

## Correction Request Example

The example used below is for an employee who has received a promotion and is being updated from a Grade 9 CSEA employee to a Grade 11 PEF employee.

**NYBEAS Navigation Path: Transactions>Corrections Requests**

Click on “Add a New Value” Tab

## Corrections Requests

[Find an Existing Value](#) **Add a New Value**

EmpID:

Empl Rcd Nbr:

Navigate to “Correction Request” Tab and complete the Job information.

[Header Request](#) **Correction Request** [Comments](#) [Billing & EBD Corrections](#) [Final Correction](#)

EmpID 1  Empl Rcd# 0 Ref# NEW

\*Status: EPND EBD Pending

**Benefits** Find | View All First 1 of 1 Last

Plan Type	Txn Type	Action	Reason	Benefit Plan	Covrg Cd	Event Dt	Request Dt	Effdt
<input type="text"/>								

**Job** Find | View All First 1 of 1 Last

Txn Type	Action	Reason	Job Effdt	Department	NU	PCT Fill
<input type="text" value="Insert"/>	<input type="text" value="IAG"/>	<input type="text" value="IAG"/>	<input type="text" value="12/01/2020"/>	<input type="text" value="08000"/>	<input type="text" value="05"/>	<input type="text" value="100"/>

Navigate to “Comments” section and enter details of transaction. Please note that you will need to indicate the Effective Date of the new Benefit Program. See the HBA Online Manual for Effective Date rules for transactions.

Click on “Add Comments” after pertinent information is entered.

[Header Request](#) | [Correction Request](#) | **Comments** | [Billing & EBD Corrections](#)

EmplID [REDACTED]      Empl Rcd# 0      Ref# NEW  
 \*Status:  EBD Pending

**Existing Comments** Find | View All    First 1 of 1 Last

Enter your comments below & click on Add Comments.

Please insert IAG/IAG from CSEA to PEF effective 12/1/20 and new Title Code on Job Panel as 1234567.  
 Please insert Benefit Program Row to A02 effective 1/7/21

**Navigate to “Header Request” to update “Status” as “EPND” and enter “HBA Phone #”**

[Header Request](#) | [Correction Request](#) | [Comments](#) | [Billing & EBD Corrections](#)

EmplID [REDACTED]      Empl Rcd# 0      Ref# NEW  
 \*Status:  EBD Pending      Old Ref#

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ID Delete      HBA Phone #       Agency

**For EBD/CU Only**

Pull Carrier Daily      Pull Life Benefit Billing Retro   
 Pull Carrier Weekly      Change Life Retro Eff Date

**Click on “Save”. This request will now appear on EBD’s Worklist for Review**

       

   

### HBA Correction Review Worklist

Once EBD completes your request (approximately 2-3 weeks), it will populate on your Correction Review Worklist. You must ensure the enrollee’s file has been appropriately updated by reviewing all NYBEAS panels for accuracy. If the file is accurately updated, update the “Status” on the “Header Request” panel to “Complete” and click “Save”.