



Office of General Services  
**Business Services Center**

# Benefits Eligibility for Hourly Employees

September 18, 2019

# BSC Responsibilities



# BSC activities to identify employees eligible for benefits

- Monitor and identify hourly employees that may gain benefits eligibility.
- Notify agencies bi-weekly when an hourly employee has worked for 50% or more for four, five, or six consecutive pay periods and may be benefits eligible.
- Review agency determination of eligibility and submitted templates.
- Send onboarding packets to HR Liaisons.



# BSC activities to identify employees no longer eligible for benefits

- Monitor and identify hourly employees that may no longer qualify for benefits.
- Notify agencies bi-weekly when an hourly employee has not worked 50% or more for two consecutive pay-periods and may no longer be benefits eligible.
- Review agency determination of eligibility and submitted templates.
  - BSC will update NYBEAS.
  - Civil Service will notify employee in writing of loss of coverage.
  - Civil Service will request a COBRA application if applicable.



# BSC HR Customer Agency Responsibilities



# BSC HR customer agency responsibilities

Review information on the benefits spreadsheets.

## Determine eligibility:

- Will the employee continue to work less than 50%?
- Will the employee continue to work more than 50%?
- Respond to [bscbenefitsadmin@ogs.ny.gov](mailto:bscbenefitsadmin@ogs.ny.gov)
- Submit the HCM job data incumbent template to update the benefit flag if required



# Benefits Eligibility



# The new database

- The hourly benefits eligibility database provides a way to track hourly employees as they work towards benefits eligibility.
- The database also allows us to track hourly employees that are no longer working at least 50% and are, therefore, no longer eligible for benefits.





# Database information

- The BSC generates a report from LATS-NY each payroll period showing hours worked for all active hourly employees.
- PAYSERV and HCM generated reports provide enrollment/template information.
- The BSC generates a report based on the benefit packets sent to hourly employees.



# Benefits eligibility reports

## Purpose:

- Provide you with a list of employees that have worked half-time (50%) or more for four, five, and six consecutive pay periods and may be entitled to benefits.
- Provide you with a list of employees enrolled in benefits who, for two consecutive pay periods, worked below half-time (50%) and may no longer be eligible for benefits.



# Report schedule

Bi-weekly for each timesheet cycle:

- Administration
- Institution

Agencies receive the following information on the bi-weekly reports:

- Employees working over 50% for four, five, and six pay periods
- Agency review report
  - Rehired retirees
  - Employees working 50% for more than six pay periods
  - Employees working less than 50% for two consecutive pay periods



# Determining employee eligibility

An employee must meet all the following requirements to be eligible for NYSHIP benefits:

- Be appointed or elected to a position in State service.
- Be expected to work at least six consecutive bi-weekly payroll periods.
- Be expected to work at least half-time (50% or more) on a regular schedule, meaning the employee must be scheduled to work at least half-time (50% or more) per bi-weekly payroll period.
- Be on the payroll and receiving a paycheck at the time of enrollment.

You may note in the comments section on the reports if the employee in question does not meet the requirements listed above.



# Seasonal employees

- A seasonal employee is appointed to a position in State service and is expected to be continuously employed on at least a half-time basis for six months for CSEA employees or three months for PEF and DC 37 employees.
- A seasonal employee must be appointed or elected to a position in State service.
- A seasonal employee must be on the payroll and must be receiving a paycheck at the time of enrollment.

You may note in the comments section on the report if the employee in question is Seasonal and not expected to work the minimum's listed above.



# Rehired retiree

## Rehired retiree information:

- Enrollees who become benefits-eligible may continue retiree coverage or enroll as an active employee. If they choose active coverage, they will not be able to use their sick leave credits to offset their premiums.
- Benefits-eligible employees are entitled to enroll in active dental and vision.
- NYSHIP remains primary to Medicare.
- Rehired retirees in a benefits-eligible position who are Medicare-eligible will not be eligible for Medicare Part B reimbursement.
- Rehired retirees in a non-benefits eligible position are entitled to Medicare reimbursement.



