

STATE CLASSIFIED HOURLY CASH PAYMENT INSURANCE PROCEDURE

As a state classified hourly employee, you are eligible for the State of Colorado insurance plans. If you have enrolled in any insurance plans, (in addition to the required state basic life and short term disability, which are state paid), the 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, you will need to make a “cash payment” to the CSU Payroll Office, 555 South Howes St., Suite 206 (Campus Delivery 6004), by the **CASH PAYMENT DUE DATE**, which is usually the pay period end date. An example of this would be that the pay period begins 12/06/08 and the pay period ends 12/19/08. If you did not work during that period of time, then a “cash payment” would be due by 12/19/08. 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’s contribution for insurances, 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 your insurance premium, but also the state’s contribution for insurances. See the first column of the attached schedule for that month's premium pay period dates.

THIS IS YOUR RESPONSIBILITY! If you do not contact the Payroll Office to make payment arrangements, your insurance coverage will be cancelled. You would not be able to re-enroll until the next state benefits open enrollment period.

If you have any questions, please contact the CSU Payroll Office at (970) 491-4974.