created through LEO during annual enrollment. When an employee completes a waiver of health insurance through LEO, the Office of Group Benefits (OGB) will automatically receive an electronic notification of the waiver. This will alleviate the need to complete a GB-01 and send it to OGB. The agency’s Benefits Contact will also receive an email notification that a new IT9004 has been created. If there is not an agency contact #32, *HR Benefit*, on ZP200 only OGB will be notified.

When necessary, HR can manually create the waiver on IT9004 including the reason for waiving. After saving the waiver, HR can print the waiver for filing and/or email the waiver to OGB. The ‘Print’ and ‘Email to OGB’ buttons are located in the waiver section of the IT9004 record. If creating the waiver for the employee, ensure that the record is accurate, complete, and that you **validate** the record before saving. Failure to do so will report incomplete or erroneous information.

The screenshot shows a web form titled "Offer/Declination of Coverage". The form contains the following fields and options:

- Waive Period: 01/01/2019 to 12/31/2019
- Date: 10/01/2018
- Created by: EA PERNR EA Name
- Waiver Reason: 02
- Okay to Delete Waiver
-
-

Two blue arrows point to the "Print" and "Email to OGB" buttons.

Clicking on Print will open a browser window. The EA will need to complete their credentials on the logon screen presented. Documents from the Confirmation, Print, and Email buttons all contain the same verbiage.

If an employee waives health coverage through LEO, they can no longer modify their health records and will have to work with their HR office to re-enroll in health insurance. Employees are alerted numerous times that waiving **STOPS** health coverage completely.

NOTE: If the employee had coverage before and elected to waive coverage during Annual Enrollment, the system may insert a waiver record in the existing record from 01/01/2019 to 12/31/2019 on IT9004. Manual intervention will be needed from the LaGov HCM Help Desk. It is not necessary to send a help desk ticket unless you discover a 01/01/2020 to 12/31/9999 record after December 2018.

We highly recommend that all employees who are currently enrolled in the **HSA** plan with an OPEN HSA account* utilize LEO to create a \$0 deduction or a recurring deduction **during Annual Enrollment**. This will assist in the employee receiving the initial \$200 ER contribution timely.

Should an employee with an OPEN account fail to create at least the \$0 record, LaGov HCM will receive a one-time list from OGB to create the IT0377 for 1/1/19 to 12/31/19 for \$0 as this record triggers the creation of the initial \$200 ER share record on IT0015 for 1/13/2019. IT0015 HSA ER contributions are based on calendar year for tax purposes and the entries must be dated for a 2019 date.

*NOTE: The OPEN Account report is located on OGB's website under Agencies > Misc. Documents > HSA Opened Accounts

HSA limits for 2019 are currently \$3,500 for EE Only and \$7,000 for EE+Dependents. Employees can also contribute outside of the payroll system. The HCM payroll system does not take this into account and the employee is subject to IRS regulations.

HRA ER contributions for 2019 will be created in December for continuing elections and those elections made during annual enrollment.

FSA limits for 2019 are currently a minimum of \$600 and maximum of \$2,650 for General Purpose and Limited Purpose. Dependent Care FSA also has a minimum of \$600, but a maximum of \$5,000. Limits often increase during our annual enrollment period. If so, a notice will go out and the LEO AE application will be updated. **The amounts can only be whole numbers.**

The **administrative fee** of \$1.45 for **FSA** is noted in the LEO application and on the employee's election confirmation printed through LEO.

For 2019 and later, Miscellaneous Vendor product records on **IT0377** begin on the first day of a pay period and will end on the payday of the pay period. *EX: If a dental plan deduction should end in Pay Period 10 of 2019, the end date will automatically change to 05/10/2019 if any date in PP10 is selected as the STOP participation date in HRBEN0001.* The change to the IT0377 configuration was changed to ensure HSA monthly deductions end and begin in correct pay period or calendar year.

HSA & FSA payroll deductions are **NOT retro-relevant**. If the first of the deduction month has already processed through payroll, the new record cannot begin until the next month. If a new record is created in HRBEN and the first of the month has passed, the record will begin on the first of the next month.

Manual HSA one-time deductions are not recommended if the employee misses the first of the month deadline. It is a better practice to increase a future deduction and allow the system to automatically calculate the ER match. Manual entries will require the EA to monitor ZP64 throughout the year to ensure that the employee does not receive more than the \$775 total ER contribution. Employees can change their monthly deduction each month.

If a FSA contribution is missed due to LWOP or other reasons, a one-time to catch up is **not possible**. The system will automatically recalculate the balance for the remaining pay periods and charge the new amount on the next available paycheck.

All employees with **2019 Health Coverage** will receive a new 01/01/2019 record on IT0167. If there is a new Life Insurance vendor, a new 01/01/2019 IT0168 will also be created.

Once the list of eligible **LBLA** employees is published on OGB's website create the credit records using ZP252, *LBLA Credit Utility*, for 01/01/2019.

As a reminder, there are NO transfer adjustments for LBLA at this time. OGB Billing is currently creating manual adjustments.

Rehired Retirees that may be eligible for health insurance must have a **Location code** of **92** on their most current IT0001 record in HCM. This will prevent them from making elections in LEO as they must complete the GB-01 in HR for changes.

It is highly recommended that you run **ZP269, Annual Enrollment EE Records**, report daily during Annual Enrollment. If the record is marked with a "red light" in the exception column, HR must take action or the coverage will not be modified. New this year – the report will require the selection of the Plan Year. For the upcoming election period **2019** will be used to see the new LEO elections.

See the help script for more information:

http://wwwprd.doa.louisiana.gov/LaGov/Rpt_Desc/BEN/ZP269-Annual_Enrollment_EE_Records.pdf?primaryCSH=zp269

[Date Issued](#)

[Article Title](#)

[Article Content](#)

[Return to TOC](#)

In conjunction with ZP269, agencies should also run **ZP256**, *OGB Interface Error Report*, to ensure that employee elections through LEO are moving to OGB's IMPACT system.

During this Annual Enrollment, employees are reminded to review their **address information** on My Info >> Personal Info in LEO. If the address is not correct, they should update to ensure that they receive important information from OGB. The employee should not create a mailing address record unless their Permanent address record is different. If they have an active Mailing address, all correspondence from OGB and OSUP will go to that address.

09/10/2018 [Helpful Hints /
Reminders for the
Benefits Module](#)

Based on recent help desk tickets, we have compiled a list of helpful hints & reminders about the LaGov HCM Benefits Module.

