BEN-02 Benefits Participation Report

Purpose

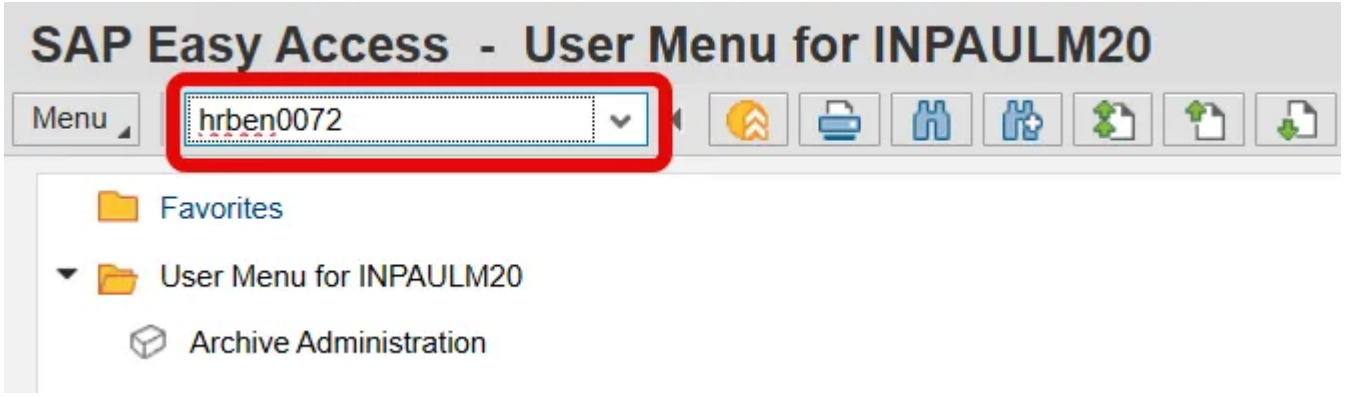
This job aid provides a guide to running a Benefits Participation Report in the Integrated HR/Payroll System. This is not a BI report. The Benefits Participation Report can tell you in real time who in your organization (for whom you have security access) is enrolled in a specific plan(s).

Benefits Participation Report

There are 10 steps to complete this process.

Step 1. Enter the transaction **HRBEN0072**.

