STATE OF NEW YORK
DEPARTMENT OF CIVIL SERVICE
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TO: New York State Health Benefits Administrators   NY 11-07

FROM: Employee Benefits Division

SUBJECT: Special Deductions for Summer Coverage

DATE: March 24, 2011

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 pay for coverage during the summer months. All extra deductions will be taken 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.

If you currently have employees in your agency designated on NYBEAS with a Billing Option for a 21 or 20 payroll period schedule, you were previously provided a list of those employees. This information will be used to calculate and deduct the extra summer health insurance premiums. In order to ensure that the information we have is correct, please review the listing, make updates as needed, 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 **04/25/11**.

Paycheck Dates	Regular Deductions Taken	Extra Deductions Taken for following Paycheck dates
05/11/11	Regular deduction	2 extra deductions for 6/22 & 7/6
05/25/11	Regular deduction	2 extra deductions for 7/20 & 8/3
06/08/11	Regular deduction	2 extra deductions for 8/17 & 8/31

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

HBA must process all billing option changes by **5/09/11.**

Paycheck Dates	Regular Deductions Taken	Extra Deductions Taken for following Paycheck dates
05/25/11	Regular deduction	2 extra deductions for 7/6 & 7/20
06/08/11	Regular deduction	2 extra deductions for 8/3 & 8/17
06/22/11	Regular deduction	1 extra deduction for 8/31

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

HBA must process all billing option changes by **5/30/11.**

Paycheck Dates	Regular Deductions Taken	Extra Deductions Taken for following Paycheck dates
06/16/11	Regular deduction	2 extra deductions for 7/28 & 8/11
06/30/11	Regular deduction	2 extra deductions for 8/25 & 9/8

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

HBA must process all billing option changes by **6/06/11.**

Paycheck Dates	Regular Deductions Taken	Extra Deductions Taken for following Paycheck dates
06/22/11	Regular deduction	2 extra deductions for 8/3 & 8/17
07/06/11	Regular deduction	2 extra deductions for 8/31 & 9/14

Termination Date

- For Administrative payroll 20A or 21A SUNY Teachers who do not return to the payroll in the fall, use **08/17/11* 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 **8/25/11 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 **9/1/11 as the "date of event"** on the termination transaction.

If you have any questions, please contact your processor.