BEN-14 Participation Report (HRBEN0072)

Purpose

The purpose of this Business Process Procedure is to explain how to display a list of employees participating in specific benefits plans in the Integrated HR-Payroll System.

Trigger

A requirement to display employees participating in specified benefit plans on a given day or during a certain period of time.

Business Process Procedure Overview

This report shows the employees who are participating in specified benefit plans on a given date or during a certain period.

Run the report for the current day or a Period of your choice.

Restrict data selection using the following parameters:

- Personnel number
- Benefit area
- 1st Program grouping
- 2nd Program grouping
- Benefit plan

The report lists participating employees per plan and the following information:

- The employee's date of entry (hire date)
- The first date of participation in the relevant plan

The start and end date of the plan infotype.

Access Transaction

Via Menu Path

SAP menu >> Human Resources >> Personnel Management >> Benefits >> Info System >> Reports >> Participation >> HRBEN0072 – Participation

NOTE: Your menu path may contain this custom transaction code depending on your security roles.

Via Transaction Code

HRBEN0072

Procedure

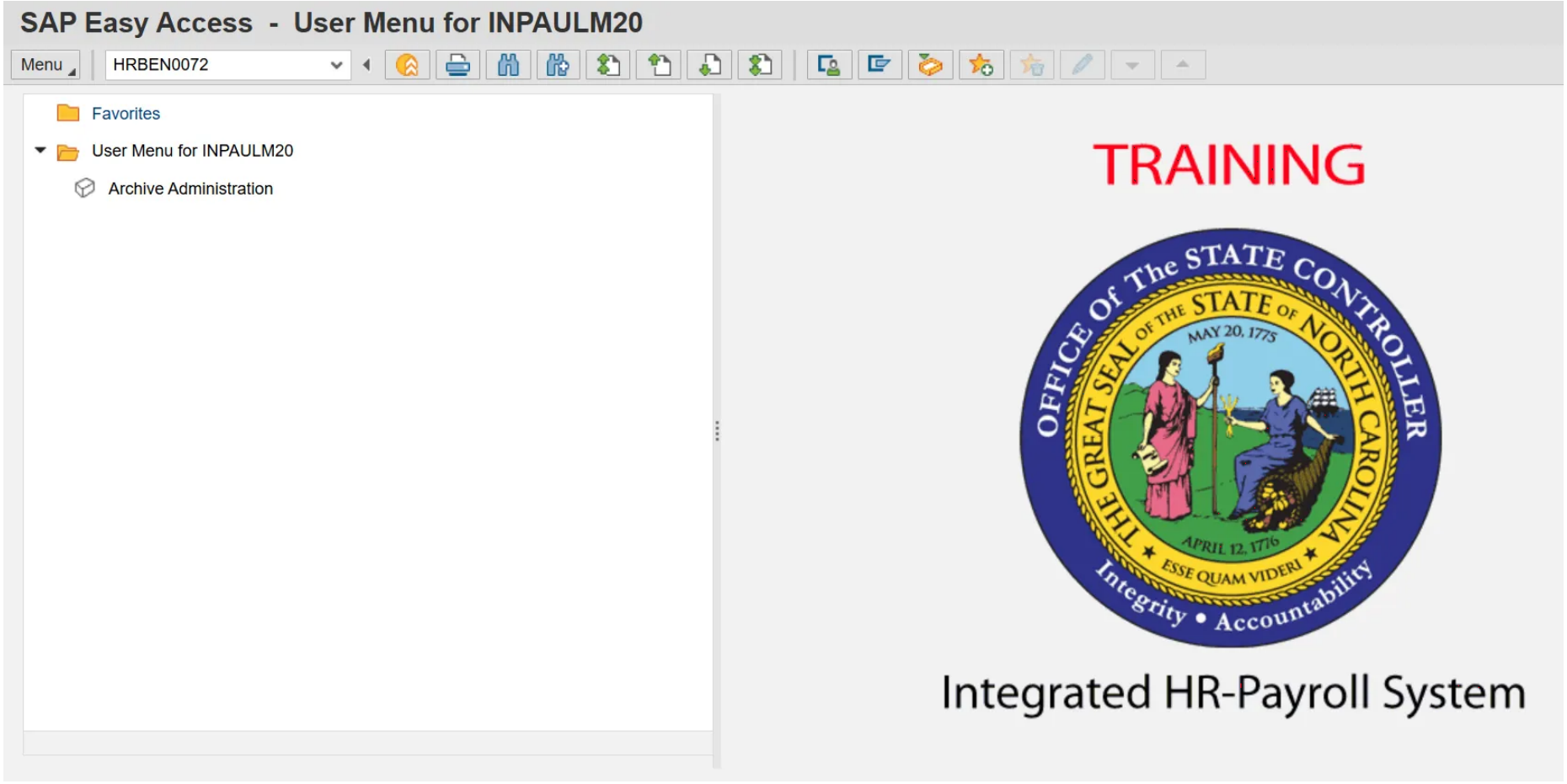
There are 11 steps to complete this process.

