



ANDREW M. CUOMO
GOVERNOR

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

JERRY BOONE
COMMISSIONER

NY14-32

TO: New York State Agency Health Benefits Administrators
FROM: Employee Benefits Division
SUBJECT: 2015 Productivity Enhancement Program (PEP)
DATE: October 31, 2014

The Productivity Enhancement Program (PEP) for 2015 is available to employees represented by CSEA, UUP, PEF, DC-37, Management/Confidential employees and Legislative and Judicial Branch employees.

The program allows eligible employees to exchange previously accrued annual leave and/or personal leave, in return for a credit which reduces their share of New York State Health Insurance Program (NYSHIP) premium on a biweekly basis.

For PEP eligibility requirements, calculation of PEP credit and enrollment period dates, please refer to Attendance and Leave Policy Bulletin 2014-02. In addition to an overview of the program, the memo includes the 2015 PEP Program Description and the 2015 PEP Enrollment.

Separately, SUNY Administration and the benefits offices for Legislative and Judicial branch employees will make available the 2015 PEP Program Description and Enrollment form specific to their employees.

PEP PREMIUM CONTRIBUTION CREDIT

The 2015 PEP credit will begin coincident with the same payroll period for the first 2015 health insurance premium deduction. All employees will have 26 paychecks credited with the 2015 PEP credit. Assuming no retroactivity, the following chart indicates the start of the 2015 PEP credits for the various payrolls.

Employee's Payroll Cycle	First Check with 2015 PEP Credit	First Check with 2015 Health Insurance Premium Deduction
Administration Lag	12/31/2014	12/31/2014
Administration Current	12/17/2014	12/17/2014
Institution Lag	12/24/2014	12/24/2014
Institution Current	12/11/2014	12/11/2014
Triple Lag	1/08/2015	1/08/2015

The credit that will be applied to the biweekly employee share of the health insurance premium is reflected in the charts below according to Salary Grade or the employee share of the employee's NYSHIP option, whichever is less. Part-time employees are prorated based upon their payroll percentage.

Eligible CSEA, PEF (non-teachers), DC-37, Management/Confidential¹, Judicial Branch employees and Legislative Branch employees²

Full-time employees in a position at or equated to Salary Grade 17:

Forfeited Days	NYSHIP Credit	Bi-weekly Credit
3	\$500	\$19.23
6	\$1000	\$38.46

Full-time employees in a position at or equated to Salary Grade 18 through 24:

Forfeited Days	NYSHIP Credit	Bi-weekly Credit
2	\$500.00	\$19.23
4	\$1,000.00	\$38.46

UUP-Represented employees³

Refer to the 2015 PEP Program Summary and Enrollment form for UUP represented employees from SUNY Administration for additional guidance.

UUP Employee Group	Forfeited Days	NYSHIP Credit	Bi-weekly Credit
Employees earning at or below \$62,998 annually	3	\$500	\$19.23
Employees earning above \$62,998 and below \$90,022 annually	2	\$500	\$19.23

¹ M/C employees of SUNY should refer to the 2015 PEP Program Description and Enrollment form from SUNY Administration for specific PEP eligibility information.

² Legislative and Judicial Branch employees should refer to the 2015 PEP Program Description and Enrollment form from their benefits office for specific PEP eligibility information.

³ UUP represented employees should refer to the 2015 PEP Program Description and Enrollment form from SUNY Administration for specific PEP eligibility information.

PEF Institution Teachers in a position at or equated to Salary Grade 17 and below:

Days Forfeited	NYSHIP Credit	Bi-weekly Credit
1	\$166.66	\$6.41
2	\$333.32	\$12.78
3	\$499.98	\$19.23
4	\$666.64	\$25.34
5	\$833.30	\$32.05
6	\$999.96	\$38.46

PEF Institution Teachers in a position at or equated to Salary Grade 18 through 24:

Days Forfeited	NYSHIP Credit	Bi-weekly Credit
1	\$250	\$9.62
2	\$500	\$19.23
3	\$750	\$28.85
4	\$1,000	\$38.46

Agencies are responsible for distribution and retention of the enrollment forms and for the coordination between the agency personnel office and the HBA, with respect to certification of accrual adjustment(s) and initiating the PEP credit on NYBEAS.

NYBEAS PROCESSING

To ENTER the Health Insurance Premium Contribution Credit for PEP

The HBA will process a PEP/ENR to enter the premium contribution credit to NYBEAS for PEP (see below). This transaction is part of the PEP enrollment panel. The credit will show on the enrollee's billing record as a premium credit.

- Follow the NYBEAS Navigation Menu links:
Benefits > Transactions > PEP > PEP Enrollment
- An input screen will display. Enter the enrollee's identification number in the search dialog box and click the search button.

