BEN-07 Print Confirmation Statement

Purpose

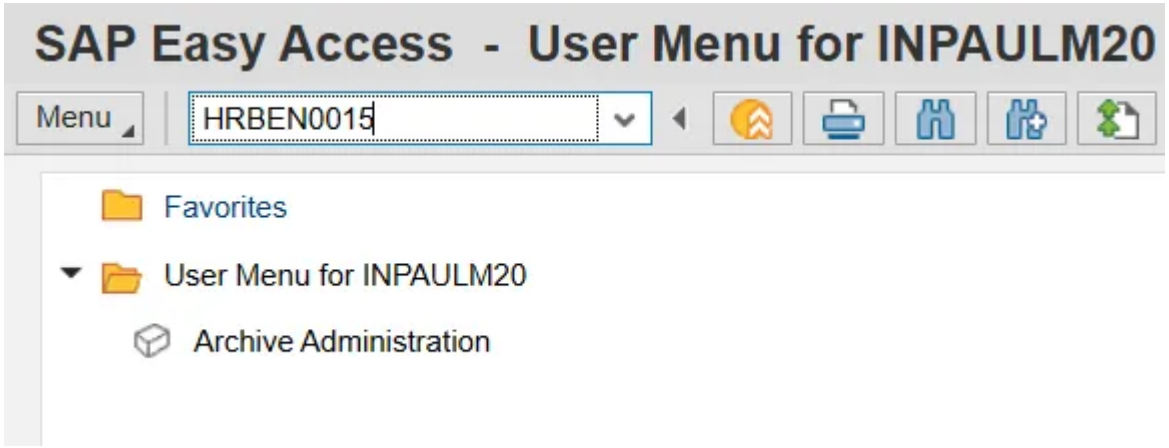
This job aid explains how to print the Benefits Confirmation Statement.

Print Benefits Confirmation Statement

There are 10 steps to complete this process.

Step 1. Enter transaction code **HRBEN0015** in the Control Box and click **Enter**.

Image



For Annual Enrollment

Step 2. Select **Other period** and enter the annual enrollment plan start date such as 07/01/2012 in the Period box.

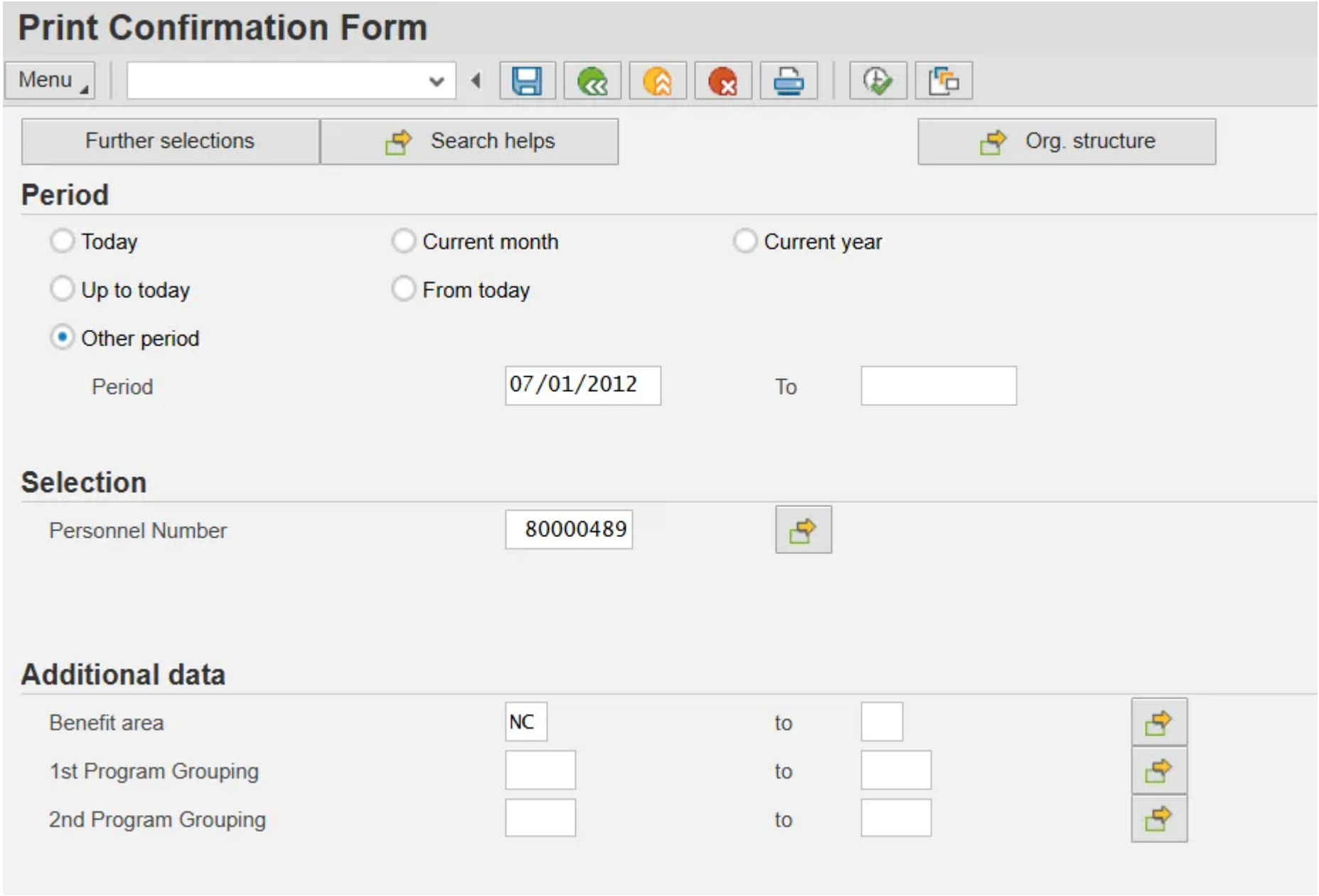
Step 3. Enter **NC** in the Benefit area.

