

The City College
of New York



OFFICE OF
RESEARCH

NYSHIP

NEW YORK STATE HEALTH INSURANCE PROGRAM



What is NYSHIP

- NYSHIP is the New York State Health Insurance Program – a comprehensive health insurance program for NYS public employees.
- CCNY appoints **full-time** Ph.D. students to the Non-Teaching Adjunct (NTA) position, which would then allow them to be eligible for the NYSHIP health insurance plan benefits.
- The minimum annual payroll amount is \$4122 to be eligible



Who is Eligible for the NYSHIP

- Those appointed on the Tax Levy line with an annual payroll \geq \$4122
- That means students who are appointed as
 - Adjunct Lecturer (aka TA)
 - Graduate Assistant - A (GA-A), Graduate Assistant-B (GA-B), etc.
 - **Non-Teaching Adjunct Doc 2 (NTA)**
- This townhall will focus the discussion on the NTA appointment, which is
 - Only available to full-time Ph.D. students
 - Allows students to access to the health insurance plan while they are mainly supported by research grants to do research through RF Payroll, where they are not eligible for the health insurance plan there.



Complex Process

From appointment to invoice payment



Why the Troubles?

- Before we talk about the complexity of the process, the first question we have to answer is – Why bother, then?
 - A full-time Ph.D. student should be provided with health insurance coverage.
 - A Ph.D. student appointed on RF payroll as a Graduate Research Assistant (GRA) or as a Part-Time B employee is subject to only 2% or 8% fringe benefits rate, but that does not provide one with health insurance through RFCUNY.
 - CCNY appoints them as NTA meeting the minimum \$4122 annual rate, so that they can be eligible for the NYSHIP from that appointment.
 - The cost for this NTA appointment is NOT a health insurance premium. It is still a form of payroll. The insurance premium is deducted from their paychecks.



The Process

1. APPOINTMENT
2. ACCOUNT ENCUMBRANCE
3. TIMESHEET SUBMISSION
4. PREMIUM DEDUCTION
5. TERMINATION
6. INVOICE GENERATION
7. INVOICE PAYMENT



