

To: Benefit-Eligible Employees Enrolled in a Cigna Health Plan

CC: Carol Kliever, Director of Employee Engagement and Labor Relations

From: Suzanne E. Redding, Human Resources Manager
Office of Human Resources and Strategic Talent Management

Subject: **Cigna/Kaiser Deductions on Payslips**

Date: August 23, 2023

You may have noticed that you are showing year-to-date (YTD) deductions on your payslips for both Kaiser and Cigna. Please be assured that there has been no error in your health plan deductions or payments to your provider. Your deduction payments have been accurately paid to Cigna, with no payments made to Kaiser. What you are seeing is the result of an error in the labeling of account names in Workday.

During the Workday implementation, deductions were named "MED" (for medical) for anyone enrolled in a Cigna or Kaiser Permanente medical plan. We recently learned that monies deducted from employee paychecks were going to the holding account labeled Kaiser instead of Kaiser and Cigna. HRSTM immediately corrected the allocations and renamed the MED deduction to the proper Kaiser and Cigna names.

As a result of this mid-year correction, the Workday system now shows both Kaiser and Cigna for the year-to-date totals on your pay slips. Again, please be assured that you have been enrolled in the correct health insurance and that no extra deductions have been taken outside of the regular bi-weekly deduction due for the elections you made.

As an example, a full-time faculty member who is enrolled as an employee only for the Cigna POS plan will show year-to-date on the most recent payslip a total of \$323.64 for Cigna and \$863.04 for Kaiser. Full-time faculty have insurance deductions taken over 20 pay periods. There have been 11 pays thus far this calendar year with insurance deductions for full-time faculty. The per paycheck deduction is \$107.88 for the POS plan. Added together, \$323.64 plus \$863.04 equals \$1,186.68. Likewise, \$107.88 times 11 pays equals \$1,186.68.

Similarly, a full-time staff member who is enrolled as an employee only for the Cigna Choice Fund with H.S.A. plan will show year-to-date on the most recent payslip a total of \$629.12 for Cigna and \$629.12 for Kaiser. Full-time 12-month staff have insurance deductions taken over 26 pay periods. There have been 16 pays thus far this calendar year with insurance deductions for full-time staff. The per paycheck deduction is \$78.64 for the Cigna Choice Fund with H.S.A. plan. Added together, \$629.12 plus \$629.12 equals \$1,258.24. Likewise, \$78.64 times 16 pays equals \$1,258.24, which is the correct total for that Cigna plan year-to-date.

We apologize for any confusion this has caused. Thank you for your understanding and continued support of the College's benefit programs.