



**Department of
Civil Service**

KATHY HOCHUL
Governor

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Commissioner

NY 23-33
SEHP 23-14

MEMORANDUM

TO: New York State Health Benefits Administrators
FROM: Employee Benefits Division
SUBJECT: Activity Listing Report
DATE: December 28, 2023

Currently, the Department of Civil Service Employee Benefits Division (EBD) mails all New York State and SEHP Health Benefits Administrators a copy of their agency's Activity Listing Report, which shows transactions processed on NYBEAS for each pay period. Beginning in January 2024, you will be able to run the Activity Listing Report in NYBEAS and you will no longer receive a mailed copy from EBD. The ability to create this report allows you to produce it at any time by selecting the dates (to and from) as the perimeter for the results and will assist you in maintaining accurate, up to date enrollment records for your agency. It is expected that you run this report at least once every pay period.

To run this new report, go to NYBEAS and select NYBEAS Reports. Then, click on Activity Listing. You will be asked to provide the date period for the Activity Listing, and you may select from any of the Department IDs you currently have access to (by default, the page will select all the departments for which the user has access). Once you select the date range and the Department ID, click Generate Report. You can either review the report in NYBEAS or download a copy to Excel. For further information, please refer to the attached instructions.

If you have any questions regarding the Activity Listing Report after reviewing the attachment, please contact the Employee Benefits Division's HBA Help Line at 518-474-2780. Representatives are available Monday through Friday between 9:00 a.m. and 3:00 p.m. Eastern time.

Attachment:
Activity Listing Instructions