Previous Processes

Paperwork Inconsistent

- Individually Prepared
- Individually Submitted

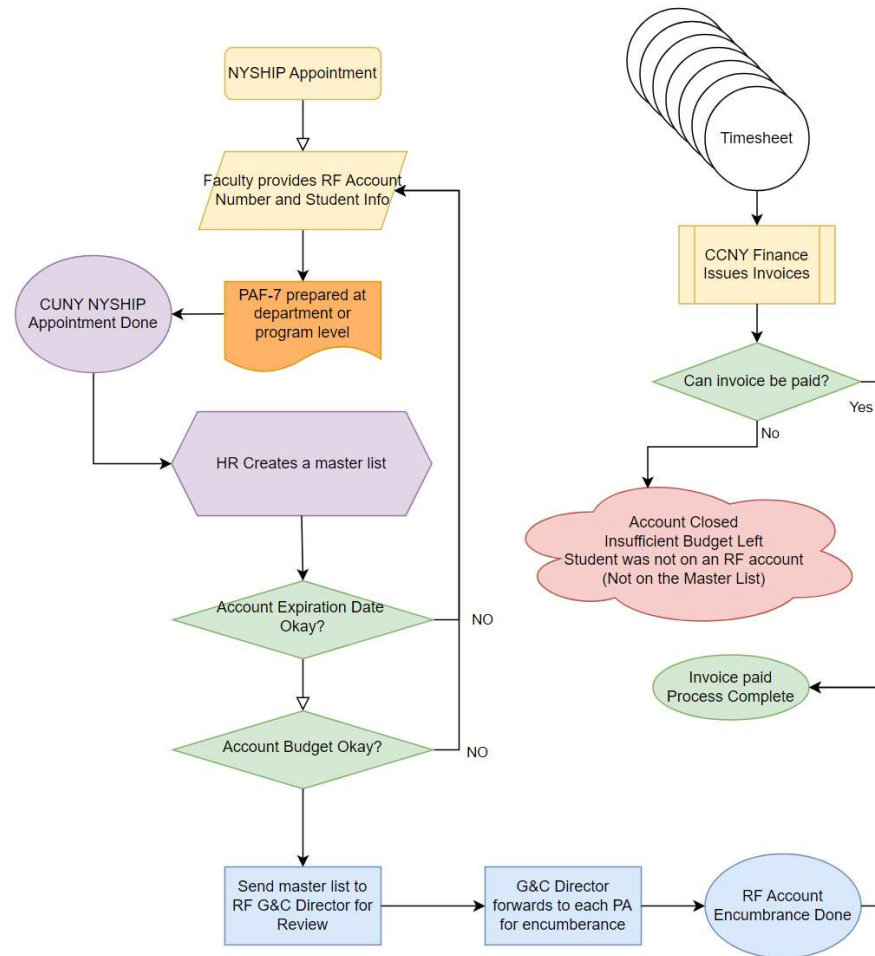
Synchronization of the Master List

Validating ~100 RF Accounts

Encumbering on ~100 RF Accounts

Processing Payments

- Hours not used up
- Invoices arrived late
- Accounts expired
- Accounts not encumbered
- Timesheets missing





The Complexity Starts....

Appointing an NTA

- Appointment Issues –
 - Initial Appointment
 - Re-appointment
 - Change of Title
 - Termination
- Individual faculty advisors, divisional staff, departmental staff, program managers, or other prepares PAF-7 and other documents
- Submit to CCNY HR to enter the appointment
- CUNY processes these cases and eventually the account for the student set up on the New York State Civil Service system

Date **8/24/2023**

**THE CITY UNIVERSITY OF NEW YORK
CITY COLLEGE
PERSONNEL ACTION FORM NYSHIP**

Individual Plan

TYPE OF APPOINTMENT	CATEGORY	WAIVERS	SEPARATIONS	TYPE OF LEAVE	LEAVE STATUS
<input checked="" type="checkbox"/> Initial <input type="checkbox"/> Reappointment <input type="checkbox"/> Return to Duty <input type="checkbox"/> Transfer to: <input type="checkbox"/> Transfer from: <input type="checkbox"/> Salary Changes <input type="checkbox"/> Other	<input type="checkbox"/> Instructional (Annual) <input checked="" type="checkbox"/> Instructional (Hourly) <input type="checkbox"/> Civil Service <input type="checkbox"/> Non-Tax Levy <input type="checkbox"/> Provisional <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary Provisional <input type="checkbox"/> Probationary <input type="checkbox"/> Tenure	<input type="checkbox"/> ByLaw <input type="checkbox"/> Search <input type="checkbox"/> Other	<input type="checkbox"/> Resignation <input type="checkbox"/> Transfer to <input type="checkbox"/> Retirement <input type="checkbox"/> Cancellation <input type="checkbox"/> Termination <input type="checkbox"/> Non-Reappointment <input type="checkbox"/> Temporary Provisional <input type="checkbox"/> Other	<input type="checkbox"/> Fellowship <input type="checkbox"/> Retirement/Travel <input type="checkbox"/> Temporary <input type="checkbox"/> Disability/FMLA <input type="checkbox"/> Special <input type="checkbox"/> Military <input type="checkbox"/> Leave to Serve in another title <input type="checkbox"/> SLOAC <input type="checkbox"/> Other	<input type="checkbox"/> With Pay <input type="checkbox"/> W/O Pay <input type="checkbox"/> With Incom <input type="checkbox"/> W/O Incom <input type="checkbox"/> With Pension <input type="checkbox"/> W/O Pension

Name: _____ Dept: _____

Home Address: _____ Payroll Title: **Non-Teaching Adjunct Doct 2**

Home Telephone: _____ Functional Title: **Graduate Research Assistant**

Social Security #: _____ Position #: _____

Date of Birth: _____ FAS #: **279103166**

Emergency Contact: _____ I-9 Form: _____

Relationship (optional): _____ Dept. Supervisor: _____

Effective Date: From **8/25/2023** To **5/22/2024** Employee Ext.: **CCNY E-Mail**

Salary: **47.42** Per Year Per Hour # of Hours: **92** Professional Hours: **0** Total Hours: **92**

