

**ACKNOWLEDGEMENT &
Missed Premium Accounts Receivable Agreement**

The CSU Benefits Summary is intended to provide an overview of the benefits generally available to CSU employees. This is a summary of benefits and should not be construed as a substitute for the master contracts or official plan documents. More detailed information about each of our benefit plans can be found in the individual plan summaries and official plan documents. If you need copies of these materials, please contact University Personnel (UP).

Carrier premium and coverage information may change during your employment at CSUMB as a result of collective bargaining, changes in legislation, or CalPERS vendor contract negotiations. You will receive advance written notification from the carrier, CSU, and/or UP of any such changes affecting your benefits.

If you have recently moved, please make sure your most recent address is updated in **CMS Self Service** to ensure you receive important benefits and tax information in a timely manner.

Please note the following effective dates:

Medical/Dental: Coverage begins on the first day of the month following receipt of enrollment forms by the UP/Benefits office, and within the 60-day limit.

Flexcash: The effective date is the first day of the second month following receipt of the form by UP/Benefits within the 60-day limit.

Vision: The CSU provides one vision plan for all eligible employees and their dependents. Employees who are eligible for benefits will be automatically enrolled in the plan effective the 1st of the month after their hire date for staff, and October 1st for Academic Year Faculty.

*** Note for Academic Year Faculty: For Fall semester enrollees, medical and dental coverage is effective Oct. 1st for enrollment forms submitted by Sept. 30th. Forms submitted in October (within the 60-day limit) will be effective Nov. 1st for medical and dental. For Spring semester enrollees, medical and dental coverage is effective March 1st for enrollment forms submitted by Feb. 28th. Forms submitted in March (within the 60-day limit) will be effective April 1st for medical and dental.*

Premium Payroll Deductions: Please be advised that health premiums are paid in advance for the following month's health benefits coverage (for example, the March pay period pays premiums for coverage from April 1-30). Due to limitations at the State Controller's Office (SCO), benefit plan deductions from your pay warrant(s) may be delayed. Therefore, please anticipate an accounts receivable (A/R) to be set up for any missed premiums, if applicable.

I acknowledge that I have received a copy of the CSU Benefits Summary and that I have attended a Benefits Orientation, either in person or online and understand the information outlined above.

I authorize CSUMB to set up a payroll deduction from my applicable pay warrant(s) for any current or future missed employee benefit plan premium deductions. I understand the employee portion of my monthly benefit plan premium will be recouped in the same number of pay periods for which the deductions were not withheld.

Employee name (Please Print): _____

Employee Signature: _____

Date: _____