

STATE CONTROLLER'S OFFICE
PERSONNEL AND PAYROLL SERVICES DIVISION
P.O. BOX 942850
SACRAMENTO, CA 94250-5878

DATE: September 17, 2018 PAYROLL LETTER #18-017

TO: All Agencies in the Uniform State Payroll System

FROM: Marissa Revelino, Chief
Personnel and Payroll Services Division

RE: FORM STD. 674 A/R PROCESSING FOR MISSING HEALTH DEDUCTIONS

This Payroll letter provides information on how to process missing health deductions for State Active Subscribers that have been identified on the State Active Health Enrollment and SCO Health Deduction Discrepancy Report. For details on this report, please reference CalPERS Health Benefits [Circular Letter: 600-049-18](#).

In compliance with the CalPERS State Health Benefits Guide and Circular Letter 600-049-18, State Agencies must ensure that they are actively monitoring and maintaining all health premium deductions through the payroll reconciliation process. If it is determined that a health premium deduction was missed, complete a [STD. 674 A/R form](#) and submit to the State Controller's Office for processing.

Processing STD. 674 A/R

Use the STD. 674 A/R, Payroll Adjustment Notice-Accounts Receivable (A/R) form and complete sections 1 through 5, section 6C, and 7. Please state the following in the "Remarks" section.

Missing health premium deduction

Please establish health benefit deduction for

350 – XXX (The employee's health organization code)

PP XX/XX (The missing pay period/s)

For further information, please reference the CalPERS Circular Letter No. 600-049-18. If you have further questions concerning this letter, please contact the Statewide Customer Contact Center at (916) 372-7200.

MR:RD:PPOB