Work Location: BLDG: _____ Room #: _____

Gender: Decline to Self-Identify Female Gender Non-Co

Ethnic Background: American Indian Black Asian/Pacific Islander

U.S. Citizen: Yes No

Resident Alien: Visa Type: _____

Veteran Status: Yes No

HIGHEST DEGREE: _____ MAJOR: _____

Currently a matriculated CUNY Student: Graduate Undergraduate

If yes, College or Unit: _____

Full Time Part Time

Concurrent CUNY employment: Yes No

If yes, Title: _____ Department: _____

Prior City Service (including CUNY) Yes No

Retired from City Service (New York City or New York State) Yes No

Print/Type Name: **Rosemarie Wesson, Associate Pr**
PERSONNEL OFFICER

Signature: _____ SIGNATURE

BUDGET DIRECTOR:

Comments: **This appointment will be reimbursed f**

CUNY The City University of New York

NEW YORK STATE HEALTH INSURANCE PROGRAM (NYSHIP) TRANSFER FORM
Transfer to New College / Change in Title Form

If you are currently enrolled in NYSHIP and will be transferring to a new college, will have a new title or both, you must complete this form. This will ensure your NYSHIP coverage remains uninterrupted and you maintain continuity of benefits. Delays in completing this form may jeopardize health insurance coverage.

Section A: Reason for Submission (check one):
 Transfer Only Change in Title Only Both Transfer & Change in Title

Section B: Employee Information
 Name (Please Print): _____ (Last, First) NYSHIP ID #: _____
 Last or Current Appointment (check one): Spring Summer Fall Year: _____
 College: _____ Appointment Date: _____ Month/Day/Year
 Title: _____

Section C: New Appointment / Title Information (check one)
 Spring Summer Fall Year: _____
 College: _____ Appointment Date: _____ Month/Day/Year
 Title: _____

By signing below, I attest that the information above regarding my new appointment or change in title is accurate, and that I approve the transfer of my health insurance deductions from my current paycheck to the paycheck associated with my new appointment or title change.

Signature: _____ Date: _____ Phone Number: _____

If you are a Ph.D. Student at the CUNY Graduate Center, you may email the form to healthinsurance@gc.cuny.edu.
 If you are an Engineering Ph.D. Student at City College, you may email the form to Kim Ferguson at kim.ferguson@ccny.cuny.edu.
 If you are enrolled as a Ph.D. Program at the CUNY School of Public Health, you may email the form to Arthur M. McHugh, Jr. at arthur.mcmhugh@ph.cuny.edu or copy to James.Brown@ccny.cuny.edu.

Updated August 2020



The Complexity Continues....

The RF Account Encumbrance

- CCNY HR compiles the master list to send to the provost's office to verify the RF account (expiration date, budget balance)
- Upon verification, the list (student info, costs, RF Account #) is then forwarded to RF Grants and Contracts department to encumber these costs on those accounts.
- When the invoices eventually come months after the end of the semester, provost's office staff submit payment requests against these encumbered RF accounts for the grants to pay back the NTA appointment costs.



The Complexity Continues....

Timesheet Submission

- Timesheets generate paychecks
- Paychecks allow proper deductions and withholdings
- Thus, the number of hours per timesheet matters
 - Pre-determined to ensure that each paycheck amount would be sufficient to cover the deductions and withholdings.
 - If not enough, or absence, then it became an outstanding balance on the student's account that the student would eventually be asked to pay.
 - A student on an individual coverage plan would have different hours per timesheet than a student who is on a family coverage plan.
- DO NOT combine hours of two or more timesheets into one timesheet!
- Make sure all appointed hours are used. Remember the minimum \$4122/year payroll to be eligible for NYSHIP!
 - It is a COMMITMENT to work, not an optional income.



The Complexity Continues....

Premium Deduction

- If the student reports fewer hours for a timesheet or no timesheet at all
 - \$0 pay, but the premium still needs to be paid.
 - Induced outstanding balance on the student account
 - If the next timesheet reports sufficient hours
 - Premium for that particular pay period will be deducted as normal
 - Additional deduction, up to \$100, will occur to pay down the outstanding balance
- If a student's NTA is terminated (graduation or other reasons) before the outstanding balance is paid down from payroll deductions
 - New York State Civil Service will send them the bill
 - Students would be liable for the payment, not the college



The Complexity Continues....

