



Graduate Student Employee Health Plan (GSEHP): Summer Period Continuation of Benefits Coverage

Eligibility

Graduate student employees (including F1, F2, and J visa holders) covered under the Graduate Student Employee Health Plan (GSEHP) during the spring semester are eligible to continue coverage during the summer period, even if not in active pay status, if the operations manager or designee certifies that the employee is expected to be reassigned in the fall and if the employee prepays the entire employee share of the premium for the summer period.

Period of Coverage

Coverage is provided from the day the student employee terminates from the Research Foundation payroll through the end of August.

Resuming Coverage in the Fall

Coverage after the end of August is determined by the date of the student employee's fall assignment. The following table describes how coverage is resumed in the fall:

If the employee is reassigned...	then coverage is...	and...
by or on September 30	continued without interruption from August 31 to the date of assignment	deductions are taken at the new plan year's rate beginning on the date of assignment. Additional deductions must be added for the covered weeks between August 31 and the new assignment date. Further adjustments may be necessary because of rate changes effective with the new plan year. Refer to the section System Input Upon Employee's Reassignment in " Summer Period: How to Process GSEHP Continuation of Coverage. "
after September 30	retroactively terminated August 14* (with an additional 28 day extension of coverage for non-fellows)	employees may pay COBRA premiums for the time after coverage is terminated, if they apply within 60 days.

Payment of Premiums

Research Foundation Contributions

The Research Foundation will continue to make the same contributions towards coverage, but the employee must prepay the entire employee share of the premium for the summer period.

Employee Payments

Advance biweekly payroll deductions for the summer period are taken while the employee is still on the RF payroll in the spring. This continues for the number of pay periods required to

make up the employee premium for the summer period. The entire premium can be paid by check if approval for the summer period is given by the project director just prior to or after the employee terminates.

Note: Refer to [Summer Period: How to Process GSEHP Continuation of Coverage](#) for required calculations, examples, and Oracle input requirements.

Refunds

In the event the benefits administrator is notified after advance deductions commence that an employee's coverage should not continue for the summer, a refund should be made to the employee through the payroll process, provided the employee is on the payroll. If the employee is not on the payroll, notify central office who will issue a check to the employee.

Process

The following steps are taken each year to identify the graduate student employees who will be continuing health insurance coverage during the summer period:

1. Operating locations develop a list of covered employees.
2. Locations obtain certification of expected fall reassignments.
3. Employees, central office, and international program office (for J visa holders) are notified. Central office maintains the list for billing purposes.
4. System input is performed.
The steps are described in the sections that follow.

List of Covered Employees

In February or March of each year, operating locations should develop a list of employees covered under the GSEHP. This information can be obtained by producing a query report in the Discoverer application. For more information on Discoverer reports, refer to Instructions for Using Discoverer.

Certification of Fall Assignments

Notify Departments and Contact Central Office

Benefits administrators are responsible for providing each department at their location with a list of graduate student employees covered under the GSEHP.

Certification

Operating locations are responsible for establishing a process for project directors to identify the students who will go off the Research Foundation (RF) payroll during the summer period but who are expected to be reassigned in the fall.

Note: If a student continues to work during the summer period, standard biweekly deductions will continue and no certification by the project director is required.

Notification

Central Office

On or before the employees' termination date, benefits administrators must provide central office with a list of employees expected to return in the fall.

International Program Office

The operating location office responsible for administering the international program should be informed of the names of J visa holders who will continue coverage. The RF will then be billed for the appropriate amount by SUNY's International Group Services.

Employee

All employees identified by the project director should be sent a letter notifying them of the following:

- they are eligible for continuation of coverage during the summer period.
- in order to continue coverage, they must prepay the employee share of the premium for the summer period.
- advance payroll deductions will be taken for the necessary number of pay periods to cover the summer premium.

Change History

- **February 12, 2014** - Added information from the Graduate Student Employee Health Plan (GSEHP): Processing Summer Period Continuation of Benefits Coverage and updated links
- **February 17, 2012** - Updated to include J Visa holders as eligible
- **August 26, 2008** - Updated for 28-day coverage extension.
- **April 3, 2001** - Updated and revised be-a-105 of Benefits Manual.
- **November 1, 2001** - Revised "note."

Feedback

Was this document clear and easy to follow? Please send your feedback to webfeedback@rfsuny.org.

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