

NYBEAS ANNUAL OPTION TRANSFER PERIOD KEYING WINDOW AND RETROACTIVITY DATES

In order to avoid retroactive premium adjustments, transactions must be entered by HBAs according to the schedule below:

Payroll Cycle	First Paycheck Date	Effective Date on NYBEAS	NYBEAS Annual Option Transfer Keying Window	Retroactivity Cutoff Dates
Administration Lag	12/30/2015	12/31/2015	11/18/15 – 12/31/15	12/15/2015
Administration Current	12/16/2015			12/1/2015
Administration Triple Lag	1/7/2016			12/22/2015
Institution Lag	1/7/2016	1/7/2016		12/22/2015
Institution Current	12/24/2015			12/8/2015

If an HBA processes NYBEAS transaction after the cutoff date shown for the employee's pay group in the **Retroactivity Cutoff Dates** column, that employee will have retroactive adjustments made to his/her NYSHIP account.

If an employee's annual Option Transfer request results in an increase in the employee's NYSHIP premium (for example a change to a more expensive NYSHIP Option), and the transaction is processed after the **Retroactivity Cutoff Date**, then the employee will owe retroactive NYSHIP premium. As a result, the employee will be subject to a special deduction of \$100 per paycheck, in addition to the employee's regular health insurance deduction amount, until the outstanding NYSHIP health insurance premium is paid in full.

If an employee's annual Option Transfer request results in a decrease in the employee's NYSHIP premium (for example a change to a less expensive NYSHIP Option), and the transaction is processed after the **Retroactivity Cutoff Dates**, then the employee's account will show an overpayment of NYSHIP premium. This overpayment will be used to reduce the next health insurance premium deduction. If the credit balance is larger than the next deduction, or no premium is owed, the employee will receive the remaining credit as a refund either in a subsequent paycheck (if enrolled in PTCP) or via a separate check (if not enrolled in PTCP) issued by the NYS Office of the State Comptroller.