



PA 21-08
PAEX 21-06
PE 21-07

TO: Participating Agency Health Benefits Administrators and
Participating Employer Health Benefits Administrators
FROM: Employee Benefits Division
SUBJECT: HBA NYBEAS Training Webinars
DATE: May 20, 2021

Dear NYSHIP PA/PE Health Benefits Administrators,

The New York State Department of Civil Service Employee Benefits Division (EBD) conducted an online training webinar on the New York Benefits Eligibility and Accounting System (NYBEAS) for NYSHIP Participating Agency and Participating Employer Health Benefits Administrators (HBAs) on Wednesday, May 19, 2021. The training covered topics including:

- How to navigate NYBEAS Update History
- How to process new enrollments in NYBEAS
- How to read and leave comments in the NYBEAS Comments Panel
- How to process Retirements
- How to process Medicare Changes

A recording of the training has been posted to HBA Online. The video is titled “NYBEAS Training for NYSHIP Participating Agency HBAs” 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>. The PowerPoint slides are included as attachments to this memo. Also attached to this memo is an Excel spreadsheet of NYBEAS action and reason codes with descriptions. Please note that some of the codes may not be relevant to your use of NYBEAS, but overall the document should be a helpful resource.

We would like to hear your feedback on the training. Please complete the following survey to provide feedback on the training and to advise on what trainings you would like to see in the future:

<https://forms.office.com/Pages/ResponsePage.aspx?id=6rhs9AB5EE2M64Dowcge501E2gQbtZBDk4DLmjD-6FUMIBPWDFNSUNMRIE2VDICT1NNWThQU0xITy4u>.

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

Attachments

Webinar PowerPoint slides

NYBEAS Action Reason Codes with Descriptions