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TO: New York State Health Benefits Administrators   NY08-07

FROM: Employee Benefits Division

SUBJECT: Special Deductions for Summer Coverage

DATE: March 31, 2008

Employees who receive their annual salary in less than 26 paychecks must have extra health insurance deductions prior to their removal from the payroll to cover the summer months. This year, we will take <u>all</u> summer monies before the employee goes off the payroll for the summer. **Please refer to the HBA Manual Chapter 6 – Summer Deductions** for information on how deductions for summer coverage are taken and other information concerning summer coverage

Enclosed is a list of employees that we have on file for your agency, based on the Billing Option entered in NYBEAS. This information will be used to prepare and deduct the summer health insurance premiums for teachers with a 21 or 20 payroll period schedule. **Please review the list and remove any employees that are no longer on a 21 or 20 payroll period schedule by the date given under each paygroup below. You must also process Billing Option Change transactions for any teachers not included on the enclosed list that are eligible for the special summer deductions by the specified date**. In order to ensure that the information we have is correct, please review the listing and process any necessary Billing Option Change transactions using the instructions in Chapter 6 of the HBA manual. The paychecks impacted by the special deductions will be based on the Billing Option recorded on NYBEAS for each employee; therefore, it is **imperative** that these indicators be set accurately by the deadlines listed below:

Below are the dates that billing option changes must be processed by and the paycheck dates that will be affected by the extra deductions.

Administration Payroll (SUNY and SUNY GSEU) – 20 paychecks (20A)

HBA must process all billing option changes by **04/18/08**.

Paycheck Dates	Regular Deductions Taken	Extra Deductions Taken for following Paycheck dates
05/14/08	Regular deduction	2 extra deductions for 6/25 & 7/9
05/28/08	Regular deduction	2 extra deductions for 7/23 & 8/6
06/11/08	Regular deduction	2 extra deductions for 8/20 & 9/3

Administration Payroll (SUNY) – 21 paychecks (21A)

HBA must process all billing option changes by **05/02/08**

Paycheck Dates	Regular Deductions Taken	Extra Deductions Taken for following Paycheck dates
05/28/08	Regular deduction	2 extra deductions for 7/9 & 7/23
06/11/08	Regular deduction	2 extra deductions for 8/6 & 8/20
06/25/08	Regular deduction	1 extra deduction for 9/3

Institution Payroll (PEF Teachers) – 21 paychecks (21A)

HBA must process all billing option changes by **5/23/08**

Paycheck Dates	Regular Deductions Taken	Extra Deductions Taken for following Paycheck dates
06/19/08	Regular deduction	2 extra deductions for 7/31 & 8/14
07/03/08	Regular deduction	2 extra deductions for 8/28 & 9/11

Administration Payroll (Agency 25000 - Children and Family Services) – 21 paychecks (21B)

HBA must process all billing option changes by **6/6/08.**

Paycheck Dates	Regular Deductions Taken	Extra Deductions Taken for following Paycheck dates
6/25/08	Regular deduction	2 extra deductions for 8/6 & 8/20
7/09/08	Regular deduction	1 extra deductions for 9/3

<u>Termination Date</u>

For Administrative payroll 20A or 21A SUNY Teachers who do not return to the payroll in the fall, use **08/21/08* as the "date of event"** on the termination transaction.

* Keep in mind that the termination dates for UUP represented teachers are based on 26 pay periods from the date of hire.

For Institution payroll 21A PEF Teachers who do not return to the payroll in the fall, use **8/28/08 as the "date of event"** on the termination transaction.

For Administrative payroll 21B, Agency 25000 - Children and Family Services, Teachers who do not return to the payroll in the fall, use **8/21/08 as the "date of event"** on the termination transaction.

If you have any questions, please contact your processor.