

NYSHIP 2024 Annual Webinar for Participating Employers

December 6, 2024

Benefits Administration – PA/PE Unit

Q: Where is the EBD-545 Data Access Officer Request Form to make changes to our DAO?

A: The EBD 545 [Data Access Officer Request Form](#) can be found in [HBA Memo PE 24-10 NYBEAS Access and HBA Online Access](#).

Q: If a retired employee voluntarily cancels their NYSHIP coverage, can they re-enroll at a later date?

A: Once retiree eligibility is established, a retiree can always re-enroll at a later date. Waiting period rules apply.

Q: When doing a termination do you have to cancel coverage after a TER/TER transaction has been done?

A: After processing a TER/TER in NYBEAS, you should not enter an additional Cancel Enrollment transaction.

Q: Is there anything I need to do after processing a termination (TER /TER)?

A: Yes, you must add a NYBEAS comment to confirm whether the EE is eligible for Vestee coverage or for CORBA only.

Financial Update

Q: Are the rates the same as they were in 2024?

A: There was a slight change because 2024 was a leap year and 2025 is not, which caused a slight difference in the bi-weekly rates. The monthly rates are unchanged.

Q: Where are rates posted so we can distribute?

A: Rates are available at: <https://www.cs.ny.gov/employee-benefits/hba/shared/publications/rates/2025/pe-rate-charts-jan-2025.pdf>. The Rates booklet and Health Insurance Choices booklets are also available on HBA Online and at the NYSHIP website.

Q: Will you be going over HMO rates?

A: HMO rates are available at: <https://www.cs.ny.gov/employee-benefits/hba/shared/publications/rates/2025/pe-rate-charts-jan-2025.pdf>.

General Questions and Answers

Q: When is this year's Annual Option Transfer Period?

A: Participating Employers may set their own annual Option Transfer period or follow New York State's Option Transfer period. If your agency chooses to follow the New York State Option Transfer period, it began on November 29 and will continue through December 31.

Q: When is open enrollment for PE NYSHIP participants?

A: NYSHIP does not offer open enrollment; effective date rules apply. Certain changes may be made during the annual Option Transfer period, such as changing from one plan option to another, but enrollees may not newly enroll or add their dependents without a waiting period. Your agency sets its own Option Transfer period duration and deadline.

Q: Is there still a requirement to offer the open enrollment for at least 30 days?

A: NYSHIP does not offer open enrollment; effective date rules apply. Your agency may set its own Option Transfer period duration and deadline. Internal Revenue Codes controlling pre-tax contribution programs and cafeteria plans require an annual option transfer period during which an enrollee can elect participation in a pre-tax program.

Q: Are you able to provide any update on the CDPHP possible non-coverage in relation Albany Med?

A: Negotiations are still ongoing between the two entities; should the relationship end, members can still receive in-network care until March 1, 2025. For members in ongoing treatment as of March 1st, coverage will continue for an additional thirty (30) days.