Step 1. Update the following field.

Field Name	Description	Values

Command	White alphanumeric box in upper left corner used to input transaction codes	Enter value in Command Example: HRBEN0072

Image



Step 2. Click the **Enter** button.

Note: You may want to enter this transaction code in your Favorites Folder.

From the menu at the top of the screen:

- Choose Favorites > Insert Transaction
- Type in HRBEN0072
- Click Enter

To see the transaction code displayed in front of the link in you favorites from the menu at the top of the screen:

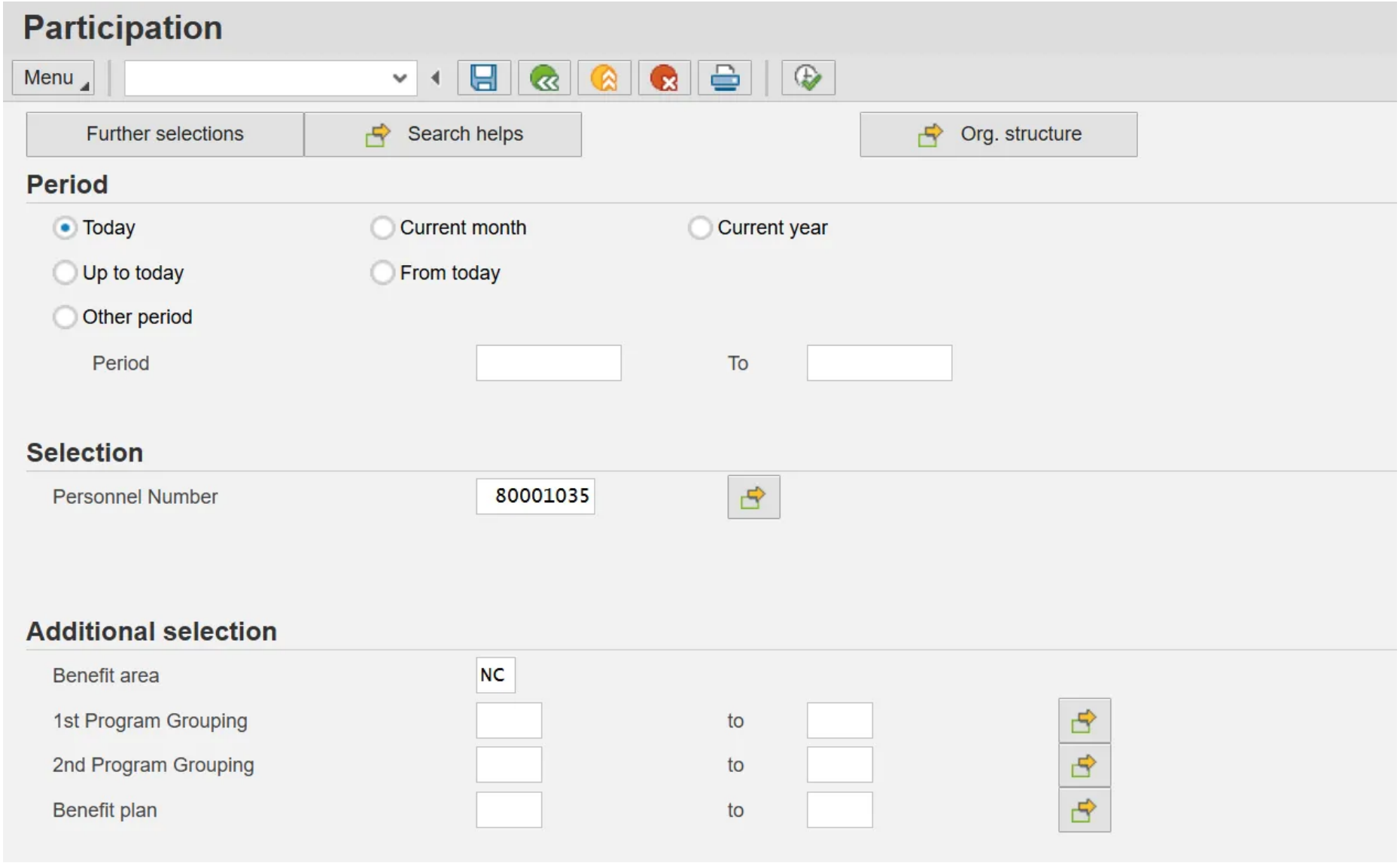
- Choose Extras > Settings
- Place a check next to Display Technical Names
- Click Enter

Step 3. Update the following field.

