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## NYBEAS Processing Instructions – 2015 Opt-out Program

### For employees who are currently enrolled in NYSHIP:

To process the employee's election (or re-election if they participated in the Opt-out Program in 2014) for the Opt-out Program, HBAs must process a Benefit Plan Change transaction.

Transaction Type During Option Transfer	Date of Request = Signature Date on PS-404	Plan Type	Benefit Plan	Transaction Effective Date
Benefit Plan Change Action Reason (PLN/CHG)	Note: Enrollees will have 30 days from the date rates are approved to submit a change request.	10 (Medical)	700 (Opt-out)	For Administration: January 1, 2015  For Institution: December 25, 2014

Payroll	First Paycheck Date	Effective Date	Keying Window	To avoid retroactivity key by
Administration Lag	12/31/2014	1/1/2015	11/19/2014 – 1/16/2015	12/16/2014
Admin Lag Exempt	12/17/2014	1/1/2015	11/19/2014 – 1/16/2015	12/2/2014
Admin Triple Lag	1/8/2015	1/1/2015	11/19/2014 – 1/16/2015	12/16/2014
Institution Lag	12/24/2014	12/25/2014	11/19/2014 – 1/16/2015	12/9/2014
Institution Lag Exempt	12/11/2014	12/25/2014	11/19/2014 – 1/16/2015	11/25/2014

The PLN/CHG transaction **must be processed for employees if they participated in the Opt-out Program (700) in 2014 and wish to participate in 2015. Processing this transaction timely is important!**

Since it is a requirement for enrollees to elect to participate in the Opt-out Program annually, NYBEAS will programmatically remove individuals enrolled in Opt-out (700) who do not have a PLN/CHG transaction processed by the programmatic processing deadline.

If the PLN/CHG transaction is not processed by the above processing deadline, enrollees in the Opt-out Program (700) will be programmatically disenrolled from the Opt-out Program through a CAN/OPN transaction.

If the CAN/OPN transaction was already processed by EBD, process an ENR/PCT with the appropriate effective date based upon the enrollee's payroll.

**For employees who are newly hired or newly eligible for benefits and are eligible to participate in the Opt-out Program:**

<b>Transaction Type Enrolling a New Hire</b>	<b>Date of Request = Signature Date on PS-404</b>	<b>Plan Type</b>	<b>Benefit Plan</b>	<b>Transaction Effective Date</b>
Enrollment Action Reason (ENR/REG)	Newly hired employees or employees newly eligible for benefits will have the appropriate waiting period (42 days or 56 days) from their hire date to submit an ENR/REG in the Opt-out Program.	10 (Medical)	700 (Opt-out)	After appropriate waiting period (42 days or 56 days) No late enrollment allowed for enrollees wanting OPT OUT

**For employees who are newly eligible to participate in the Opt-out Program due to a change in Bargaining Unit, please contact EBD to handle. The employee has 30 days from the date newly eligible to submit the documentation and request enrollment in the Program.**

**Employees on the Institutional Payroll and Enrollment in the Opt-out Program**

The effective date of Opt-out for employees on the Institutional payroll is December 25, 2014. For employees on the Institutional payroll who wish to enroll in the Opt-out Program, but are unable to have other coverage in effect until January 1, 2015, EBD will extend NYSHIP coverage through December 31, 2014 so that the employee will qualify for the Opt-out Program and not have a lapse in coverage; the enrollee will not be billed for this extension.

To process this extension, HBAs should process a Benefit Plan Change transaction for Plan Type 10 (Medical). The Action/Reason codes used should be a PLN/SPC with a request date of 1/1/2015. The Benefit Plan should be 700, NYSHIP Opt-out. If you have questions please contact EBD and a processor will assist you.

**First Paychecks for 2015 Opt-out Credit**

Payroll	First Paycheck Date
Administration Lag	12/31/2014
Admin Lag Exempt	12/17/2014
Admin Triple Lag	1/8/2015
Institution Lag	12/24/2014
Institution Lag Exempt	12/11/2014

If you have any questions, please contact the HBA Help Line at 518-474-2780.