



## Department of Civil Service

ANDREW M. CUOMO  
Governor

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Acting Commissioner

**NY21-19**

**TO:** NYS Health Benefits Administrators  
**FROM:** Employee Benefits Division  
**SUBJECT:** Retroactive Sick Leave Adjustment Training Webinar  
**DATE:** August 13, 2021

As a result of collective bargaining agreements, the State of New York has recently paid retroactive salary increases to many unionized and Management/Confidential employees. As a result, employees who retired on or after the effective date of the retroactive salary increases may have an increased salary at the time of retirement and therefore be entitled to an increase in their monthly sick leave credit.

A NYBEAS worklist titled "Retroactive Sick Leave Adj" will soon be available to assist you in managing these changes to employee records. You **must** complete the Retroactive Sick Leave Adjustment Worklist by close of business September 6, 2021. EBD will inform HBAs that the worklist is available and of the processing deadline date through a NYBEAS System Announcement by close of business Monday, August 16, 2021. Failure to make these adjustments will result in additional work for EBD and your agency and may result in complaints from unions and retirees.

The worklist will include enrollees formerly employed by your agency. Based on EBD's logic, these enrollees may require an updated sick leave credit based on the recent retroactive salary increase. You must review the adjusted salary information for each enrollee listed on the Retroactive Sick Leave Adj worklist and then update NYBEAS by September 6, 2021. EBD will send a confirmation letter to the enrollee once the sick leave credit adjustment has been processed. If the agency's worklist is not completed by September 6, 2021, the enrollee will receive a letter informing them that the retroactive adjustment was not processed and to contact their former agency's HBA directly. Please complete the worklist to prevent this from happening.

EBD has recently released [HBA Memo NY21-16 Sick Leave Credit](#) which includes instructions on how to process a sick leave adjustment due to a retroactive salary increase. Please refer to the attached Processing Sick Leave Adjustment for Retroactive Salary Increase Instructions for more information.

EBD will be holding an online webinar on August 19, 2021, that will instruct you on how to process a change using the Retroactive Sick Leave Adj worklist in NYBEAS. The webinar is open to all NYS HBAs and will cover topics including:

- How to find the Retroactive Sick Leave Adj worklist;
- How to update the Retroactive Sick Leave Adj template; and
- How to view the sick leave adjustment in NYBEAS Update History, in the Retro Sick Leave Adj transaction page, and in NYBEAS Sick Leave History.

**The live webinar will be conducted on August 19, 2021 from 10:00 AM to 11:30 AM and will include a live Q&A session.**

To register for the live webinar, click on the registration link at the end of this memo. Complete the required information and click 'register.' Once you are registered, you will receive an email confirming registration for the webinar. Please ensure your email is correct when registering or you will not receive a confirmation.

We recommend that you test your system prior to the session to be sure your current computer software supports the webinar. This test can be done by accessing the following link <https://www.webex.com/test-meeting.html>. If you experience technical difficulty or are unable to install the required software to allow you to test your system, we suggest you first contact your computer system administrator. If your computer system administrator is unable to resolve, please call the phone number that appears in the upper right-hand corner of the test page (1-888-469-3239).

**Registration Link:**

[Retroactive Sick Leave Adjustment Training Webinar Registration Link](#)

**Attachment**

[Processing Sick Leave Adjustment for Retroactive Salary Increase Instructions](#)