



Department of Civil Service

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Governor
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NY18-25

TO: SUNY New York State Health Benefits Administrators
FROM: Employee Benefits Division
SUBJECT: Processing 2018 Productivity Enhancement Program (PEP) for UUP Employees
DATE: September 26, 2018

This memo supplements HBA Memo NY18-20 and provides guidance relative to the 2018 PEP processing in NYBEAS for UUP employees. Video tutorials regarding NYBEAS processing 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>. The following chart will assist you in determining when the 2018 PEP credit will impact an employee's pay check.

Productivity Enhancement Program for 2018			
PEP Enrollment Keyed During These Dates	First Paycheck Impacted with PEP Credit	# of <u>Retro</u> PEP Credits (this is in addition to credit for regular credit)	Biweekly Credit (dependent on amount of days exchanged)
09/12/18-09/18/18	10/03/18	7	\$19.23 (1-1 ½ days) or \$38.46 (2-3 days)
09/19/18-10/02/18	10/17/18	8	
10/03/18-10/16/18	10/31/18	9	
10/17/18-10/19/18 (Deadline!)	11/14/18	10	

Deadline

The 2018 PEP keying window for UUP employees is open through 10/19/18. The 2018 PEP transaction processing window is shorter for HBAs in order to ensure no interruption with Plan Year 2019. Therefore, it is imperative that all 2018 PEP applications for UUP employees are reviewed immediately for eligibility and forwarded to HBAs for processing.

Should you have questions regarding this information, please contact the HBA Help Line at 518-474-2780.