BEN-10 Eligible Employees Participation Report (HRBEN0071)

Purpose

The purpose of this Business Process Procedure is to generate an eligible employees' participation report in the Integrated HR-Payroll System.

Trigger

A report is needed to display benefit eligibility participation for one or more employees.

Business Process Procedure Overview

Transaction code HRBEN0071 – Eligible Employee Participation Report allows Agency Benefit Specialists to generate a list of benefits employees are eligible to enroll in based on their benefit area and program groupings.

Tips and Tricks

This report shows the employees who are eligible for specified benefit plans on a given date.

The report is run for a key date (today's date or another date).

The search can be narrowed using the following parameters:

- Personnel number
- Benefit area
- 1st Program grouping

- 2nd Program grouping
- Benefit plan

The report lists eligible employees per plan along with the following information:

- Employee's date of entry
- Calculated eligibility date

Access Transaction

Via Menu Path

SAP menu >> Human Resources >> Personnel Management >> Benefits >> Info System >> Reports >> Participation >> HRBEN0071 - Eligible Employees

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

Via Transaction Code

HRBEN0071

Procedure

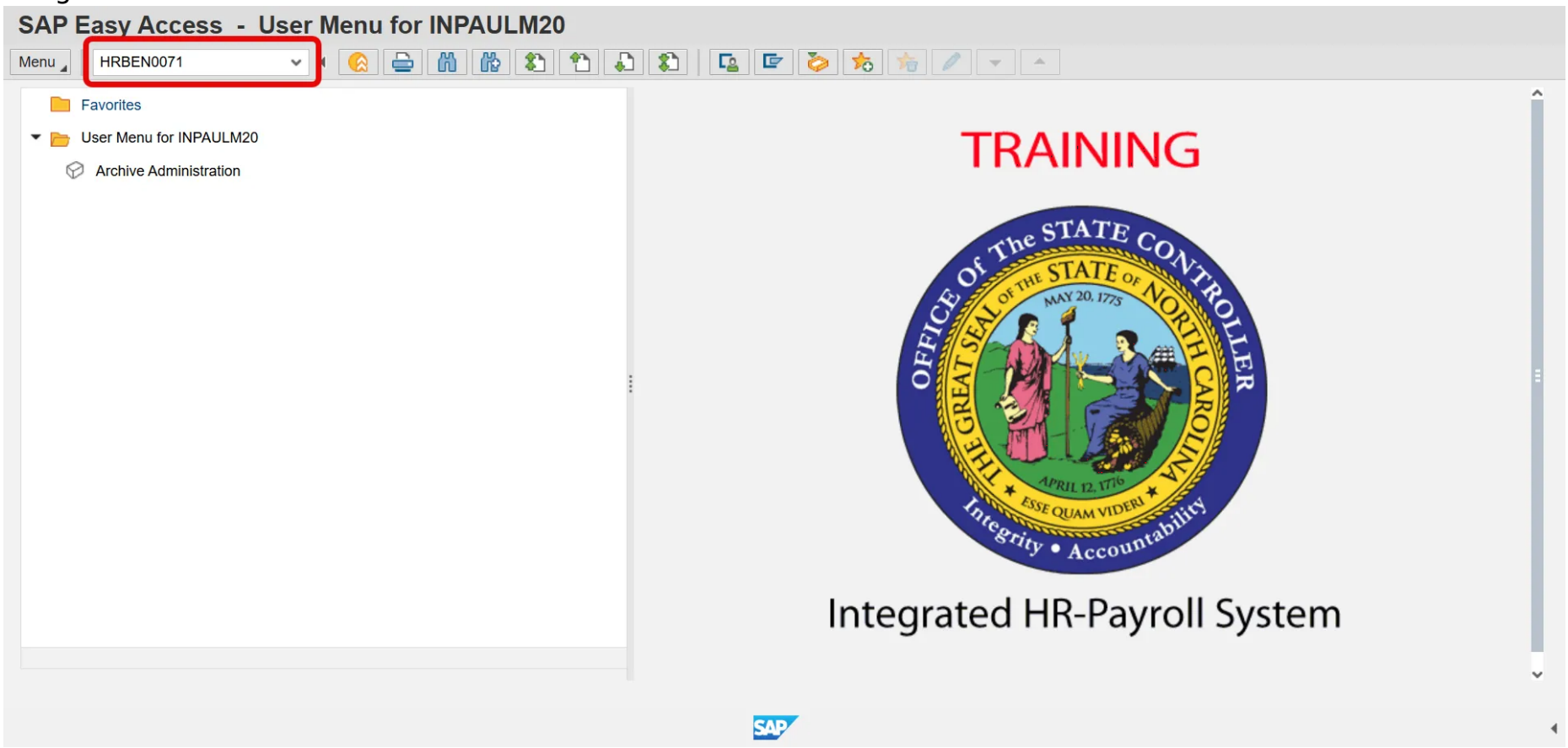
There are 10 steps to complete this process.