Termination

- While the PAF-7 specified the From and To dates for the appointment, the appointment DOES NOT automatically terminate.
- The advisor, department staff, or the student should be mindful that the NTA appointment termination form should be submitted in advance of the intended termination date.
- IF you did not terminate EXPLICITLY, the healthcare premium will continue to be deducted from the student account and incur an outstanding balance that the **student would have to pay back**, even if they have left CCNY/CUNY for months or years and did not realize or use the healthcare coverage.



The Complexity Continues....

The Invoices

- The invoices won't be ready to extract the costs from the individual RF accounts after months beyond the end of the semester.
- The delay is in part due to the timesheets not being all submitted in time, waiting for those who are VERY late to submit retroactive timesheets.
- Possible Issues
 - Encumbered RF accounts may expire by the time the invoices come
 - Account may not be encumbered properly, and the funds were spent
 - Records between students and the accounts may be mismatched.



Spring 2023 Experiment and Lessons Learnt

- Office of Research pays for those NTA appointment costs for Spring 2023 if,
 - Ph.D. student is supported by an **externally** funded RF account for research or fellowship
 - Support from the RF side is greater than \$25K annual-equivalent. (\$958/pay period)
 - NTA costs on their original encumbered accounts were disencumbered back to the accounts for PI to use for other research needs.
- Issues Eliminated
 - Most of the invoices would be charged against a single account from the Provost's Office that won't expire and have sufficient funds – Late Invoices can still be processed and paid.
 - All invoices are centrally reviewed and processed – Consistent!



AY 2023-2024 Program Expansion

- Office of Research will pay for those NTA appointment costs for Fall2023 and Spring 2024 (individual coverage plan), if,
 - Ph.D. student is supported by an **externally** funded RF account for research or fellowship
 - Support from the RF side is greater than \$32K annual-equivalent. (\$1231/pay period)
 - NTA costs would be encumbered on the Provost's Account
 - Faculty advisor pays for the cost difference if a student needs a family coverage plan.
- Issues Eliminated
 - Simpler appointment process for faculty through an online portal.
 - All appointment paperwork to be processed centrally by Office of Research – **Consistent** and **comprehensive capturing** of appointment details.
 - Reduce research-active faculty's financial burden to support a Ph.D. student – Improving research environment for faculty
 - Encouraging competitive student support (\$32K minimum this year, may increase in the future years)



