# BEN-08 Benefit Termination Letter

## Purpose

The purpose of this Business Process Procedure is to explain how to generate a benefits termination letter in the Integrated HR-Payroll System.

### Trigger

Agency Benefits Specialist needs to generate Benefit Termination Letters for employees who have separated employment or who have lost benefit eligibility.

### Business Process Procedure Overview

Transaction code ZBNS013 - Benefit Termination Letter allows Agency Benefit Specialists to create a system generated letter to send to employees who have lost benefit eligibility or who have separated from employment. The Benefit Termination Letter outlines the benefit plans in which the employee was enrolled, notes the coverage end date and (if allowed) information on how to continue the plan after leaving employment or losing eligibility.

The Benefit Termination Letter can be run daily, weekly, or monthly, depending on the agency's needs. It is recommended to run the letters on a weekly basis with the prior week's dates.

### Access Transaction

**Via Menu Path**: This is a custom transaction created for the State of North Carolina. It is not in the SAP menu path. You need to type the transaction code in the Command field. (See Via Transaction Code below.)

**Via Transaction Code**: ZBNS013

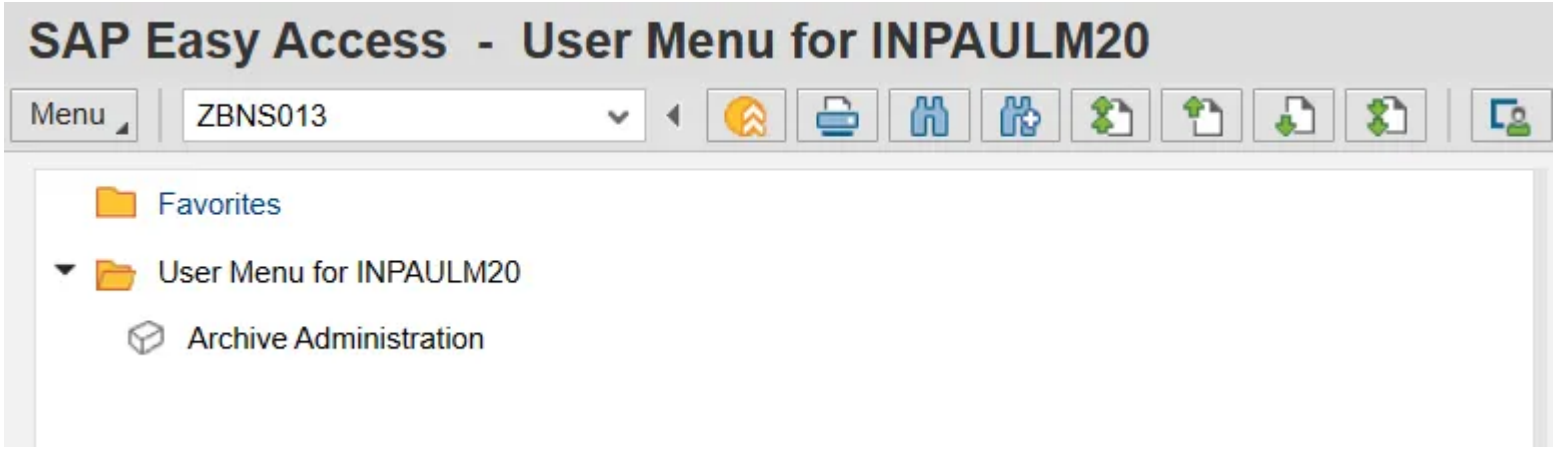
# Procedure

There are 10 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<br><br>Example: ZBNS013 |

Image




Step 2. Click **Enter**.

