



California Public Employees' Retirement System  
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## Health Benefits

# Circular Letter

August 31, 2018

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Distribution: Special

**To:** All Health Benefits Officers for State Agencies and California State Universities  
**Subject:** State Active Health Premium Reconciliation

### Purpose

The purpose of this Circular Letter is to inform you of a reconciliation tool to assist in resolving discrepancies between employee health enrollment premiums owed and employee health premiums paid through the California State Controller's Office (SCO) warrant deductions and receivables. This report tool will allow you to:

- Validate my|CalPERS health enrollment data for your employees
- Identify discrepancies in enrollment data
- Identify discrepancies in health premiums owed vs. paid

### Health Premium Reconciliation

It is critical for health enrollment and health premium payments to be properly maintained by all agencies for their state active employees. To help agencies meet these responsibilities, two Cognos reports are available in my|CalPERS:

- **State Active Health Enrollment and SCO Health Deduction Discrepancy Report**

The purpose of this report is to display and compare my|CalPERS health enrollment data and SCO payroll deduction data for enrolled State Active Subscribers, and to identify any discrepancies in premium amounts. The report is generated for a selected agency by either choosing warrant issue date range or health coverage period range. The report can be run for the entire agency or for a single subscriber. External users can only select their associated agency.

- Verify appointment demographics, health effective date, and enrollment details are accurate. Discrepancies can be addressed through collaboration with CalPERS.

- **Employer Health Event Transaction Report**

The purpose of this report is to show all health enrollment transactions submitted by a given agency; this includes all batch transactions based on a Create Date Range (when the transaction was processed) or for a given Effective Date Range (when the transaction takes effect). The subscriber CalPERS ID can be used to limit the results to a single participant.

To learn how to access and use Cognos reports in my|CalPERS, view the [my|CalPERS Employer Reports \(Cognos\) \(PDF\)](#) student guide located at [www.calpers.ca.gov](http://www.calpers.ca.gov).

## Common Causes of Discrepancies

- Effective date of new enrollment does not align with employee premium deductions.
- Agencies must ensure the first month's premium of a new enrollment is captured in either a timely warrant deduction transaction or agencies must set up the deduction using the Standard Form 674-Payroll Adjustment Notice.
- Agencies do not submit a Standard Form 674 – Payroll Adjustment Notice when health premium deductions have not been processed by the SCO.
- Health enrollment changes due to health events, appointment changes, permanent separations are not entered in to my|CalPERS in a timely manner.

## Employer Resources

- [CalPERS State Health Benefits Guide \(PDF\)](#)

Find exclusive information on health benefits officer (HBO) roles and responsibilities, eligibility requirements, permanent intermittent employees, enrollment, health benefits into retirement, survivor benefits, Medicare, COBRA, state health vesting, state dental for retirees, and available resources. The guide is available on the CalPERS website at [www.calpers.ca.gov](http://www.calpers.ca.gov).

- SCO Payroll Letters
- SCO website-Human Resources

If you have any enrollment questions, call our CalPERS Customer Contact Center at **888 CalPERS** (or **888-225-7377**).

If you have any benefit deduction questions, call SCO's Statewide Customer Contact Center at (916) 372-7200.

Taylor Urban, Acting Controller  
Financial Reporting and Accounting Services Division