

NYBEAS ANNUAL OPTION TRANSFER PERIOD KEYING WINDOW AND RETROACTIVITY DATES

The keying window in NYBEAS will be open to HBAs through January 31, 2022. Since the Option Transfer Period begins in December, more enrollees, especially on the Institution payroll cycle, may experience retroactivity, with many transactions impacting pay checks in January and perhaps into February. To avoid retroactive premium adjustments, when possible, transactions must be entered by HBAs according to the schedule below:

Payroll Cycle	Effective Date on NYBEAS	Retroactivity Cutoff Dates	First Paycheck Date	NYBEAS Annual Option Transfer Keying Window
Administration Lag	1/6/22	12/21/21	1/5/22	12/1/21 –1/31/22
Administration Current		12/7/21	12/22/21	
Administration Triple Lag		12/14/21	12/30/21	
Institution Lag*	12/30/21	12/14/21	12/30/21	
Institution Current*		11/30/21	12/16/21	

***Institution Payroll Cycle** benefit change transactions which are effective 12/30/21 **MUST** be entered **prior to any PTCP Election changes**, which are effective 1/13/22. To avoid the need for a correction request or sending transactions to EBD, NYBEAS transactions must be processed in effective date order.

Processing NYBEAS transactions after the dates shown in the **Retroactivity Cutoff Dates** column will result in the enrollee having retroactive premium adjustments to their NYSHIP account. Please note all enrollees on the Institution *Current* payroll will be subject to retroactivity as their cutoff date is the day prior to Option Transfer Period beginning.

If an employee's annual Option Transfer request results in an increase in the employee's NYSHIP premium (for example a change to a more expensive NYSHIP Option), and the transaction is processed after the Retroactivity Cutoff Date, the employee will owe retroactive NYSHIP premiums. As a result, the employee will be subject to special deductions of up to \$100 per paycheck in addition to the employee's regular health insurance deduction amount, until the outstanding NYSHIP health insurance premium is paid in full.

If an employee's annual Option Transfer request results in a decrease in the employee's NYSHIP premium (for example a change to a less expensive NYSHIP Option), and the transaction is processed after the Retroactivity Cutoff Dates, the employee's account will show an overpayment of NYSHIP premium. This overpayment will be used to reduce the next health insurance premium deduction. If the credit balance is larger than the next deduction, or no premium is owed, the employee will receive the remaining credit as a refund either in a subsequent paycheck (if enrolled in PTCP) or via a separate check (if not enrolled in PTCP) issued by the NYS Office of the State Comptroller.