STATE OF NEW YORK
DEPARTMENT OF CIVIL SERVICE
ALBANY, NEW YORK 12239
www.cs.ny.gov

ANDREW M. CUOMO
GOVERNOR

JERRY BOONE
COMMISSIONER

NY12-37
PE12-27
SEHP12-08

TO: New York State and Participating Employer Health Benefits Administrators

FROM: Employee Benefits Division

SUBJECT: New York State Benefits Eligibility and Accounting System Transaction related to Imputed Income

DATE: November 5, 2012

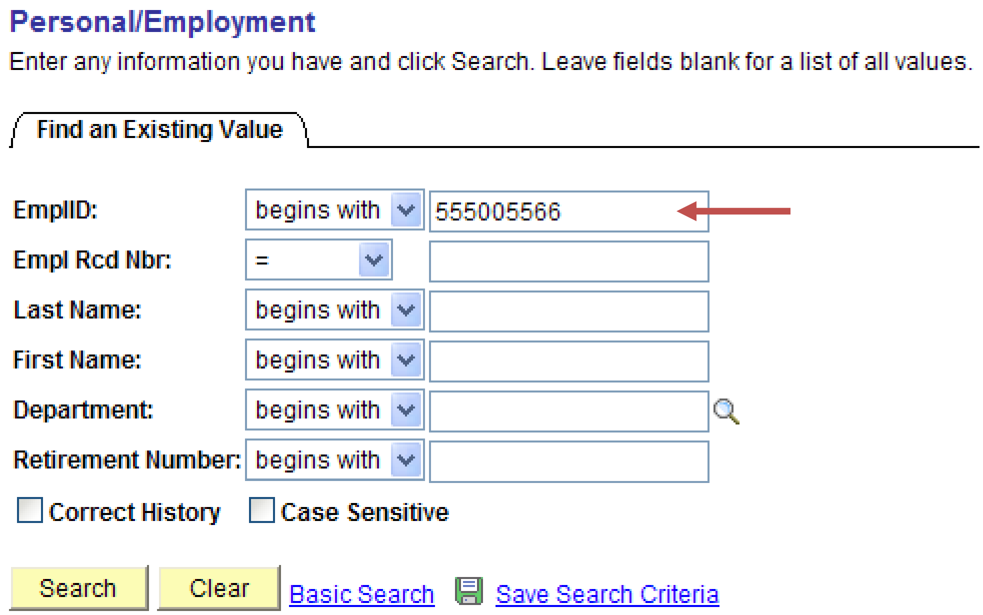
The New York State Benefits Eligibility and Accounting System (NYBEAS) has been updated to integrate PaySERV payroll codes to properly track and report biweekly imputed income amounts for enrollees covering same-sex spouses.

For additional information regarding these payroll codes, please refer to Payroll Bulletin No. 1100 issued by the Office of the New York State Comptroller. For additional background information, please refer to HBA Memo NY11-21, PE11-20, SEHP11-07.

Please refer to the following information for processing instructions relative to enrollments of same-sex spouses.

How to remove imputed income for <u>NYS tax purposes ONLY</u> for enrollees covering their same-sex spouse on NYSHIP

1. Go to *Benefits -> Transactions -> Personal / Employment*
2. Enter the enrollee's EmplID



Personal/Employment

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmplID: begins with 555005566