Step 4. Enter a **Personnel Number**.

NOTE: Leaving the Personnel Number blank will select all the employees for whom you have security access. To run the statements for just one section, use the Org. Structure to select your agency, department or section.

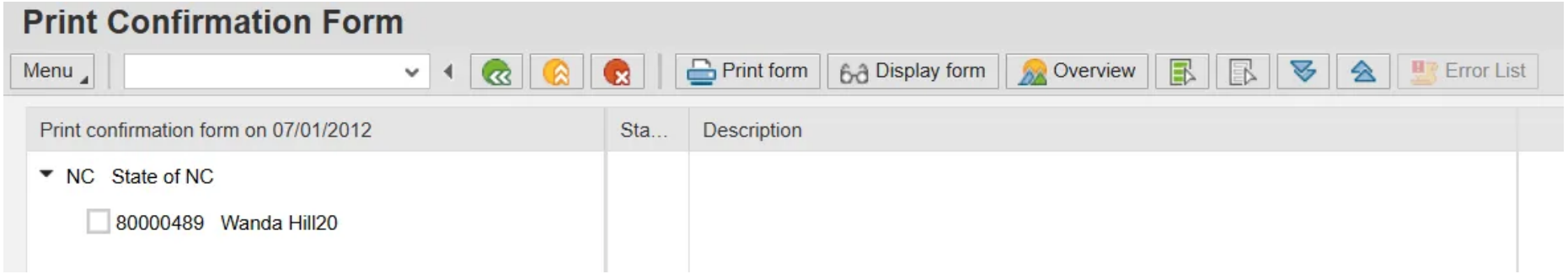
NOTE: You can use the **Org. structure** to select employees by agency, department or section.

Image



Step 5. Select **Execute**.

Image



Step 6. Click **Select All** or check only the boxes next to the employees you want to print.

NOTE: If selecting all, check marks display in the boxes to the left.

Step 7. Select **Print Form**.

Step 8. Select **Print Immediately**.

Step 9. Select **Delete After Output**.

Image

Print: Benefits - Confirmation

Output Device: locl

Number of copies: 1

Page selection:

Spool Request

Name: SCRIPT | | INPAULM20

Title:

Authorization:

Spool Control

- [x] Print Now
- [x] Delete After Output
- [x] New Spool Request
- [ ] Close Spool Request

Spool Retention: 8 Day(s)

Storage Mode: 1 Print only

Cover Page Settings

SAP cover page: Do Not Print

Recipient:

Department:

Print

Step 10. Click the **Print** button.

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