STATE OF NEW YORK

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JERRY BOONE
COMMISSIONER

SEHP14-10

TO: CUNY Health Benefits Administrators
FROM: Employee Benefits Division
SUBJECT: Special Deductions for Summer Coverage
DATE: March 24, 2014

Student Employee Health Plan (SEHP) enrollees who are employed by CUNY who receive 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 SEHP enrollees employed by CUNY that are eligible for the special summer deductions by 4/1/2014. 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)

HBAs must process all billing option changes by **04/01/2014**.

Paycheck Dates	Regular Deductions	Extra Deductions Taken for following Paycheck dates
4/17/2014	1	2 extra deductions for 6/12/2014, 6/26/2014
5/1/2014	1	2 extra deductions for 7/10/2014, 7/24/2014
5/15/2014	1	2 extra deductions for 8/7/2014, 8/21/2014
5/29/2014	1	1 extra deduction for 9/4/2014

Termination Date

For Graduate Students who do not return to the payroll in the fall, use 9/4/2014 as the "date of event" on the termination transaction.

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