



## Department of Civil Service

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**NY21-23**

**TO:** NYS Health Benefits Administrators  
**FROM:** Employee Benefits Division  
**SUBJECT:** Retroactive Sick Leave Adjustment Training – Video, PowerPoint, and Q&A  
**DATE:** September 7, 2021

The Employee Benefits Division (EBD) conducted an online training webinar on August 19, 2021, that instructed HBAs on how to process a sick leave adjustment due to a retroactive salary increase using the Retroactive Sick Leave Adj worklist in NYBEAS.

During the training, it was brought to EBD's attention that some of the processing instructions were resulting in NYBEAS errors. EBD has modified the training with new instructions on how to process a retroactive sick leave adjustment and how to remove an enrollee from your Retroactive Sick Leave Adj worklist. The information that was corrected includes the following instructions:

- After entering a "Y" into the retroactive sick leave template in NYBEAS to confirm the new salary listed is correct, you must also enter a comment in the template verifying you have reviewed the new salary and the amount listed in NYBEAS is correct. After you enter a comment, click "Save." If you do not enter a comment, you will receive an error message.
- An enrollee will not be removed from your worklist after you save a retroactive sick leave adjustment in the template. You must return to the Retroactive Sick Leave Adj worklist to mark the item worked. Click the checkmark in the "Mark Worked" column and the enrollee will be removed from your worklist.

The new PowerPoint slides and video recording (with updated processing instructions) are now available for your reference. A PDF of the updated PowerPoint is included as an attachment to this memo. The video recording has been posted to HBA Online. The video is titled "Retroactive Sick Leave Adjustment Training" and may be viewed on the E-Learning page of HBA Online: <https://www.cs.ny.gov/employee-benefits/hba/shared/e-learning/index.cfm>.

EBD has also published a summary of the questions asked of our presenters through the chat during the Webinars and their corresponding answers. The question-and-answer document is also included as an attachment to this memo. Please note that EBD is still researching additional salary factors, but we plan to provide guidance as soon as possible.

The deadline to process retroactive sick leave adjustments has been extended to September 21, 2021. Please refer to the information referenced in this memo to process retroactive sick leave adjustments off your Retroactive Sick Leave Adj worklist.

If you have questions regarding the information presented in the video, please call the HBA Helpline at (518) 474-2780.