



Department of
Civil Service

ANDREW M. CUOMO
Governor
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Acting Commissioner

NY20-02

TO: Agency Health Benefits Administrators
FROM: Employee Benefits Division (EBD)
SUBJECT: NYSHIP Sick Leave Adjustment for former United University Professions
(Additional action required)
DATE: March 25, 2020

This is a follow up to our HBA Memo NY 19-30 dated September 25, 2019 wherein you were asked to update the sick leave information for UUP employees who retired on or after July 1, 2016. However, when EBD went to update the sick leave credit based on what you provided on the worklist, there were issues with over 1,000 retirees.

EBD discovered that the new sick leave credit amount was either equal to or less than the previous sick leave credit. We did not update NYBEAS since a retroactive increase to an enrollee's salary should result in an increase to the sick leave credit. The comments that were indicated did not clearly identify why the sick leave credit did not increase with the salary.

To correct these, we have re-populated the '**Retroactive Sick Leave Adj**' worklist for HBA's to confirm and update. For instructions on how to process the retroactive sick leave adjustment, refer to HBA Memo NY 19-30.

All enrollees' salaries have been set to \$0.00 on the Worklist. Please enter 'N' and enter the correct salary to calculate the Sick Leave Credit. You must also enter a comment and indicate that you have confirmed the correct salary amount.

The sick leave credit adjustment will not reflect in the NYBEAS billing panel until EBD runs the new data for processing (we expect to run the update on 04/15/2020). After you update the sick leave information you may check what you keyed at Main Menu > Benefits > Transactions > Retro Sick Leave Adjustment.

In order to have the adjusted sick leave credit reflected by 4/15/2020, you must complete this information no later than 04/10/2020. EBD will send a confirmation letter to the retiree once the sick leave credit adjustment has been processed.

If you have any questions, regarding this or any of your other NYBEAS worklists, contact the EBD HBA Line at 518-474-2780 to speak with a processor. Thank you for your assistance in updating sick leave credit for the retirees from your agency.