

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: Empl Rcd #: 0

Plan Type

*Plan Type: Medical
COBRA Event Id: 0

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: Employees with 20 pay periods Billing Option History

Save
 Return to Search

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			

Return