



CIRCULAR

STATE OF NEW JERSEY DEPARTMENT OF THE TREASURY

NO: 23-14-OMB	ORIGINATING AGENCY: OMB-CENTRALIZED PAYROLL	PAGE 1 OF 1
EFFECTIVE DATE: IMMEDIATE	EXPIRATION DATE: INDEFINITE	SUPERSEDES: 00-18-OMB
SUBJECT: HEALTH BENEFIT AND DENTAL PROGRAMS		
ATTENTION: ALL DEPARTMENT PERSONNEL AND PAYROLL OFFICERS		
FOR INFORMATION CONTACT: REBECCA PROCACCINI		PHONE: (609) 984-4090

Plan and coverage changes occur during annual and/or special open enrollment periods. In addition, other changes such as new hires, marriage, divorce, birth of a child, etc., permit coverage revisions throughout the year. Because of the timing of the payroll update cycles and the receipt of coverage changes, it frequently happens that the employee contribution amount requires retroactive adjustment. Often these amounts are minimal. Therefore, Health Benefit and Dental premium changes resulting in employee contribution differences under \$5.00 will not be deducted from or refunded to the employee.

Tariq Shabazz
Tariq Shabazz
Acting Director