



Department of Civil Service

KATHY HOCHUL
Governor

REBECCA A. CORSO
Acting Commissioner

NY 21-30

TO: New York State Agency Health Benefit Administrators
FROM: Employee Benefits Division
SUBJECT: 2022 Productivity Enhancement Program (PEP)
DATE: November 3, 2021

The Productivity Enhancement Program (PEP) for 2022 is available to Executive Branch employees represented by CSEA, PEF, UUP, DC-37, Executive Branch Management/Confidential employees, SUNY M/C employees and Legislative and Judicial Branch employees.

The program allows eligible employees to exchange previously accrued annual leave and/or personal leave in return for a biweekly credit that reduces their share of New York State Health Insurance Program (NYSHIP) premium.

For information regarding the PEP eligibility requirements, the calculation of PEP credit and the enrollment period dates, please refer to Attendance and Leave Policy Bulletin 2021-03. In addition to an overview of the program, the memo includes the 2022 PEP Program Description and the 2022 PEP Enrollment Form. **Your agency attendance and leave office must first review for eligibility prior to forwarding to the HBA for entry into NYBEAS.**

Separately, SUNY Administration and the benefits offices for Legislative and Judicial branch employees will make available the 2022 PEP Program Description and Enrollment form specific to their employees.

PEP PREMIUM CONTRIBUTION CREDIT

The 2022 PEP credit will begin with the first 2022 health insurance premium deduction. Refer to the "Timing of NYBEAS Processing and Paycheck Dates" section of this memo for effective dates of the 2022 PEP credit.

The amount that will be credited toward the biweekly employee share of the health insurance premium is reflected in the following charts and is based upon the

employee's Salary Grade and the number of leave days forfeited. The credit for part-time employees will be prorated based upon their payroll percentage. In no case, will the PEP credit exceed the employee's biweekly NYSHIP premium due.

**Eligible Executive Branch CSEA, DC-37, PEF represented,
Management/Confidential employees, and Legislative Branch employees**

Full-time employees in positions at or equated to Salary Grade 17 and below:

Forfeited Days	NYSHIP Credit	Bi-weekly Credit
3	\$600	\$23.08
6	\$1,200	\$46.15

Full-time employees in positions at or equated to Salary Grade 18 through 24 (through Grade 23 for M/C; Legislature):

Forfeited Days	NYSHIP Credit	Bi-weekly Credit
2	\$600	\$23.08
4	\$1,200	\$46.15

M/C employees of SUNY should refer to the 2022 PEP Program Description and Enrollment Form from SUNY Administration for specific PEP eligibility information.

Eligible Unified Court System (UCS) employees

Full-time employees of the Unified Court System at or below Judicial Salary Grade 16:

Forfeited Days	NYSHIP Credit	Bi-weekly Credit
3	\$600	\$23.08
6	\$1,200	\$46.15

Full-time employees of the Unified Court System at and including Judicial Salary Grade 17 through 23:

Forfeited Days	NYSHIP Credit	Bi-weekly Credit
2	\$600	\$23.08
4	\$1,200	\$46.15

UUP Represented Employees (may only forfeit annual leave)

	Forfeited Days	NYSHIP Credit	Bi-weekly Credit
Employees earning at or below \$72,366 annually	3	\$600	\$23.08
	6	\$1200	\$46.15
Employees earning above \$72,366 and below \$103,413 annually	2	\$600	\$23.08
	4	\$1200	\$46.15

Agencies are responsible for distribution and retention of the enrollment forms and for the coordination between the agency personnel office and the HBA, with respect to certification of accrual adjustment(s) and initiating the PEP credit on NYBEAS.

NYBEAS PROCESSING WINDOW

The NYBEAS PEP Enrollment panel will be open to HBAs for processing **November 1, 2021** through **December 31, 2021**.

Note: Forms submitted between **November 1, 2021** and **November 29, 2021** will be accepted for review and approval.

Video tutorials providing guidance on how to process a PEP Enrollment in NYBEAS can be found in the E-Learning section of HBA Online at <https://www.cs.ny.gov/employee-benefits/hba/shared/e-learning/index.cfm>.

For questions related to processing the PEP transaction on NYBEAS, contact the HBA

Helpline at 518-474-2780. For questions related to PEP eligibility, calculation of PEP credits, or enrollment period dates please contact the attendance and leave office at 518-457-2295, or refer to Attendance and Leave Policy Bulletin 2021-03, which can be found at https://www.cs.ny.gov/attendance_leave/index.cfm.

TIMING OF NYBEAS PROCESSING AND PAYCHECK DATES

Since the transaction to enter the PEP credit cannot be keyed until after the certification of the accrual adjustment, coordination with staff handling your agency's attendance and leave function is key to PEP credit processing. The following charts explain which checks will be impacted when you process the PEP enrollment. Be prepared to answer questions once the employee's paycheck has been impacted. PEP enrollments processed in NYBEAS after the Processing Cutoff Date below will not be processed in time for the first paycheck in the 2022 Plan Year. Retroactive PEP credits will be applied in the employee's next paycheck.

Employee's Payroll Cycle	PEP Enrollment Processing Cutoff to Avoid Retroactive PEP Credit	First Paycheck w/ 2021 PEP Credit
Administration Lag	12/21/21	1/5/22
Administration Current	12/7/21	12/22/21
Institution Lag	12/14/21	12/30/21
Institution Current	11/30/21	12/16/21
Triple Lag	12/28/21	1/13/22