

CONTRIBUTION RATE CHANGE TRANSACTION FOR CSEA REPRESENTED EMPLOYEES

The following instructions demonstrate how to update a CSEA represented employee's premium contribution mid-year when the employee experiences a promotion or demotion. This transaction is not to be used to update any other employee group mid-year.

This transaction should be processed as timely as possible when the CSEA employee experiences the promotion or demotion. This will help to prevent an employee from paying \$100 special deductions due to retroactivity.

BENEFITS → TRANSACTIONS → CONTRIBUTION RATE CHANGE



When you click on the "Contribution Rate Change" transaction, you will see the following screen.

Contribution Rate Change

Find an Existing Value | **Add a New Value**

Enter the employee's EMPLID, usually the Social Security Number, in this field.

EMPLID: begins with [dropdown] [input field]

Empl Rcd Nbr: = [dropdown] [input field]

Plan Year: = [dropdown] [input field]

Last Name: begins with [dropdown] [input field]

First Name: begins with [dropdown] [input field]

Department: begins with [dropdown] [input field]

Case Sensitive

Search | **Clear** | [Basic Search](#) | [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

Once you enter the EMPLID and press, the **Search** button, you will see the following information populate for an employee.

Contribution Rate Change

Find an Existing Value

Add a New Value

EmplID:

Empl Rcd Nbr:

Plan Year:

Last Name:

First Name:

Department:

Case Sensitive

Search

Clear

[Basic Search](#)



[Save Search Criteria](#)

Search Results

View All

First 1-2 of 2 Last

EmplID	Empl Rcd Nbr	Plan Year	Name	Last Name	Department
		2011			08000
		2013			08000

NOTE: EMPLID information has been removed to protect PHI.

To update a CSEA represented employee's contribution towards the cost of their health insurance, select the appropriate Plan Year. HBAs may not ADD a new plan year information, but they may UPDATE an existing plan year.

When you select the appropriate Plan Year, you will see the following screen.

Contribution Rate Change

Find | View All First 1 of 2 Last

Employee Info	
EmplID:	Empl Rcd #: 0
Department:	08000 NYS Dept Of Civil Service
Union Code:	02 Administrative Services

Enrollee Current Details									
Effdt - Event ID	Company Pay Group	Cust ID	Billing Status	Paymt Method	Tax Elect	Rate Flag	Share	Sick Leave	PEP Amount
09/29/2011 0	NYS Adm/Lag/BW A01 CSEA w/ Rx (BW)	00001	Regular	OPAY	B B	88/73		0.00	0.00
Imputed Income: N									

Transaction Details					
*Effective Date	05/01/2013	Plan Year:	2013	Rate Qualifier Category	
Salary Grade	009			<input checked="" type="radio"/> Salary Grade 9 and Below <input type="radio"/> Salary Grade 10 and Above	
Annual Rate	\$36,929.00				
Pay Basis Code	ANN	Annual Salary - BW Payment			

To update JOHN ENROLLEE's contribution for the Plan Year, hit the  located in the upper right corner of this screen. This will create a blank new screen.

Transaction Details					
*Effective Date	<input type="text"/> 	Plan Year:	2013	Rate Qualifier Category	
Salary Grade	<input type="text"/> 			<input type="radio"/> Salary Grade 9 and Below <input checked="" type="radio"/> Salary Grade 10 and Above	
Annual Rate	\$55,000.00				
Pay Basis Code	ANN	Annual Salary - BW Payment			

Last Updated by: OPNYSAGY

Date Updated: 10/31/14 3:16PM

In the **Effective Date** field, enter the Effective date of the promotion or demotion occurred. This is the actual date the promotion or demotion took effect.

In the **Salary Grade** Field, enter the correct Salary Grade Information. The Rate Qualifier Category will automatically populate. For this example we will be setting the Salary Grade to 18.

In the **Annual Rate** Field, enter the employee's Annual Rate.

In the **Pay Basis Code** Field, enter the Pay Basis information from PaySRV. This describes if an employees is paid biweekly, is annually salaried etc. Speak with your payroll office if you have a question regarding this information.

Confirm the information is accurate, then hit "Save".

After hitting "Save", this is how a completed Contribution Rate Change panel will appear with your changes. Effective 10/1/2013, John Enrollee was promoted to a SG-18 position with an annual salary of \$55,000..

Contribution Rate Change

Find | View All First 1 of 3 Last

Employee Info

JOHN ENROLLEE	EmplID:	Empl Rcd #: 0
Department: 08000	NYS Dept Of Civil Service	
Union Code: 02	Administrative Services	

Enrollee Current Details

Effdt - Event ID	Company Pay Group	Cust ID	Billing Status	Paymt Method	Tax Elect	Rate Share	Sick Leave	PEP Amount
10/01/2013 0	NYS Adm/Lag/BW A01 CSEA w/ Rx (BW)	00001	Regular	OPAY	B B	84/69	0.00	0.00
Imputed Income: N								

Transaction Details

*Effective Date	10/01/2013	Plan Year:	2013	
Salary Grade	18			
Annual Rate	\$55,000.00			
Pay Basis Code	ANN	Annual Salary - BW Payment		

Rate Qualifier Category

Salary Grade 9 and Below

Salary Grade 10 and Above

Last Updated by: OPNYSAGY
Date Updated: 10/31/14 3:16PM

This change is reflected on:

BENEFITS → NYBEAS UPDATE HISTORY → BILLINGS

Billings Details														View All	First	1-3 of 3	Last
Effective Date	CBR EvtId	Comp	CustID	Rate Qual	Rate Share	Billing	Paygroup	Surchg %	Pay Meth	Tax Elect	Tax Flag	Imp Inc	Sick Leave Amt	PEP Amt			
10/01/2013 0		NYS	00001	E2	84/69	Regular	Adm/Lag/BW 0		OPAY B	B	B	N	0.00	0.00			
09/29/2011 0		NYS	00001	E1	88/73	Regular	Adm/Lag/BW 0		OPAY B	B	B	N	0.00	0.00			
05/06/2004 0		NYS	00001	E	% Empl	Regular	Adm/Lag/BW 0		OPAY B	B	B	N	0.00	0.00			

Effective October 1, 2013 – this employee’s contribution towards the cost of their NYSHIP coverage has been updated to the appropriate amount. Notice the Rate Share Change from 88/73 (E1) to 84/69 (E2).