



## Department of Civil Service

ANDREW M. CUOMO  
Governor

**NY15-19**  
**PE15-15**  
**PA15-14**  
**PAEX15-13**  
**SEHP15-5**

TO: Agency Health Benefits Administrators

FROM: Employee Benefits Division

SUBJECT: NYBEAS Enhancement to Allow Users to Run Reports

DATE: September 14, 2015

The New York Benefits Eligibility and Accounting System (NYBEAS) has been modified to allow agency Health Benefits Administrators (HBAs) the ability to schedule and run reports. In order to run a report, HBAs will need to request the specific report using the NYBEAS Process Scheduler.

By scheduling a report, HBAs will have the ability to continue to perform work in NYBEAS while their request is processing. Depending on the amount of information that needs to be collected for the report, the time it takes for the process to finish may vary. HBAs will be able to produce their report in Excel (.XLS) format. In addition, the NYBEAS Report Manager Page will store previously ran reports for 30 days. Please refer to the attached instructions which explain how to run reports in NYBEAS.

As new reports are available for HBAs to run, they will be announced via a separate HBA memo. For specific detail regarding the Life Insurance Enrollment Report, please refer to HBA memo NY15-23 / PE15-19. For specific detail regarding the NYSHIP Health Insurance Enrollment Report, please refer to HBA memo NY15-24 / PE15-20 / PA15-16 / PAEX15-15 / SEHP15-7. If you have questions about this memo, please contact the HBA Help Line at 518-474-2780.

Attachment(s)