



Department of Civil Service

ANDREW M. CUOMO
Governor


NY16-06
SEHP16-05

TO: Agency Health Benefits Administrators
FROM: Employee Benefits Division
SUBJECT: New Report Available: Summer Teacher Billing Option Codes
DATE: March 11, 2016

The New York Benefits Eligibility and Accounting System (NYBEAS) has been enhanced to provide a new report for NYS and CUNY agency Health Benefits Administrators. Please refer to the instructions from memo NY15-19 / PE15-15 / PA15-14 / PAEX15-13 / SEHP15-5 regarding running reports.

The Report Run Control Id is SUMMERTEACHERS and the Report Name is BEA_TEACHERS_DEPT. This report is a snapshot of an agency's employees with Billing Option Codes of 20A, 26P, 21A or 21B and is utilized to assist in the scheduling of extra deductions for teachers who are off the payroll during the summer months. This report is specific to an agency code (Department ID). If you are responsible for more than one agency code, you will need to run a separate report for each one.

BEA_TEACHERS_DEPT

Department ID: 

Type in Agency Code and click "OK"

The following data fields are included in the Summer Teachers Report.

Report Field	Report Field Description
National ID	The Social Security Number of the enrollee.
Name	The enrollee's name.
Department	The enrollee's agency
Billing Option	26P = Employee receives yearly salary over 26 paychecks 20A = Employee receives yearly salary over 20 paychecks 21A = Employee receives yearly salary over 21 paychecks 21B = Employee receives yearly salary over 21 paychecks (DeptID 25000 only)
Benefit Program	The enrollee's benefit program
Enrollee Type	Indicates if Enrollee is an "Employee" or "Non-Employee"

For your convenience, a sample output from this report is enclosed. Additionally, an updated listing of HBA Reports available is enclosed. If you have any questions related to the Summer Teachers Report, please the HBA Help Line on 518-474-2780.

Attachment(s)