Empl Rcd Nbr: =

Last Name: begins with

First Name: begins with

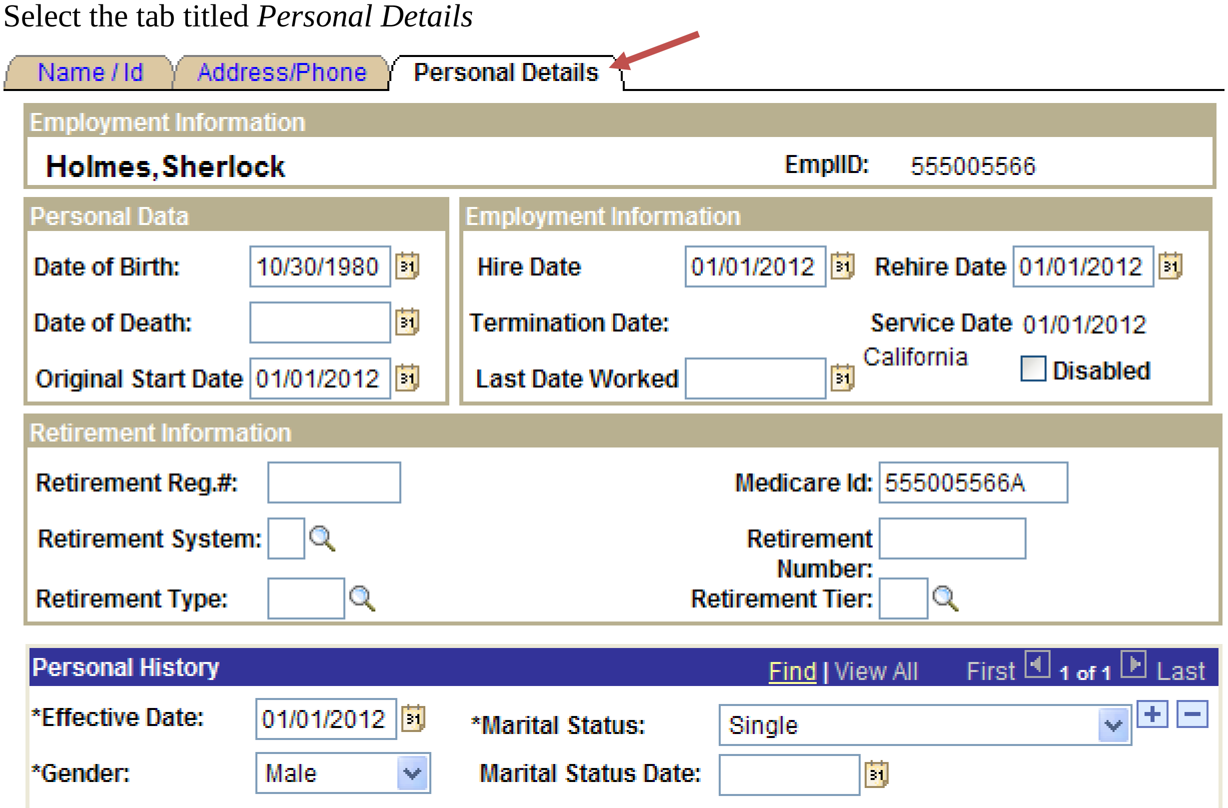
Department: begins with

Retirement Number: begins with

Correct History Case Sensitive

Search Clear Basic Search Save Search Criteria

3. Select the tab titled *Personal Details*



Name / Id | Address/Phone | Personal Details

Employment Information

Holmes,Sherlock EmplID: 555005566

Personal Data

Date of Birth: 10/30/1980

Date of Death:

Original Start Date 01/01/2012

Employment Information

Hire Date 01/01/2012 Rehire Date 01/01/2012

Termination Date: Service Date 01/01/2012

Last Date Worked California Disabled

Retirement Information

Retirement Reg.#: Medicare Id: 555005566A

Retirement System: Retirement Number:

Retirement Type: Retirement Tier:

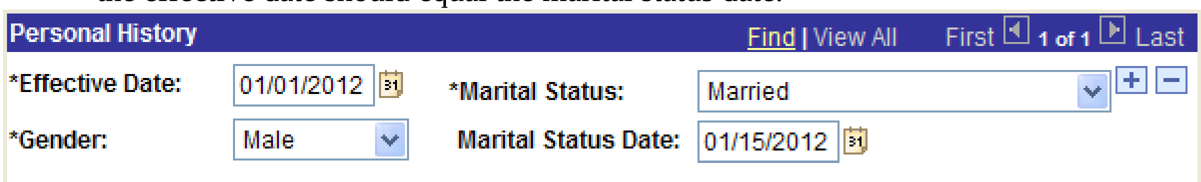
Personal History Find | View All First 1 of 1 Last