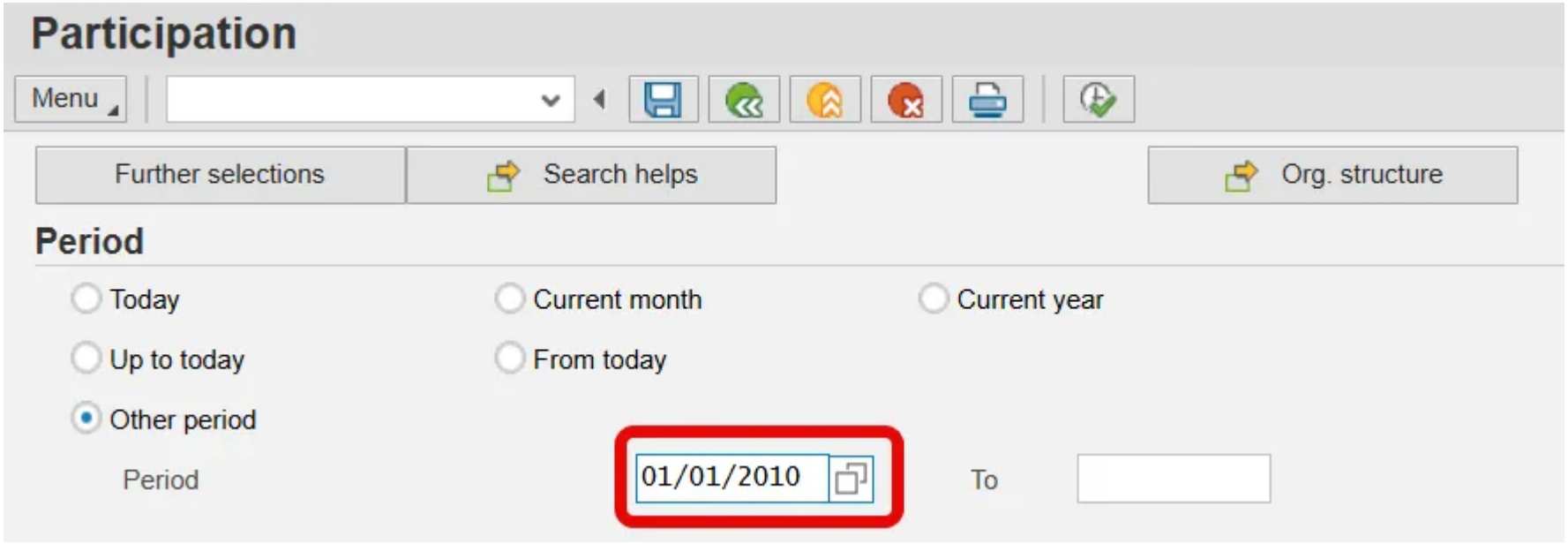
Image



Step 2. Press **Enter**.

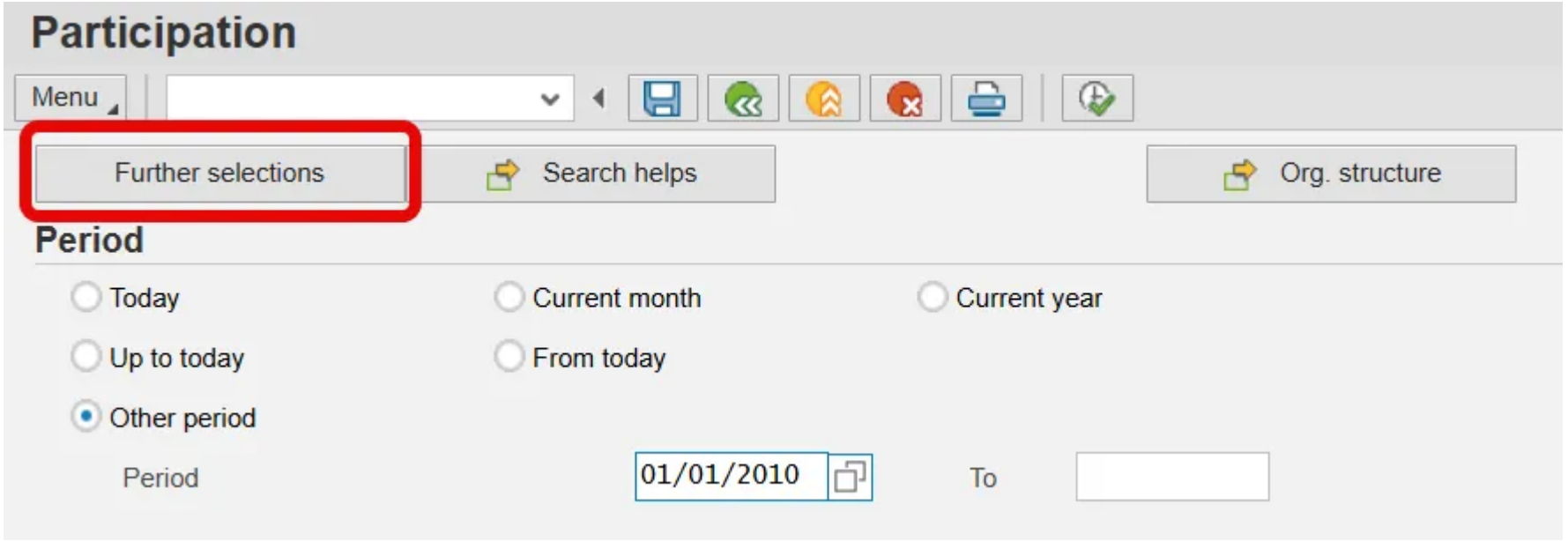
Step 3. Select **Other period**. Enter the Participation date you want to view. For example, enter **01/01/2010** for Annual Enrollment participation.

