



Department of Civil Service

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NY19-05

TO: New York State Agency Health Benefits Administrators
FROM: Employee Benefits Division
SUBJECT: Paid Family Leave (PFL) Reporting Enhancements in NYBEAS
DATE: February 20, 2019

The Employee Benefits Division (EBD) has made changes to the “PFL Claims Information-HBA” page and “PFL Claims Information for HBA” query in the New York Benefits Eligibility and Accounting System (NYBEAS). Several fields have been removed from the former report and new fields have been added, see HBA Memo 18-07 for comparison.

New NYBEAS Page: PFL Claims Information – HBA

Paid Family Leave > PFL Claims Information – HBA

This new page provides the following information

Field Name (*denotes new field)	Definition
National ID (NID)	SSN
Emplid	OSC Payroll ID
Last Name	The claimant’s last name
First Name	The claimant’s first name
Department ID	Agency ID
As of Date	The date PFL claims reporting is current through
From Date	The first date in the range of the page’s claim information
To Date	The last date in the range of the page’s claim information
Report Number	New York State’s PFL Group Number, “0211911”
Claim Number	PFL claim number for member
Claim Status	The current state or condition of the claim. <u>Open:</u> The employee has been approved for benefits and will be or currently is receiving benefits. <u>Denied:</u> The claim for benefits has been denied. <u>Suspended:</u> Payment of benefits has been discontinued. Benefits may recommence upon receipt and review of requested information. <u>Closed:</u> The claim has been closed and no further benefits are payable. <u>Pending:</u> Claim has all needed information and is awaiting a decision.
First Absence Date*	The original date of leave.
Absence Begin Date*	Represents the first date that benefit payments begin. Absence means a day not at work.
Absence End Date*	Last absence taken for the specified time period. Absence means a day not at work
Received Date	The date a claim was received by MetLife.

Approval Date	The date the claim/absence event is first approved.
Denied Date	The last date the claim was placed in a decline status.
Last Date Worked	The last date on which the employee worked before the current absence.
Benefit Start Date	The date benefit payments begin.
Subcode*	Requested on PFL Claim Form -1, Part B Section 4.2
Paypoint*	Requested on PFL Claim Form -1, Part B Section 4.2
Claim End Date	The date the benefit payments end. Day prior to Return to Work Date for a continuous claim OR the last absence taken on an intermittent claim.
Continuous/Intermittent *	Represents the claim as Continuous "C" or Intermittent "I"
Approved Absence Days*	All approved absence days taken for a continuous or intermittent claim; represents the number of days absent for the specified range of time.
Claim Status Explanation	Provides a reason/explanation supporting the current claim status other than Open. If claim status is Open then field will be blank. Some examples: if a PFL claim is denied due to incomplete claim information, the claim should be ended/closed using the following reason: Other Closure/Other information not received. If a PFL claim is in "pending" status waiting for completion of forms and/or supporting documentation/certification, the inactive claim status explanation could reflect: Pending/Need claimant information.

PFL Claims Information - HBA


Employee Info					
ENROLLEE,JOE		NID: 999-99-9999	PayServ N ID: 999999999		
PFL Claim Information				Find View All	First 1 of 1 Last
DeptID:	08000	Continuous / Intermittent:	I	Approved Absence Days:	4
As Of Date:	12/28/2018	From Date:	12/08/2018	To Date:	12/28/2018
Report Number:	0211911	Claim Number:	999999999999	Claim Status:	Suspended
First Absence Date:	01/08/2018	Absence Begin Date:	04/03/2018	Absence End Date:	04/09/2018
Received Date:	01/02/2018	Approved Date:	01/12/2018	Denied Date:	
Last Date Worked:	01/05/2018	Benefit Start Date:	01/08/2018	Claim End Date:	09/12/2018
Claim Status Explanation					
NEED OTHER INFO					


Each week, PFL claim information will be updated for claimants. HBAs can identify the PFL claim information that is being reported by referring to the "As Of Date". In the example above, the PFL claim information presented is current through 12/28/2018.

New NYBEAS Query – PFL Claims Information for EBD

NYBEAS has been enhanced to provide a new report for NYS agency HBAs to identify Paid Family Leave claim status for its employees. Please refer to the instructions from memo NY15-19 regarding running reports.

BEA_PFL_CLM_HBA

Department: 

Claim Status: 

Enter your DEPTID

Select specific claim status you wish reported:

- CLOSED
- DENIED
- OPEN
- PENDING
- SUSPENDED

You may leave blank if you want ALL CLAIM STATUSES to be reported.

The Report Run Control ID is PFL and the Report Name is BEA_PFL_CLM_HBA. This report is a snapshot of an agency's employees who are or have used PFL. This report is specific to an agency code (Department ID). If you are responsible for more than one agency code, you will need to run a separate report for each one.

If you have any questions related to the PFL Claims Report, please contact the HBA Help Line at 518-474-2780.