Step 1. Updated 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: HRBEN0071

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 HRBEN0071
- Click Enter

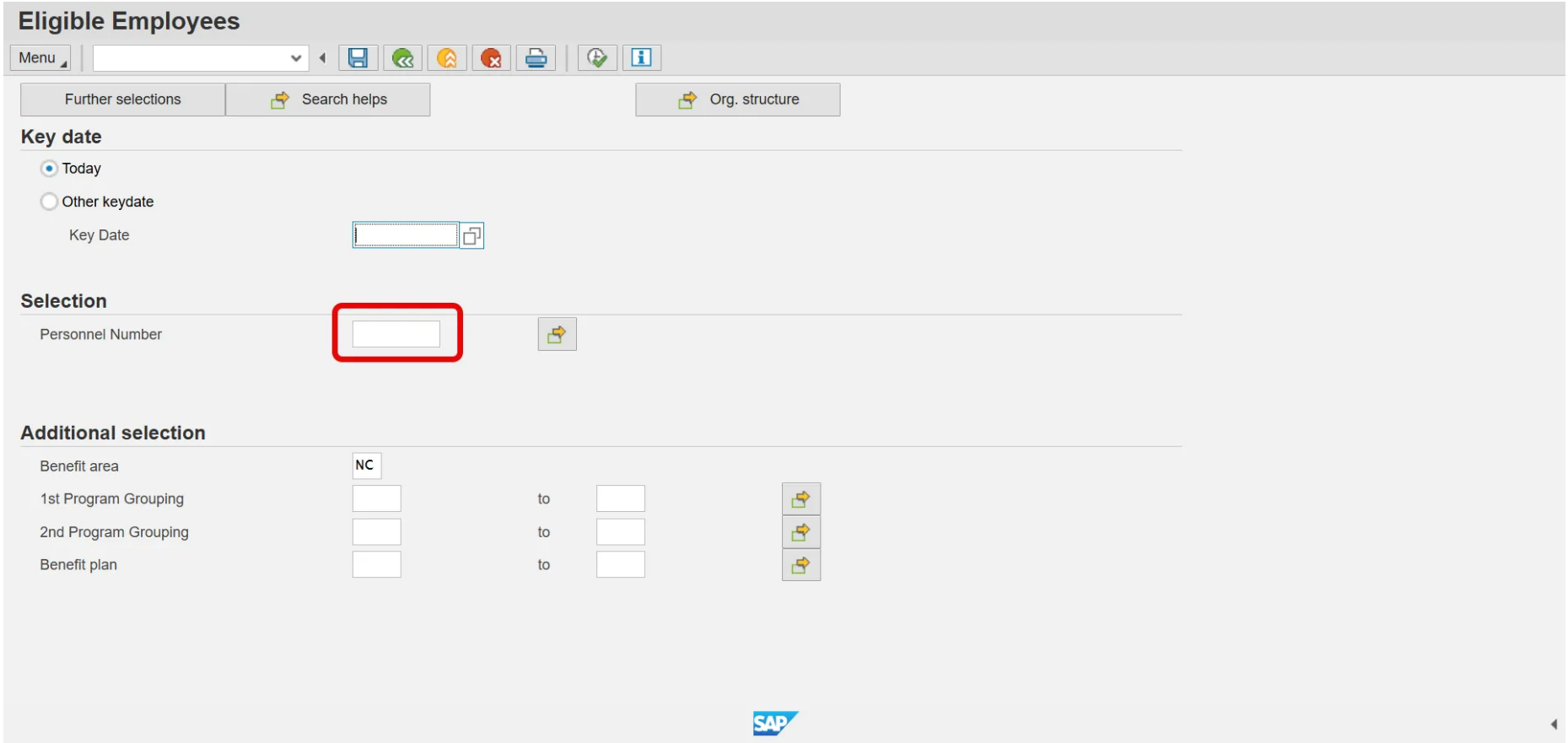
To see the transaction code displayed in front of the link in your favorites from the menu at the top of the screen:

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

Step 3. Update the following field.

