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STATE OF NEW YORK DEPARTMENT OF CIVIL SERVICE ALFRED E. SMITH STATE OFFICE BUILDING ALBANY, NEW YORK 12239

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NANCY G. GROENWEGEN COMMISSIONER

NY 07 - 54

TO: State Agency Health Benefits Administrators

FROM: **Employee Benefits Division**

SUBJECT: HOP (Judicial employees)

DATE: December 12, 2007

HOP

The Health Option Program (HOP) provides eligible Judicial branch employees with the opportunity to exchange three (3) days of annual leave for a credit of up to \$400.00. The credit will be applied against the cost of the employee share of their NYSHIP health insurance premium paid during the calendar year of 2008

Enrollment

All eligible Unified Court System employees at or equated to SG 16 and below who wish to participate in the 2008 HOP must have filed an election form with their agency personnel office on November 16, 2007 through November 30, 2007

Agencies are responsible for distribution and retention of the enrollment forms and coordination between the agency personnel office and the HBA with respect to certification of accrual adjustment(s) and initiating the PEP credit on NYBEAS.

Refer to your NOTICE of BENEFIT HEALTH OPTION PROGRAM **DESCRIPTION (HOP) 2008 Questions and Answers for additional details.**

Once enrolled for a program year, employees continue to participate in that year unless they separate from State service or cease to be NYSHIP contract holders. Leave forfeited in association with the program will not be returned, in whole or in part, to employees who cease to be eligible for participation in the program.

Any questions should be directed to your processor.

Health Insurance Premium Contribution Credit for HOP

For the 2008 HOP, the credit that will be applied to the biweekly employee share of the health insurance premium can be calculated as reflected below:

Full-Time Employees

The biweekly credit is equal to \$15.38 (\$400/26 paychecks) OR the biweekly cost of the enrollee's employee share NYSHIP contribution, whichever is less.

Part-Time Employees

The biweekly credit is equal to \$15.38 multiplied by the employee's payroll/employment percentage OR the biweekly cost of the enrollee's employee share NYSHIP contribution, whichever is less.

The amount of credit will only be adjusted if the enrollee moves from individual to family coverage during the program year. For example:

Blue Choice (066)

Individual Premium (2008) \$15.24 Family Premium (2008) \$72.95 Calculated HOP credit \$15.38

An enrollee with individual coverage with Blue Choice, option 066, would get a HOP credit of \$15.24, not the calculated credit of \$15.38. If that enrollee moves to family coverage, the credit would change to \$15.38.

NYBEAS PROCESSING



To ADD the Health Insurance Premium Contribution Credit for HOP

**NOTE: For NYBEAS purposes, HOP is referred to as PEP

HBAs will process a PEP/ENR to add the credit to NYBEAS (see below). This transaction is part of the PEP enrollment panel. The credit will show on the enrollee's billing record as a premium credit.

HOW TO ADD THE PEP CREDIT

- Follow the NYBEAS links from Home, Compensate Employees, Administer NYBEAS Updates, Use, PEP enrollment.
- An input screen will display (see next page). Enter the enrollee's identification number in the search dialog box and click the search button.
- In the Plan Type field, enter 10 (for Medical). Press Tab.
- The Action and Reason fields will automatically populate (PEP/ENR).
- In the **Request Dt** field, enter the date of signature on the **HOP** (Judicial) enrollment form. The date should be November 16, 2007 through November 30, 2007 for all eligible employees (HOP)
- Press Tab.
- In the PEP **Percentage field** Type the employee's payroll/employment percentage. Click Save. (The default is 100%)



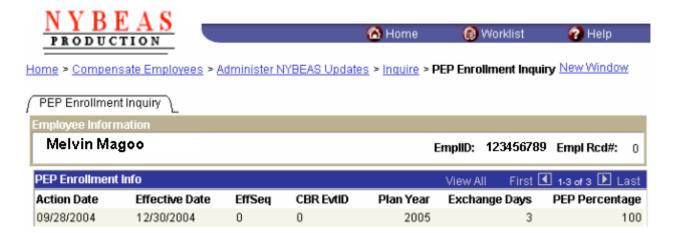




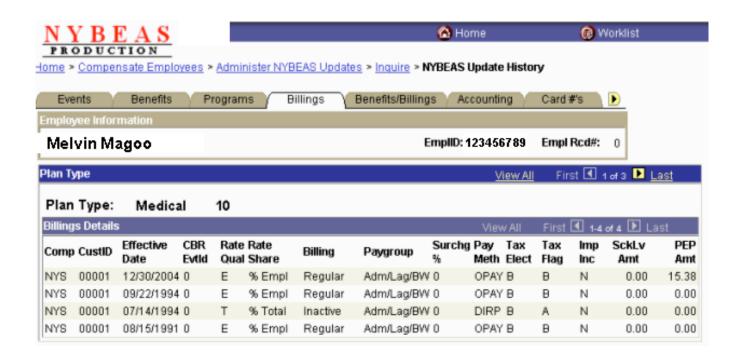
Home > Compensate Employees > Administer NYBEAS Updates > Use > PEP Enrollment

