

**DIOCESE OF SACRAMENTO**  
**PERSONNEL TRANSACTION:**  
**BENEFIT PAYROLL DEDUCTION AUTHORIZATION**

ADP Company Code: \_\_\_\_\_ Facility Code: \_\_\_\_\_

- Begin payroll deduction effective: \_\_\_\_\_  
 Change payroll deductions effective: \_\_\_\_\_  
 Terminate payroll deductions effective: \_\_\_\_\_

**Name of Employee:** \_\_\_\_\_ **SSN#:** \_\_\_\_\_

Pro-rated Premium

Part-time Employees: \_\_\_\_\_ % of full time \_\_\_\_\_ hrs/week

Medical Coverage Level

- Single  
 Two Party  
 Family

Vision Coverage Level

- Single  
 Two Party  
 Family

Dental Coverage Level

- Employee Only  
 Employee & Spouse  
 Employee & Child(ren)  
 Employee & Family

Blue Shield ó PPO High:

EnvisionRx Prescription Plan: \_\_\_\_\_ per month \_\_\_\_\_ per pay period

Blue Shield ó Active Choice:

EnvisionRx Prescription Plan: \_\_\_\_\_ per month \_\_\_\_\_ per pay period

Western Health Advantage ó HMO:

EnvisionRx Prescription Plan: \_\_\_\_\_ per month \_\_\_\_\_ per pay period

Kaiser ó HMO:

\_\_\_\_\_ per month \_\_\_\_\_ per pay period

Kaiser ó HMO (*Catholic Charities Only*)

EnvisionRx Prescription Plan: \_\_\_\_\_ per month \_\_\_\_\_ per pay period

The Standard Dental:

\_\_\_\_\_ per month \_\_\_\_\_ per pay period

VSP ó Vision:

\_\_\_\_\_ per month \_\_\_\_\_ per pay period

The Standard - Life (Employee-Paid Premiums):

- Basic Dependent Life: \_\_\_\_\_ per month \_\_\_\_\_ per pay period
- Supplemental Dependent Life: \_\_\_\_\_ per month \_\_\_\_\_ per pay period
- Supplemental Spouse Life: \_\_\_\_\_ per month \_\_\_\_\_ per pay period
- Supplemental Employee Life: \_\_\_\_\_ per month \_\_\_\_\_ per pay period
- Supplemental AD&D Life: \_\_\_\_\_ per month \_\_\_\_\_ per pay period

Retro Premium Amounts for Previous Pay Period Ending: \_\_\_\_\_ (If Applicable)

Medical	Vision	Dental	Basic Dep. Life	Sup. Dep. Life	Sup. Spouse Life	Sup. EE Life	Sup. AD&D Life

\_\_\_\_\_  
Employee Signature

ORIGINAL TO: Payroll

\_\_\_\_\_  
Date

COPY TO: Employee

COPY TO: Personnel File