

CALIFORNIA PUBLIC UTILITIES COMMISSION HUMAN RESOURCES

HEALTH, DENTAL & VISION NOTIFICATION

The purpose of this notification is to inform you of submission deadlines for enrollment in your health, dental and vision plans.

You have up to 60 days from your date of hire to enroll in your chosen Health, Dental and Vision benefits.

The effective dates are the 1st of the following month based on the day HR receives your enrollment forms and required supporting documents. The confirmation of the effective dates will be provided when you receive a copy of your processed enrollment forms from HR.

If you are having trouble accessing your health, dental and vision services, please contact your HR Personnel Specialist immediately by submitting a HR Service Request Form.

Please note the following:

- ***The State will deduct your employees' share of the premium contribution (deduction out of your paycheck) the month prior to your effective date.***
- ***It is the employee's responsibility to ensure payments are being deducted from their paycheck. Please report any discrepancies immediately by submitting a People Partners Service Request Form.***
- ***The employee is also responsible for tracking the 24 months to upgrade your dental benefits to opt out of the Prepaid Dental Plans.***

Employee Signature

Date

Personnel Specialist Signature

Date