Current Processes

Simplified with a Single Portal Submission

Consistent

Less Confusions

Less Issues in Payments

Less Workloads

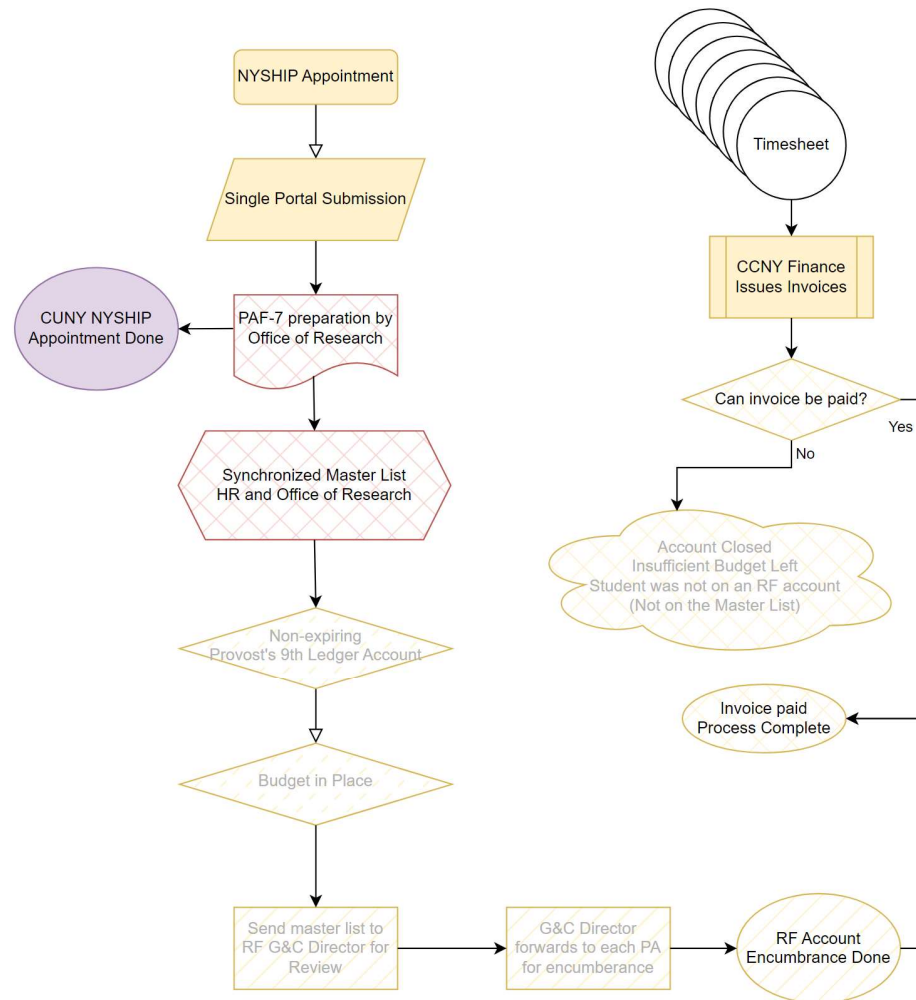
To prepare paperwork

To validate the list

To synchronize the info

To encumber the accounts

To process payments





Appointment Request Portal (Fall 2023)

CCNY Sponsoring PI Name *

PI First Name

PI Last Name

CCNY Advisor Faculty Name (Leave blank if same as the Sponsoring PI)

Advisor First Name

Advisor Last Name

CCNY Sponsoring PI Department *

CCNY Sponsoring PI Email Address *

Please use Official CCNY/CCUNY email address as
xxxx@ccny.cuny.edu.

Full-Time Ph.D. Student Name *

Student First Name

Student Last Name

Student Email Address *

Please use Official CCNY/CCUNY email address as
xxxx@ccny.cuny.edu or yyyy@citymail.cuny.cuny.edu

Student Home Department (Major) *

Student Ph.D. Level *

Has the student been appointed on NYSHIP before? *

- Initial Appointment
 Re-appointment

Will this student be supported for \$32K or more annually on payroll and/or fellowship in addition to the NYSHIP appointment from an externally funded project? *

- Yes
 No

Account Number(s) to Support Above Payroll or Fellowship (Not the account to pay for NYSHIP, but the account(s) to pay for additional support. Can be multiple accounts) *

If you answered YES - this/these should be RF/CCNY's account numbers; If you answered NO - it can be RF, Tax Levy, or other funding sources, please identify.

If individual health insurance coverage is needed, NYSHIP appointment cost would be \$4363/year.

If a family health insurance coverage is needed, NYSHIP appointment cost would be \$7113/year.

A PI needs to factor this amount into the total student annual support.

Health Insurance Coverage Choice *

- Individual Health Insurance Plan
 Family Health Insurance Plan

Account Number to Support the NYSHIP Costs for this Appointment (NEEDED ONLY for Family Coverage Plan)

Such as an RF account number 41234-00-01, or a tax levy account number, or enter "Other Source" if none of these.

Appointment End Date *

- 8/25/2023-1/24/2024 (Fall 2023 only)
 8/25/2023-5/22/2024 (Full Academic Year)
 1/25/2024-5/22/2024 (Spring 2024 only)

Notes: (Optional)

Will this student be supported for \$32K or more annually on payroll and/or fellowship in addition to the NYSHIP appointment from an externally funded project? *

- Yes
 No

Account Number(s) to Support Above Payroll or Fellowship (Not the account to pay for NYSHIP, but the account(s) to pay for additional support. Can be multiple accounts) *

If you answered YES - this/these should be RF/CCNY's account numbers; If you answered NO - it can be RF, Tax Levy, or other funding so

Account Number to Support the NYSHIP Costs for this Appointment (NEEDED ONLY for Family Coverage Plan)

Such as an RF account number 41234-00-01, or a tax levy account number, or enter "Other Source" if none of these.

