



PE22-23

MEMORANDUM

TO: Health Benefits Administrators of Participating Employers
FROM: Employee Benefits Division
SUBJECT: *NYSHIP General Information Book for Participating Employers*
DATE: December 9, 2022

We are pleased to announce that the updated *NYSHIP General Information Book (GIB)* for active and retired employees of Participating Employers (PEs) is at the printer and will soon be mailed to enrollee homes and PE agencies.

Revised Book

The *2022 General Information Book for PEs* contains information regarding NYSHIP eligibility rules, enrollment options, requirements and costs. Please also note that the book is divided into sections for active enrollees and retirees, for the purpose of clarity.

Distribution

We will send you a supply of two copies for your reference and use. This publication will begin mailing to enrollee homes in December. Mail files were pulled from NYBEAS on December 3, 2022. Any enrollee not on the file as of that date will not receive this mailing. You may, however, order a Quick Order (QO) package on HBA Online for any new hire since it will include this publication. Otherwise, you should include a copy of the new *GIB* in the package of information you give to new hires.

Publications Available on Our Website: <https://www.cs.ny.gov/employee-benefits>
Please check our website for new publications. We generally post publications when we sign off for printing. Publications are available under Using Your Benefits.

Ordering Publications

You may order additional copies of the *2022 General Information Book for PEs* (PE0191) on HBA Online under Publications & Forms. **Please wait until you receive your shipment of the new publication before you place an order.**

If you need help accessing HBA Online, contact the ITS Service Desk at 844-891-1786, fixit@its.ny.gov or via chat at <https://chat.its.ny.gov>. If you are unsure of how to order publications or have questions about this distribution, please call the EBD Communications Unit at 518-457-7577.