Field Name	Description	Values
Personnel Number	Unique number identifying an individual’s master record data in the system.	Enter value in Command Example: 80001035

Additional filter criteria, such as date range(s) or multiple personnel numbers, may be chosen here as well.

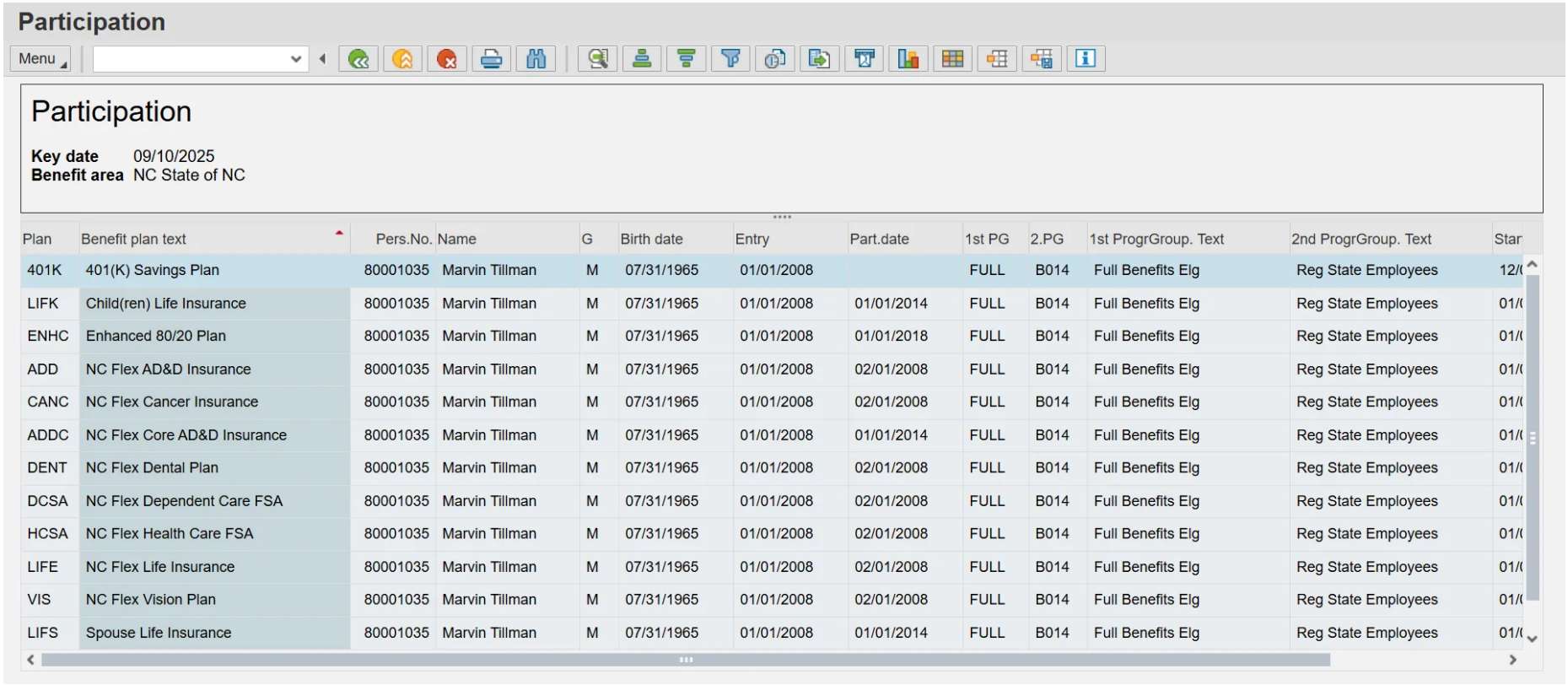
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Step 4. Click the **Execute (F8)** button.

Step 5. The overview of benefit plans for the filter criteria chosen is displayed. For more detailed information for any line item, highlight a line and click Details.