Note: You many 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 ZBNS013
- Click Enter

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

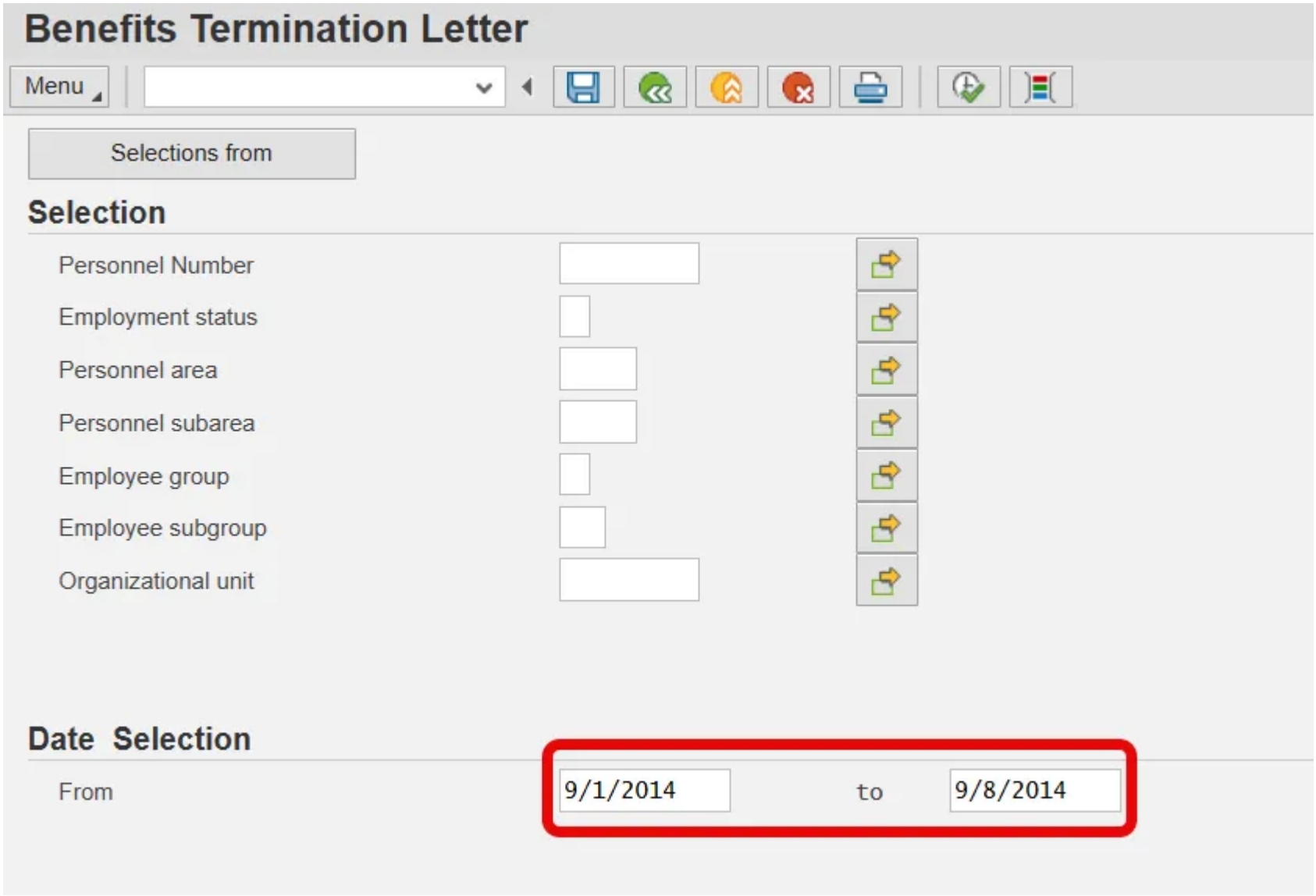
- Choose Extras > Settings
- Place a check next to Display Technical Names
- Click Enter

The Date Selection date range is required.  Users can run for a specific time period.  For example, the letters can be run for an entire month, day, or week.  It is recommended to run the Benefit Termination Letters each week with the previous week's dates in the date selection criteria.  The selection also can be narrowed by other selection criteria such as payroll area or org. unit.  These fields are optional.

