


THE CALIFORNIA STATE UNIVERSITY
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Date: December 9, 2004 **Code:** TECHNICAL LETTER
HR/Benefits 2004-25

To: Human Resources Directors
Benefit Officers

From: Cathy Robinson 
Assistant Vice Chancellor
Human Resources Administration

Subject: New Business Process For Dental Enrollments

Effective January 1, 2005, the effective date of dental coverage will be processed as follows:
beginning of the month following receipt of the signed enrollment document in the Benefits Office.

If the employee submits his/her completed and signed enrollment form to the campus benefits office before the end of the month, the effective date of coverage will be the first of the following month, regardless of whether or not the SCO receives the enrollment form in time to ensure the deduction for the pay period. If the deduction is not taken for the pay period prior to the start of the effective date of enrollment, a retroactive deduction will be processed.

In cases where an employee needs to access services prior to the enrollment form being processed, the Benefits Representative will need to contact the dental carrier.

This information will be updated accordingly in the CSU Dental Administrative Guide.

Questions regarding this technical letter may be directed to Michelle Hamilton at (562) 951-4413. This Technical Letter is also available on Human Resources Administration's Web site at: <http://www.calstate.edu/HRAdm/memos.shtml>.

CR/mh

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