



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

TO: New York State Health Benefits Administrators NY09-17

FROM: Employee Benefits Division

SUBJECT: Special Deductions for Summer Coverage

DATE: March 25, 2009

Employees who receive their annual salary in less than 26 paychecks must have extra health insurance deductions taken prior to their removal from the payroll to cover the summer months. This year, we will take all 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 your agency's employees who will require special deductions, based upon the current Billing Option listed in NYBEAS. This information will be used to calculate and deduct the summer health insurance premiums for teachers with a 21 or 20 payroll period schedule. 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.

By the date provided under each pay group:

- **Review the list and remove any employees that are no longer on a 21 or 20 payroll period schedule.**
- **Process a Billing Option Change transaction for any teacher that is eligible for the special summer deductions but is not included on the enclosed list.**

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 as follows:

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

HBA must process all billing option changes by **04/17/09**.

| Paycheck Dates | Regular Deductions Taken | Extra Deductions Taken for following Paycheck dates |
|-----------------------|---------------------------------|--|
| 05/13/09 | Regular deduction | 2 extra deductions for 6/24 & 7/8 |
| 05/27/09 | Regular deduction | 2 extra deductions for 7/22 & 8/5 |
| 06/10/09 | Regular deduction | 2 extra deductions for 8/19 & 9/2 |

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

HBA must process all billing option changes by **05/01/09**

| Paycheck Dates | Regular Deductions Taken | Extra Deductions Taken for following Paycheck dates |
|-----------------------|---------------------------------|--|
| 05/27/09 | Regular deduction | 2 extra deductions for 7/8 & 7/22 |
| 06/10/09 | Regular deduction | 2 extra deductions for 8/5 & 8/19 |
| 06/24/09 | Regular deduction | 1 extra deduction for 9/2 |

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

HBA must process all billing option changes by **5/22/09**

| Paycheck Dates | Regular Deductions Taken | Extra Deductions Taken for following Paycheck dates |
|-----------------------|---------------------------------|--|
| 6/18/09 | Regular deduction | 2 extra deductions for 7/30 & 8/13 |
| 7/02/09 | Regular deduction | 2 extra deductions for 8/27 & 9/10 |

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

HBA must process all billing option changes by **6/6/09**.

| Paycheck Dates | Regular Deductions Taken | Extra Deductions Taken for following Paycheck dates |
|-----------------------|---------------------------------|--|
| 6/24/09 | Regular deduction | 2 extra deductions for 8/5 & 8/19 |
| 7/08/09 | Regular deduction | 1 extra deductions for 9/2 |

Termination Date

- For Administrative payroll 20A or 21A SUNY Teachers who do not return to the payroll in the fall, use **08/20/09*** 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 **8/27/09** 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 **8/20/09** as the “date of event” on the termination transaction.

If you have any questions, please contact your processor.