

Instructions: How To Change an Employee's Billing Option In NYBEAS

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. As shown below, enter Plan Type 10 for Medical, the Event Date, the correct Billing Option and press Save.

/ **Billing Option Change** \

Employee Info

| | | |
|--|------------------------------|---------------|
| | EmplID: <input type="text"/> | Empl Rcd #: 0 |
|--|------------------------------|---------------|

Plan Type

| | |
|---|-------------------|
| *Plan Type: <input type="text" value="10"/> Medical | COBRA Event Id: 0 |
|---|-------------------|

Benefits & Billing Details

| Effdt - Event ID | Covrg Elect | Ben Plan | Covrg | Paymt Method | Tax Elect | Tax Flag | Rate Share |
|----------------------------------|-------------|----------|------------------|--------------------------------------|-------------------|--------------------------|------------|
| 01/01/2015 0 | Elect | 067 | Empl Only | OPAY | B | B | 84/69 |
| A02 PEF w/ Rx (Dental/Vision) BW | | | Imputed Income N | PEP Amt | 0.00 | Sick Leave | 0.00 |
| NYS | Adm/Lag/BW | 00001 | Regular | Med Primacy <input type="checkbox"/> | Med Reimbursement | <input type="checkbox"/> | |

Transaction Details

| *Action | *Reason | Event Dt | Request Dt | Effective Dt | Override |
|--|------------------------------------|---|----------------------|---|---------------------------------|
| <input type="button" value="BIL"/> | <input type="button" value="OPT"/> | <input type="text" value="04/19/2016"/> | <input type="text"/> | <input type="text" value="04/19/2016"/> | <input type="text" value="No"/> |
| Billing Option Change | | | | | |
| Billing Option: <input type="text" value="20A"/> | | | | Employees with 20 pay periods | |
| | | | | <input type="button" value="Billing Option History"/> | |

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 Option History

| Billing Option History | | | | Find View All | First | 1-3 of 4 | Last |
|------------------------|--------|------------------------------------|--------|-----------------|-------|----------|------|
| Effdt | EffSeq | Billing Option | Action | Date | | | |
| 04/19/2012 | 0 | | | 04/19/2012 | | | |
| 04/28/2009 | 0 | 21A 21 Pay Days (not DeptID 25000) | | 04/28/2009 | | | |
| 09/21/2006 | 0 | | | 03/22/2007 | | | |