Please read carefully as much of this information can help eliminate many discrepancies found between HCM and OGB.

Do NOT include an employee's or dependent's complete social security number when submitting an electronic help desk to the LaGov Help Desk. (See the listserv sent 8/1/2018 for more information.)

OGB MUST be notified of all social security number changes for both the employee and dependents. (Correcting an existing HCM record)

A GB-01 should NOT be sent to OGB until the day after the record has timely been created in LaGov HCM and allowed to interface overnight. (Exception: Planned retirement information can be sent prior to entry in HCM if necessary.)

eEnrollment should be utilized to verify all health/life/FSA/HSA entries are correct between OGB and LaGov HCM.

Newly onboarded or separated employees with health, life, HSA, and/or FSA coverage will interface to OGB, if the information is valid. Those employees WITHOUT active health, life, HSA, and/or FSA coverage are NOT reported to OGB via a file transfer.

Delimit each IT0021 record for deceased dependents for the last date of coverage (end of the coverage month). The Date of Death field on the dependent MUST also be maintained with actual date of death. Failure to do so can cause a reporting failure and discrepancy between HCM and OGB.

The Dependent Life Dependent record MUST be delimited when a dependent is removed from Dependent Life coverage.

- The dependent life plan should only be terminated if the last dependent is being removed from the plan. (Complete the record termination in HRBEN0001.)
 - The IT0021 Dependent Life Dependent record can only be delimited after the Dependent Life coverage is completely cancelled for that dependent.
-

Rehired retirees eligible for health coverage should have a Location Code of 92 on their Organizational Assignment screen (IT0001).

All rehired retirees that pay for OGB coverage through HCM MUST be under current agency in OGB. This will require paperwork (GB-01) to be sent to OGB for manual entry.

HSA deductions or zero dollar deductions should only be entered after the account is open in eEnrollment (see HSA Open Accounts located on OGB's website under Agencies > Misc Documents > HSA Open Accounts) . This entry triggers the creation of the \$200.00 initial ER share in HCM.

- After Annual Enrollment concludes, the HCM Help Desk will create the zero dollar deduction records on IT0377 for the employees that have a 2019 HSA plan and had a HSA deduction in 2018 but did not elect a new deduction for 2019.

ZP256 should be run the day after you make any OGB change to verify the change went across to OGB.

- If a record is rejected, timely corrections should be made. The changes should process the following day.

Life tiers and rates may change for 2019.

- Life rate information in HCM reflect the 2018 plan rates. Rates will not be displayed in Annual Enrollment application in LEO. Once the new information is received, the payroll system will reflect the new tiers and costs.

HSA deductions will be payday driven starting in 2019.

- The start date will always be the first of the month and the end date will be the last day of the month, but deduction will start and end according to the OSUP payroll calendar.

- Deductions are not retro-relevant. Once the first of the month has processed through payroll, the 1st of the next month must be used. Employees should adjust their monthly amounts accordingly.

Examples: Deduction starts on 1/1/2019. That deduction will be taken in pay period 1/2019 since that pay periods check date (01/04/2019) is after 1/1/2019.

Deduction ends on 1/31/2019. That deduction would not be taken in pay period 4/2019 since that check date (02/15/2019) is after 1/31/19.

Miscellaneous deductions MUST start on the first day of a pay period, but will now end on the pay day.

Example: A deduction would start on 12/17/2018 and end on 1/18/2019 if only deducted for January 2019.

*Deductions ended in HRBEN001 before pay period 1/2019 will required help desk intervention to correct the end date.

If you need assistance with QLEs or Adjustment Reason start dates you can contact OGB or see the help in HCM. (QLE effective dates with examples)

Date Issued	Article Title	Article Content	Return to TOC
		<p>The Adjustment Reason (IT0378) creates a timeframe to complete a record update. Once the period has passed, the entry is late and ZUL8, Late Processing, must be used as the adjustment reason. The use of ZUL8 typically requires documentation to be submitted to OGB for entry/correction. It is not necessary to request permission from the LaGov Help Desk to use ZUL8.</p> <hr/> <p>If the employee is onboarding from a Non-Paid or Non-LaGov agency and currently has OGB, the Adjustment Reason used to create the Benefits record is ZI-8, Transfer. ZI-1, Initial is ONLY for brand new coverage at OGB. Also, the Adjustment Reason of Transfer is not used for Paid to Paid.</p>	
10/04/2018	LEO Enrollment Records Resent to OGB	<p>Annual Enrollment elections made through the LEO Application (10/01 to 10/03) were resent on the nightly 834 file to OGB on Wednesday, October 3, 2018.</p> <p>If using the ZP256 report to identify potential errors for AE through LEO, please begin reviewing the report using 10/04/2018 and beyond in the “Error File Date” field.</p> <p>As a reminder, if you identify an “error” on ZP256, you should then review eEnrollment and HCM to confirm that a record is missing or incorrect.</p>	
10/23/2018	Annual Enrollment Adjustment Reasons (IT0378)	<p>When creating an Adjustment Reason (IT0378) or Qualified Life EVENT (QLE) for Annual Enrollment in HCM you MUST use the dates of the EVENT. The event of Annual Enrollment is during 10/01/CY to 11/22/CY.</p> <p>If you use an incorrect date such as 01/01/2019 for AE 2018, the benefits record will not be created for the correct year and the benefits record will NOT interface to OGB.</p> <p>Remember, you are create an event record and the start/end date must correspond with that event. If you need help, use the examples table available in online help, submit a Help Desk ticket to HCM, or contact OGB Help Desk for questions about which QLE to use.</p> <p>Online Help - QLE Effective Dates with Examples: http://wwwprd.doa.louisiana.gov/LaGov/HCM/MISC/QLE_Effective_Dates_With_Examples.pdf?primaryCSH=IT0378</p>	

10/24/2018

IT9004 for ACA
Waiver / Print and
Email
Functionality

Functionality to begin with records dated 10/01/2018.

OGB is now allowing **LaGov Paid** agencies the ability to forego the use of paper GB-01s for Health Insurance Waiver Form submissions by using the “**Email to OGB**” button from IT9004.

NOTE: If the employee does not create a waiver in LEO during an enrollment period or the agency does not utilize the following functionality from PA30, you MUST follow OGB’s standards and practices for submitting GB-01 ACA Waivers.