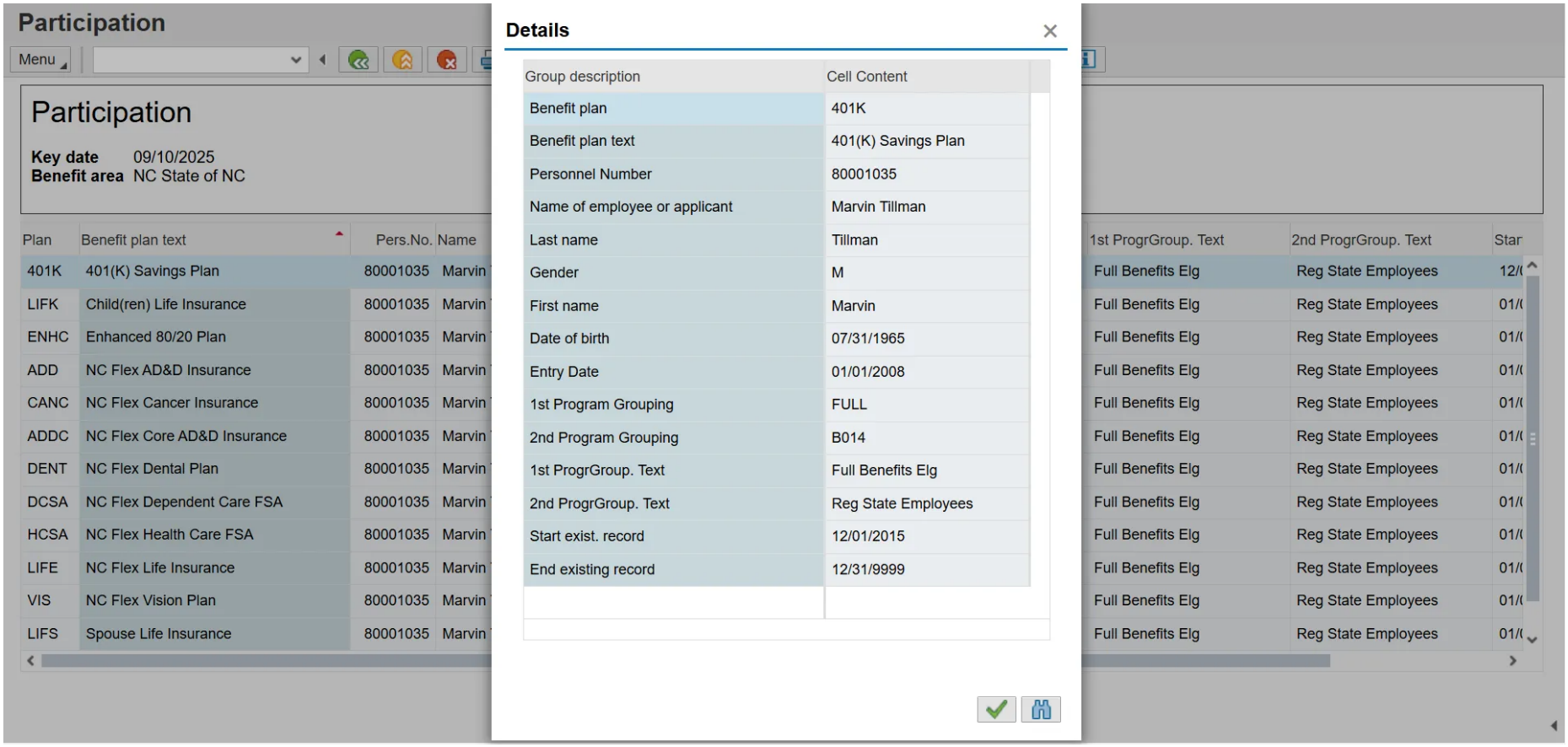
Image



Plan	Benefit plan text	Pers.No.	Name	G	Birth date	Entry	Part.date	1st PG	2.PG	1st ProgrGroup. Text	2nd ProgrGroup. Text	Star
401K	401(K) Savings Plan	80001035	Marvin Tillman	M	07/31/1965	01/01/2008		FULL	B014	Full Benefits Elg	Reg State Employees	12/(
LIFK	Child(ren) Life Insurance	80001035	Marvin Tillman	M	07/31/1965	01/01/2008	01/01/2014	FULL	B014	Full Benefits Elg	Reg State Employees	01/(
ENHC	Enhanced 80/20 Plan	80001035	Marvin Tillman	M	07/31/1965	01/01/2008	01/01/2018	FULL	B014	Full Benefits Elg	Reg State Employees	01/(
ADD	NC Flex AD&D Insurance	80001035	Marvin Tillman	M	07/31/1965	01/01/2008	02/01/2008	FULL	B014	Full Benefits Elg	Reg State Employees	01/(
CANC	NC Flex Cancer Insurance	80001035	Marvin Tillman	M	07/31/1965	01/01/2008	02/01/2008	FULL	B014	Full Benefits Elg	Reg State Employees	01/(
ADDC	NC Flex Core AD&D Insurance	80001035	Marvin Tillman	M	07/31/1965	01/01/2008	01/01/2014	FULL	B014	Full Benefits Elg	Reg State Employees	01/(
DENT	NC Flex Dental Plan	80001035	Marvin Tillman	M	07/31/1965	01/01/2008	02/01/2008	FULL	B014	Full Benefits Elg	Reg State Employees	01/(
