

HUMAN RESOURCES MEMORANDUM 07-007	DATE ISSUED: 02/21/2007
SUBJECT: FLEX ELECT ADMINISTRATIVE FEE ARREARS DEDUCTION	REFERENCE: None
TO: Personnel Liaisons and Attendance Clerks	SUPERCEDES: None

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

Purpose

The purpose of this HR Memorandum is to announce a change in the announced FlexElect administrative fee increasing from \$1.00 to \$2.50 for employees enrolled in a FlexElect Reimbursement Account and/or a FlexElect Cash Option Account. The State Controller's Office (SCO) processed the FlexElect administrative fee increase in the December 2006 pay period. Subsequently, a group of employees were identified who were not charged the new administrative fee.

Effective Date

January 1, 2007

To Correct the Error

To correct the deduction amount for the December 2006 pay period, the SCO has applied an administrative fee adjustment for the January 2007 pay period.

A one-time arrears deduction of \$1.50 has been processed. As a result, regular pay for the January 2007 pay period will have a total of \$4.00 in FlexElect administrative fees (\$1.50 for the arrears December 2006 pay period deduction and \$2.50 for the January 2007 pay period deduction) withheld for those affected employees.

Employees not subject to the arrears will continue to have the \$2.50 monthly FlexElect administrative fee.

Questions

If you have questions, contact your assigned Personnel Specialist or Personnel Supervisor.

/s/

MARIA J. LOPEZ, Manager
Personnel Operations Section