

## Completing Section J on the ERB/ERB2000 Health Benefits Application - Payroll secretaries/HR representatives

Section J of the ERB form contains detailed information about the employee's job, and must be completed and signed by the employee's payroll secretary or HR representative PRIOR to submission of the form to HR Connect's Health Benefits Administration. Section J must be completed any time an ERB is completed by the employee EXCEPT for:

- New teachers hired with a Jumpstart letter
- New retiree
- Dependent add/drop
- Retiree personal data or enrollment changes
- Rehire into SAME title within 1 year (admin employees)
- Rehire into DIFFERENT title within 1 year (admin employees)

**Note:** You are not required to sign any section of the customized NYCAPS health benefits enrollment form for ADMIN employees, since all the job information for the employee is already validated in the NYCAPS system.

Field Name	What is this field?	Where can I find this value?
Agency Code	This is a code that identifies the payroll bank the employee has been assigned to.	The following codes are valid for this field: <b>H740</b> = Administrative employees (HBank) <b>Q742</b> = Education Employees (QBank) (includes teachers, principal administrators, etc.) <b>Q744</b> = Paraprofessionals (QBank) <b>E745</b> = Education Titles (EBank) (includes school aides, family workers, lunch helpers, lunch titles, etc.) <b>E746</b> = F-Status employees (all titles in F-status assignments)
Title Code No.	This is a code that identifies the title code associated with an employee's specific title.	Please see the "Completing Section J of the ERB form (Title Code Matrix) - Payroll secretaries and HR representatives" document for a full list of titles and the corresponding Title Codes.
Status	This is the assignment status/Human Resource Job Date information.	Write a checkmark in the appropriate box. Options are: Retired, Full-Time, Civil Service, Part-Time, and Provisional.
Appt Date/Ret. Date	This is the employee's appointment/hire date or retirement date, as appropriate.	This value can be found, with other HR job data information, in the appropriate legacy system: EIS, NYCAPS, or PMS.
Job Seq. No.	This is the job sequence number associated with the employee's position at DOE. This is not a required field.	This value can be found on the employee's HR record in the appropriate legacy system: EIS, NYCAPS, or PMS.
Present Health Code	This code identifies employee's current elections (not valid for new hires).	If you have access to PACES, you may review this on the employee's current enrollment. If you do not have access to PACES, you may leave this field blank.
Pay Period	This is the paycheck disbursement code.	Write a checkmark in the appropriate box. Options are: Weekly, Monthly, Bi-Weekly, and Semi-Monthly. To confirm the value you select, review your paycheck disbursement schedule.
Effective Date	This is the effective date of coverage as determined by your records and the timeliness of the submission of the application. This value is not the same as the Appointment Date/Retirement Date.	The effective date of coverage depends on the employee's title as well as the date the form was submitted. For example, if you are submitting an application on behalf of a new teacher, the effective date of coverage will be the first day of school IF the teacher submitted the application within the 30-day window. If they are a new teacher who submitted their application for benefits more than 30 days after the deadline for submission, then this is considered a late enrollment, and the effective date of coverage will be the first payroll period following receipt of the application.
Waiver Effective Date	This is the date that a waiver (either a waive benefits election or a buy-out waiver election) is effective.	This date may be the date of a qualifying event (such as a marriage or birth of a child) OR the appropriate transfer period date. Please note that the transfer period for the buy-out waiver is DIFFERENT from the regular benefits transfer period.

**Related Topics**

ERB/ERB2000 Health Benefits Application Checklist - Employees

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