


**THE CALIFORNIA STATE UNIVERSITY**  
**Office of the Chancellor**  
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**Date:** November 24, 2003

**Code:** **TECHNICAL LETTER**  
**HR/Benefits 2003-32**

**To:** Human Resources Directors  
Benefits Officers

**From:** Cathy Robinson   
Assistant Vice Chancellor  
Human Resources Administration

**Subject:** **Coding for Domestic Partner Dental Enrollment**

Due to administrative problems capturing required tax information for employees with domestic partners, the CSU is changing the coding procedures for enrollment of domestic partners in the CSU dental plan to mirror those used for enrollment in CalPERS health plans. This change will allow the State Controller's Office (SCO) system to calculate the appropriate employee imputed tax for this benefit. The SCO has addressed this issue and notified affected campuses and employees through separate correspondence.

Effective immediately, campuses are to use the following codes for processing domestic partner enrollment transactions:

<b>Enrollment Action Requested</b>	<b>Code Required</b>
Employee only – adds a domestic partner	Use Code A to reflect party rate 2
Employee plus one dependent - adds a domestic partner	Use Code B to reflect party rate 3
Employee plus two or more dependents – adds a domestic partner	Use Code B to reflect party rate 3

The above codes should be reflected on the State's Form STD. 692, in Section E-4 "Party Code." For additional processing information, please refer to HR 2000-01 and Supplements 1 and 2, and CalPERS Circular Letter 600-18, dated December 3, 1999.

Questions regarding this technical letter may be directed to Felice Bakre at (562) 951-4411. This technical letter also is available on Human Resources Administration's Web site at: <http://www.calstate.edu/HRAdm/memos.shtml>.

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