If an employee creates a waiver form (*continued annual waiving of coverage*) or **STOPS** coverage and then completes a waiver form, the application will automatically email OGB a waiver notification *with demographics*. (*The 032 contact on ZP200 should also receive a notice that there is a new IT9004 waiver.*)

If the employee completes a paper document and the agency creates the ACA Waiver on IT9004, in PA30, the “**Email to OGB**” button can be used **after** saving the new record.

Create the IT9004 ACA Waiver record as directed by utilizing the [online help script](#); making sure to **VALIDATE** before saving the record. The Waiver section of the IT9004 **MUST** display the Personnel Number and Name of the employee creating the record in HCM before saving. To EMAIL or PRINT the ACA Waiver, pencil change the waiver record and the aforementioned buttons will be available for use. The buttons are not available through PA20, *Display HR Master Data*.

Agencies may choose to print the waiver for their records using the PRINT button from the Waiver section of IT9004.

(Continue to see screenshots.)

Offer/Declination of Coverage

Waive Period 01/01/2019 to 12/31/2019

Date 10/01/2018

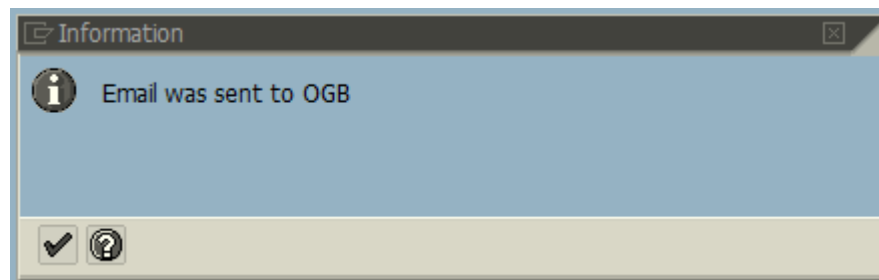
Created by 123456 HR PERSON

Waiver Reason
05

Okay to Delete Waiver

 Print

 Email to OGB



The Print option will open a browser and the EA must complete their credentials to view the web-form and print the document based on the browser options. (Pop-up blockers must be turned **OFF**.)

<u>Date Issued</u>	<u>Article Title</u>	<u>Article Content</u>	Return to TOC
11/13/2018	<u>Annual Enrollment Adjustment Reason Dates</u>	<p>2018 Adjustment Reason (IT0378) dates for Annual Enrollment on a Health / Life / FSA election is:</p> <p>*10/01/2018 to 11/22/2018</p> <p>Using the incorrect date will cause erroneous 2020 records if the dates are outside of the event.</p> <p>*EXCEPTION: If the employee is hired after 10/01/2018, use his/her hire date and manually correct the end date to 11/22/2018.</p> <p>If you have questions, please review online help or past listservs, and don't hesitate to send an electronic help desk ticket if you are unsure.</p>	
11/13/2018	<u>Maintain Text – IT0167, IT0168, IT0170, & IT0377</u>	<p>Maintain text is now available to agencies on the following Infotypes:</p> <ul style="list-style-type: none"> > 0167 – Health Plans > 0168 – Insurance (Life & Dep Life) Plans > 0170 – Flexible Spending Accounts > 0377 – Miscellaneous Plans 	

Date Issued	Article Title	Article Content	Return to TOC
11/26/2018	2019 Annual Enrollment Recap	<p>Annual Enrollment dates for enrollment and timely entry were 10/01/2018 to 11/22/2018 for Health, Life, and FSA elections. If you missed the deadline, you must use ZUL8 - Late Processing, with date 01/01/2019 to create the new deduction(s). Paperwork or manual intervention by OGB may be necessary; consult with OGB if necessary.</p> <p>HSA monthly deductions can still be entered for 01/01/2019 and later. ZHSA - HSAP Account Updates, is the adjustment reason dated 01/01/2019 for deductions to begin in January. Remember, these monthly (2 per month) deductions are not retro-relevant and must be entered prior to the first of the start month.</p> <p>DO NOT create entries in eEnrollment unless the entries have been created in HCM, allowed to interface, and OGB has given you instruction to do so. Processing must follow this order. Failure to follow will cause errors.</p> <p>Statewide Miscellaneous Vendor products can still be maintained for elections made during annual enrollment. Changes for PP 01.2019 should be updated before the end of PP 26.2018. Changes for annual enrollment that met deadlines should be created as a flex product. If you have questions about start dates or policy questions, please consult the vendor or the BFA section of OSUP.</p> <p>If sending help desk tickets to the HCM Help Desk regarding Misc. Vendor products, please include details about the plan deduction to prevent confusion regarding your request, such as:</p> <p>EXAMPLE:</p> <p>Start Date: 01/14/2019</p> <p>End Date: 12/31/9999</p> <p>Plan: MT17-Starmount Dental</p> <p>Option (Wage Type): 3B22 FLEX</p> <p>QLE used to stop/start outside AE/New Hire: Birth</p>	

12/14/2018 [HSA Plan & HSA
Monthly Savings
Account Reminders](#)

The following listserv is intended to give a timeline reminder and general steps regarding HSA Plan election and creation of MONTHLY HSA payroll deductions. This information is available on the HCM Benefits Bulletin Board for later reference. Failure to follow the timeline will result in improper record creation and/or interface errors.

STEP 1: Enrolling in the HSA Plan

- Create the adjustment reason on IT0378 for the correct QLE and QLE date.
 - Refer to OGB rules to determine the correct QLE.
 - Example adjustment reason dates are available through online help.
 - http://wwwprd.doa.louisiana.gov/LaGov/HCM/MISC/QLE_Effective_Dates_With_Examples.pdf?primaryCSH=IT0378
 - **ALWAYS** allow the system to set the end dates. Attempts to modify may result in improper record date creation.
- Go to HRBEN0001 and locate the correct QLE.
- Enroll the employee in the HSA health plan.
 - There are two different types for each level of coverage:
 - HSA – this option alerts OGB that the employee wishes to have an account opened on their behalf
 - HSA NO ACCOUNT – this option does not allow for ER shares, ER matches, or additional money contribution by the EE
- Allow the record to update OGB's system overnight
 - Review ZP256 the next day for errors.
 - Do NOT send paperwork to OGB before the HCM record is allowed to interface.
- If the new plan (w/account) is updated in eEnrollment – **STOP** – wait for the account to open. To determine if the account is open review the Open Account report on OGB's website under Agencies > Misc. Documents > HSA Opened Accounts. You **CANNOT** proceed with the next step until you have verified that a Savings Account is **OPEN**.

