



# LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

## PAYROLL MEMORANDUM

2016.05

### *Changing Lives, Creating Futures*

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**TO:** All Human Resources and Chief Financial Officers of Community and Technical Colleges, including Baton Rouge Community College, Bossier Parish Community College, Central Louisiana Technical Community College, Delgado Community College, L. E. Fletcher Technical Community College, Louisiana Delta Community College, Northshore Technical Community College, Northwest Louisiana Technical College, Nunez Community College, River Parishes Community College, South Central Louisiana Technical College, South Louisiana Community College, SOWELA Technical Community College and the LCTCS Office

**FROM:** Sharon Dunham  
LCTCS Payroll, Senior Payroll Manager

**DATE:** February 3, 2016

**RE:** Acknowledge Offer and Decline Health Insurance Coverage for 2016 Plan Year

The Office of Group Benefits (OGB) has released the revised Enrollment/Change Form (GB-01) for agency use. All agencies should begin using the GB-01 for employees who are eligible for health insurance coverage but choose not to enroll.

The employee must complete Section 5 – Acknowledge Offer and Decline Health Insurance Coverage, sign, and date the GB-01.

As a reminder, due to the Affordable Care Act (ACA), agencies must be able to prove health insurance coverage was offered to all eligible employees. For those employees who are eligible for health insurance coverage but chose not to enroll, a signed GB-01 indicating their acknowledgement and declination is needed in order to have proof of the offer of coverage.

For eligible employees who have chosen not to enroll in health insurance coverage the lowest premium deduction code 1HS shall be setup on the employees' deduction Banner record. The deduction record is set to "waived" status selecting the coverage option employee only.

All employees eligible for health insurance coverage must have the following Banner forms PDABENE and PDABCOV completed for tracking of the date coverage starts and ends.