



**NY19-12**

**TO:** New York State Agency Health Benefits Administrators for Management Confidential (M/C) and employees represented by the NYS Correctional Officers and Police Benevolent Association, Inc. (NYSCOPBA)  
Management Confidential

**FROM:** Employee Benefits Division

**SUBJECT:** 2019 Special Option Transfer Period for M/C and NYSCOPBA

**DATE:** April 15, 2019

Previously you received HBA memos NY19-04 and NY19-09 notifying you of the implementation of benefit and rate changes for employees in Management Confidential (M/C); Legislature and those represented by the New York State Correctional Officers and Police Benevolent Association (NYSCOPBA) effective June 1, 2019. As a result, there is a Special Option Transfer Period, during which affected employees may make changes to their NYSHIP coverage.

**Special Option Transfer Period (May 1, 2019 – May 31, 2019)**

Affected employees who wish to make changes to their NYSHIP coverage must do so by signing a PS-404 Health Insurance Transaction form. Do not accept PS-404s received after the May 31, 2019 deadline.

During the Special Option Transfer Period, affected employees may make changes to their NYSHIP Option. Employees may also request changes that will affect their biweekly premium deduction (for example, request to change from family coverage to individual coverage or cancel coverage altogether).

Employees who request to enroll in NYSHIP coverage or to add previously eligible dependents to existing coverage are still subject to NYSHIP's late enrollment rules. Refer to the *NY HBA Manual* for more information. **Exception:** Effective dates of enrollments, cancellations and changes in coverage between **2 NYSHIP eligible employees** who are married or in a domestic partnership, will be coordinated when requested by both employees within the Special Option Transfer Period. HBAs should coordinate this process by contacting EBD.

## Keying Window for Special Option Transfer Period

HBAs will be able to process the following transactions from **May 1, 2019 through June 14, 2019**.

### Processing Transactions on NYBEAS

When processing these transactions, HBAs should use the “request date” from the chart below. This will ensure the correct effective date is populated on NYBEAS. The appropriate effective date will automatically populate in NYBEAS based upon the employee’s payroll cycle shown below.

Transaction	Payroll	Enter this Request Date on NYBEAS	Effective Date on NYBEAS
PLN/CHG	Admin Lag-Exempt; Admin Lag; Triple Lag	Use date of request on PS-404	5/30/19
	Institution Lag-Exempt; Institution Lag	Use date of request on PS-404	6/6/19
CCO/VOL CAN/VOL	Admin Lag-Exempt; Admin Lag; Triple Lag	5/29/19	5/30/19
	Institution Lag-Exempt; Institution Lag	6/5/19	6/6/19
Coordinating Changes between 2 State Employees	Admin Lag-Exempt; Admin Lag; Triple Lag; Institution Lag-Exempt; Institution Lag	Contact HBA Help Line at 518-474-2780 for assistance	

The Rate Changes flyer for each group references the pay check date in which changes will occur. Delays in processing will result in retroactive deductions or refunds.

Video tutorials and additional guidance on how to process transactions can be found in the HBA Manual and E-Learning section of HBA Online at

<https://www.cs.ny.gov/employee-benefits/hba/shared/e-learning/index.cfm>.

**Note:** Online option changes using MyNYSHIP will **not** be available to enrollees during the Special Option Transfer Period.

If you have questions about this memo, please contact the HBA Helpline at 518-474-2780. Visit NYSHIP Online at <https://www.cs.ny.gov> to access the HBA Manual, and for information regarding the benefit and rate changes affecting this group.