



STATE OF NEW YORK

GEORGE E. PATAKI
GOVERNOR

DEPARTMENT OF CIVIL SERVICE
THE STATE CAMPUS
ALBANY, NEW YORK 12239

DANIEL E. WALL
COMMISSIONER

NY 2004 - 06
PE 2004 - 06
PA 2004 - 07

TO: Health Benefit Administrators

FROM: Employee Benefits Division

SUBJECT: NYBEAS Upgrade to PeopleSoft 8.3

DATE: May 19, 2004

The Department of Civil Service is upgrading NYBEAS to a web based application starting Friday, May 28, 2004. HBAs will have view only access to NYBEAS on Friday, May 28th and subsequently, no access until the upgrade is completed - currently expected to be Wednesday, June 2nd. Please plan your work flow appropriately.

While each of the NYBEAS screens will appear as web pages, the data entry fields, transaction codes and processing should be the same as what you are used to seeing in NYBEAS. We have enclosed a packet that explains how to get into the new NYBEAS and illustrates many of the new pages available. We have also included navigation tips for getting around the new system.

In order to familiarize yourselves with the new look of NYBEAS before the conversion on Memorial Day weekend, we have developed a "Sandbox" environment for HBAs to examine the new screens/pages and get used to moving from page to page. Connecting to the Sandbox will differ based on your agency. Most NY agencies will access NYBEAS through the Metropolitan Area Network (MAN). NY agencies with these Department IDs (agency codes) 14020, 27000, 25000, 01110, access NYBEAS through a NYENET connection. Participating Agencies (PA) and Participating Employers (PE) access NYBEAS through NFUSE.

How to get into the Sandbox:

First Open your Web Browser. Internet Explorer is the preferred browser – other internet browsers may not access NYBEAS 8.3 correctly. Next, enter the appropriate link for your NY agency or follow the NFUSE instructions applicable to PA and PE agencies.

MAN <https://nybeas.cs.state.ny.us/servlets/iclientservlet/HBEAU/?cmd=login>

NYENET <https://nybeas.cs.state.nyenet/servlets/iclientservlet/HBEAU/?cmd=login>

NFUSE 1) Log in to DCS through NFUSE – (Refer to HBA memo PA 04-03/PE 04-02)
2) Click on the "NYBEAS Sandbox" icon in the NYS DCS application window.

Your password is the same as your current NYBEAS 7.5 password EXCEPT that it should be entered as ALL CAPITALS.

If you have a problem getting into the Sandbox, such as seeing the PeopleSoft signon page, first have your agency's computer help staff or information technology staff confirm that there are no hardware problems at your agency. If you still have trouble getting in, have your agencies computer help staff or information technology staff contact the Help Desk at 1 800 422-3671 or (518) 457-5406.

You should have seen a broadcast message (BM 2004 06) that requested that you test your agency's ability to connect to the new system. You were asked to save information on a User Information page. If you haven't done this yet, you may do so in the Sandbox environment by clicking the links: Home/User Info/Connectivity/Welcome/User Information, keying the relevant information and clicking save (see below). It is very important that you complete this step so we can ensure your continued access to NYBEAS.

NYBEAS
HBEAU

Home

Home > [User Info](#) > [Connectivity](#) > [Welcome!](#) > **User Information**

User Info

User ID: JMF3 Farrell,James

User Information

Work Email Address:

National ID:

Network Contact Person:

Network Contact Phone:

Comment:

Remember to Click on the Save button

Save

When NYBEAS 8.3 replaces NYBEAS 7.5

When the new system is rolled out on or about June 2nd, the way NY agencies get into NYBEAS 8.3 will be through different Uniform Resource Locators (URL) as reflected in the enclosed document. The icon in the NYS DCS application window that PA and PE agencies see will be labeled “NYBEAS”.

The first time you get into NYBEAS 8.3, you should use your current NYBEAS 7.5 password EXCEPT it should be entered as ALL CAPITALS.

Any user with the following passwords: *PS*; *BEAST*; *beast*; and *SYSTEM* will be redirected to change their password immediately. See the Password section of the enclosed document for detail instructions regarding changing your password.