STEP 2: Creating an additional MONTHLY HSA deduction

Once the Savings Account is **OPEN**, and **ONLY** when the account is open, a monthly savings deduction can be created in LaGov HCM on IT0377 utilizing HRBEN0001.

- Create the adjustment reason for the beginning date of the payroll deduction using ZHSA, *HSAP Account Updates*, on IT0378.
 - The monthly deductions **MUST** start on the first of a month.
 - The deductions are not retro-relevant and one-time deductions **CANNOT** be created to deduct late entry or passed dates.
 - If the first of the month has passed from time of creation or has processed through payroll, you must use the next month as the start date.

- Go to HRBEN0001 and locate the ZHSA Adjustment Reason (*you may have to change the validity date at the top of the transaction screen*).

- Enroll/Create the monthly deduction.
 - There are **NO** one-time deductions for LaGov Paid agencies.
 - The amount **MUST** be a whole dollar amount (**NO CENTS**).
 - A dollar amount will be created for a month, at minimum (two payroll deductions).

- Other notes on monthly deductions when the account is **OPEN**.
 - If the employee chooses not to contribute additional monies to the savings account,
 - Create a \$0.00 monthly deduction record.
 - A zero dollar deduction indicates the account is verified to be open and flags the employee as eligible to receive the \$200.00 ER share.
 - The employee will not receive the ER share until the record is created.

 - If the employee chooses to contribute additional monies to the savings account,
 - Create a monthly dollar amount for the first of the desired starting month.
 - This deduction record will indicate the account is verified to be open and flags the employee as eligible for the \$200.00 ER share.

[Date Issued](#)

[Article Title](#)

[Article Content](#)

[Return to TOC](#)

- The employee will not receive the ER share until the record is created.
- ER match will automatically start; not to exceed the maximum amount.
- If the employee chooses to discontinue additional monthly contributions to the savings account during the year,
 - Create a new monthly deduction record as \$0.00 for the following month.
 - Failure to create a continuing record will alert OGB to request the savings account to be closed.
 - The employee cannot restart monthly deductions until the account is re-opened.
 - Additional paperwork may be required to re-open the account.

Date Issued	Article Title	Article Content	Return to TOC
03/14/2019	HSA and Statewide Misc Vendor Deduction Changes on IT0377 for LaGov Paid Agencies	<p>As of today, HSA and Statewide Misc. Vendor records on IT0377 will be created and deducted based on pay period begin and end dates in the LaGov HCM Payroll System. This is the previous practice for Misc. Statewide Vendors, but is BRAND NEW for HSA Monthly deductions.</p> <p>HSA Changes:</p> <ul style="list-style-type: none"> • The HSAP Adjustment Reason is now an anytime reason always located in HRBEN0001 in the “Offer selection” section. IT0378 records will no longer be created for HSAP. • HSA deduction records must start on the 1st day of a pay period; be the 1st pay period of a month; and must be a future date. (Deductions are not retro-relevant and there are no manual one-times allowed.) <p>EX: April = PP08.2019 May = PP10.2019 June = PP12.2019</p> <p>The HCM Help Desk will be correcting the current records created for 2019. And helpful calendars and a HSA Flowchart will be available later in Online Help and on the Benefits Bulletin Board.</p> <p>***UPDATED INFORMATION***</p> <p>http://wwwprd.doa.louisiana.gov/lagov/HCM/MISC/2019_HSA_&_Statewide_Misc_Vendor_Deduction_Calendar.pdf</p> <p>http://wwwprd.doa.louisiana.gov/lagov/HCM/MISC/HSA_Flowchart_for_Agencies.pdf</p> <p>REMINDER: If there is a rate change or new election on a FLEX Statewide Vendor, agencies must create a POST TAX record. The HCM Help Desk will move the new rate to the PRE TAX field with approval from OGB and noted QLE via a HCM Help Desk Ticket. Do not create a SPLIT premium unless it is a true split.</p>	

03/20/2019

[Instructions on
Payment Plans for
LaGov Agencies](#)

Effective Monday, March 25, 2019, agencies will no longer have the ability to create payment plans for OGB **health** and **employee life premiums** for the following:

- Deferred payments to OGB
- Employer for Employee (including FMLA)
- Payments outside the system (Check/Money Order)

These types of payments will only be created by the LaGov HCM Help Desk and *may* require approval by OGB-Fiscal (OFSS). Other products cannot be paid via a payment plan (e.g. Statewide Misc. Vendor Products, Dependent Life, etc.).

If a payment plan of these types is needed, submit an electronic ticket to the LaGov HCM Help Desk. If additional documentation is required, a request will be made to the submitter of the ticket. If the request to create a payment plan is due to Invoicing/Employee Monitoring Report (EMR) discrepancy, research *may* be requested. NOTE: *Stating that a discrepancy is present on the EMR will not be accepted; OGB and HCM records must be researched by the agency.*

Deferred payments to OGB must be approved by OFSS. The HCM Help Desk will seek approval on behalf of the agency. (Factors evaluated, **but not limited to**, will be total arrears amount; length of payment plan; gross pay; garnishments; justification of hardship; and agency responsibility.) Agencies will need to supply the total offset amount; repayment amount (*per pay period*); and length of desired payment plan. One-times (*prepaid insurance premiums*) cannot be included in the offset amount and cannot be split into multiple payments. Remember, the payment plan to OGB has to be approved and is not guaranteed and you must allot for approval time.

If the **Employer** is paying **for the Employee**, either FMLA or Administrative Error, include the total amount to offset or amount paid on behalf of the employee; the payment plan amount to repay the agency; length of desired payment plan;

Date Issued	Article Title	Article Content	Return to TOC
		<p>and the start dates of the payments. One-times (<i>prepaid insurance premiums</i>) cannot be included in the offset amount and cannot be split into multiple payments.</p> <p>If the employee pays outside of the system (Check/Money Order) include the payment amount; identification information on the payment type; and start date of the payment.</p> <p>Once the payments have been created, it is the responsibility of the agency to review the entries for accuracy and run a payroll simulation to ensure the correct amount is deducted and/or offset.</p> <p>This process has been established in an effort to rectify untimely payments and EMR invoice discrepancies between LaGov HCM and OGB.</p>	
05/01/2019	Adjustment Reason Start Date change for QLE F-series in LaGov HCM	<p>Updates have been made to the system that will require agencies to use the “1st day without coverage” on IT378 Adjustment Reason as the effective date for the following Qualified Life Events (QLEs):</p> <ul style="list-style-type: none"> • ZF-1 Lose Spouse Coverage • ZF-3 Lose Medicaid/CHIP • ZF-4 Lose Government Sponsored Plan <p>The QLE Effective Dates with Examples documentation has been updated to reflect the changes.</p> <p>If you have questions, please submit a helpdesk ticket to the LaGov HCM team.</p>	

09/25/2019 [Upcoming 2020 Annual Enrollment News!!](#)

Annual Enrollment is from **10/01/2019** through **11/15/2019**. During this time, eligible employees* can log into LEO and modify their Health Benefit elections. LaGov Paid HR offices will have until 11/22/2019 to use QLE Z110, *Annual Enrollment*, to create necessary records through HRBEN0001. Adjustment reason Z110 can only be used until 11/22/2019, after that date ZUL8, *Late Processing*, must be used.

