



DAVID A. PATERSON
GOVERNOR

STATE OF NEW YORK
DEPARTMENT OF CIVIL SERVICE
ALFRED E. SMITH STATE OFFICE BUILDING
ALBANY, NEW YORK 12239
www.cs.state.ny.us

NANCY G. GROENWEGEN
COMMISSIONER

NY08-09

TO: State Agency SUNY Health Benefits Administrators

FROM: Employee Benefits Division

SUBJECT: Productivity Enhancement Program (PEP)

DATE: April 30, 2008

PEP for 2008

The Productivity Enhancement Program (PEP) allows eligible UUP-represented and SUNY M/C (bargaining unit 13) employees to exchange previously accrued annual leave (vacation) in return for a credit to be applied toward their employee share NYSHIP premiums on a biweekly basis. In no case can the credit available under the program be applied to the employer share of NYSHIP premiums. As detailed below, the program will be administered on a NYSHIP plan year (hereafter "plan year") basis.

To be eligible to enroll in **PEP**, employees must meet the following criteria:

- Be employed on a Calendar Year or College Year basis;
- Be a full-time employee with an annual salary no greater than \$56,313 for enrollment for the 2008 plan year, respectively or a part-time employee whose biweekly salary does not exceed \$1,099 for enrollment for the 2008 plan year.
- Be an employee covered by the 2007-2011 New York State/UUP Collective Bargaining Agreement or a SUNY M/C employee in bargaining unit 13;

NOTE: EBD has created a NEW benefit program A 29 for SUNY M/C 13 enrollees effective 4/3/08.

- Be a NYSHIP enrollee (contract holder) in either the Empire Plan or an HMO;
- Be eligible to receive an employer share contribution toward NYSHIP premiums (or be on leave without pay from a position in which the employee is normally eligible for an employer share contribution toward NYSHIP premium);

- Have a sufficient annual leave balance to make the full leave forfeiture without bringing their annual leave balance below 8 days for fulltime employees or 4 days for part-time employees respectively.

Exchanged Leave

Eligible UUP represented employees and SUNY M/C employees (NU 13) exchange 2 days of **Annual Leave** for the PEP credit

Enrollment

All eligible employees who wish to participate in the 2008 PEP must have filed an election form with their agency personnel office on **April 30, 2008 through May 24, 2008**.

The 2008 enrollment forms for PEP are attached to this memo for your use.

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.

Health Insurance Premium Contribution Credit for PEP

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

Full-Time Employees

The biweekly credit is equal to \$17.65 (\$300/26 paychecks) OR the biweekly cost of the enrollee's employee share NYSHIP contribution, whichever is less.

Part-Time Employees

The biweekly credit for part time UUP and SUNY M/C program participants is \$8.83 (\$150/17) 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 PEP credit	\$17.65

An enrollee with individual coverage with Blue Choice, option 066, would get a PEP credit of \$15.24, not the calculated credit of \$17.65. If that enrollee moves to family coverage, the credit would change to \$17.65.

NYBEAS PROCESSING



To ADD the Health Insurance Premium Contribution Credit for PEP

HBA's will process a PEP/ENR to add the credit to NYBEAS (see below). This transaction is part of the new 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 PEP enrollment form. The date should be **April 30, 2008 - May 24, 2008** for all eligible SUNY employees Press **Tab**.
- In the **PEP Percentage** field Type the employee's payroll/employment percentage. Click **Save**. (The default is 100%)

NYBEAS
PRODUCTION

HomeWorklist

Home > [Compensate Employees](#) > [Administer NYBEAS Updates](#) > [Use](#) > PEP Enrollment

PEP Enrollment

Employee Info

Melvin MagooEmplID: 123456789Empl Rcd#: 0

Plan Type

*Plan Type: COBRA Event Id: 0

Benefits & 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
				Med Primacy	<input type="checkbox"/>	Med Reimbursement	<input type="checkbox"/>

Transaction Details

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

Enroll in PEP

PEP Details

For Teachers represented by PEP only

*Exchange days:

*PEP Percentage: 100

PEP Amount: \$0.00

Plan Year:

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

PEP Enrollment Info								View All	First	1 of 1	Last
Action Date	Effective Date	Effective Sequence	COBRA Event Identification	PEP Plan Year	Exchange Days	PEP Percentage	PEP Amt				
04/28/2008	05/01/2008	0	0	2008	2.0	100	17.65				

Save
Return to Search
Update/Display
Include Hi

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

Plan Type														View All	First	1 of 1	Last
Plan Type: Medical 10																	
Billings Details														View All	First	1-2 of 2	Last
Effective Date	CBR EvtId	Comp	CustID	Rate Qual	Rate Share	Billing	Paygroup	Surchg %	Pay Meth	Tax Elect	Tax Flag	Imp Inc	SckLv Amt	PEP Amt			
05/01/2008	0	NYS	28108	E	% Empl	Regular	Adm/Lag/BW	0	OPAY B	B	N	0.00	17.65				
05/20/2004	0	NYS	28108	E	% Empl	Regular	Adm/Lag/BW	0	OPAY B	B	N	0.00	0.00				

Return to Search
Previous tab
Next 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

See the below chart showing the NYBEAS keying window dates for various payrolls. For example, if the transaction for an Administrative Lag employee is keyed (05/14/2008) the first paycheck will not be credited, the next paycheck will be offset by two PEP credits and the subsequent paycheck will be appropriately offset by one PEP credit. The resulting impact on your employees' paychecks may prompt numerous question and complaints for you to deal with.

****This panel will be open for NYBEAS keying until 7/1/08**

Employee's Payroll Cycle	NYBEAS Keying Window	Impacted Paycheck	Paychecks credited with PEP Credit	# of Retro PEP Credits
Administration Lag	4/30/08-5/13/08	5/28/2008	4/30/08 thru 12/10/08	1
Administration Lag	5/14/08-5/27/08	6/11/2008	4/30/08 thru 12/10/08	2
Administration Lag	5/28/08-6/10/08	6/25/2008	4/30/08 thru 12/10/08	3
Administration Lag	6/11/08-6/24/08	7/09/2008	4/30/08 thru 12/10/08	4
Administration Lag	6/25/08-7/01/08	7/23/2008	4/30/08 thru 12/10/08	5

PEP Eligibility for UUP and SUNY M/C 13

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
SUNY (PEP)	UUP, SUNY M/C (NU 13)	Full time ≤\$56,313 & Part time ≤\$1,099 for 2008	4/30/-5/24/08	Exchange only Annual Leave for the PEP credit	2 days for Full Time 1 day for Part Time	Annual Leave	8 days AL for full time employees 4 days AL for part time employees