



**NY17-18**

**TO:** New York State Agency Health Benefit Administrators  
**FROM:** Employee Benefits Division  
**SUBJECT:** 2018 Productivity Enhancement Program (PEP)  
**DATE:** October 2, 2017

The Productivity Enhancement Program (PEP) for 2018 is available to Executive Branch employees represented by CSEA, PEF, Executive Branch Management/Confidential employees, SUNY M/C 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 2017-01. In addition to an overview of the program, the memo includes the 2018 PEP Program Description and the 2018 PEP Enrollment Form.

Separately, SUNY Administration and the benefits offices for Legislative and Judicial branch employees will make available the 2018 PEP Program Description and Enrollment form specific to their employees.

**PEP PREMIUM CONTRIBUTION CREDIT**

The 2018 PEP credit will begin with the first 2018 health insurance premium deduction. Refer to the “Timing of NYBEAS Processing and Paycheck Dates” section of this memo for effective dates of the 2018 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), and Management/Confidential employees<sup>1</sup>, Judicial Branch employees<sup>2</sup> and Legislative Branch employees<sup>2</sup>**

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

<b>Forfeited Days</b>	<b>NYSHIP Credit</b>	<b>Bi-weekly Credit</b>
3	\$500	\$19.23
6	\$1000	\$38.46

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

<b>Forfeited Days</b>	<b>NYSHIP Credit</b>	<b>Bi-weekly Credit</b>
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:

<b>Forfeited Days</b>	<b>NYSHIP Credit</b>	<b>Bi-weekly Credit</b>
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:

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

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<sup>1</sup> M/C employees of SUNY should refer to the 2018 PEP Program Description and Enrollment Form from SUNY Administration for specific PEP eligibility information.

<sup>2</sup> Legislative and Judicial Branch employees should refer to the 2018 PEP Program Description and Enrollment Form from their benefits offices for specific PEP eligibility information.

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 October 2, 2017 through November 24, 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.

**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. PEP enrollments processed in NYBEAS after the Processing Cutoff Date below will not be processed in time for the first paycheck in the 2018 Plan Year. Retroactive PEP credits will be applied in the employee’s next paycheck.

<b>Employee’s Payroll Cycle</b>	<b>PEP Enrollment Processing Cutoff to Avoid Retroactive PEP Credit</b>	<b>First Paycheck w/ 2018 PEP Credit</b>
Administration Lag	12/12/17	12/27/17
Administration Current	11/28/17	12/13/17
Institution Lag	12/19/17	1/04/18
Institution Current	12/5/17	12/21/17
Triple Lag	12/19/17	1/04/18

<b>Employee’s Payroll Cycle</b>	<b>Last Paycheck with PEP Credit for 2017</b>
Administration Lag	12/13/17
Administration Current	11/29/17
Institution Lag	12/21/17
Institution Current	12/07/17
Triple Lag	12/21/17