Step 3.  Update the following fields:

| Field Name | Description | Values |
|---|---|---|
| From | Effective date of the personnel action | Enter value in Command<br>Example: 09/01/2014 |
| To | Ending date of the specified date range | Enter value in Command<br>Example: 09/08/2014 |

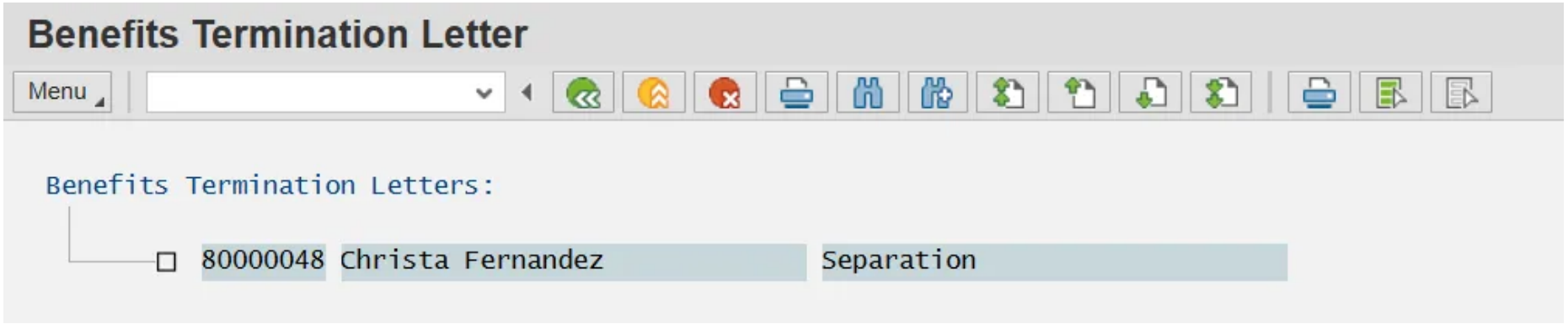
Image




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

A list of employees will display in a pop-up box for affected employees in the specified period.  This allows the Health Benefits Representative to select the names for report printing.

Image




Step 5.  Click the **Select All (F7)** button.

Note: You may also click the checkbox to print an individual LOA Notice Letter.

Step 6.  Click **Letter (Ctrl + F1)** button.

Step 7.  Update the following field:

| Field Name | Description | Values |
|---|---|---|
| Output Device | Code identifying a printer or fax machine to which a document or report can be sent | Enter value in Command<br><br>Example: LOCL |

Note: Optiona, selecting ZLOCL as the output device will allow the header and footer information to print as designed.

