

Steve Sisolak
Governor



Laura E. Freed
Director

Matthew Tuma
Deputy Director

Frank Richardson
Administrator

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management

209 E. Musser Street, Suite 101 | Carson City, Nevada 89701

Phone: (775) 684-0150 | <http://hr.nv.gov> | Fax: (775) 684-0122

MEMORANDUM

HR #47-21

December 29, 2021

TO: All Agencies

FROM: Keyna Jones, Payroll Manager
Division of Human Resource Management

SUBJECT: Changes to Payroll Deductions for Health Insurance Premiums

Effective January 1, 2022, Central Payroll will implement a 50/50 split of health insurance premiums between the first and second paycheck of each month as part of a transition to the Public Employees' Benefits Program's (PEBP) new health benefits provider, BenefitFocus. Prior to this change, employees have been able to choose to split their insurance premiums, including having the entire amount taken out of just one paycheck. Unfortunately, this option is not available with PEBP's new provider. As such, employees who have not previously chosen a 50/50 split will see this change reflected in their paychecks in the new year.

Additionally, if you are enrolled in any voluntary insurance benefits, your premiums will also be deducted 50/50 between the first and second paycheck of the month. Deductions for your Health Savings Account or Flexible Spending Account will continue being deducted on the second check of each month.

We understand these changes may cause concern for some employees, and PEBP and Central Payroll will be available to respond to questions you may have about this transition. For more information about your PEBP benefits, please contact PEBP Member Services toll-free at 1-800-326-5496. For questions about your paycheck, please contact your agency payroll clerk, who will forward your question to Central Payroll. We appreciate your understanding and apologize for any inconvenience this may cause as we adjust to the new provider processes.