



Human Resources Division
Memorandum

January 1, 2018

To: All CalPERS Employees Hired

From: Tina Campbell
CHIEF
Human Resources Division

Subject: HEALTH PREMIUM DEDUCTION NOTICE

In compliance with the [California Public Employees Retirement System \(CalPERS\) State Health Benefits Guide](#) and [Circular Letter 600-049-18](#), all State Agencies must ensure they are actively monitoring and maintaining all health premium deductions through the payroll reconciliation process.

If the CalPERS Human Resources Division (HRSD) determines that a health premium deduction was not deducted for the employee's first month of state service, then an Accounts Receivable (A/R) will be established for the employee within the State Controller's Office (SCO) system.

Health premium deductions are typically deducted a month prior to the effective month of the health benefit. On the employee's second monthly warrant (pay check), the health deductions for the first and second month of the state service are typically deducted. If the health premium deduction was not deducted for the first month of state service, then an A/R is established and the employee will be contacted.

Please contact your designated [Personnel Specialist](#) if you have any questions.