



ELIOT SPITZER  
GOVERNOR

STATE OF NEW YORK  
DEPARTMENT OF CIVIL SERVICE  
ALFRED E. SMITH STATE OFFICE BUILDING  
ALBANY, NEW YORK 12239  
[www.cs.state.ny.us](http://www.cs.state.ny.us)

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: 123456789

Empl Rcd#: 0

## Plan Type

 \*Plan Type: 

COBRA Event Id: 0

## Benefits &amp; Billing Details

Effdt - Event ID	Covrg Elect	Ben Plan	Covrg	Paymt	Tax	Tax	Rate
Company	Pay Group	Cust ID	Billing Status	Method	Elect	Flag	Share
0							
Imputed Income				PEP Amt	0.00	Sick Leave	0.00
Med Primacy				<input type="checkbox"/>	Med Reimbursement	<input type="checkbox"/>	

## Transaction Details

*Action	*Reason	Event Dt	Request Dt	Effective Dt	Override
<input type="text" value="PEP"/>	<input type="text" value="ENR"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="No"/>
Enroll in PEP					

## PEP Details

For Teachers represented by PEF only

 \*Exchange days:  

 \*PEP Percentage: 

PEP Amount: \$0.00

Plan Year:

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

The screenshot shows the NYBEAS PRODUCTION application interface. The breadcrumb trail is: Home > Compensate Employees > Administer NYBEAS Updates > Inquire > PEP Enrollment Inquiry. The page title is "PEP Enrollment Inquiry". Under "Employee Information", the name "Melvin Magoo" is displayed with "EmplID: 123456789" and "Empl Rcd#: 0". The "PEP Enrollment Info" table shows one record with a PEP Percentage of 100.

Action Date	Effective Date	EffSeq	CBR EvtID	Plan Year	Exchange Days	PEP Percentage
09/28/2004	12/30/2004	0	0	2005	3	100

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

The screenshot shows the NYBEAS PRODUCTION application interface. The breadcrumb trail is: Home > Compensate Employees > Administer NYBEAS Updates > Inquire > NYBEAS Update History. The "Billings" tab is selected. Under "Employee Information", the name "Melvin Magoo" is displayed with "EmplID: 123456789" and "Empl Rcd#: 0". The "Plan Type" is "Medical" with a value of "10". The "Billings Details" table shows four records, with the last record having a PEP Amt of 15.38.

Comp	CustID	Effective Date	CBR EvtID	Rate Qual	Rate Share	Billing	Paygroup	Surchg %	Pay Meth	Tax Elect	Tax Flag	Imp Inc	SckLv Amt	PEP Amt
NYS	00001	12/30/2004	0	E	% Empl	Regular	Adm/Lag/BW	0	OPAY	B	B	N	0.00	15.38
NYS	00001	09/22/1994	0	E	% Empl	Regular	Adm/Lag/BW	0	OPAY	B	B	N	0.00	0.00
NYS	00001	07/14/1994	0	T	% Total	Inactive	Adm/Lag/BW	0	DIRP	B	A	N	0.00	0.00
NYS	00001	08/15/1991	0	E	% Empl	Regular	Adm/Lag/BW	0	OPAY	B	B	N	0.00	0.00

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.**

<b>Employee's Payroll Cycle</b>	<b>Keying Window</b>	<b>Impact Paycheck</b>	<b>Paychecks credited with PEP Credit</b>	<b># of Retro PEP Credits</b>
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
<b>Employee's Payroll Cycle</b>	<b>Keying Window</b>	<b>Impact Paycheck</b>	<b>Paychecks credited with PEP Credit</b>	<b># of Retro PEP Credits 1</b>
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
<b>Employee's Payroll Cycle</b>	<b>Keying Window</b>	<b>Impact Paycheck</b>	<b>Paychecks credited with PEP Credit</b>	<b># of Retro PEP Credits</b>
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
<b>Employee's Payroll Cycle</b>	<b>Keying Window</b>	<b>Impact Paycheck</b>	<b>Paychecks credited with PEP Credit</b>	<b># of Retro PEP Credits</b>
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
<b>Employee's Payroll Cycle</b>	<b>Keying Window</b>	<b>Impact Paycheck</b>	<b>Paychecks credited with PEP Credit</b>	<b># of Retro PEP Credits</b>
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