Image



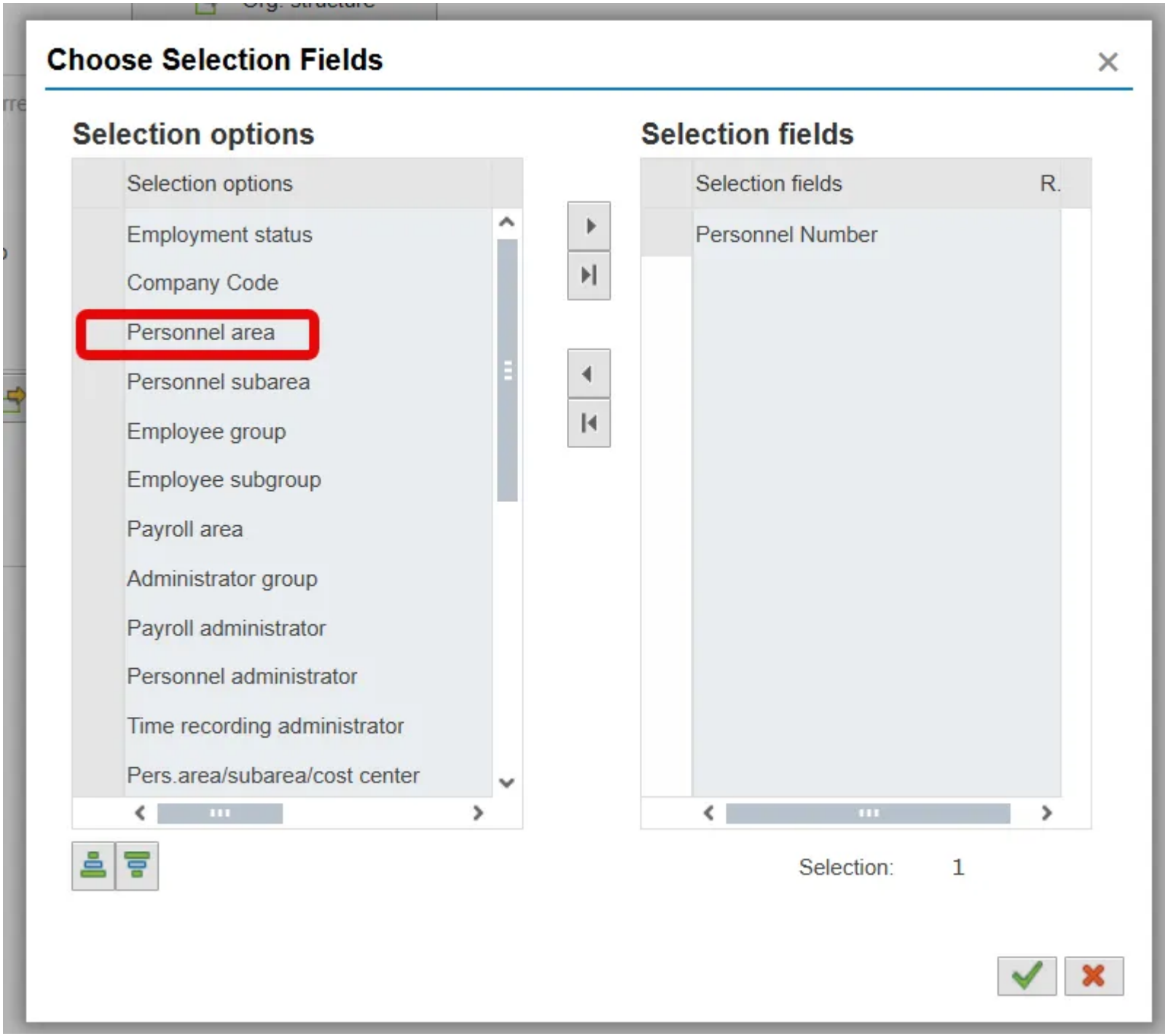
Step 4. Select **Further selections**.

