PROCESSING SICK LEAVE PRESERVATION

When an enrollee separates from State service and does not have NYSHIP benefits in their own right prior to retirement, HBAs will need to process the Sick Leave Preservation transaction. If the employee is enrolled as a dependent on another NYSHIP plan, they will not appear on the HBA worklist. It is the responsibility of the employee to notify their HBA if they are a dependent on another NYSHIP coverage at the time of their separation from active State employment.

The Sick Leave Preservation will electronically store sick leave data for the enrollee and calculate appropriately when NYSHIP coverage is eventually activated later in retirement. HBAs will need to enter their sick leave information into the Sick Leave Credit Preservation page in NYBEAS using information from the *NYSHIP Sick Leave Credit Preservation Form* (PS-410). HBAs must enter the enrollee's annuitant selection (single or dual), the enrollee's sick leave accruals at the time of retirement (may use up to 200 days of unused sick leave, PIA and PBA may only use 165 days), the enrollee's hours worked per day, and annual salary, including any salary constants.

Sick Leave Credit Preservation
Sick Leave Credit Preservation
Employee Information
EmplID: Empl Rcd #: 0
Employee Address
Address Line 1
City
State
Postal Code
Sick Leave Credit Information First 🔳 1 of 1 🕨 Last
Sick Leave Type O Actuarial O Dual
Effective Date 05/21/2021 Hours Std Hrs/Wk Annual Salary
Current Agency *Benefits Eligible Service From Benefits Eligible Service Thru
Employment Information
Negotiating Unit Operational Services
Retirement System Employee Member of Retirement Registration Number
Save Return to Search Notify

To reiterate, this page is only to be updated if the enrollee is neither enrolled in active health insurance benefits nor enrolled in the Opt-Out Program.

To process this transaction, log onto NYBEAS and go to the **Menu** bar on the left side of the page.



Click the arrow next to **Benefits** to expand the list and select **Transactions**.



Scroll down the list of transactions and select Sick Leave Credit Preservation.



To enter the Sick Leave Preservation for the first time on an employee's account, click on the **Find and Existing Value** tab. Then enter the employee's EmpIID to bring up their sick leave preservation window.

SICK Leave Credit Preservation

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value				
EmplID:	begins with 🗸			
Empl Rcd Nbr:				
Last Name:	begins with V			
First Name:	begins with V			
Department:	begins with V			
Include History Case Sensitive				
Search	Clear Basic Search 📳 Save Search Criteria			

Find an Existing Value	Add a New Value
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Next, input the employee's sick leave information within the **Sick Leave Credit Information** section. This includes:

- Sick Leave Type (actuarial/dual)
- Hours (up to 200 working days unless PIA and PBA may only use 165 days),
- Std Hrs/Wk (7, 7.5, 8 or 10.6)
- Annual Salary
- The current agency's Benefits Eligible Service dates

Sick Leave Credit Preservation
Sick Leave Credit Preservation
Employee Information
EmpliD: Empl Rcd #: 0
Address Line 1
City
State
Postal Code
Sick Leave Credit Information First 🗐 1 of 1 🕨 Last
Sick Leave Type CActuarial ODual
Effective Date 10/10/2019 Hours Std Hrs/Wk Annual Salary
Current Agency *Benefits Eligible Service From 🛛 🕅 *Benefits Eligible Service Thru
Employment Information
Negotiating Unit 21 SECURITY SERVICES UNIT non-arb
Current Agency 11000 Nys Dept Of Education
Retirement System Employee Member of 1 Retirement Registration Number
Save Return to Search Notify

The following is an example of what a fully entered **Sick Leave Credit Information** section should look like.

Sick Leave Credit Information Find View All First 🗹 1 of 1 🕨 Last								
	Sick Leave Type	Actuari	al					+
	Effective Date	10/10/2019	Hours	200.00	Std Hrs/Wk	7.50	Annual Salary	75000.000
	Current Agency	*Benefits Eligible Service From			01/01/1999 🛐	*Benefit	s Eligible Service	Thru 10/10/2019

Once all the sick leave credit information for the employee has been entered, click **Save**.

Sick Leave Credit Preservation

Sick Leave Credit Preservation			
Employee Information			
	EmplID: Empl Rcd #: 0		
Employee Address			
Address Line 1			
Address Line 2			
City			
State			
Postal Code			
Sick Leave Credit Information	Find View All First 🗳 1 of 1 🕑 Last		
Sick Leave Type Actuarial Dual	+		
Effective Date 10/10/2019 Hours 200.00 Std Hu	rs/Wk 7.50 Annual Salary 48000.000		
Current Agency *Benefits Eligible Service From 01/01/19	99 🖲 *Benefits Eligible Service Thru 10/10/2019 🛤		
Employment Information			
Negotiating Unit 06 Management Confidential			
Current Agency 18000 NYS Dept Of Civil Service			
Retirement System Employee Member of Retirement Registration Number			
Save Return to Search	E+Add Update/Display Include History		