*Effective Date: 01/01/2012 *Marital Status: Single

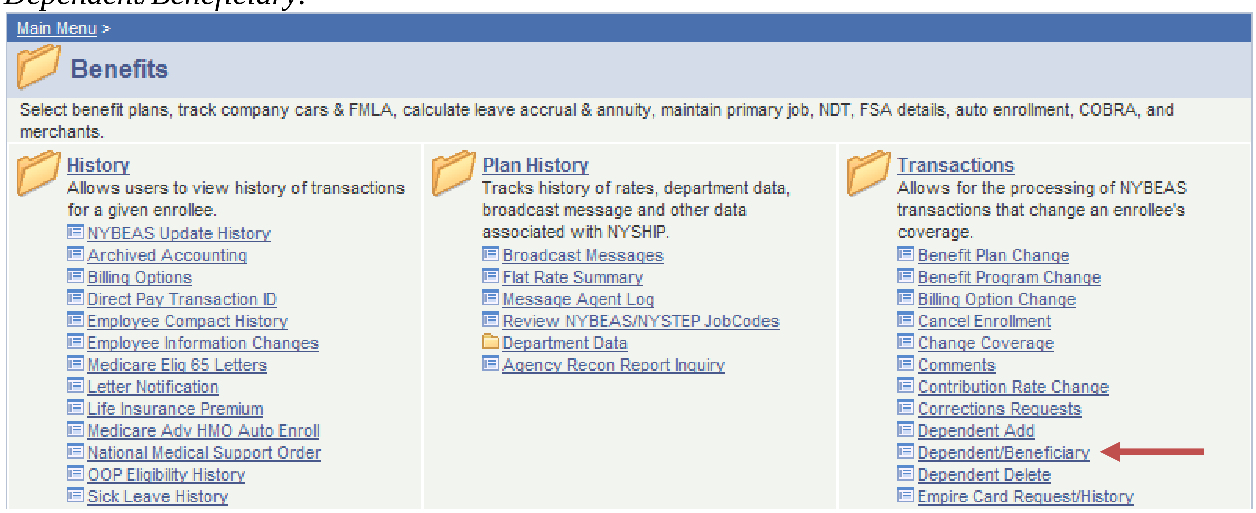
*Gender: Male Marital Status Date:

4. Verify the Marital Status is *Married*. **The transaction will not save if both the enrollee and spouse's marital status are not set to *Married*.**

5. If the enrollee’s marital status is not set to married, you have to hit the , and enter a new row of information. Keep in mind the Effective Date on the Personal History row defaults to today’s date; please update with the appropriate date. Be sure to verify Gender is correct, change the Marital Status to *Married* and the Marital Status Date to the date on the marriage certificate.
    a. **Example**: If you are updating information for a new employee and they have been married prior to being hired with your agency, the effective date should be before or equal to the date benefits would go into effect.
    b. **Example**: If you are updating information for an employee who has newly married, the effective date should equal the marital status date.

