



## Department of Civil Service

ANDREW M. CUOMO  
Governor

JERRY BOONE  
Commissioner

SEHP15-01

TO: CUNY Health Benefits Administrators

FROM: Employee Benefits Division

SUBJECT: Special Deductions for Summer Coverage

DATE: March 26, 2015

Student Employee Health Plan (SEHP) enrollees who are employed by CUNY and 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 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 20 payroll schedule, and
- Process a Billing Option Change transaction to 20A for any employee that is eligible for the special summer deductions but were not included on the list.

You must process a NYBEAS Billing Option Change transaction for any SEHP enrollees eligible for the special summer deductions by **March 31, 2015**. 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.

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. Enter Plan Type 10 for Medical, the Event Date, the correct Billing Option and press Save.

**Billing Option Change**

Employee Info  
 EmplID: [REDACTED] 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
01/03/2013 0	Elect	002	Empl Only	OPAY	B	B	% Empl
A52 CUNY SEHP			<b>Imputed Income</b>	N PEP Amt	0.00	Sick Leave	0.00
NYS	Ins/Cur/BW	70500	Regular	<b>Med Primacy</b>	<input type="checkbox"/>	<b>Med Reimbursement</b>	<input type="checkbox"/>

Transaction Details

\*Action: BIL \*Reason: OPT Event Dt: 03/31/2015 Request Dt: [REDACTED] Effective Dt: 03/31/2015 Override: 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: [REDACTED] Empl Rcd #: 0

Billing Options [Find](#) [First](#) [1 of 1](#) [Last](#)

Effective Date: 04/01/2014 Effective Sequence: 0 Action Date: 03/24/2014

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.

**Institution Current Payroll (CUNY GSEU) – 20 paychecks (20A)**

HBA must process all billing option changes by **3/31/15**.

Paycheck Dates	Regular Deductions Taken	Extra Deductions Taken for following Paycheck dates
4/16/15	1 Regular deduction	2 extra deductions for 6/11/15, 6/25/15
4/30/15	1 Regular deduction	2 extra deductions for 7/9/15, 7/23/15
5/14/15	1 Regular deduction	2 extra deductions for 8/6/15, 8/20/15
5/28/15	1 Regular deduction	1 extra deductions for 9/3/15

**Termination Date**

For graduate students who do not return to the payroll in the fall, use 9/3/15 as the “date of event” on the termination transaction.

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