NOTE: The system will not allow you to create a 01/01/2020 adjustment reason using Z110.

2020 Waivers of health insurance should be created through LEO during annual enrollment. When an employee completes a waiver of health insurance through LEO, the Office of Group Benefits (OGB) will automatically receive an electronic notification of the waiver. This will alleviate the need to complete a GB-01 and send it to OGB. The agency's Benefits Contact will also receive an email notification that a new IT9004 has been created. If there is not an agency contact #32, *HR Benefit*, on ZP200 only OGB will be notified.

Should an employee complete a waiver of coverage and later want to elect coverage they must enroll via HR with a GB01.

When necessary, HR can manually create the waiver on IT9004 including the reason for waiving. After saving the waiver, HR can print the waiver for filing and/or email the waiver to OGB. The 'Print' and 'Email to OGB' buttons are located in the waiver section of the IT9004 record. If creating the waiver for the employee, ensure that the record is accurate, complete, and that you **validate** the record before saving. Failure to do so will report incomplete or erroneous information. You can also maintain text on IT9004 if you have records that required research.

All **Life changes** will be staged requiring HR action.

HSA limits for 2020 are currently \$3,550 for EE Only and \$7,100 for EE+Dependents. Employees can also contribute outside of the payroll system. The HCM payroll system does not take this into account and the employee may be subject to IRS regulations.

We highly recommend that all employees who are currently enrolled in the **HSA** plan with an OPEN HSA account** utilize LEO to create a \$0 deduction or a recurring deduction **during Annual Enrollment**. This will assist in the employee receiving the initial \$200 ER contribution timely.

Should an employee with an OPEN account fail to create at least the \$0 record, LaGov HCM will receive a one-time list from OGB to create the IT0377 for 12/16/2019 to 12/27/2020 for \$0 as this record triggers the creation of the initial \$200 ER share record on IT0015 for 1/12/2020. IT0015 HSA ER contributions are based on calendar year for tax purposes and the entries must be dated for a 2020 date.

*Exclusions: Location Code of f92 or DR, employees without a valid IT171, and employees hired on or after 9/1/2019

**NOTE: The OPEN Account report is located on OGB's website under Agencies > Misc. Documents > HSA Opened Accounts

HSA & FSA payroll deductions are **NOT retro-relevant**. If the first pay period of the deduction month has already processed through payroll, the new record cannot begin until the next month. If a new record is created in HRBEN and the first pay period of the month has passed, the record will begin on the first pay period of the next month.

If a FSA contribution is missed due to LWOP or other reasons, a one-time to catch up is **not possible**. The system will automatically recalculate the balance for the remaining pay periods and charge the new amount on the next available paycheck.

FSA limits for 2020 are currently a minimum of \$600 and maximum of \$2,700 for General Purpose and Limited Purpose. Dependent Care FSA also has a minimum of \$600, but a maximum of \$5,000. Limits often increase during our annual enrollment period. If so, a notice will go out and the LEO Annual Enrollment application will be updated. **The amounts can only be whole numbers.**

The **administrative fee** of \$1.45 per **FSA** enrollment is noted in the LEO application and on the employee's election confirmation printed through LEO.

HRA ER contributions for 2020 will be created in December for continuing elections and for elections made during annual enrollment.

Miscellaneous Vendor product records on **IT0377** begin on the first day of a pay period and end on the last day of the pay period. **REMINDER:** All flex changes outside of Annual Enrollment for Statewide / Misc. Vendor Products require OGB flex approval prior to submitting a HCM Help Desk Ticket for the change.

Once OGB publishes the **2020 LBLA Credit** list of employees; the credit records must be created using the ZP252, *LBLA Credit Utility*, for 01/01/2020. As a reminder, there are NO transfer adjustments for LBLA at this time. OGB Billing is currently creating manual adjustments.

Rehired Retirees that may be eligible for health insurance must have a **Location code** of **92** on their most current IT0001 record in HCM. This will prevent them from making elections in LEO as they must complete the GB-01 in HR for changes.

Disability Retirees that may be eligible for health insurance must have a **Location code** of **DR** on their most current IT0001 record in HCM. This will prevent them from making elections in LEO as they must complete the GB-01 in HR for changes.

It is highly recommended that you run **ZP269**, *Annual Enrollment EE Records*, report daily during Annual Enrollment. If the record is marked with a "red light" in the exception column, HR must take action or the coverage will not be modified or sent to OGB. For the upcoming election period **2020** will be used to see the new LEO elections.

See the help script for more information:

http://wwwprd.doa.louisiana.gov/LaGov/Rpt_Desc/BEN/ZP269-Annual_Enrollment_EE_Records.pdf?primaryCSH=ZP269

<u>Date Issued</u>	<u>Article Title</u>	<u>Article Content</u>	Return to TOC
		<p>In conjunction with ZP269, agencies should also run ZP256, <i>OGB Interface Error Report</i>, and ZP257, OGB/OTS Reconciliation Report, to ensure that employee elections through LEO are moving to OGB's IMPACT system.</p> <p>During this Annual Enrollment, employees are required to review their mailing address and make corrections as needed. They may also add a personal email address that will be provided to OGB. These can be changed if needed on the main screen for annual enrollment. Employees must confirm their information before making annual enrollment selections.</p>	

09/22/2020 [Upcoming 2021 Annual Enrollment News!!](#)

Annual Enrollment is from **10/01/2020** through **11/15/2020**. During this time, eligible employees* can log into LEO and modify their Health Benefit elections. LaGov Paid HR offices will have until 11/22/2020 to use QLE Z110, *Annual Enrollment*, to create necessary records through HRBEN0001. Adjustment reason Z110 can only be used until 11/22/2020, after that date ZUL8, *Late Processing*, must be used.