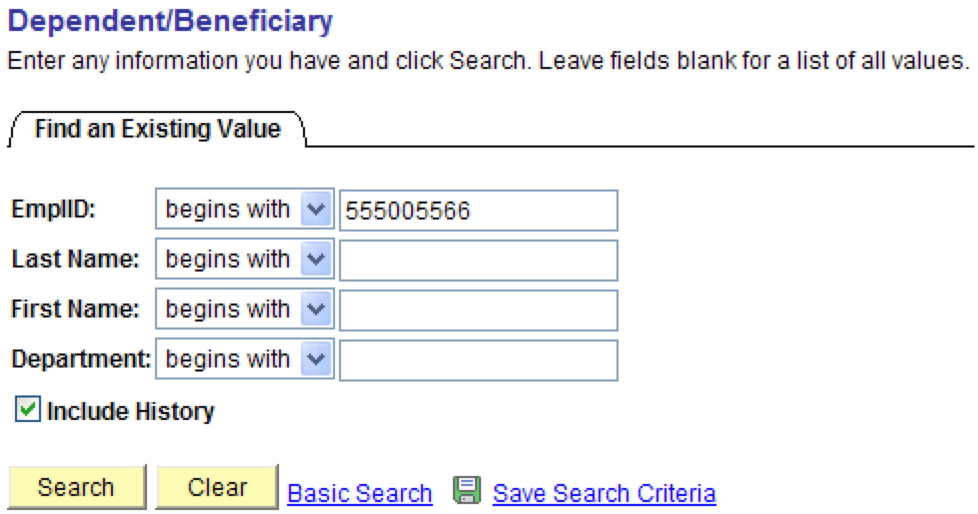


6. Verify the Marital Status of the dependent. Go to *Benefits* -> *Transactions* -> *Dependent/Beneficiary*.

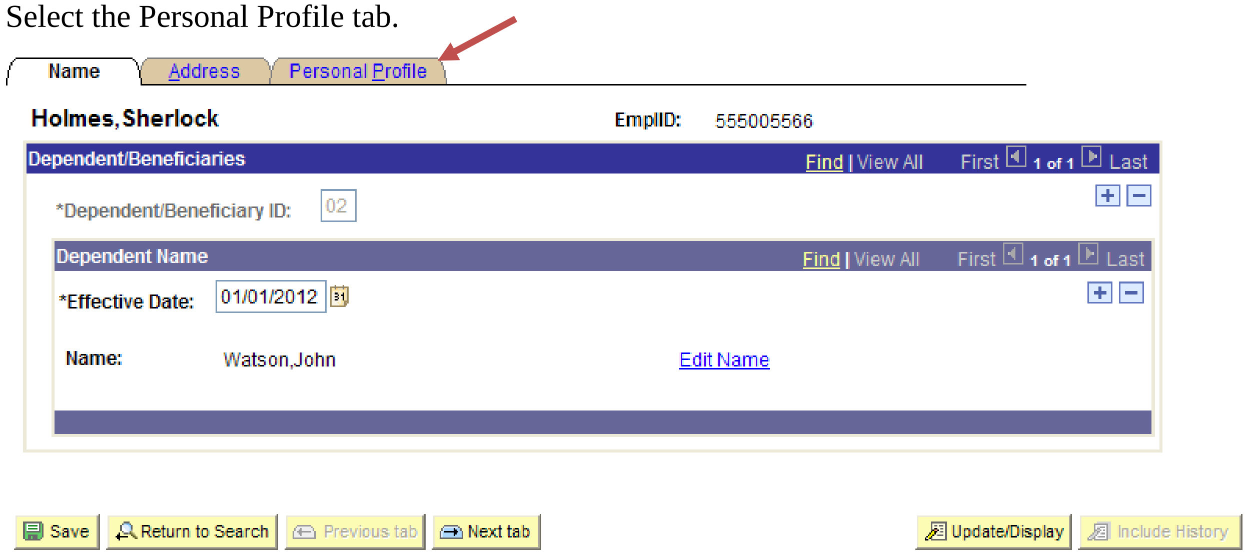


(Please note not all HBA’s screen may look identical as the one displayed above.)

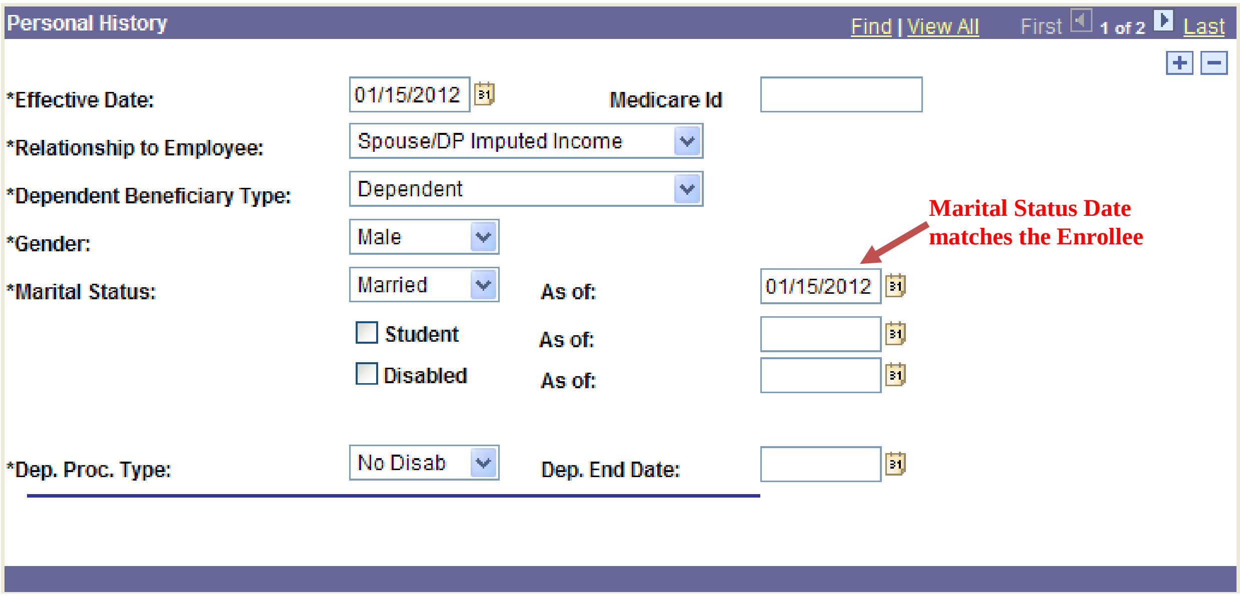
7. Enter the enrollee’s EmplID.