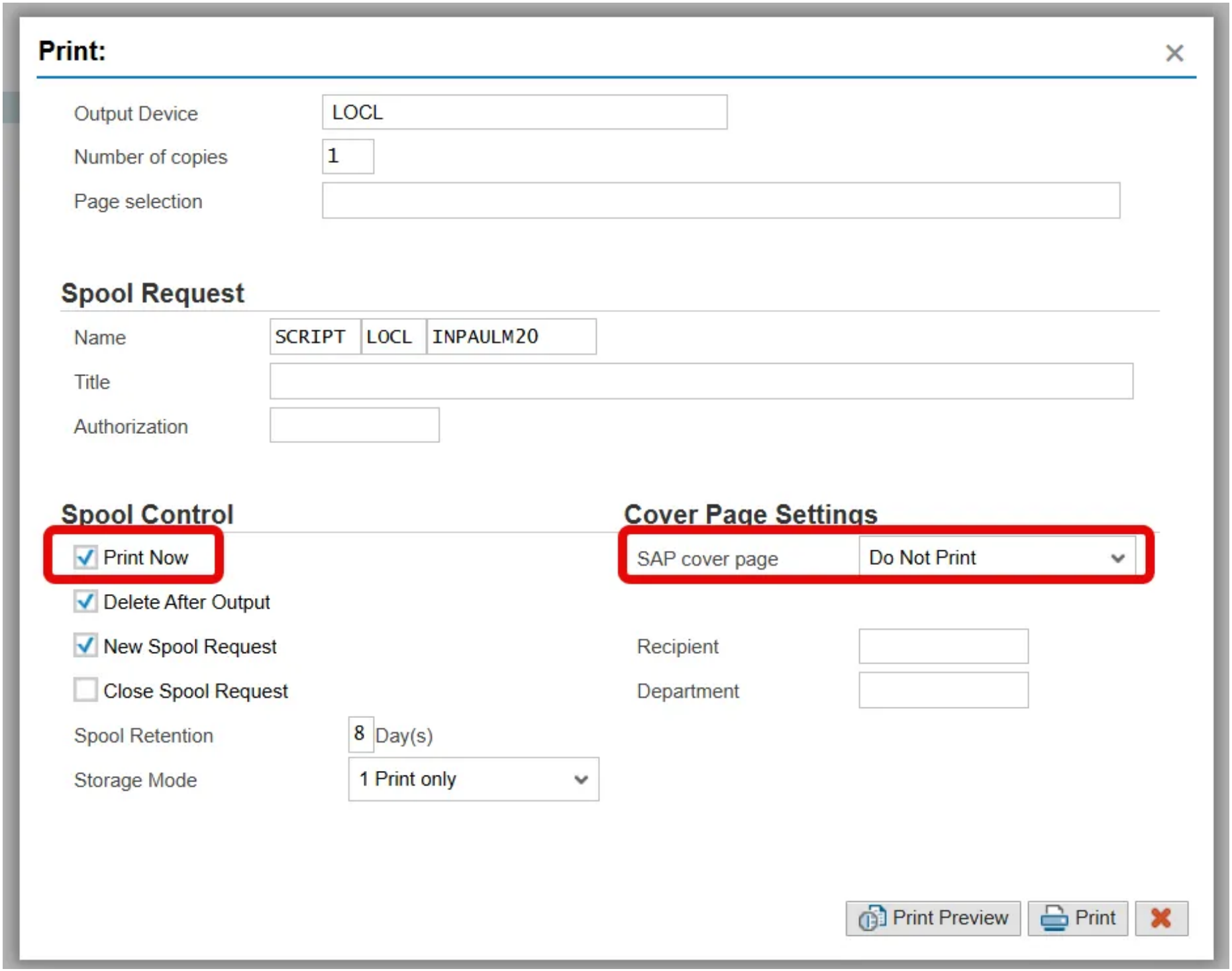
Step 8. Click the **Print Now** checkbox.

To expedite printing, use the Print Immediately option.

Step 9. Make sure that Do Not Print is the displayed selection for the SAP cover page field.

The Do Not Print option under the SAP cover page list saves paper.

