



**PE25-05**

**MEMORANDUM**

**TO:** Health Benefits Administrators of Participating Employers  
**FROM:** Employee Benefits Division  
**SUBJECT:** 2025 NYSHIP *General Information Book* for Participating Employers  
**DATE:** April 7, 2025

The updated 2025 *General Information Book* (GIB) for active and retired employees of Participating Employers (PEs) will soon be mailed to enrollee homes.

**Revised Book**

The 2025 *General Information Book* for PEs contains information regarding NYSHIP eligibility rules, enrollment options, requirements and costs. The book is divided into sections for active enrollees and retirees. The April 2025 version replaces the 2022 version, which can be recycled.

**Distribution**

This publication will be mailed to enrollee homes in April. Mail files were pulled from NYBEAS March 22, 2025. Any enrollee not on the file as of that date will not receive this mailing. Quick Order (QO) packages on HBA Online for any new hire will include this publication when available. Otherwise, include a copy of the new *GIB* in the package of information given to new hires.

**Publications Available on Our Website: [www.cs.ny.gov/employee-benefits](http://www.cs.ny.gov/employee-benefits)**

Please check our website for new publications. Publications are available under Using Your Benefits.

**Ordering Publications**

When available, copies of the 2025 *General Information Book* for PEs (PE0208) can be ordered on HBA Online under Publications & Forms.

For help accessing HBA Online, contact the ITS Service Desk at 844-891-1786, [fixit@its.ny.gov](mailto:fixit@its.ny.gov) or via chat at <https://chat.its.ny.gov>. For questions on ordering publications or this distribution, please call the EBD Communications Unit at 518-457-7577.