



**Department of  
Civil Service**

**KATHY HOCHUL**  
Governor

**TIMOTHY R. HOGUES**  
Commissioner

**PE 23-22**  
**PA 23-19**  
**PAEX 23-19**

**MEMORANDUM**

**TO:** Health Benefits Administrators (HBAs) of Participating Employers (PEs) and Participating Agencies (PAs)  
**FROM:** Employee Benefits Division  
**SUBJECT:** Activity Listing Report  
**DATE:** December 28, 2023

Currently, the Department of Civil Service Employee Benefits Division (EBD) e-mails all Participating Agency and Participating Employer Health Benefits Administrators a copy of their agency's Activity Listing Report, which shows transactions processed on NYBEAS for the month, along with their monthly billing statement. Beginning in January 2024, you will be able to run the Activity Listing Report in NYBEAS and you will no longer receive a copy from EBD with your bill. 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 month.

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