Plan Type									
*Plan Type:		10	Medical	COBRA Event Id:		0			

Benefits & Billing Details									
Effdt - Event ID	Covrg Elect	Ben Plan	Covrg	Paymt	Tax	Tax	Rate		
Company	Pay Group	Cust ID	Billing Status	Method	Elect	Flag	Share		
09/29/2011	0	Elect	001	Family	OPAY	B	B	88/73	
A01	CSEA w/ Rx(BW)			Imputed Income	N	PEP Amt	0.00	Sick Leave	0.00
NYS	Adm/Lag/BW	00001	Regular	Med Primacy	<input type="checkbox"/>	Med Reimbursement	<input type="checkbox"/>		

Transaction Details						
*Action	*Reason	Event Dt	Request Dt	Effective Dt	Override	
PEP	ENR				No	
Enroll in PEP						

PEP Details					
Grade/Salary		Exchange days:		PEP Amount:	\$0.00
		PEP Percentage:	100	Plan Year:	

- In the **Plan Type** field, enter **10** (for Medical). Press **Tab**.
- The **Action** and **Reason** fields will automatically populate (**PEP/ENR**).
- In the **Request Dt** field, enter the date of signature on the **PEP** enrollment form. The date should be between **October 20, 2014 - November 28, 2014** for all eligible employees. Press **Tab**.
- In the **PEP Grade** field enter a 1, for employees SG-1 – SG-17, enter a 2, for employees SG-18 – SG-24. **This is a required field in order to calculate the PEP credit accurately.**

PEP Details					
Grade/Salary		Exchange days:		PEP Amount:	\$0.00
		PEP Percentage:	100	Plan Year:	2015

Salary Grade 1-17

Salary Grade 18-24

- In the **PEP Percentage** field type the employee's payroll/employment percentage. Click **Save**. (The default is 100%)
- In the **Exchange days** field, enter the number of days of annual/personal leave the employee forfeited for PEP. For SG-1 – 17, your available options are 3 or 6 days.

PEP Details			
Grade/Salary	Salary Grade 1-17	Exchange days:	<input type="text"/>
		PEP Percentage:	100
		PEP Amount:	\$0.00
		Plan Year:	2015

Search Results

View All First 1-2 of 2 Last

PEP Exchange Days

[3](#)
[6](#)

For SG-18 – 24, your available options are 2 or 4 days.

Search Results

View All First 1-2 of 2 Last

PEP Exchange Days

[2](#)
[4](#)

- If the employee is a PEF Teacher, select the box **PEF Institutional Teachers**. This is only to be used for teachers represented by PEF. This box will display once you tab out of the request date field.

Plan Type									
*Plan Type: 10 Medical					COBRA Event Id: 0				
Benefits & Billing Details									
Effdt - Event ID	Covrg Elect	Ben Plan	Covrg	Paymt Method	Tax Elect	Tax Flag	Rate Share		
Company	Pay Group	Cust ID	Billing Status						
11/27/2014	0	Elect	001	Empl Only	OPAY	B	B	84/69	
A02	PEF w/ Rx (Dental/Vision)	BW		Imputed Income	N	PEP Amt	0.00	Sick Leave	0.00
NYS	Ins/Lag/BW	00001	Regular	Med Primacy	<input type="checkbox"/>	Med Reimbursement	<input type="checkbox"/>		
Transaction Details									
*Action	*Reason	Event Dt	Request Dt	Effective Dt	Override				
PEP	ENR		10/24/2014	12/25/2014	No				
Enroll in PEP									
PEP Details									
Grade/Salary	Salary Grade 18-24			Exchange days:		PEP Amount:	\$0.00		
	<input checked="" type="checkbox"/> PEF Institutional Teachers			PEP Percentage:	100	Plan Year:	2015		

- If the enrollee is a PEF Teacher SG 1 through 17 you should enter 1, 2, 3, 4, 5, or 6 days in the Exchange days field of the PEP Details section of the PEP enrollment form. This is only to be used for teachers represented by PEF.

Search Results

View All First 1-6 of 6 Last

PEP Exchange Days

- [1](#)
- [2](#)
- [3](#)
- [4](#)
- [5](#)
- [6](#)

- If the enrollee is a PEF Teacher SG18 through 24 you should enter 1, 2, 3, or 4 days in the Exchange days field of the PEP Details section of the PEP enrollment form. This is only to be used for teachers represented by PEF.