Image



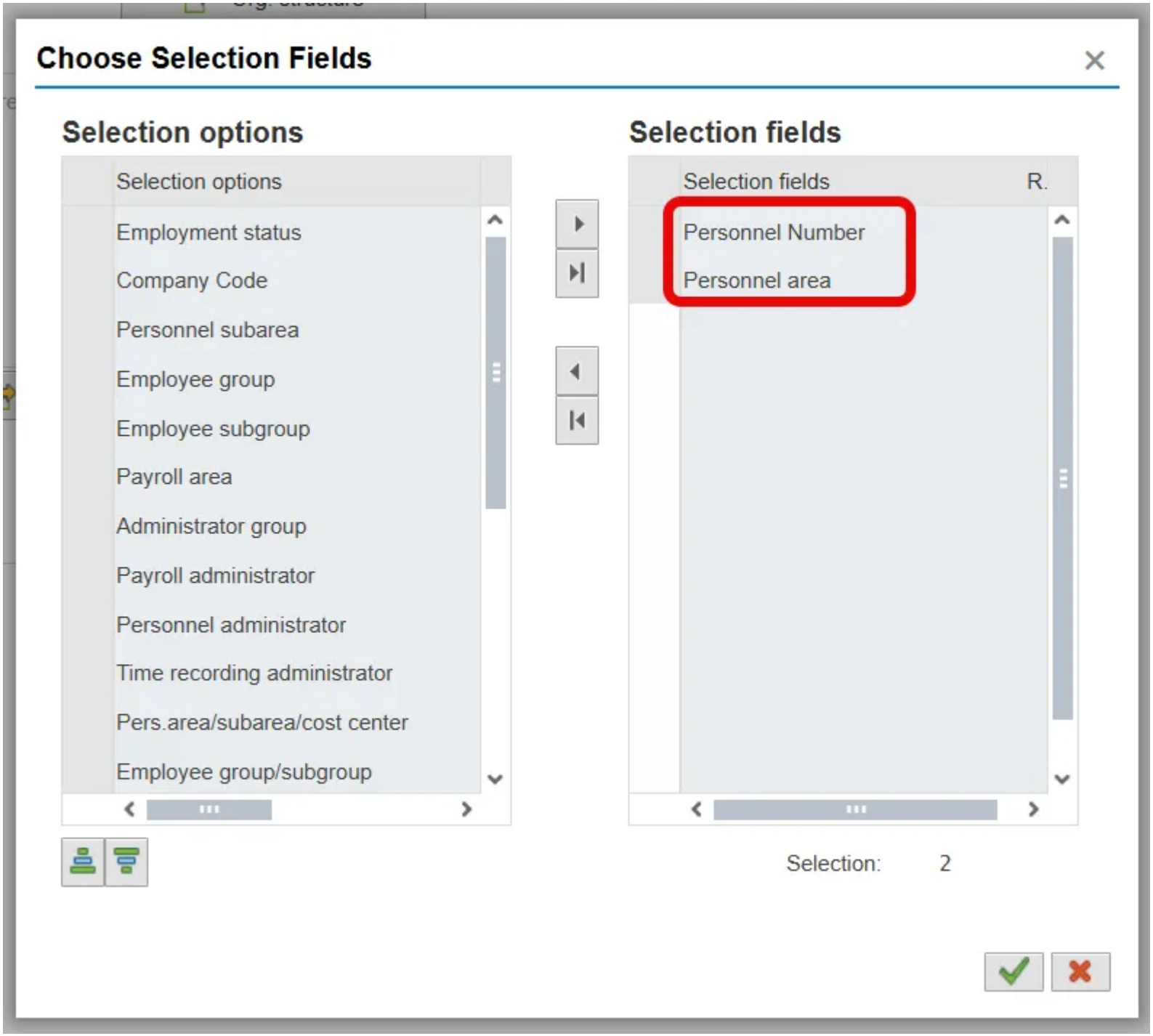
Step 5. Select **Personnel Area** under the Selection options.

Image


Choose Selection Fields
Selection options
Selection options
Employment status
Company Code
Personnel area
Personnel subarea
Employee group
Employee subgroup
Payroll area
Administrator group
Payroll administrator
Personnel administrator
Time recording administrator
Pers.area/subarea/cost center
Selection fields
Selection fields
R.
Personnel Number
Selection: 1

