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GOVERNOR

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

JERRY BOONE  
COMMISSIONER

November 17, 2014

JOHN ENROLLEE  
14 YELLOWBRICK ROAD  
OZ, KS 99999

Dear Enrollee,

As an enrollee in the New York State Health Insurance Program (NYSHIP), you are probably aware that New York State pays a portion of the premium for your health insurance coverage and that your portion of the premium is taken via payroll deduction. Your percentage of the total cost for health insurance premium is based upon your salary grade as shown in the table below:

Salary Grade	Individual Coverage		Dependent Coverage	
	State Share	Employee Share	State Share	Employee Share
Title allocated or equated to Grade 9 and below	88%	12%	73%	27%
Title allocated or equated to Grade 10 and above	84%	16%	69%	31%

NYSHIP recently received notice from your personnel office that your salary grade was updated and results in a change to the premium percentage you are required to pay. Therefore, the amount deducted from your payroll check will also change. Your previous biweekly deduction was \$<<>>. Your new deduction will be \$<<>>.

Based upon the effective date of your salary grade change, you may also be subject to retroactive health insurance premium adjustments. These are collected through special deductions or, if applicable, refunded through your biweekly paycheck.

If you have any questions regarding the information provided to you in this letter, please contact your agency's Health Benefits Administrator or Personnel Officer.

Sincerely,

Employee Benefits Division