

NYBEAS ANNUAL OPTION TRANSFER PERIOD KEYING WINDOW AND RETROACTIVITY DATES

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 Cycle	12/27/17	12/28/2017	11/15/17 – 1/12/18	12/12/2017
Administration Current	12/13/17			11/28/2017
Administration Triple Lag	1/4/18			12/19/2017
Institution Lag	1/4/18	1/4/18		12/19/2017
Institution Current	12/21/17			12/5/2017

Processing NYBEAS transactions after the dates shown in the **Retroactivity Cutoff Dates** column will result in the enrollee having retroactive premium adjustments to their NYSHIP account.

If an employee's 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, the employee will owe retroactive NYSHIP premiums. As a result, the employee will be subject to special deductions of up to \$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 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, 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.