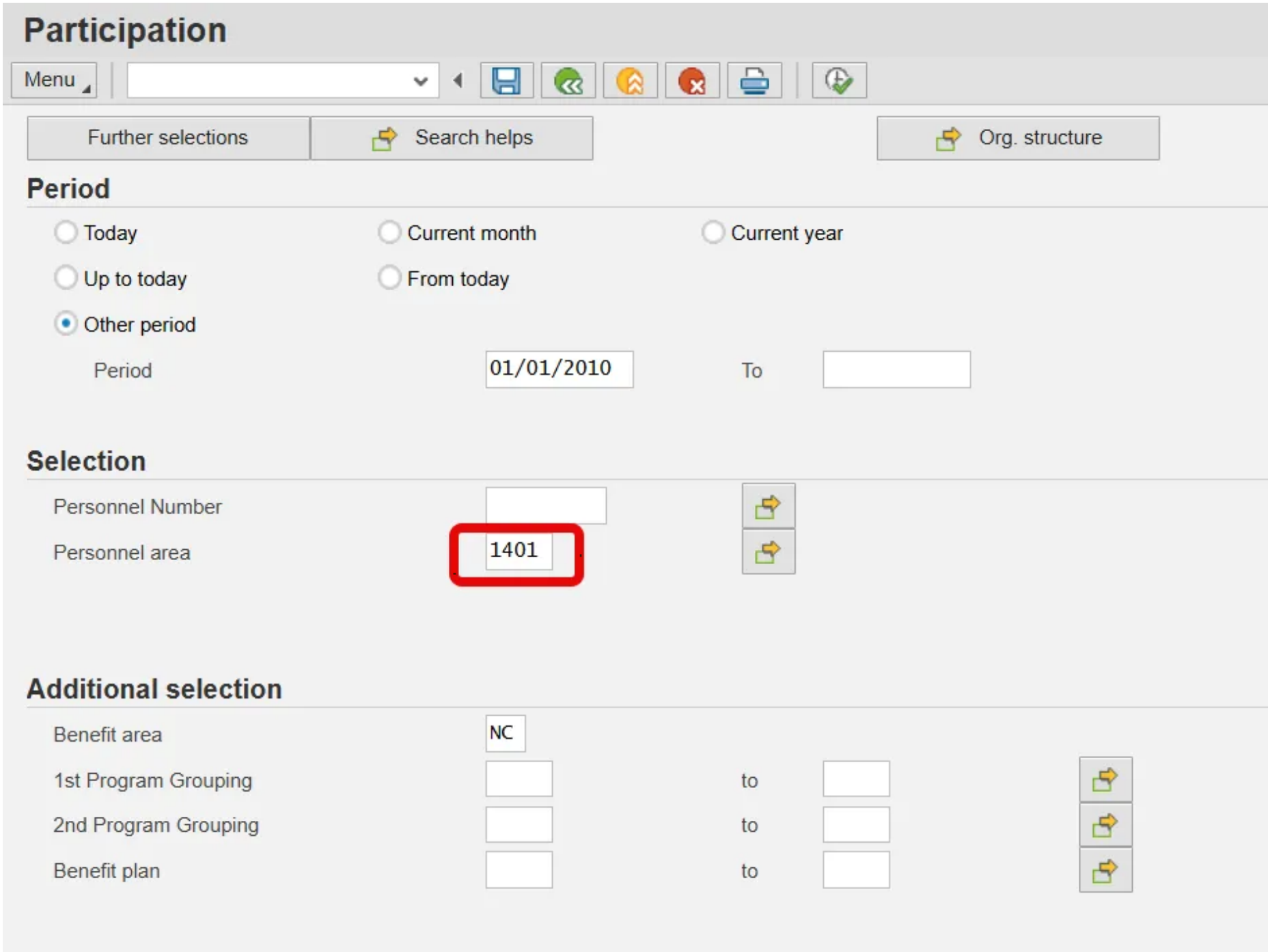
Step 6. Click the right arrow to move the **Personnel area** to the Selection fields section.

Image


Choose Selection Fields
Selection options
Selection options
Employment status
Company Code
Personnel subarea
Employee group
Employee subgroup
Payroll area
Administrator group
Payroll administrator
Personnel administrator
Time recording administrator
Pers.area/subarea/cost center
Employee group/subgroup
Selection fields
Selection fields
R.
Personnel Number
Personnel area
Selection: 2

Step 7. Press **Enter** or Click the **green check**.