PEP Enrollment \			
Employee Info			
Melvin Magoo		EmpliD : 12345	6789 Empl Rcd#: ()
Plan Type			
*Plan Type: 🔲 🔍	COE	BRA Event ld: 0	
Benefits & Billing Details			
Effdt - Event ID Covrg Elect	Ben Plan Covrg Pa	symt Tax Tax	Rate
Company Pay Group Cust	`	ethod Elect Flag	Share
0	Imputed Income	DED Aust 0.00 C	ink Lower 0.00
0	Imputed Income Med Prim		ick Leave 0.00 nbursement
	Imputed Income Med Prim		5.55
Transaction Details	Med Prim	nacy Med Rein	nbursement \square
Transaction Details *Action *Reason Even	Med Prim		Override
Transaction Details	Med Prim	nacy Med Rein	nbursement \square
Transaction Details *Action *Reason Even	Med Prim	nacy Med Rein	Override
Transaction Details *Action *Reason Event PEP ENR Enroll in PEP	Med Prim	nacy Med Rein	Override
Transaction Details *Action *Reason Event PEP ENR Enroll in PEP PEP Details	Dt Request Dt	Effective Dt	Override No
Transaction Details *Action *Reason Event PEP ENR Enroll in PEP	Dt Request Dt	Effective Dt PEP Amount:	Override

To view the PEP percentage, click on **Inquire**, **PEP Enrollment Inquiry**.



To view the PEP credit calculated, click on **Inquire**, **NYBEAS Update History** and the **Billings** tab



To view the actual PEP credit applied, click on **Inquire**, **NYBEAS Update History** and the **Accounting** tab.

* The actual PEP credit applied will be the lesser of the calculated amount or the enrollee's health insurance premium.

Timing of NYBEAS Processing

It is important that the PEP Enroll transaction is keyed in time to impact the appropriate paycheck. Since the transaction can not be keyed until after the certification of the accrual adjustment, coordination with your agencies personnel/payroll staff who handles this is the key to timely PEP credit processing. See the below chart showing the dates to key the transaction and the impacted paycheck The resulting impact on your employees' paychecks may prompt numerous question and complaints for you to deal with.

**This panel will be open for keying until 2/19/08.

Employee's Payroll Cycle	Keying Window	Impact Paycheck	Paychecks credited with PEP Credit	# of Retro PEP Credits
Administration Lag	12/12/07-12/25/07	1/9/2008	12/27/07 thru 12/10/08	1
Administration Current	12/12/07-12/25/07	1/9/2008	12/13/07 thru 11/26/08	2
Employee's Payroll Cycle	Keying Window	Impact Paycheck	Paychecks credited with PEP Credit	# of Retro PEP Credits 1
Administration Lag	12/26/07-1/8/08	1/23/2008	12/27/07 thru 12/10/08	2
Administration Current	12/26/07-1/8/08	1/23/2008	12/13/07 thru 11/26/08	3
Employee's Payroll Cycle	Keying Window	Impact Paycheck	Paychecks credited with PEP Credit	# of Retro PEP Credits
Administration Lag	1/9/08-1/22/08	2/6/2008	12/27/07 thru 12/10/08	3
Administration Current	1/9/08-1/22/08	2/6/2008	12/13/07 thru 11/26/08	4
Employee's Payroll Cycle	Keying Window	Impact Paycheck	Paychecks credited with PEP Credit	# of Retro PEP Credits
Administration Lag	1/23/08-2/5/08	2/20/2008	12/27/07 thru 12/10/08	4
Administration Current	1/23/08-2/5/08	2/20/2008	12/13/07 thru 11/26/08	5
Employee's Payroll Cycle	Keying Window	Impact Paycheck	Paychecks credited with PEP Credit	# of Retro PEP Credits
Administration Lag	2/6/08-2/19/08	3/5/2008	12/27/07 thru 12/10/08	6
Administration Current	2/6/08-2/19/08	3/5/2008	12/13/07 thru 11/26/08	7

HOP Eligibility

Branch of Government	Eligible Bargaining Units	Salary Grade	Enrollment Period*	Exceptions	Number of Days to Exchange	Type of Leave to be exchanged	Remaining Leave Minimum Balance
Judicial (HOP)	Various negotiating units except Judges and Justices	≤ 16	11/16/07-11/30/07	Referred to as "HOP" instead of PEP Credit of \$400.00 Exchange only Annual Leave for the PEP credit	3	Annual Leave	8 days AL