September 14,
2023

The City College
of New York



OFFICE OF
RESEARCH

Your Responsibilities

As a Faculty Advisor

September 14,
2023



Your Responsibilities as a Faculty Advisor

- Timely submission of student appointment information through the portal
 - The vast majority of you responded very promptly after the announcement despite the short turnaround time. Very much appreciated
 - We will coordinate more smoothly with HR to give more lead time for the faculty to submit the information next time.
 - New students' or update of existing students' appointments should be submitted through the same online portal
- Timely submission of timesheets
 - Retroactive actions add confusion, mistakes, and workload to everyone in the pipeline.
- Terminate your student's appointment!
 - Work directly with HR to plan the termination ahead of the scheduled date.
- Notify the Office of Research if a student is moving from an individual coverage plan to a family coverage plan, or vice versa
 - Through the online portal as if you were submitting a new appointment.
 - Within 30 days of the event, or may have 45-day waiting period delaying the coverage.
- Provide your constructive suggestions
 - The Office of Research is learning as well, and we recognize that there is still so much room for improvement. Let us know the issues you encountered or ideas you have to help improve the process.



Individual Coverage Plan

4 hours per timesheet for Fall 2023

Different # of hours per timesheet for
Spring 2024 (To be communicated in
Spring)

Scheduled submission dates as shown

The City College of New York - Payroll Office FOR NYSHIP DOCTORAL STUDENT Individual Insurance USE ONLY TAX-LEVY PAYROLL SCHEDULE AUGUST 2023 - January 2024					
PP No.	DUE DATE	START OF PP	END OF PP	CHECK DATE	Hours
13	08/28/23	08/13/23	08/26/23	09/21/23	4
14	09/11/23	08/27/23	09/09/23	10/05/23	4
15	09/25/23	09/10/23	09/23/23	10/19/23	4
16	10/10/23*	09/24/23	10/07/23	11/02/23	4
17	10/23/23	10/08/23	10/21/23	11/16/23	4
18	11/06/23	10/22/23	11/04/23	11/30/23	4
19	11/20/23	11/05/23	11/18/23	12/14/23	4
20	12/04/23	11/19/23	12/02/23	12/28/23	4
21	12/18/23	12/03/23	12/16/23	01/11/24	4
22	01/02/24	12/17/23	12/30/23	01/25/24	4
23	01/15/24*	12/31/23	01/13/24	02/08/24	4
24	01/29/24	01/14/24	01/27/24	02/22/24	4

Total: 48

• **PLEASE NOTE**, failure to adhere to the above schedule will lead to one or more of the following occurrences:

1. A lapse in health insurance coverage.
2. Retroactive termination of health insurance coverage to the date of the last submitted timesheet - this may effect pending health insurance claims or the member's ability to see a physician.
3. The member accruing an outstanding balance on their account and being liable for payment directly to New York State Civil Service.



Family Coverage Plan

6 hours per timesheet for Fall 2023

Different # of hours per timesheet for
Spring 2024 (To be communicated in
Spring)

Scheduled submission dates as shown

The City College of New York - Payroll Office FOR NYSHIP DOCTORAL STUDENT Family Insurance USE ONLY TAX-LEVY PAYROLL SCHEDULE AUGUST 2023 - January 2024					
PP No.	DUE DATE	START OF PP	END OF PP	CHECK DATE	Hours
13	08/28/23	08/13/23	08/26/23	09/21/23	6
14	09/11/23	08/27/23	09/09/23	10/05/23	6
15	09/25/23	09/10/23	09/23/23	10/19/23	6
16	10/10/23*	09/24/23	10/07/23	11/02/23	6
17	10/23/23	10/08/23	10/21/23	11/16/23	6
18	11/06/23	10/22/23	11/04/23	11/30/23	6
19	11/20/23	11/05/23	11/18/23	12/14/23	6
20	12/04/23	11/19/23	12/02/23	12/28/23	6
21	12/18/23	12/03/23	12/16/23	01/11/24	6
22	01/02/24	12/17/23	12/30/23	01/25/24	6
23	01/15/24*	12/31/23	01/13/24	02/08/24	6
24	01/29/24	01/14/24	01/27/24	02/22/24	6

Total: 72

• **PLEASE NOTE**, failure to adhere to the above schedule will lead to one or more of the following occurrences:

1. A lapse in health insurance coverage.
2. Retroactive termination of health insurance coverage to the date of the last submitted timesheet - this may effect pending health insurance claims or the member's ability to see a physician.
3. The member accruing an outstanding balance on their account and being liable for payment directly to New York State Civil Service.



Questions? Suggestions?