Image


Participation
Menu
Further selections
Search helps
Org. structure
Period
Today
Current month
Current year
Up to today
From today
Other period
Period
01/01/2010
To
Selection
Personnel Number
Personnel area
1401
Additional selection
Benefit area
NC
1st Program Grouping
to
2nd Program Grouping
to
Benefit plan
to

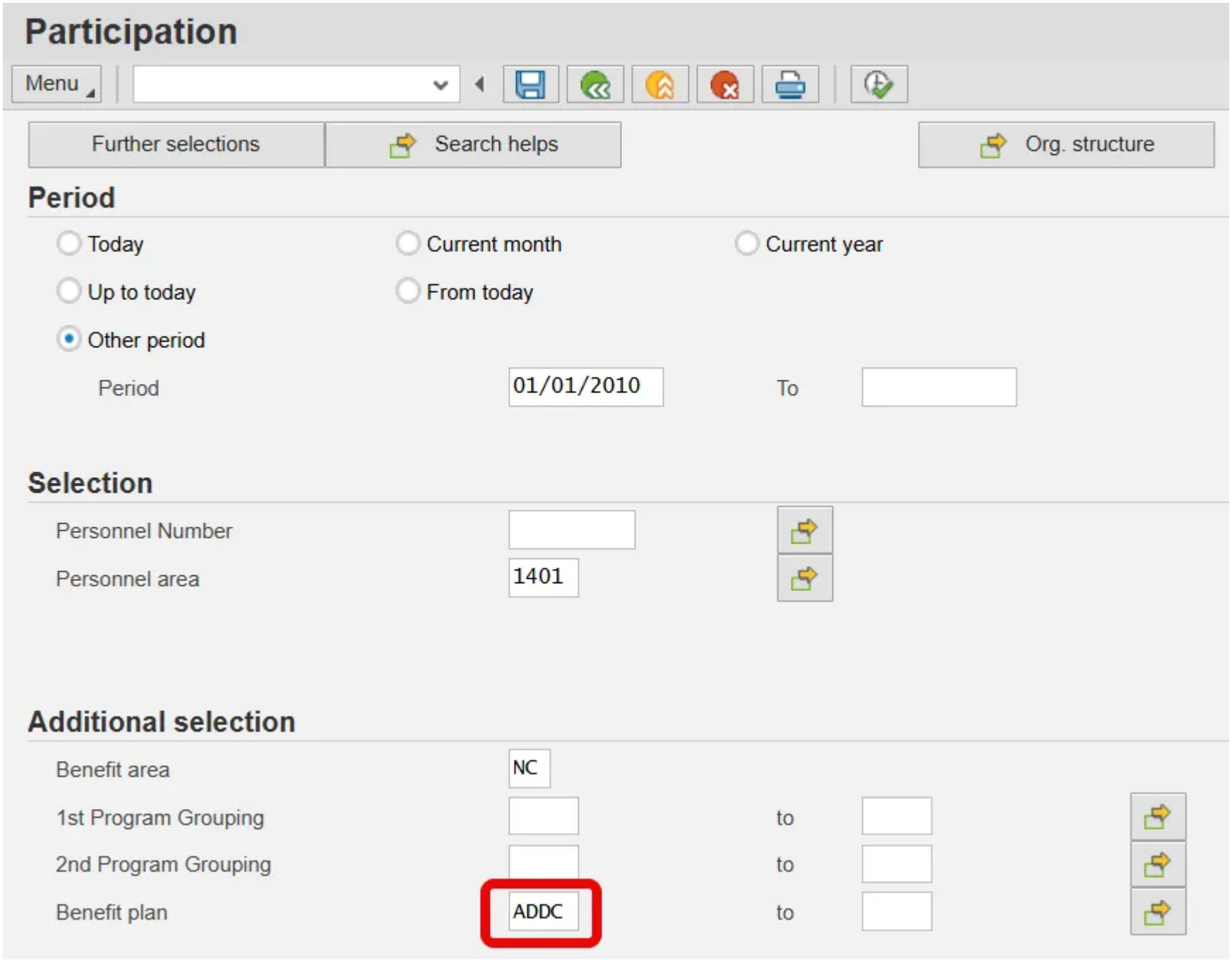
Step 8. Select your **Personnel area**.

NOTE: The report does not run unless your personnel area is selected.

Step 9. Select the benefit plan or plans for which you want to view employees' participation.

NOTE: In this example, you will get a list of employees enrolled in the Core AD&D plan effective January 1, 2010.

Image


Participation
Menu
Further selections
Search helps
Org. structure
Period
Today
Current month
Current year
Up to today
From today
Other period
Period
01/01/2010
To
Selection
Personnel Number
Personnel area
1401
Additional selection
Benefit area
NC
1st Program Grouping
to
2nd Program Grouping
to
Benefit plan
ADDC
to

Step 10. Execute the report.

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