

**Department of Personnel Administration  
Memorandum**

**TO: Personnel Management Liaisons (PML)**

<b>SUBJECT:</b> Universal Administrative Fee	<b>REFERENCE NUMBER:</b> 2006-018
<b>DATE ISSUED:</b> 6/20/06	<b>SUPERSEDES:</b>

This memorandum should be forwarded to:

**Employee Benefit Officers  
Personnel Officers  
Personnel Transaction Supervisors  
Personnel Transaction Staff  
Budget Officers  
Accounting Officers**

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

**CONTACT:** Belinda Collins, Manager  
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The Department of Personnel Administration (DPA) is increasing the Universal Administrative Fee by \$0.47 per pay period for each employee who has a Dental, Vision, or pre-tax deduction under the State's Flexible Benefit Plan.

The current rate of \$1.22 per employee will increase to \$1.69 per employee effective July 1, 2006, pursuant to the Budget Act Control Section 3.50.

Effective July 1, 2006, the Universal Administrative Fee will also include the departmental assessment for the Merit Award Program (MAP) previously transferred on an annual basis; the new employee rate of \$1.69 per month includes the MAP assessment.

Personnel staff with questions may call Ms. Belinda Collins of the DPA Benefits Division at (916) 324-0468.

/s/ Debbie Endsley

Debbie Endsley  
Chief