PROCESSING SICK LEAVE ADJUSTMENT FOR RETROACTIVE SALARY INCREASE

As a result of collective bargaining agreements, ratified contracts between the State of New York and its Unions (including agreements which affect employees in Management Confidential positions) may include retroactive salary adjustment provisions. This means employees who retired on or after the date of the retroactive salary increase as specified in the agreement could have an adjusted salary at the time of retirement and therefore, may be entitled to an increase in their monthly sick leave credit.

When a retroactive salary increase occurs, EBD will identify the enrollee population that may be affected and potentially eligible for a modification to their sick leave credit. A NYBEAS worklist, titled **Retroactive Sick Leave Adj**, will be populated for the HBA to update enrollee information. HBAs will be required to complete this worklist by the deadline EBD provides. EBD will inform HBAs of this deadline through a System Announcement or an HBA memo. It is the HBA's responsibility to process transactions from this worklist timely. An example of the retroactive sick leave adjustment template is listed below.

Updating Information For Enrollees With Retroactive Sick Leave Adjustment

What follows is the complete process for updating sick leave credit for populations affected by a retroactive salary increase using the **Retroactive Sick Leave Adj** worklist. It is crucial for HBAs to complete this worklist timely and within the processing window provided by EBD so enrollees may receive an adjustment to their sick leave credit.

1. HBAs must report the enrollee's former daily work schedule on the Retroactive Sick Leave Adj page by entering hours worked per day (e.g., 7.0, 7.5, or 8.0).

2. EBD will automatically extract and populate the New Salary information from the records received from the Office of the State Comptroller (OSC) when possible. This amount is expected to correctly reflect the New Salary adjustment in most instances.

3. The next step is to verify if the New Salary amount is correct. HBAs should enter a "Y" in the corresponding box to confirm that this is the correct adjusted Salary for each enrollee.

Retroactive Sick Leave Adj
PEF Sick Enrollee Information
EmplID:
Empl Rcd#: 0
DeptID:
Complete the enrollees hours worked per day. Must be 7, 7.5 or 8 hours   8.00
New Salary: 44162.000
If the New Salary amount listed above is correct enter a "Y", if it is not then enter a "N" and provide the enrollees salary amount :   Y
Please enter a Salary to calculate Sick Leave Credit: 0.000
You have entered an updated salary amount. Please advise why this amount is different than what is provided above.
Updated By: **Updated On:** 07/03/19 2:23:22PM

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4. If the amount is incorrect, the HBA should enter "N." They will then be prompted to update the correct annual Salary amount. If the HBA has provided a corrected Salary, they must comment the record in the next provided field to advise of the reason for the discrepancy between the annual Salary amount reported and what was received from the PayServ System. This comment should also include any salary constants such as shift differential, location pay, geographic differential, and/or inconvenience pay.

Retroactive Sick Leave Adj

PEF Sick Enrollee Information

EmplID:

Empl Rcd#:   0

DeptID:

Complete the enrollees hours worked per day. Must be 7, 7.5 or 8 hours   8.00

New Salary: 76484.000

If the New Salary amount listed above is correct enter a "Y", if it is not then enter a "N" and provide the enrollees salary amount :   N

Please enter a Salary to calculate Sick Leave Credit: 101567.000

You have entered an updated salary amount. Please advise why this amount is different than what is provided above.

PEF retro Salary increase and constant salary components, (Geo and Loc pay).

Updated By: **Updated On:** 06/14/17 5:31:59PM

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5. After the HBA updates the sick leave information, they may check what was keyed at <u>Main Menu</u> > <u>Benefits</u> > <u>Transactions</u> > <u>Retro Sick Leave Adjustment</u>. However, the sick leave credit adjustment will not reflect in the NYBEAS billing panel until EBD runs the new data for processing. EBD will send a System Announcement to confirm when the new data is run.

6. EBD will send a confirmation letter to the retiree once the sick leave credit adjustment has been processed. Note, if the agency's worklist is not completed by the assigned deadline, the enrollee will receive a letter informing them that the retroactive adjustment was not processed and to refer to the HBA directly.