NOTE: The system will not allow you to create a 01/01/2020 adjustment reason using Z110.

*Exclusions: Location Code of 92 or DR, employees without a valid IT171, and employees hired on or after 9/1/2020

2021 Waivers of health insurance should be created through LEO during annual enrollment. When an employee completes a waiver of health insurance through LEO, the Office of Group Benefits (OGB) will automatically receive an electronic notification of the waiver. This will alleviate the need to complete a GB-01 and send it to OGB. The agency's Benefits Contact will also receive an email notification that a new IT9004 has been created. If there is not an agency contact #32, *HR Benefit*, on ZP200 only OGB will be notified.

Should an employee complete a waiver of coverage and later want to elect coverage they must enroll via HR with a GB01.

When necessary, HR can manually create the waiver on IT9004 including the reason for waiving. After saving the waiver, HR can print the waiver for filing and/or email the waiver to OGB. The 'Print' and 'Email to OGB' buttons are located in the waiver section of the IT9004 record. If creating the waiver for the employee, ensure that the record is accurate, complete, and that you **validate** the record before saving. Failure to do so will report incomplete or erroneous information.

All **Life changes** must be completed in HR.

HSA limits for 2021 are currently \$3,600 for EE Only and \$7,200 for EE+Dependents. Employees can also contribute outside of the payroll system. The HCM payroll system does not take this into account and the employee may be subject to IRS regulations.

We highly recommend that all employees who are currently enrolled in the **HSA** plan with an OPEN HSA account** utilize LEO to create a \$0 deduction or a recurring deduction **during Annual Enrollment**. This will assist in the employee receiving the initial \$200 ER contribution timely.

Should an employee with an OPEN account fail to create at least the \$0 record, LaGov HCM will receive a one-time list from OGB to create the IT0377 for 12/28/2020 to 12/26/2021 for \$0 as this record triggers the creation of the initial \$200 ER share record on IT0015 for 1/10/2021. IT0015 HSA ER contributions are based on calendar year for tax purposes and the entries must be dated with a 2021 date.

**NOTE: The OPEN Account report is located on OGB's website under Agencies > Misc. Documents > HSA Opened Accounts

HSA & FSA payroll deductions are **NOT retro-relevant**. If the first pay period of the deduction month has already processed through payroll, the new record cannot begin until the next month. If a new record is created in HRBEN and the first pay period of the month has passed, the record will begin on the first pay period of the next month.

If a FSA contribution is missed due to LWOP or other reasons, a one-time to catch up is **not possible**. The system will automatically recalculate the balance for the remaining pay periods and charge the new amount on the next available paycheck.

FSA limits for 2021 are currently a minimum of \$600 and maximum of \$2,700 for General Purpose and Limited Purpose. Dependent Care FSA also has a minimum of \$600, but a maximum of \$5,000. Limits often increase during our annual enrollment period. If so, a notice will go out and the LEO Annual Enrollment application will be updated. **The amounts can only be whole numbers.**

The **administrative fee** of \$1.45 per **FSA** enrollment is noted in the LEO application and on the employee's election confirmation printed through LEO.

HRA ER contributions for 2021 will be created in December for continuing elections and for elections made during annual enrollment.

Miscellaneous Vendor product records on **IT0377** begin on the first day of a pay period and end on the last day of the pay period.

Once OGB publishes the **2021 LBLA Credit** list of employees; the credit records must be created using the ZP252, *LBLA Credit Utility*, for 01/01/2021.

As a reminder, there are NO transfer adjustments for LBLA at this time. OGB Billing is currently creating manual adjustments.

Rehired Retirees that may be eligible for health insurance, life insurance and FSA must have a **Location code** of **92** on their most current IT0001 record in HCM. This will prevent them from making elections in LEO during Annual Enrollment, and require them to complete the appropriate forms(s) in HR for enrollment or changes. **Agencies must enter changes in LaGov HCM through HRBEN and submit paper work to OGB for processing.**

Disability Retirees that may be eligible for health insurance, life insurance and FSA must have a **Location code** of **DR** on their most current IT0001 record in HCM. This will prevent them from making elections in LEO during Annual Enrollment, and require them to complete the appropriate forms(s) in HR for enrollment or changes. **Agencies must enter changes in LaGov HCM through HRBEN and submit paper work to OGB for processing.**

Entering a plan change after a 2021 plan has been entered. In HRBEN0001, please make sure you select the plan option that is for the current year when entering a correction. If you select the plan line for next year it will create a plan for two years out.

ANNUAL ENROLLMENT			
Enroll	Costs	Undo selection	Error List
Plan	Status	Validity period	Activi
EMPLOYEE AND CH			
MAGNOLIA LOCAL PLUS	■	10/24/2019 - 12/31/2019	
MAGNOLIA LOCAL PLUS	■	01/01/2020 - 12/31/9999	

It is highly recommended that you run **ZP269**, *Annual Enrollment EE Records*, report daily during Annual Enrollment. If the record is marked with a “red light” in the exception column, HR must take action or the coverage will not be modified or sent to OGB. For the upcoming election period **2021** will be used to see the new LEO elections.

See the help script for more information:

http://wwwprd.doa.louisiana.gov/LaGov/Rpt_Desc/BEN/ZP269-Annual_Enrollment_EE_Records.pdf?primaryCSH=zp269

In conjunction with ZP269, agencies should also run **ZP256**, *OGB Interface Error Report*, and **ZP257**, *OGB/OTS Reconciliation Report*, to ensure that employee elections through LEO are moving to OGB’s IMPACT system.

During this Annual Enrollment, employees are required to review their mailing address and make corrections as needed. They may also add a personal email address that will be provided to OGB. These can be changed, if needed, on the main screen for annual enrollment. Employees must confirm their information before making annual enrollment selections.

9/29/2021

[Upcoming 2022 Annual Enrollment News!](#)

Annual Enrollment is from **10/01/2021** through **11/15/2021**. During this time, eligible employees* can log into LEO and modify their Health Benefit elections. LaGov Paid HR offices will have until 11/22/2021 to use QLE Z110, *Annual Enrollment*, to create necessary records through HRBEN0001. Adjustment reason Z110 can only be used until 11/22/2021, after that date ZUL8, *Late Processing*, must be used.

NOTE: The system will not allow you to create a 01/01/2021 adjustment reason using Z110.

