



ANDREW M. CUOMO
Governor

Department of Civil Service

JERRY BOONE
Commissioner

NY15-07

TO: New York State Health Benefits Administrators

FROM: Employee Benefits Division

SUBJECT: Special Deductions for Summer Coverage

DATE: March 26, 2015

Employees who receive their annual salary in less than 26 paychecks must have extra health insurance deductions taken to cover the summer months prior to their removal from the payroll. We will take all summer monies before the employee goes off the payroll. 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.

If you currently have employees in your agency designated on NYBEAS with a Billing Option for a 21 or 20 payroll period schedule, you will be sent a list of those employees in the mail. This information will be used to calculate and deduct the extra summer health insurance premiums. In order to ensure that the information we have is correct, review the list and:

- Process a Billing Option Change transaction to 26P for any employees that are no longer on a 21 or 20 payroll schedule, and
- Process a Billing Option Change transaction to 20A or 21A for any employee that is eligible for the special summer deductions but were not included on the list.

The paychecks impacted by the special deductions will be based on the Billing Option recorded in NYBEAS for each employee; therefore, it is **imperative** that these indicators be set accurately by the deadlines listed below.

In order to change an employee's Billing Option in NYBEAS, go to Benefits > Transactions > Billing Option Change, enter the enrollee's EMPLID and then press Search. As shown below, enter Plan Type 10 for Medical, the Event Date, the correct Billing Option and press Save.

Billing Option Change

Employee Info

EmplID: Empl Rcd #: 0

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
12/04/2014 0	Elect	001	Empl Only	OPAY	B	B	88/73
A03 UUP 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
BIL	OPT	04/21/2015 31		04/21/2015	No

Billing Option Change

Billing Option: 20A Employees with 20 pay periods [Billing Option History](#)

Save [Return to Search](#)

To review a history of an employee's Billing Options, go to Benefits > History > Billing Options, enter the enrollee's EMPLID and then press Search.

Billing Options

EmplID: Empl Rcd #: 0

Billing Options

Find First 1 of 1 Last

Effective Date: 04/02/2013 Effective Sequence: 0 Action Date: 04/25/2013

Billing Option: 20A Employees with 20 pay periods

[Return to Search](#)

Below are the dates that billing option changes must be processed by and the paycheck dates that will be affected by the extra deductions.

Administration Payroll (SUNY and SUNY GSEU) – 20 paychecks (20A)

HBA must process all billing option changes by **4/21/15**.

Paycheck Dates	Regular Deductions Taken	Extra Deductions Taken for following Paycheck dates
5/6/15	1 regular deduction	2 extra deductions for 6/17/15, 7/1/15
5/20/15	1 regular deduction	2 extra deductions for 7/15/15, 7/29/15
6/3/15	1 regular deduction	2 extra deductions for 8/12/15, 8/26/15

Administration Payroll (SUNY) – 21 paychecks (21A)

HBA must process all billing option changes by **5/5/15**.

Paycheck Dates	Regular Deductions Taken	Extra Deductions Taken for following Paycheck dates
5/20/15	1 regular deduction	2 extra deductions for 7/1/15, 7/15/15
6/3/15	1 regular deduction	2 extra deductions for 7/29/15, 8/12/15
6/17/15	1 regular deduction	2 extra deductions for 8/26/15, 9/9/15

Institution Payroll (PEF Teachers) – 21 paychecks (21A)

HBA must process all billing option changes by **6/23/15**.

Paycheck Dates	Regular Deductions Taken	Extra Deductions Taken for following Paycheck dates
6/25/15	1 regular deduction	2 extra deductions for 7/23/15, 8/6/15
7/9/15	1 regular deduction	2 extra deductions for 8/20/15, 9/3/15

Administration Payroll (Agency 25000 - OCFS) – 21 paychecks (21B)

HBA must process all billing option changes by **5/19/15**.

Paycheck Dates	Regular Deductions Taken	Extra Deductions Taken for following Paycheck dates
6/17/15	1 regular deduction	3 extra deductions for 7/15/15, 7/29/15, 8/12/15
7/1/15	1 regular deduction	3 extra deductions for 8/26/15, 9/9/15, 9/23/15

Termination Date

For the administration payroll 20A or 21A SUNY teachers who do not return to the payroll in the fall, use 8/13/15 as the “date of event” on the termination transaction.

For institution payroll 21A PEF teachers who do not return to the payroll in the fall, use 8/20/15 as the “date of event” on the termination transaction.

For administrative payroll 21B Office of Children and Family Services teachers who do not return to the payroll in the fall, use 9/10/15 as the “date of event” on the termination transaction.

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