



Department of  
Civil Service

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NY 24-02

**TO:** New York State Health Benefits Administrators  
**FROM:** Employee Benefits Division  
**SUBJECT:** Special Deductions for Summer Coverage  
**DATE:** March 6, 2024

Employees receiving their annual salary in less than 26 paychecks must have extra health insurance deductions taken to cover the summer months prior to their removal from the payroll. We will attempt to take all summer monies before the employee goes off the payroll. If we are unable to take all monies, any outstanding balances will be taken when the enrollee returns in the Fall. If the enrollee does not return, and is terminated, EBD will bill for the remaining balance. Please refer to the Summer Deductions for Academic Employees section of the HBA Manual for information on how deductions for summer coverage are taken and other information concerning summer coverage.

To identify Summer Teachers, a report is available in NYBEAS which lists employees' Billing Option Code for your review. Instructions on how to run reports can be found in HBA Memo NY15-19 and SEHP15-05. The report name is **BEA\_TEACHERS\_DEPT**. The information in this report will be used to calculate and deduct the extra summer health insurance premiums.

In order to ensure that the information we have is correct, review the list and:

- Process a Billing Option Change transaction to 26P for any employees that are no longer on a 21 or 20 payroll schedule, and
- Process a Billing Option Change transaction to 20A or 21A for any employee that is eligible for the special summer deductions but were not included on the list.

The paychecks impacted by the special deductions will be based on the Billing Option recorded in NYBEAS for each employee; therefore, it is **imperative** that these indicators be set accurately in accordance with the Summer Deduction Schedule on the next page. The LOA/PTA transaction is only used for enrollees who receive less than the 20 or 21 paychecks or whose paycheck is not large enough to support their regular deductions. It should not be used for the collection of summer premiums.

If you need assistance processing a Billing Option Change call the HBA Help Line at 518-474-2780.

**Summer Deduction Schedule**

**Administration Payroll (SUNY and SUNY GSEU) – 20 paychecks (20A)**

HBA must process all billing option changes by **4/23/24**.

<b>Paycheck Dates</b>	<b>Regular Deductions Taken</b>	<b>Extra Deductions Taken for following Paycheck dates</b>
5/8/24	1 regular deduction	2 extra deductions for 6/19/24, 7/3/24
5/22/24	1 regular deduction	2 extra deductions for 7/17/24, 7/31/24
6/5/24	1 regular deduction	2 extra deductions for 8/14/24, 8/28/24

**Administration Payroll (SUNY) – 21 paychecks (21A)**

HBA must process all billing option changes by **5/7/24**.

<b>Paycheck Dates</b>	<b>Regular Deductions Taken</b>	<b>Extra Deductions Taken for following Paycheck dates</b>
5/22/24	1 regular deduction	2 extra deductions for 7/3/24, 7/17/24
6/5/24	1 regular deduction	2 extra deductions for 7/31/24, 8/14/24
6/19/24	1 regular deduction	1 extra deduction for 8/28/24

**Institution Payroll**

**(PEF Teachers & certain School for the Deaf/Blind Employees) – 21 paychecks (21A)**

HBA must process all billing option changes by **5/28/24**.

<b>Paycheck Dates</b>	<b>Regular Deductions Taken</b>	<b>Extra Deductions Taken for following Paycheck dates</b>
6/13/24	1 regular deduction	2 extra deductions for 7/11/24, 7/25/24
6/27/24	1 regular deduction	2 extra deductions for 8/8/24, 8/22/24

**Administration Payroll (Agency 25000 - OCFS) – 21 paychecks (21B)**

HBA must process all billing option changes by **5/21/24**.

<b>Paycheck Dates</b>	<b>Regular Deductions Taken</b>	<b>Extra Deductions Taken for following Paycheck dates</b>
6/5/24	1 regular deduction	3 extra deductions for 7/3/24, 7/17/24, 7/31/24
6/19/24	1 regular deduction	3 extra deductions for 8/14/24, 8/28/23, 9/11/24

**Termination Date**

For teachers who do not return to the payroll in the fall, process the termination transaction with the listed Date of Event.

<b>Agency/Payroll</b>	<b>Billing Option</b>	<b>Date of Event on NYBEAS for Teachers Not Returning</b>
SUNY Administrative Payroll	20A or 21A	8/15/2024
Institution Payroll	21A PEF	8/8/2024
Agency 25000 Administrative Payroll	21B	8/29/2024