



Important Payroll Message

Dear colleagues:

Benefit payroll deductions (e.g., medical insurance) were calculated incorrectly for several UC campuses (UCI, UCSC, UCSF, Lawrence Berkeley National Laboratory, Hastings, and UCSD) on paychecks distributed on December 11. These paychecks should have included updated deductions reflecting changes made during Open Enrollment and new premium rates. Instead, the deductions applied to checks on December 11 represented old premium rates and pre-Open Enrollment benefits elections.

If you are enrolled in benefits and paid biweekly, you will see the adjustment for this error in your next paycheck on December 23. For most employees, the adjustment will amount to less than \$15 in medical premium changes that should have taken effect on December 11. Employees who made changes to their benefits elections during Open Enrollment may see larger adjustments – both deductions and refunds – reflecting those changes.

While the vast majority of affected employees will see little change in their net pay as a result of this adjustment, UCI is prepared to help any employee who experiences hardship as a result of this processing error.

Employees who are paid monthly and employees who are not enrolled in benefits were not affected by this error.

We apologize for any inconvenience this may have caused, and appreciate your understanding as we work to correct this error. Please contact the Payroll Office at payroll@uci.edu if you have any questions or concerns.

Sincerely,

Ronald S. Cortez
Chief Financial Officer
Vice Chancellor, Division of Finance and Administration

Ramona Agrela
Associate Chancellor
Chief Human Resources Executive