



**Department of  
Civil Service**

**ANDREW M. CUOMO**  
Governor  
**LOLA W. BRABHAM**  
Acting Commissioner

ATTN: Retiree Unit  
NYS Department of Civil Service  
Employee Benefits Division  
Albany, NY 12239

DATE

Dear Retiree Unit:

The following rehired retiree's job percentage recently changed and a comment was entered in NYBEAS with the following information:

NAME: \_\_\_\_\_

SSN: \_\_\_\_\_

PERCENT FILLED: \_\_\_\_\_

DATE OF PERCENT CHANGE: \_\_\_\_\_

BENEFITS ELIGIBLE: YES / NO

BENEFITS CHOICE: ACTIVE / RETIREE

NOTES: \_\_\_\_\_

If you have any questions regarding this information or need additional information, please contact me at PHONE NUMBER.

Sincerely,

NAME  
TITLE