Search Results

View All First 1-4 of 4 Last

PEP Exchange Days

- [1](#)
- [2](#)
- [3](#)
- [4](#)

To view the PEP percentage, follow the NYBEAS Navigation Menu links:
Benefits > History > PEP > Enrollment Inquiry

PEP Enrollment Info									
					Customize	Find	View All	First	1 of 1
Action Date	Effective Date	Sequence	CBR Evt ID	PEP Plan Year	Exchange Days	PEP Percentage	PEP Grade	PEP Institutional Teachers	PEP Amt
10/24/2014	01/01/2015	0	0	2015	3.00	100	1-17	N	19.23

To view the PEP credit calculated, follow the NYBEAS Navigation Menu links:
Benefits > History > NYBEAS Update History and click on the **Billings** tab.

Plan Type														View All		First		1 of 1		Last	
Plan Type:		Medical		10																	
Billings Details														View All		First		1 of 6		Last	
Effective Date	CBR Evtld	Comp	CustID	Rate Qual	Rate Share	Billing	Paygroup	Surchg %	Pay Meth	Tax Elect	Tax Flag	Imp Inc	Sick Leave Amt	PEP Amt							
01/01/2015	0	NYS	00001	E1	8873	Regular	Adm/Lag/BW	0	OPAY	B	B	N	0.00	19.23							
09/29/2011	0	NYS	00001	E1	8873	Regular	Adm/Lag/BW	0	OPAY	B	B	N	0.00	0.00							
10/08/2010	0	NYS	00001	E	% Empl	Regular	Adm/Lag/BW	0	OPAY	B	B	N	0.00	0.00							
01/01/2010	0	NYS	00001	E	% Empl	Regular	Adm/Lag/BW	0	OPAY	B	B	Y	0.00	0.00							
10/02/2003	0	NYS	00001	E	% Empl	Regular	Adm/Lag/BW	0	OPAY	B	S	Y	0.00	0.00							
08/24/2003	0	NYS	00001	E	% Empl	Regular	Adm/Lag/BW	0	OPAY	B	B	N	0.00	0.00							

To view the actual PEP credit applied, follow the NYBEAS Navigation Path links:

Benefits > History > NYBEAS Update History and click on the **Accounting** tab.

Note: The actual PEP credit applied will be the lesser of the calculated amount or the enrollee's health insurance premium.

Timing of NYBEAS Processing

Since the transaction cannot be keyed until after the certification of the accrual adjustment, coordination with your agency's personnel/payroll staff who handles this is the key to PEP credit processing. The following chart indicates the dates to key the transaction and the corresponding paycheck which will be impacted. Be prepared to answer questions once the employee's paycheck has been affected.

This panel will be open for NYBEAS keying until January 21, 2015.

Employee's Payroll Cycle	NYBEAS Keying Window	Impacted Paycheck	Paychecks credited with PEP Credit	# of Retro PEP Credits
Administration Lag	11/03/14 - 12/16/14	12/31/2014	12/31/14 - 12/16/15	0
Administration Current	11/03/14 – 12/02/14	12/17/2014	12/17/14 - 12/02/15	0
Institution Lag	11/03/14 - 12/09/14	12/24/2014	12/24/14 - 12/10/15	0

Institution Current	11/03/14 – 11/25/14	12/11/2014	12/11/14 - 11/26/15	0
Triple Lag	11/03/14 – 12/23/14	1/08/2015	01/08/15 - 12/23/15	0
Employee's Payroll Cycle	NYBEAS Keying Window	Impacted Paycheck	Paychecks credited with PEP Credit	# of Retro PEP Credits
Administration Lag	12/17/14 – 12/30/14	1/14/2015	01/14/15 - 12/16/15	1
Administration Current	12/03/14 - 12/16/14	12/31/2014	12/31/14 - 12/02/15	1
Institution Lag	12/10/14 – 12/23/14	1/08/2015	01/08/15 – 12/10/15	1
Institution Current	11/26/14 - 12/09/14	12/24/2014	12/24/14 - 11/26/15	1
Triple Lag	12/24/14- 01/06/15	1/22/2015	01/22/15 - 12/23/15	1
Employee's Payroll Cycle	NYBEAS Keying Window	Impacted Paycheck	Paychecks credited with PEP Credit	# of Retro PEP Credits
Administration Lag	12/31/14 - 01/13/15	01/28/2015	01/28/15 -12/16/15	2
Administration Current	12/17/14 - 12/30/14	01/14/2015	01/14/15 12/02/15	2
Institution Lag	12/24/14- 01/06/15	01/22/2015	01/22/15 - 12/10/15	2
Institution Current	12/10/14 - 12/23/14	01/08/2015	01/08/15 – 11/26/15	2
Triple Lag	01/07/15 – 01/20/15	02/05/2015	02/05/15 – 12/23/15	2