DCSA	NC Flex Dependent Care FSA	80001035	Marvin Tillman	M	07/31/1965	01/01/2008	02/01/2008	FULL	B014	Full Benefits Elg	Reg State Employees	01/(
HCSA	NC Flex Health Care FSA	80001035	Marvin Tillman	M	07/31/1965	01/01/2008	02/01/2008	FULL	B014	Full Benefits Elg	Reg State Employees	01/(
LIFE	NC Flex Life Insurance	80001035	Marvin Tillman	M	07/31/1965	01/01/2008	02/01/2008	FULL	B014	Full Benefits Elg	Reg State Employees	01/(
VIS	NC Flex Vision Plan	80001035	Marvin Tillman	M	07/31/1965	01/01/2008	02/01/2008	FULL	B014	Full Benefits Elg	Reg State Employees	01/(
LIFS	Spouse Life Insurance	80001035	Marvin Tillman	M	07/31/1965	01/01/2008	01/01/2014	FULL	B014	Full Benefits Elg	Reg State Employees	01/(

Step 6. Click the **Details (Ctrl+Shift+F3)** button.

Image

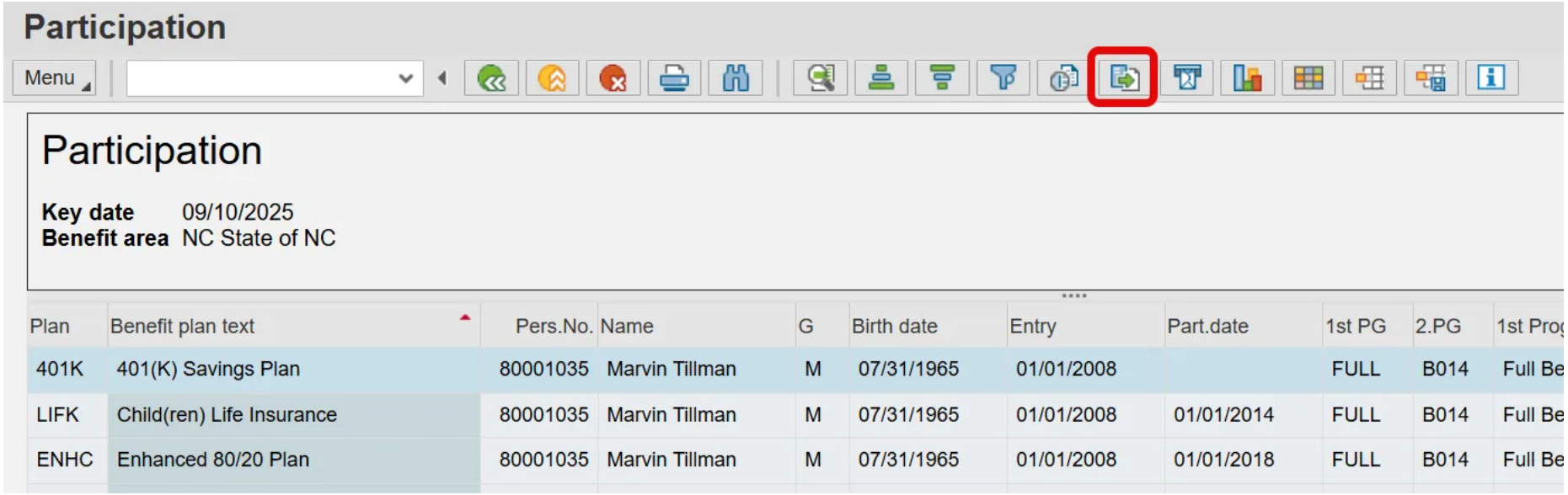


Step 7. Review this data as appropriate and close the window when finished.

Step 8. Click the **Close window (Enter)** button.

This data can be printed or exported to MS Excel.

Image



Step 9. Click the **Back (F3)** button.

Step 10. Click the **Back (F3)** button.

Step 11. The system task is complete.

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