# Rehired retiree

Agency review reports will list rehired retirees who are:

- Hired in a non-benefits-eligible position and working 50% or more
- Hired in a benefits-eligible position and working less than 50% for two consecutive pay periods



# Agency review report

## Agency Review Report

Please review the comments for the employees below - more information provided in the comments column.

**\*\*\*Please note - Rehired Retirees need to work less than 50% to remain eligible for Medicare Reimbursement. If applicable, any employees included in the Rehired Retiree section will need to be reviewed to ensure they are working an appropriate schedule.**

Reason	Agency	EmplID	Employee	Effective Date	Comments
<b>Agency Review</b>					
02000	N00000000	Doe, Jane	9/27/2019	Reviewed throuh PP7. EE has consistantly worked less than 50% for several PP's. EE became ineligible 9/27/2018. Please review and submit appropriate HCM Template-employee enrolled in Opt-Out	
02000	N00000000	Doe, John	10/25/2018	CM - Employee has not worked 50% or more since pay period and is therefore not eligible for benefits effective 4/25/2019. Please review and complete the appropriate template.	
02000	N00000000	Doe, Jane	5/9/2019	HK- Reviewed through PP7. EE has not worked 50% since PP02 od 2019 and is therefore not eligible for benefits effective 5/9/2019. EE has since worked 50% for the last 3PP's	
02000	N00000000	Doe, John	5/9/2019	HK- Reviewed through PP7 EE fell below 50% PP 2 and 3 and EE became ineligible eff 5/9/2019. EE has since increased hours. Please review	
02000	N00000000	Doe, Jane	6/20/2019	tmb - reviewed through pp 7, employee worked less than 50% for 3 consecutive pay-periods and is no longer eligible for benefits eff 6/20/19 please review-enrolled in OPT-out	
02000	N00000000	Doe, John	5/23/2019	HK- EE has not worked 50% since PP03 of 2019 and is therefore not eligible for benefits effective 5/23/2019	
<b>Rehired Retiree</b>					
02000	N00000000	Doe, Jane	5/24/2018	HK- Rehired retiree EE has worked less than 50% since 5/24/2019. Please review and submit corrected HCM template reflecting no coverage. NYBEAS is correct. No Medicare involved	
02000	N00000000	Doe, John	4/25/2019	CZ - 07.12.19 - Rehired Retiree not working 50% or more, therefore no longer eligible for active dental/vision effective 4/25/2019	
02000	N00000000	Doe, Jane	7/5/2018	HK- Reviewed through PP7 EE has not worked 50% since PP08 of 2018 and has not been eligible for benefits. Please review and submit correct HCM template. NYBEAS is correct. No Medicare	
02000	N00000000	Doe, John	3/14/2019	HK- EE Has worked 50% since PP21 of 2018. EE is a rehired retiree in a benefits eligible position who is taken off payroll due to "capping out" for pension purposes. Please review and submit the correct HCM template reflecting PEF ben flag eff 3/14/2019	
02000	N00000000	Doe, Jane	7/15/2019	tmb- Rehired retiree has not work 50% or more from 12/30/2018 through 5/8/2019. EE did work more than 50% PP 4 through 7, and enrolled in active dental and vision. Please review. Thank you	
02000	N00000000	Doe, John	7/18/2019	rehired retiree has worked 5 pp above 50%, eligible for active dental and vision effective 7/18/19. Please process template to update employee to 50% and benefit flag to CSEA	



# Consecutive pay period report – (with examples of responses)

Agency	Employee	EmplID	Total PP	Comments	1st day 7th PP	Agency comments
10000	Doe, John	N0111111	5	DW - reviewed through PP 2019-08, EE has worked more than 50% for five consecutive PP's in a row.	8/8/2019	employee will not continue to work 50%, not benefits eligible
10000	Doe, Jane	N0111112	5	DW - reviewed through PP 2019-08, EE has worked more than 50% for five consecutive PP's in a row.	8/21/2019	employee will continue to work 50%, template submitted to update benefit flag



# Contact us

## Benefits contact information:

- Email: [BSCBenefitsAdmin@ogs.ny.gov](mailto:BSCBenefitsAdmin@ogs.ny.gov)
- Phone: 518-457-4272
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# Questions?

