

NYBEAS ANNUAL OPTION TRANSFER PERIOD KEYING WINDOW AND RETROACTIVITY DATES

The keying window in NYBEAS will be open to HBAs through February 1, 2019. Please note that since the Option Transfer Period is later this year, more enrollees may experience retroactivity, with transactions impacting pay checks in January and perhaps into February. To avoid retroactive premium adjustments, when possible, 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 Lag	12/26/18	12/27/2018	12/10/18 – 02/01/19	12/11/18
Administration Current	12/12/18			11/27/18
Administration Triple Lag	1/3/19			12/18/18
Institution Lag	1/3/19	01/3/19		12/18/18
Institution Current	12/20/18			12/4/18

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. All enrollees on the Administration and Institution Current payrolls will be subject to retroactivity, as these cutoff dates have passed.

If an employee's annual 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 annual 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.