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State of Louisiana
OFFICE OF THE LIEUTENANT GOVERNOR
DEPARTMENT OF CULTURE, RECREATION & TOURISM
MANAGEMENT AND FINANCE

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HUMAN RESOURCES MEMORANDUM NO. 02-013

February 28, 2002

TO: Lt. Governor, Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers

FROM: Mary F. Ginn
Human Resources Director

SUBJECT: Delinquent New Hire Paperwork and Sample Enrollment Forms

We are experiencing major problems with new hire paperwork not being sent to the Human Resources Office in a timely fashion or not at all. In many cases, it results in an employee not being enrolled properly in retirement and/or insurance. The problem compounds further when occasionally an employee resigns or is terminated and the original paperwork, or some of it, was never submitted.

If your office is authorized to conduct new hire orientation, it must be conducted on the employee's first day of work. If an employee separates before all of the required paperwork has been completed, the original paperwork is still required. Our files are audited periodically by regulatory agencies and missing documentation would result in a serious audit finding.

We are considering a centralized new hire orientation program whereby field offices would be required to send new employees to a central location not yet determined. Although this would shift much of the burden and responsibility for initiating paperwork to our office, managers would still be responsible for obtaining information that is incomplete or missing.

Until we are prepared to conduct a centralized orientation, here are a few guidelines which must be followed to assure timely processing of documents:

1. When a job offer is made (conditional on the drug screen), inform the applicant that he will be required to bring with him on the first day of employment the following: (1) a valid Louisiana driver's license or ID card; (2) an original, signed Social Security Card; (3) a certified copy of his birth certificate; and (4) college transcript, if applicable. If he does not have those items, give instructions for obtaining them prior to starting work.

Please Post and Circulate

2. If a new hire is missing an important piece of identification (mentioned above) on the first day, but has enough to satisfy the I-9 form, send what you have with a note that the employee has applied for the proper ID or birth certificate, etc. Then please follow up with the employee to assure that steps are taken to obtain the required documents and that they are forwarded to our office once obtained.
3. Do not hold the paperwork waiting for the eligible employee to decide on insurance. If the employee knows for sure on his first day that he does not want insurance, have him sign the waiver that day. If the employee chooses insurance, remember that any corrections to the form, i.e., Across outs@ and Awhite outs,@ are not accepted and just delay the process. Have the employee complete a new form before sending it to us. The effective date of insurance depends on when the employee signs and how soon the document gets to Group Benefits. We enter the deductions as soon as we receive the paperwork. But if we have to send the form back to the employee, or if Group Benefits returns the form for some reason, no claims will be approved or paid by Group Benefits until the paper work is straightened out, even if premiums have been deducted.
4. Use the New Hire Checklist (revision attached) to assure that all the forms listed under AEmployment Forms & Orientation (Required)@ are completed and returned to us immediately. The GB-01 insurance enrollment/waiver form, Prudential enrollment/waiver form, and ER-1 LASERS enrollment form at one time were listed under the ARequired@ section but were moved to the ABenefits Orientation@ section for clarity. So that you will be reminded that these three documents are required for all eligible employees, they are now also included again in the Arequired@ section of the checklist.

Many of you have requested examples of completed enrollment forms. Attached is a new hire benefits scenario and examples of several forms that seem to be causing the most trouble for field offices. We hope these examples will assist you.

If you have any questions concerning any of this information, please call Kathleen Miller (225) 219-9453 or Dave Besse (225) 342-1675 in the Human Resources Office.

Attachments:

- Scenario
- New Hire Checklist
- ER-1 LASERS Member Registration form
- GB-01 Group Benefits Enrollment/Waiver form
- Prudential Enrollment/Waiver form
- Insurance Portability Law (IPL) Application
- GB-31 Acknowledgment of Pre-Existing Condition form
- Flexible Benefits Plan Enrollment form

NEW HIRE BENEFITS ENROLLMENT SCENARIO

This is a typical example of a new employee, Kathy R. Smart, who is eligible for benefits. Kathy is required to enroll in LASERS retirement and skips Section II of the LASERS form because she is not age 55. Section III (a) and (b) are not applicable because she was not a previous member of LASERS or any other public retirement system. However, if she had been, she would have completed this section as well. Notice that Kathy has all of the required information for her beneficiary.

Because Kathy is a regular full time employee, she is eligible for all optional benefits. Kathy chooses to enroll in health insurance and the Flexible Benefits Plan, but she waives life insurance. All employees who are eligible for insurance benefits must complete health and life insurance enrollment forms even if waiving coverage.

To enroll in health insurance, Kathy completes the GB-01 insurance enrollment form, the Insurance Portability Law (IPL) Application and the Acknowledgment of Pre-Existing Condition and Statement of Physical Condition. Since Kathy does not want life insurance, she checks off **No coverage** in section J of the GB-01 form and completes the waiver section of the Prudential Enrollment Form. Kathy also chooses to shelter her insurance premiums and therefore completes the State of Louisiana Flexible Benefits Plan Enrollment Form.

Examples of all the forms discussed in this scenario are attached. Whereas health and life insurance enrollments may vary, this example of a new hire's choices will give you an idea of the information that is generally required. Adding or deleting dependents, or other changes may require additional documentation. When in doubt, please call our office for clarification prior to the employee completing the forms.