

NEW YORK STATE

OFFICE OF THE STATE COMPTROLLER

ACCOUNTING AND
CONTROL MANUAL

BULLETIN

DIVISION OF AUDITS AND ACCOUNTS

BULLETIN NO. P-320

July 1, 1982

To : All State Departments and Agencies

Subject: Eligibility for CSEA and PEF Benefit Funds

Payments to the PEF and CSEA Benefit Funds are based upon the number of full time employees and the number of part-time employees who are eligible for Health Insurance coverage with the State. The Office of the State Comptroller is able to identify eligible employees who are full time, and those part-time employees who have health insurance coverage. However, we have not been able to identify part-time employees who, although eligible, do not elect coverage.

We are now establishing a new procedure for reporting eligibility for the Benefit Funds for part-time employees who, although eligible, do not elect health insurance coverage. A new deduction code-code 430-has been assigned and is to be reported on an AC-1040 as described below.

To report eligibility for Benefit Fund coverage
for a part-time employee who elects not to have
health insurance coverage

enter code 430 in a "Code" Block and
'1' in the corresponding "Amount" block.

To cancel eligibility for the Benefit Fund

enter code 430 in a "Code" Block and
'0' in the corresponding "Amount" block.

The new code will appear on the salary register in the miscellaneous deduction column and on the check stub. If the employee changes NU to one other than 02, 03, 04 or 05 code 430 will automatically be dropped and will be reported on the PAL-5 Payroll Production Control Listings with a message "NU CHANGE--DEDUCTION CODE 430 1.00 DROPPED".

Each agency will be responsible for reporting code 430 for eligible part-time employees. The criteria for eligibility for health insurance is contained in the March 12, 1982 memorandum from the Employees Health Insurance Section, a copy of which is attached. You must review all of your current part-time employees and determine those eligible for Benefit Fund Coverage.

July 1, 1982

PS&T Employees

In March 1982 we sent agencies listings of all part-time employees in the PS&T Unit (NU 05) who did not have health insurance and requested that each agency indicate on the listing if the employee was eligible for health insurance and return it to Payroll Audit. Based upon these listings, we have updated your payroll records to indicate eligibility for the Benefit Fund and this will be reflected on the payroll register in Period 8, ending July 14, 1982 for Administration and Period 8, ending July 21, 1982 for Institutions. Each agency should review their payrolls for part-time employees in NU 05 to be sure the information is accurate and complete, and submit AC-1040's when required.

CSEA Employees

AC-1040's must be submitted for those employees who are eligible for Benefit Fund coverage.

In the future, an AC-1040 with code 430 must be submitted for each newly appointed part-time employee who is eligible for Benefit Fund coverage.



New York State Department of Civil Service

THE STATE OFFICE BUILDING CAMPUS • ALBANY, NEW YORK 12239

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MEMORANDUM

TO: State Agencies

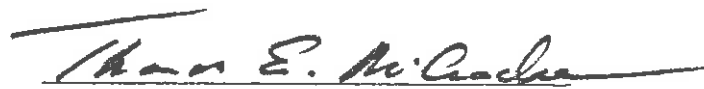
FROM: Employee Insurance Section

SUBJECT: Employee Eligibility Requirements

DATE: March 12, 1982

This is a brief reminder to State Agencies of the employee eligibility requirements for coverage in the New York State Health Insurance Program.

1. A person appointed or elected to a position in a State agency is eligible to apply for enrollment immediately upon employment if it is anticipated the person will be employed for at least six biweekly payroll periods (six months or more in the case of employees hired on a seasonal basis), and in addition the employee:
 - a. works a regularly scheduled workweek of 20 hours or more, or
 - b. does not work a regularly scheduled workweek of 20 hours or more, but:
 - (1) is paid at least \$2,000 per year on an annual salary basis, or
 - (2) is a paid elected official, or
 - (3) is a paid member of a public legislative body, or
 - (4) is a person whose major source of family income is from the public employment (in this case, the burden of proof of income is on the employee).
2. An employee paid on an hourly basis is eligible to enroll in the program provided the employee works on a regularly scheduled basis and is expected to earn an annual income of \$2,000 or more from this employment; and provided also that it is anticipated that these conditions of employment will continue throughout the year.
3. Hourly employees hired on a casual or intermittent basis are not eligible to participate in the program even though their salary basis might be projected to indicate an annual income of \$2,000 or more.


Director of Employee Insurance