8. Select the Personal Profile tab.

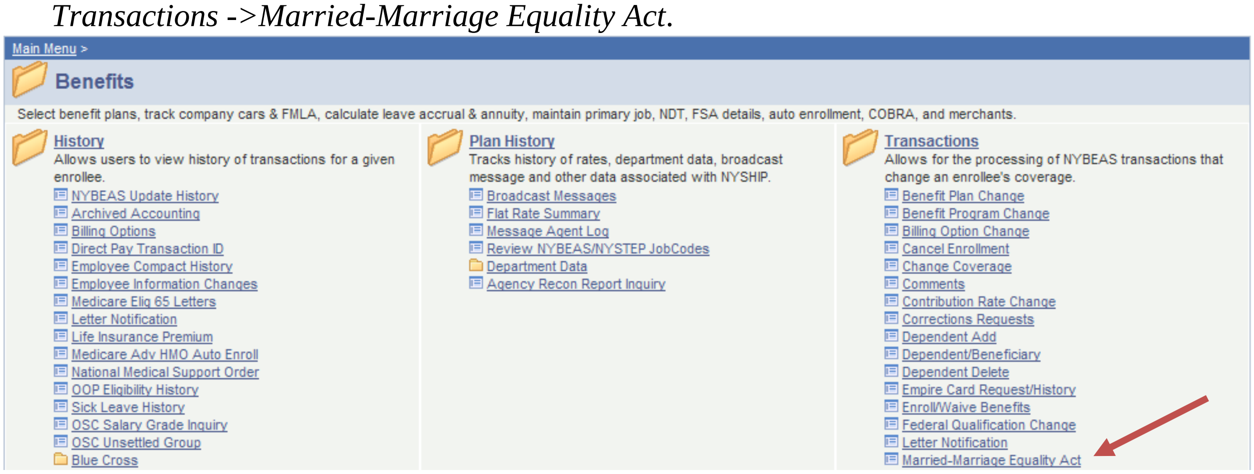


9. Verify the following sets of information.
   a. Relationship to Employee = Spouse/DP Imputed Income
   b. Gender = same gender as the enrollee
   c. Marital Status = Married
   d. Marital Status Date = the same Marital Status Date on the marriage certificate, and the same date used for the enrollee.

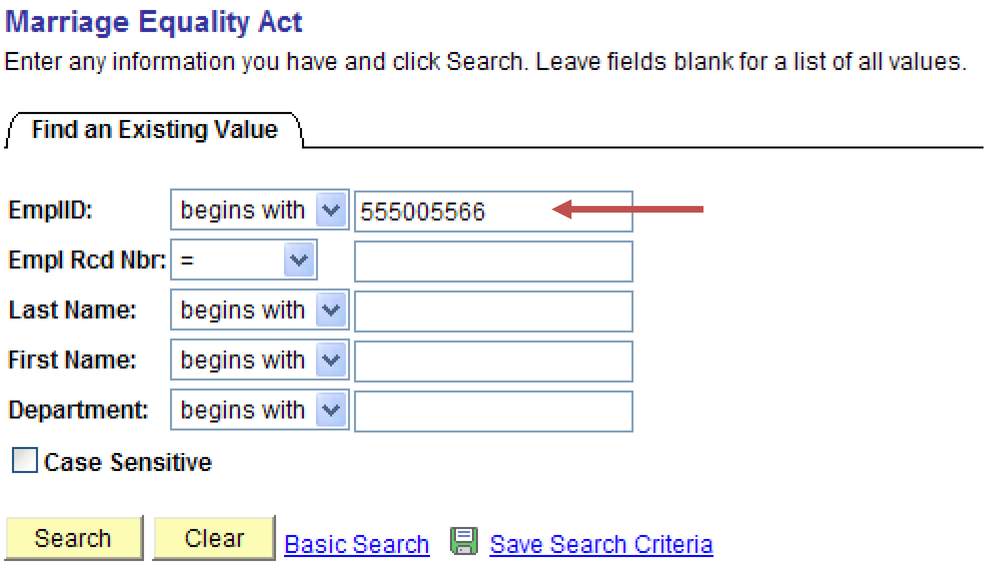


10. If the Personal History needs to be updated, make sure to hit the [+] and update the information with the appropriate effective date.