*Exclusions: Location Code of 92 or DR, employees without a valid IT0171, and employees hired on or after 9/1/2021

2022 Waivers of health insurance should be created through LEO during Annual Enrollment. When an employee completes a waiver of health insurance through LEO, the Office of Group Benefits (OGB) will automatically receive an electronic notification of the waiver. This will alleviate the need to complete a GB-01 and send it to OGB. The agency's Benefits Contact will also receive an email notification that a new IT9004 has been created. If there is not an agency contact #32, *HR Benefit*, on ZP200 only OGB will be notified.

Should an employee complete a waiver of coverage and later want to elect coverage they must enroll via HR with a GB01.

When necessary, HR can manually create the waiver on IT9004 including the reason for waiving. After saving the waiver, HR can print the waiver for filing and/or email the waiver to OGB. The 'Print' and 'Email to OGB' buttons are located in the waiver section of the IT9004 record. If creating the waiver for the employee, ensure that the record is accurate, complete, and that you **validate** the record before saving. Failure to do so will report incomplete or erroneous information.

All **Life changes** must be completed in HR.

HSA limits for 2022 are currently \$3,650 for EE Only and \$7,300 for EE+Dependents. Employees can also contribute outside of the payroll system. The HCM payroll system does not take this into account and the employee may be subject to IRS regulations.

We highly recommend that all employees who are currently enrolled in the **HSA** plan with an OPEN HSA account** utilize LEO to create a \$0 deduction or a recurring deduction **during Annual Enrollment**. This will assist in the employee receiving the initial \$200 ER contribution timely.

Should an employee with an OPEN account fail to create at least the \$0 record, LaGov HCM will receive a one-time list from OGB to create the IT0377 for 12/27/2021 to 12/25/2022 for \$0 as this record triggers the creation of the initial \$200 ER share record on IT0015 for 1/09/2022. IT0015 HSA ER contributions are based on calendar year for tax purposes and the entries must be dated with a 2022 date.

****NOTE:** The OPEN Account report is located on OGB's website under Agencies > Misc. Documents > HSA Opened Accounts

HSA & FSA payroll deductions are **NOT retro-relevant**. If the first pay period of the deduction month has already processed through payroll, the new record cannot begin until the next month. If a new record is created in HRBEN and the first pay period of the month has passed, the record will begin on the first pay period of the next month.

If a FSA contribution is missed due to LWOP or other reasons, a one-time to catch up is **not possible**. The system will automatically recalculate the balance for the remaining pay periods and charge the new amount on the next available paycheck.

FSA limits for 2022 are currently a minimum of \$600 and maximum of \$2,750 for General Purpose and Limited Purpose. Dependent Care FSA also has a minimum of \$600, but a maximum of \$5,000. Limits often increase during our Annual Enrollment period. If so, a notice will go out and the LEO Annual Enrollment application will be updated. **The amounts can only be whole numbers.**

The **administrative fee** of \$.48 per pay period, per **FSA** enrollment is noted in the LEO application and on the employee's election confirmation printed through LEO.

HRA ER contributions for 2022 will be created in December for continuing elections and for elections made during Annual Enrollment.

Miscellaneous Vendor product records on **IT0377** begin on the first day of a pay period and end on the last day of the pay period.

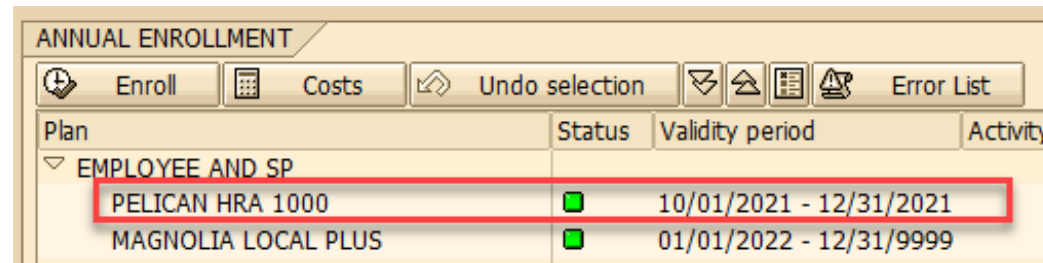
Once OGB publishes the **2022 LBLA Credit** list of employees; the credit records must be created using the ZP252, *LBLA Credit Utility*, for 01/01/2022.

As a reminder, there are NO transfer adjustments for LBLA at this time. OGB Billing is currently creating manual adjustments.

Rehired Retirees that may be eligible for health insurance, life insurance and FSA must have a **Location code** of **92** on their most current IT0001 record in HCM. This will prevent them from making elections in LEO during Annual Enrollment, and require them to complete the appropriate forms(s) in HR for enrollment or changes. **Agencies must enter changes in LaGov HCM through HRBEN and submit paperwork to OGB for processing.**

Disability Retirees that may be eligible for health insurance, life insurance and FSA must have a **Location code of DR** on their most current IT0001 record in HCM. This will prevent them from making elections in LEO during Annual Enrollment, and require them to complete the appropriate forms(s) in HR for enrollment or changes. **Agencies must enter changes in LaGov HCM through HRBEN and submit paperwork to OGB for processing.**

Entering a plan change after a 2022 plan has been entered. In HRBEN0001, please make sure you select the plan option that is for the current year when entering a correction. If you select the plan line for next year it will create a plan for two years out.



Plan	Status	Validity period	Activity
EMPLOYEE AND SP			
PELICAN HRA 1000	■	10/01/2021 - 12/31/2021	
MAGNOLIA LOCAL PLUS	■	01/01/2022 - 12/31/9999	

It is highly recommended that you run **ZP269, Annual Enrollment EE Records**, report daily during Annual Enrollment. If the record is marked with a “red light” in the exception column, HR must take action or the coverage will not be modified or sent to OGB. For the upcoming election period **2022** will be used to see the new LEO elections.

See the help script for more information:

http://wwwprd.doa.louisiana.gov/LaGov/Rpt_Desc/BEN/ZP269-Annual_Enrollment_EE_Records.pdf?primaryCSH=zp269

In conjunction with ZP269, agencies should also run **ZP256, OGB Interface Error Report**, and **ZP257, OGB/OTS Reconciliation Report**, to ensure that employee elections through LEO are moving to OGB’s IMPACT system.

During this Annual Enrollment, employees are required to review their mailing address and make corrections as needed. They may also add a personal email address that will be provided to OGB. These can be changed, if needed, on the main screen for Annual Enrollment. Employees must confirm their information before making Annual Enrollment selections.

