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TO: CUNY Health Benefits Administrators

FROM: Employee Benefits Division

SUBJECT: Special Deductions for Summer Coverage

DATE: March 30, 2012

SEHP 12-03

CUNY Graduate Student Employee who receives their annual salary in less than 26 paychecks must have extra health insurance deductions 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.

**You must process Billing Option Change transactions for any CUNY Graduate Student Employee that are eligible for the special summer deductions by 04/02/2012.** The instructions for Billing Option Changes are in Chapter 6 of the HBA manual. 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 below:

Below are the dates that billing option changes must be processed by and the paycheck dates that will be affected by the extra deductions.

**Institution Current Payroll (CUNY GSEU) – 20 paychecks (20A)**

HBA must process all billing option changes by **04/02/2012**.

Paycheck Dates	Regular Deductions Taken	Extra Deductions Taken for following Paycheck dates
04/19/2012	Regular deduction	3 extra deductions for 5/31, 6/14, 6/28
05/03/2012	Regular deduction	3 extra deductions for 7/12, 7/26, 8/9
05/17/2012	Regular deduction	2 extra deductions for 8/23, 9/6

**Termination Date**

For Graduate Students who do not return to the payroll in the fall, use **9/6/12 as the “date of event”** on the termination transaction.

If you have any questions, please contact your processor.