



Department of Civil Service

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Governor

NY 16-24

TO: New York State Agency Health Benefit Administrators
FROM: Employee Benefits Division
SUBJECT: 2017 Productivity Enhancement Program (PEP)
DATE: October 25, 2016

The Productivity Enhancement Program (PEP) for 2017 is available to Executive Branch employees represented by CSEA, PEF, UUP and DC-37, Executive Branch Management/Confidential employees and Legislative and Judicial Branch employees.

The program allows eligible employees to exchange previously accrued annual leave and/or personal leave, in return for a biweekly credit which reduces their share of New York State Health Insurance Program (NYSHIP) premium.

For information regarding the PEP eligibility requirements, the calculation of PEP credit and the enrollment period dates, please refer to Attendance and Leave Policy Bulletin 2016-02. In addition to an overview of the program, the memo includes the 2017 PEP Program Description and the 2017 PEP Enrollment Form.

Separately, SUNY Administration and the benefits offices for Legislative and Judicial branch employees will make available the 2017 PEP Program Description and Enrollment form specific to their employees.

PEP PREMIUM CONTRIBUTION CREDIT

The 2017 PEP credit will begin coincident with the first 2017 health insurance premium deduction. Refer to the "Timing of NYBEAS Processing and Paycheck Dates" section of this memo for effective dates of the 2017 PEP credit.

The amount that will be credited toward the biweekly employee share of the health insurance premium is reflected in the charts below and is based upon the employee's Salary Grade and the number of leave days forfeited. The credit for part-time employees will be prorated based upon their payroll percentage. In no case will the PEP credit exceed the employee's biweekly NYSHIP premium due.

Eligible Executive Branch CSEA, PEF (Non-Teachers), DC-37, and Management/Confidential employees¹, Judicial Branch employees² and Legislative Branch employees²

Full-time employees in a position at or equated to Salary Grades 1 through 17:

Forfeited Days	NYSHIP Credit	Bi-weekly Credit
3	\$500	\$19.23
6	\$1000	\$38.46

Full-time employees in a position at or equated to Salary Grades 18 through 24:

Forfeited Days	NYSHIP Credit	Bi-weekly Credit
2	\$500	\$19.23
4	\$1000	\$38.46

PEF Institution Teachers

Institution Teachers in a position at or equated to Salary Grades 1 through 17:

Forfeited Days	NYSHIP Credit	Bi-weekly Credit
1	\$166.66	\$6.41
2	\$333.32	\$12.78
3	\$499.98	\$19.23
4	\$666.64	\$25.34
5	\$833.30	\$32.05
6	\$999.96	\$38.46

Institution Teachers in a position at or equated to Salary Grades 18 through 24:

Forfeited Days	NYSHIP Credit	Bi-weekly Credit
1	\$250	\$9.62
2	\$500	\$19.23
3	\$750	\$28.85
4	\$1000	\$38.46

¹ M/C employees of SUNY should refer to the 2017 PEP Program Description and Enrollment Form from SUNY Administration for specific PEP eligibility information.

² Legislative and Judicial Branch employees should refer to the 2017 PEP Program Description and Enrollment Form from their benefits offices for specific PEP eligibility information.

UUP-Represented employees³

Refer to the 2017 PEP Program Description and Enrollment form for UUP represented employees from SUNY Administration for additional guidance.

UUP Employee Group	Forfeited Days	NYSHIP Credit	Bi-weekly Credit
Employees earning at or below \$62,998 annually	3	\$500	\$19.23
Employees earning above \$62,998 and below \$90,022 annually	2	\$500	\$19.23

Agencies are responsible for distribution and retention of the enrollment forms and for the coordination between the agency personnel office and the HBA, with respect to certification of accrual adjustment(s) and initiating the PEP credit on NYBEAS.

NYBEAS PROCESSING

The NYBEAS PEP Enrollment panel will be open to HBA's for processing from November 1, 2016 through January 17, 2017.

Video tutorials providing guidance on how to process a PEP Enrollment in NYBEAS can be found in the E-Learning section of HBA Online at <https://www.cs.ny.gov/employee-benefits/hba/shared/e-learning/index.cfm>.

For questions related to processing the PEP transaction on NYBEAS, contact the HBA Helpline at 518-474-2780.

³ UUP represented employees should refer to the 2017 PEP Program Description and Enrollment Form from SUNY Administration for specific PEP eligibility information.

TIMING OF NYBEAS PROCESSING AND PAYCHECK DATES

Since the transaction to enter the PEP credit cannot be keyed until after the certification of the accrual adjustment, coordination with the staff who handles your agency's time and attendance function is key to PEP credit processing. The following charts explain which checks will be impacted when you process the PEP enrollment. Be prepared to answer questions once the employee's paycheck has been impacted.

Employee's Payroll Cycle	PEP Enrollment Keyed During These Dates	First Paycheck Impacted with PEP Credit for 2017	# of Retro PEP Credits
Administration Lag	11/01/16 – 12/13/16	12/28/16	0
Administration Current	11/01/16 – 11/29/16	12/14/16	0
Institution Lag	11/01/16 – 12/20/16	1/05/17	0
Institution Current	11/01/16 – 12/6/16	12/24/16	0
Triple Lag	11/01/16 – 12/20/16	1/05/17	0
Administration Lag	12/14/16 – 12/27/16	1/11/17	1
Administration Current	11/30/16 – 12/13/16	12/28/16	1
Institution Lag	12/21/16 – 1/03/17	1/19/17	1
Institution Current	12/07/16 – 12/20/16	1/05/17	1
Triple Lag	12/21/16 – 1/03/17	1/19/17	1
Administration Lag	12/28/16 – 1/10/17	1/25/17	2
Administration Current	12/14/16 – 12/27/16	1/11/17	2
Institution Lag	1/04/17 – 1/17/17	2/02/17	2
Institution Current	12/21/16 – 1/03/17	1/19/17	2
Triple Lag	1/04/17 – 1/17/17	2/02/17	2

Employee's Payroll Cycle	Last Paycheck with PEP Credit for 2016
Administration Lag	12/14/16
Administration Current	11/30/16
Institution Lag	12/22/16
Institution Current	12/08/16
Triple Lag	12/22/16