

**HUMAN RESOURCE SERVICES MANUAL
APPENDIX 3 – STATE CLASSIFIED HOURLY INSURANCE PROCEDURES
AND CASH PAYMENT SCHEDULE**

STATE CLASSIFIED HOURLY CASH PAYMENT INSURANCE PROCEDURE

Our records indicate that you are enrolled in the State's insurance program. Normal procedure is that 1/2 of the monthly premium is deducted from each paycheck as per the schedule on the back side of this sheet (please note exceptions on the schedule).

If you will not be working during a pay period, then you have to make a cash payment to the Payroll Office, Room 222 Student Services Building, by the CASH PAYMENT DUE DATE. An example of this would be that the pay period begins 8/10/02 and the pay period ends 8/23/02. If you did not work during that period of time, then a cash payment would be due by 8/23/02. Also, if you work during a pay period, but do not have enough gross pay to cover your insurance premiums, you will need to make a cash payment by that CASH PAYMENT DUE DATE.

You will be eligible for the State Match portion of the insurance as long as you work a total of 8 hours during at least one of the pay periods that affect that month's premium. If you will not be working a total of 8 hours, then you will also be responsible for not only the regular insurance premium but also the state match portion. An example of this would be the Basic Life Insurance. The regular premium is zero, but the state match portion is \$2.00. You will be responsible for paying this if you do not work a total of 8 hours within the 2 pay periods for that month's premium. See the first column of attached schedule for that month's premium pay period dates.

If on payday, you realize that you didn't have an insurance premium withheld or you didn't work enough hours to cover the state match portion, you must contact the Payroll Office within 2 working days after payday to make payment arrangements. *THIS IS YOUR RESPONSIBILITY!* If you do not contact the Payroll Office to make payment arrangements for insurance premiums or state matches, within 2 working days after payday, your insurance coverage will be canceled. You would not be able to re-enroll until the next open enrollment period and a new enrollment form would have to be completed.

If you have any questions, please contact Pam Occhiuto in the Payroll Office at 970-491-4974.

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**SCHEDULE OF PAYROLL DATES – BIWEEKLY
FOR STATE CLASSIFIED HOURLY INSURANCES**

MONTH OF PREMIUM DUE	PAY PERIOD BEGIN DATE	PAY PERIOD END DATE	CASH PAYMENT DUE DATE	MONTH OF INSURANCE COVERAGE	HOURLY PAYDAY
SEPTEMBER	08/11/01	08/24/01	08/24/01	OCTOBER	09/07/01
SEPTEMBER	08/25/01	09/07/01	09/07/01	OCTOBER	09/21/01
OCTOBER	09/08/01	09/21/01	09/21/01	NOVEMBER	10/05/01
OCTOBER	09/22/01	10/05/01	10/05/01	NOVEMBER	10/19/01
NOVEMBER	10/06/01	10/19/01	10/19/01	DECEMBER	11/02/01
NOVEMBER	10/20/01	11/02/01	11/02/01	DECEMBER	11/16/01
DECEMBER	11/03/01	11/16/01	11/16/01	JANUARY	11/30/01
DECEMBER	11/17/01	11/30/01	11/30/01	JANUARY	12/14/01
	12/01/01	12/14/01	NO CASH PAY DUE		12/28/01
PLEASE NOTE THAT NO INSURANCE PREMIUMS DEDUCTED FROM THIS CYCLE					
JANUARY	12/15/01	12/28/01	12/28/01	FEBRUARY	01/11/02
JANUARY	12/29/01	01/11/02	01/11/02	FEBRUARY	01/25/02
FEBRUARY	01/12/02	01/25/02	01/25/02	MARCH	02/08/02
FEBRUARY	01/26/02	02/08/02	02/08/02	MARCH	02/22/02
MARCH	02/09/02	02/22/02	02/22/02	APRIL	03/08/02
MARCH	02/23/02	03/08/02	03/08/02	APRIL	03/22/02
APRIL	03/09/02	03/22/02	03/22/02	MAY	04/05/02
APRIL	03/23/02	04/05/02	04/05/02	MAY	04/19/02
MAY	04/06/02	04/19/02	04/19/02	JUNE	05/03/02
MAY	04/20/02	05/03/02	05/03/02	JUNE	05/17/02
JUNE	05/04/02	05/17/02	05/17/02	JULY	05/31/02
JUNE	05/18/02	05/31/02	05/31/02	JULY	06/14/02
	06/01/02	06/14/02	NO CASH PAY DUE		06/28/02
PLEASE NOTE THAT NO INSURANCE PREMIUMS DEDUCTED FROM THIS CYCLE					
JULY	06/15/02	06/28/02	06/28/02	AUGUST	07/12/02
JULY	06/29/02	07/12/02	07/12/02	AUGUST	07/26/02
AUGUST	07/13/02	07/26/02	07/26/02	SEPTEMBER	08/09/02
AUGUST	07/27/02	08/09/02	08/09/02	SEPTEMBER	08/23/02
SEPTEMBER	08/10/02	08/23/02	08/23/02	OCTOBER	09/06/02
SEPTEMBER	08/24/02	09/06/02	09/06/02	OCTOBER	09/20/02