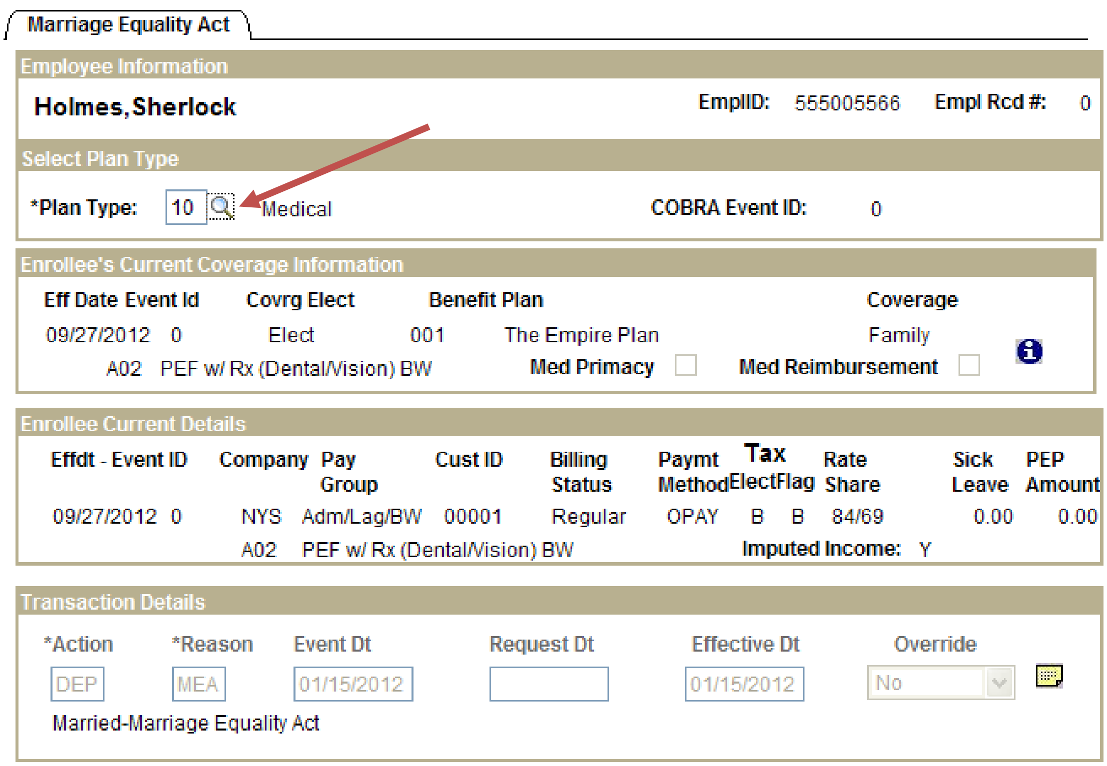
11. After verifying the information for both the enrollee and their spouse, now go to: *Benefits -> Transactions ->Married-Marriage Equality Act*.



12. Enter the enrollee’s EmplID.



13. Enter the plan type of “10” for Medical coverage.



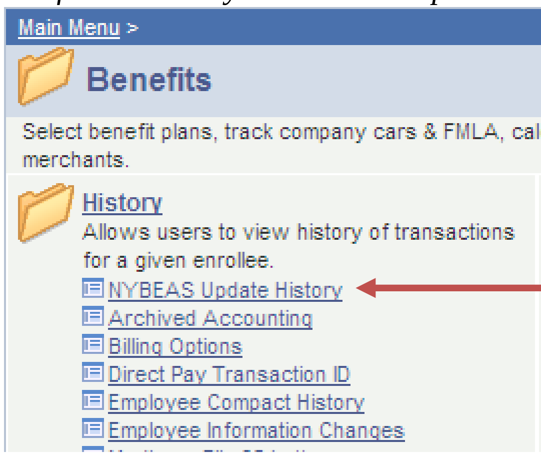
Watson,John

14. Don’t forget to Save the transaction!

15. Now process for plan type 11 (Dental) and/or 14 (Vision), if the spouse is covered as a dependent for Dental and/or Vision coverage through NYSHIP.

