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**PA09-14**

TO: Participating Agency Health Benefits Administrators

FROM: Employee Benefits Division

SUBJECT: NYBEAS Upgrade to PeopleSoft 9.0

DATE: May 29, 2009

## Overview

On June 9th 2009, a new version of NYBEAS based on the most current release of the supporting PeopleSoft technology will be available. This change was made to ensure that the technical infrastructure behind NYBEAS is supported by the various vendors and that the information in NYBEAS remains secure. In this way, the Department is protecting the investment that New York State has made in the NYBEAS application and the privacy of the information residing in NYBEAS.

## Availability of NYBEAS during Implementation

As a result of the upgrade, NYBEAS will be unavailable or available with limited functionality as follows:

Thursday, June 4th	NYBEAS Unavailable after 2:00 p.m.
Friday, June 5th	NYBEAS Available (Read-only)
Saturday, June 6th through Monday, June 8th	NYBEAS Unavailable
Tuesday, June 9th	NYBEAS will become available at some point during the day

## Impact of Implementation on Routine Processing

The ability to process transactions, as well as certain batch processing schedules will be impacted as follows:

NYBEAS Transactions	No transactions can be processed after 2:00 p.m. on Thursday, June 4th until the upgrade is completed sometime during the day on Tuesday, June 9th. We recommend that you process any critical transactions well before the 2:00 p.m. deadline on Thursday, June 4th to avoid last minute problems.
Monthly Processes	Routine monthly processes scheduled for Friday, June 5th will run the evening of Thursday, June 4th (with data as of 2:00 p.m.)
Empire Plan Prescription Drug and Hospital Program Carriers - Enrollment Updates	Normally updated daily, these carriers will receive an update reflecting <b>enrollment as of 2:00 on Thursday June 4<sup>th</sup></b> during the evening of June 4 <sup>th</sup> . They will receive their next update on the evening of Tuesday June 9 <sup>th</sup> reflecting coverage as of COB on Tuesday June 9 <sup>th</sup> .
Other Empire Plan Carriers - Enrollment Updates	These carriers receive enrollment updates on a weekly basis based on the information available on NYBEAS at close of business on Wednesdays. This schedule will be unaffected by the upgrade.

## The New NYBEAS Application

The project team balanced the need to take advantage of enhancements to the PeopleSoft technology with the desire to make the transition for NYBEAS users as easy as possible. NYBEAS remains a web-based application. **The method you use to arrive at the NYBEAS application and your User-ID and Password are unchanged.** The work processes and business rules have been preserved as much as possible. Changes to the look and feel of most pages were minimal.

### Navigating to Pages within NYBEAS

- The traditional left side menu/breadcrumb navigation in NYBEAS has been modified. The left side menu has a new look and is augmented by a more visual folder structure in the center of the page. Users can navigate using either representation.
- A “Search” box is now available to enable users to locate a page by searching for all or part of the page name.
- A “Favorites” option is available where users can save the path to pages that they frequently use.
- The paths to the various pages have been shortened by removing some of the higher level menu items. A navigation guide specific to HBA users that cross-references the location of each page between the prior version of NYBEAS and the new version is attached.

## Changes to the Hire Process

The process for hiring new employees into NYBEAS now matches more closely the Hire process that is delivered as part of standard PeopleSoft applications. Detailed instructions for the new hire process are attached.

## Resources

- **Navigation Guide** - Refer to the attached navigation guide for a cross-reference of the location of each page between the prior version of NYBEAS and the new version.
- **Demonstration System** – The Demonstration System is a full-sized version of NYBEAS available to NYBEAS users to familiarize themselves with the new system. Instructions to access the Demonstration System are attached. Please access the demonstration system to become familiar with the new navigation. You must use the User ID and Password that you use to access NYBEAS in order to access the Demonstration System. The demonstration system will **not** be available after the upgrade is complete so please be sure to access it before then.

Prior to the NYBEAS upgrade, agency staff should sign onto the demonstration system and confirm their ability to navigate to all of the pages currently used.

For issues related to logging into the demonstration system please contact the DCS help desk by calling 1-800-422-3671 or 457-5406 or e-mailing your concern to [helpdesk@cs.state.ny.us](mailto:helpdesk@cs.state.ny.us).

## Questions

If you have any questions regarding this upgrade, please email [nybeasupgrade@cs.state.ny.us](mailto:nybeasupgrade@cs.state.ny.us).