



SEHP 25-02

MEMORANDUM

TO: CUNY Health Benefits Administrators
FROM: Employee Benefits Division
SUBJECT: Special Deductions for Summer Coverage
DATE: March 6, 2025

The Department of Civil Service (DCS) works with CUNY annually to identify employees enrolled in the Student Employee Health Plan (SEHP) who receive their annual salary in less than 26 paychecks *and* are expected to return to CUNY's payroll in the fall. These employees are referred to as summer teachers, and DCS collects additional deductions from these employees to pay for their coverage over the summer months prior to their removal from the payroll. Summer teachers are identified by their Billing Option Code in NYBEAS.

DCS will identify CUNY employees in Negotiating Unit "AJ" and update their billing option to 20A which means they are paid over 20 pay periods. After these employees' records are updated, CUNY HBAs verify the summer teacher roster is accurate.

To identify CUNY's summer teachers, HBAs must run the **BEA_TEACHERS_DEPT** report in NYBEAS which lists CUNY SEHP employees' Billing Option Code. Instructions on how to run reports can be found in HBA Memo [SEHP15-05](#). Information in this report will be used to calculate and deduct additional health insurance premiums.

After running the report, please review and:

- process a Billing Option Change transaction to 26P for any employees that are no longer on a 20-paycheck schedule and;
- process a Billing Option Change transaction to 20A for any employees that are eligible for the special summer deductions but were not included on the list.

Please refer to the [Summer Deductions for Academic Employees](#) section of the HBA Manual for information on deductions for summer coverage.

HBAs must process a NYBEAS Billing Option Change transaction for any SEHP enrollees eligible for additional deductions by **March 18, 2025**. The paychecks impacted by additional deductions is based on the Billing Option recorded on NYBEAS for each

employee; it is **imperative** that these indicators be set accurately by the deadlines listed below.

For assistance processing a billing option change, call the HBA Help Line at 518-474-2780.

Institution Current Payroll (CUNY GSEU) – 20 paychecks (20A)

HBA must process all billing option changes by **3/18/25**.

Paycheck Dates	Regular Deductions Taken	Extra Deductions Taken for Following Paycheck Dates
4/3/25	1 Regular deduction	2 extra deductions for 5/29/25, 6/12/25
4/17/25	1 Regular deduction	2 extra deductions for 6/26/25, 7/10/25
5/1/25	1 Regular deduction	2 extra deductions for 7/24/25, 8/7/25
5/15/25	1 Regular deduction	1 extra deductions for 8/21/25

Termination Date

For graduate students who do not return to the payroll in the fall, use 08/21/25 as the “date of event” on the termination transaction.