9/26/2022

[Upcoming 2023
Annual Enrollment
News!](#)

Annual Enrollment is from **10/01/2022** through **11/15/2022**. During this time, eligible employees* can log into LEO and modify their Health Benefit elections. LaGov Paid HR offices will have until 11/22/2022 to use QLE Z110, *Annual Enrollment*, to create necessary records through HRBEN0001. Adjustment reason Z110 can only be used until 11/22/2022, after that date ZUL8, *Late Processing*, must be used.

NOTE: The system will not allow you to create a 01/01/2023 adjustment reason using Z110.

*Exclusions: Location Code of 92 or DR, employees without a valid IT0171, and employees hired on or after 9/1/2022

2023 Waivers of health insurance should be created through LEO during Annual Enrollment. When an employee completes a waiver of health insurance through LEO, the Office of Group Benefits (OGB) will automatically receive an electronic notification of the waiver. This will alleviate the need to complete a GB-01 and send it to OGB. The agency's Benefits Contact will also receive an email notification that a new IT9004 has been created. If there is not an agency contact #32, *HR Benefit*, on ZP200 only OGB will be notified.

Should an employee complete a waiver of coverage and later want to elect coverage they must enroll via HR with a GB01.

When necessary, HR can manually create the waiver on IT9004 including the reason for waiving. After saving the waiver, HR can print the waiver for filing and/or email the waiver to OGB. The 'Print' and 'Email to OGB' buttons are located in the waiver section of the IT9004 record. If creating the waiver for the employee, ensure that the record is accurate, complete, and that you **validate** the record before saving. Failure to do so will report incomplete or erroneous information.

All **Life changes** must be completed in HR.

HSA limits for 2023 are currently \$3,850 for EE Only and \$7,750 for EE+Dependents. Employees can also contribute outside of the payroll system. The HCM payroll system does not take this into account and the employee may be subject to IRS regulations.

We highly recommend that all employees who are currently enrolled in the **HSA** plan with an OPEN HSA account** utilize LEO to create a \$0 deduction or a recurring deduction **during Annual Enrollment**. This will assist in the employee receiving the initial \$200 ER contribution timely.

Should an employee with an OPEN account fail to create at least the \$0 record, LaGov HCM will receive a one-time list from OGB to create the IT0377 for 12/26/2022 to 12/24/2023 for \$0 as this record triggers the creation of the initial \$200 ER share record on IT0015 for 1/08/2023. IT0015 HSA ER contributions are based on calendar year for tax purposes and the entries must be dated with a 2023 date.

**NOTE: The OPEN Account report is located on OGB's website under Agencies > Misc. Documents > HSA Opened Accounts

HSA & FSA payroll deductions are **NOT retro-relevant**. If the first pay period of the deduction month has already processed through payroll, the new record cannot begin until the next month. If a new record is created in HRBEN and the first pay period of the month has passed, the record will begin on the first pay period of the next month.

If a FSA contribution is missed due to LWOP or other reasons, a one-time to catch up is **not possible**. The system will automatically recalculate the balance for the remaining pay periods and charge the new amount on the next available paycheck.

FSA limits for 2023 are currently a minimum of \$600 and maximum of \$2,850 for General Purpose and Limited Purpose. Dependent Care FSA also has a minimum of \$600, but a maximum of \$5,000. Limits often increase during our Annual Enrollment period. If so, a notice will go out and the LEO Annual Enrollment application will be updated. **The amounts can only be whole numbers.**

The **administrative fee** of \$.98 per pay period, per **FSA** enrollment is noted in the LEO application and on the employee's election confirmation printed through LEO.

HRA ER contributions for 2023 will be created in December for continuing elections and for elections made during Annual Enrollment.

Miscellaneous Vendor product records on **IT0377** begin on the first day of a pay period and end on the last day of the pay period.

Once OGB publishes the **2023 LBLA Credit** list of employees; the credit records must be created using the ZP252, *LBLA Credit Utility*, for 01/01/2023.

As a reminder, there are NO transfer adjustments for LBLA at this time. OGB Billing is currently creating manual adjustments.

Rehired Retirees that may be eligible for health insurance, life insurance and FSA must have a **Location code** of **92** on their most current IT0001 record in HCM. This will prevent them from making elections in LEO during Annual Enrollment, and require them to complete the appropriate forms(s) in HR for enrollment or changes. **Agencies must enter changes in LaGov HCM through HRBEN and submit paperwork to OGB for processing.**

Disability Retirees that may be eligible for health insurance, life insurance and FSA must have a **Location code** of **DR** on their most current IT0001 record in HCM. This will prevent them from making elections in LEO during Annual Enrollment, and require them to complete the appropriate forms(s) in HR for enrollment or changes. **Agencies must enter changes in LaGov HCM through HRBEN and submit paperwork to OGB for processing.**

Entering a plan change after a 2023 plan has been entered. In HRBEN0001, please make sure you select the plan option that is for the current year when entering a correction. If you select the plan line for next year it will create a plan for two years out.

Plan	Status	Validity period	A
EMPLOYEE AND SP			
• MAGNOLIA LOCAL PLUS	A	10/01/2022 - 12/31/2022	
• MAGNOLIA LOCAL PLUS	A	01/01/2023 - 12/31/9999	
DEPENDENT LIFE			

<u>Date Issued</u>	<u>Article Title</u>	<u>Article Content</u>	Return to TOC
		<p>It is highly recommended that you run ZP269, <i>Annual Enrollment EE Records</i>, report daily during Annual Enrollment. If the record is marked with a “red light” in the exception column, HR must take action or the coverage will not be modified or sent to OGB. For the upcoming election period 2023 will be used to see the new LEO elections.</p> <p>See the help script for more information: http://wwwprd.doa.louisiana.gov/LaGov/Rpt_Desc/BEN/ZP269-Annual_Enrollment_EE_Records.pdf?primaryCSH=zp269</p> <p>In conjunction with ZP269, agencies should also run ZP256, <i>OGB Interface Error Report</i>, and ZP257, <i>OGB/OTS Reconciliation Report</i>, to ensure that employee elections through LEO are moving to OGB’s IMPACT system.</p> <p>During this Annual Enrollment, employees are required to review their mailing address and make corrections as needed. They may also add a personal email address that will be provided to OGB. These can be changed, if needed, on the main screen for Annual Enrollment. Employees must confirm their information before making Annual Enrollment selections.</p>	