

## 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
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**Plan Type**

*Plan Type: <input type="text" value="10"/> Medical	COBRA Event Id: 0
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**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="text" value="BIL"/>	<input type="text" 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	
				<a href="#">Billing Option History</a>	

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			