State of California

M E M O R A N D U M

DATE: December 31, 2003

TO: PERSONNEL MANAGEMENT LIAISONS **REFERENCE CODE:** 2003-055

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Personnel Officers
Personnel Transactions Supervisors
Personnel Transactions Staff

FROM: **Department of Personnel Administration**
Benefits Division

SUBJECT: Incorrect Dental Premium Deductions for Employees in Bargaining Units 3, 12, and 13.

CONTACT: Bryan Bruno, Benefits Program Analyst
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This is to notify you that insufficient dental premiums were deducted in the December 2003 pay period, for employees in Bargaining Units 3, 12, and 13 enrolled in the Delta Dental Basic Plan or the Delta Preferred Option Plan. Specifically, the 2003 dental premiums were deducted in error, rather than the new 2004 dental premiums (for coverage effective January 2004). Employees enrolled in a prepaid dental plan (Health Net, PMI, or SafeGuard) are not impacted.

This error will be corrected in the January 2004 pay period, including an adjustment for the December 2003 pay period. This oversight will have no effect on an employee's ability to receive dental services.

If you have any questions regarding this information please contact Bryan Bruno, Benefits Program Analyst, at (916) 445-9841, or CALNET 485-9841.

Debbie Endsley, Acting Chief
Benefits Division