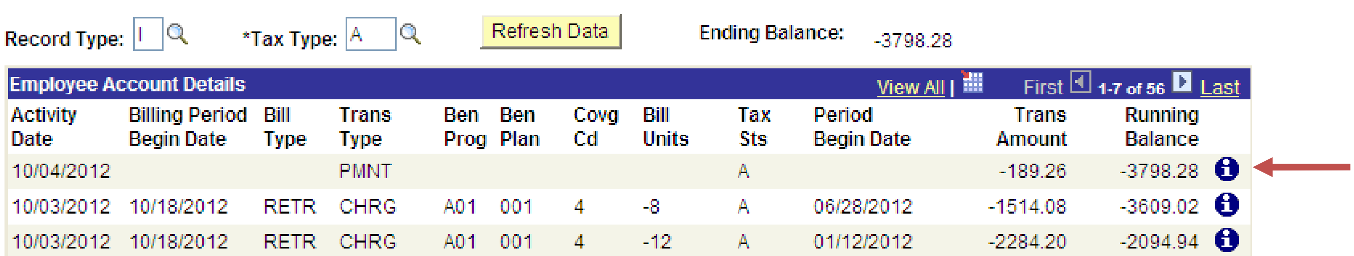
How to verify the imputed income for NYS and Federal Tax Purposes

1. After processing the transaction, the next day you can verify the billing is accurate. Go to *Benefits* → *History* → *NYBEAS Update History* and select the Accounting page.



2. When using the Accounting page, change the Record type to "I" and Tax Type to "A" to verify the Imputed Income for NYS tax purposes has been reversed and is no longer being assessed.

   In the example below, note the removal of imputed income for the 2012 tax year.

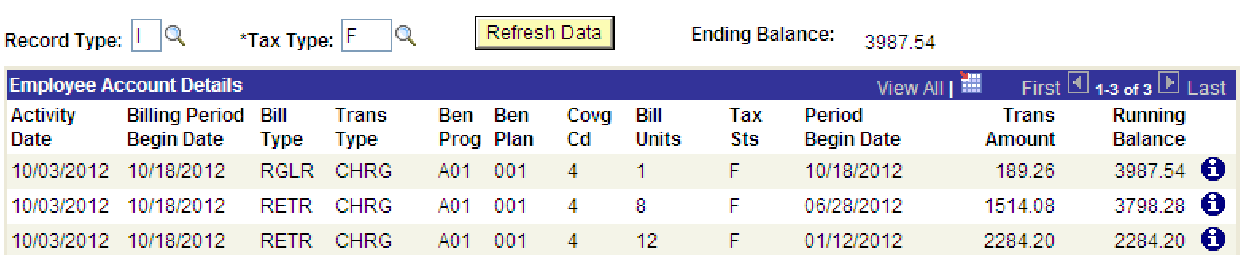


Record Type: I *Tax Type: A Refresh Data Ending Balance: -3798.28

Employee Account Details View All | First 1-7 of 56 Last

Activity Date	Billing Period Begin Date	Bill Type	Trans Type	Ben Prog	Ben Plan	Covg Cd	Bill Units	Tax Sts	Period Begin Date	Trans Amount	Running Balance
10/04/2012			PMNT					A		-189.26	-3798.28
10/03/2012	10/18/2012	RETR	CHRG	A01	001	4	-8	A	06/28/2012	-1514.08	-3609.02
10/03/2012	10/18/2012	RETR	CHRG	A01	001	4	-12	A	01/12/2012	-2284.20	-2094.94

3. To verify Imputed Income for Federal Tax purposes only, change the Record type to "I" and Tax Type to "F".



Record Type: I *Tax Type: F Refresh Data Ending Balance: 3987.54

Employee Account Details View All | First 1-3 of 3 Last

Activity Date	Billing Period Begin Date	Bill Type	Trans Type	Ben Prog	Ben Plan	Covg Cd	Bill Units	Tax Sts	Period Begin Date	Trans Amount	Running Balance
10/03/2012	10/18/2012	RGLR	CHRG	A01	001	4	1	F	10/18/2012	189.26	3987.54
10/03/2012	10/18/2012	RETR	CHRG	A01	001	4	8	F	06/28/2012	1514.08	3798.28
10/03/2012	10/18/2012	RETR	CHRG	A01	001	4	12	F	01/12/2012	2284.20	2284.20