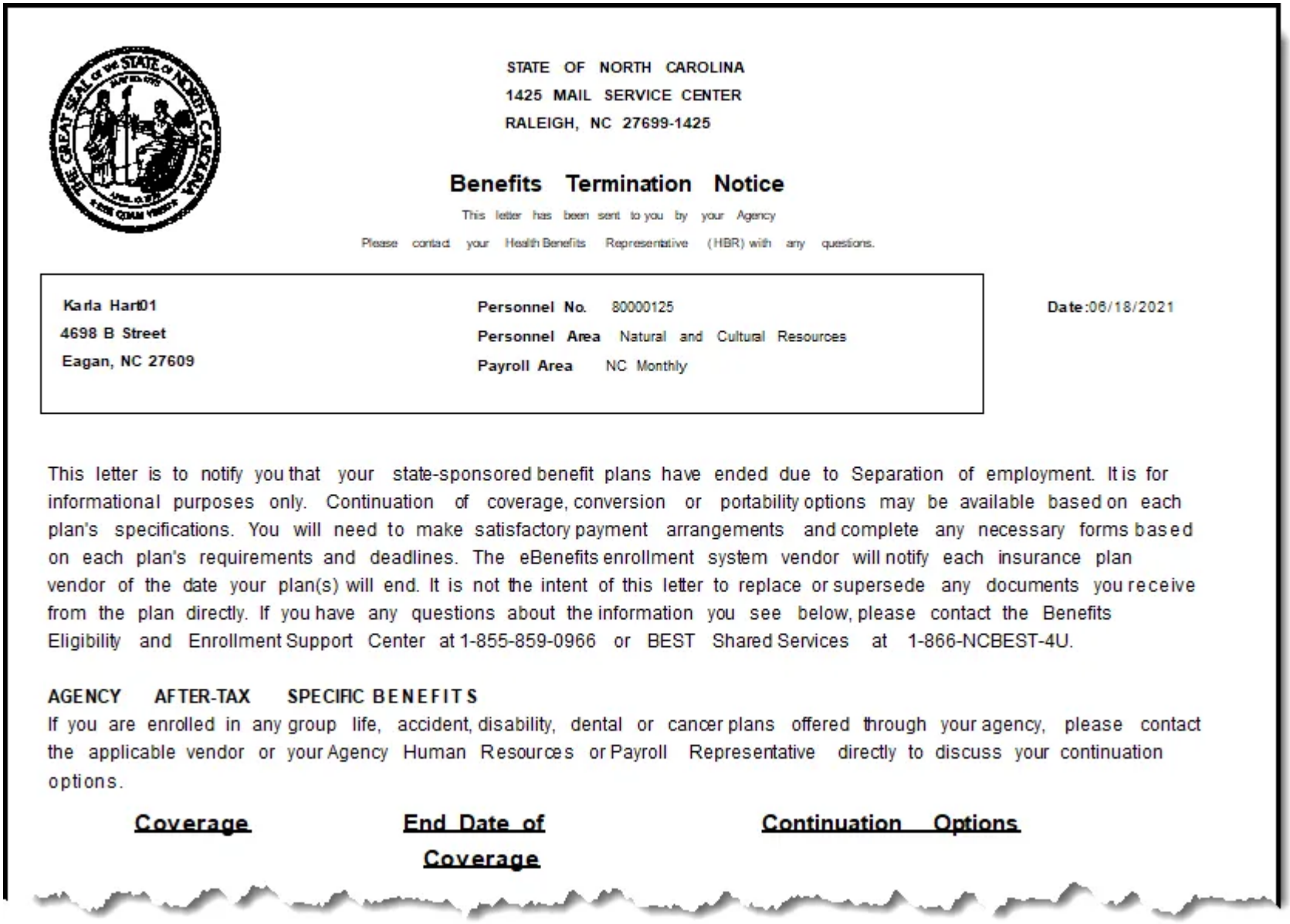
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Print:
Output Device
LOCL
Number of copies
1
Page selection
Spool Request
Name
SCRIPT
LOCL
INPAULM20
Title
Authorization
Spool Control
Print Now
Delete After Output
New Spool Request
Close Spool Request
Spool Retention
8
Day(s)
Storage Mode
1 Print only
Cover Page Settings
SAP cover page
Do Not Print
Recipient
Department
Print Preview
Print

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

Also, you can select Print Preview to view the form prior to printing.

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STATE OF NORTH CAROLINA
1425 MAIL SERVICE CENTER
RALEIGH, NC 27699-1425

## Benefits Termination Notice

This letter has been sent to you by your Agency
Please contact your Health Benefits Representative (HBR) with any questions.

Karla Hart01
4698 B Street
Eagan, NC 27609

**Personnel No.** 80000125
**Personnel Area** Natural and Cultural Resources
**Payroll Area** NC Monthly

**Date:**06/18/2021

This letter is to notify you that your state-sponsored benefit plans have ended due to Separation of employment. It is for informational purposes only. Continuation of coverage, conversion or portability options may be available based on each plan's specifications. You will need to make satisfactory payment arrangements and complete any necessary forms based on each plan's requirements and deadlines. The eBenefits enrollment system vendor will notify each insurance plan vendor of the date your plan(s) will end. It is not the intent of this letter to replace or supersede any documents you receive from the plan directly. If you have any questions about the information you see below, please contact the Benefits Eligibility and Enrollment Support Center at 1-855-859-0966 or BEST Shared Services at 1-866-NCBEST-4U.

**AGENCY AFTER-TAX SPECIFIC BENEFITS**
If you are enrolled in any group life, accident, disability, dental or cancer plans offered through your agency, please contact the applicable vendor or your Agency Human Resources or Payroll Representative directly to discuss your continuation options.

| Coverage | End Date of Coverage | Continuation Options |
|---|---|---|

The system task is complete.

## First Published

Thu, 09/29/2016

## Last Updated

Mon, 10/06/2025

Printable PDF