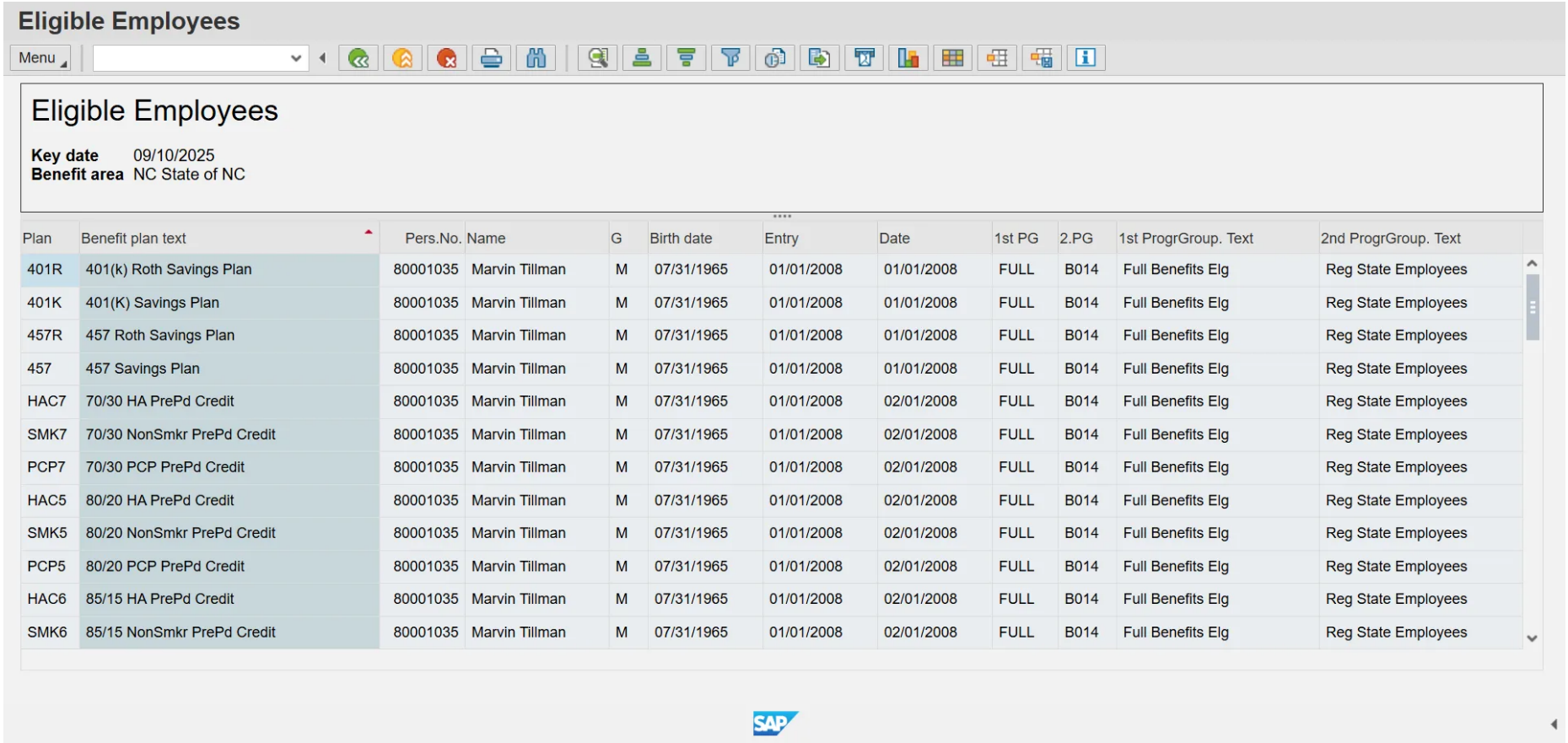
Field Name	Description	Values
Personnel no.	Unique number identifying an individual’s master record data in the system.	Enter value in Personnel no. Example: 80001035

Image



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

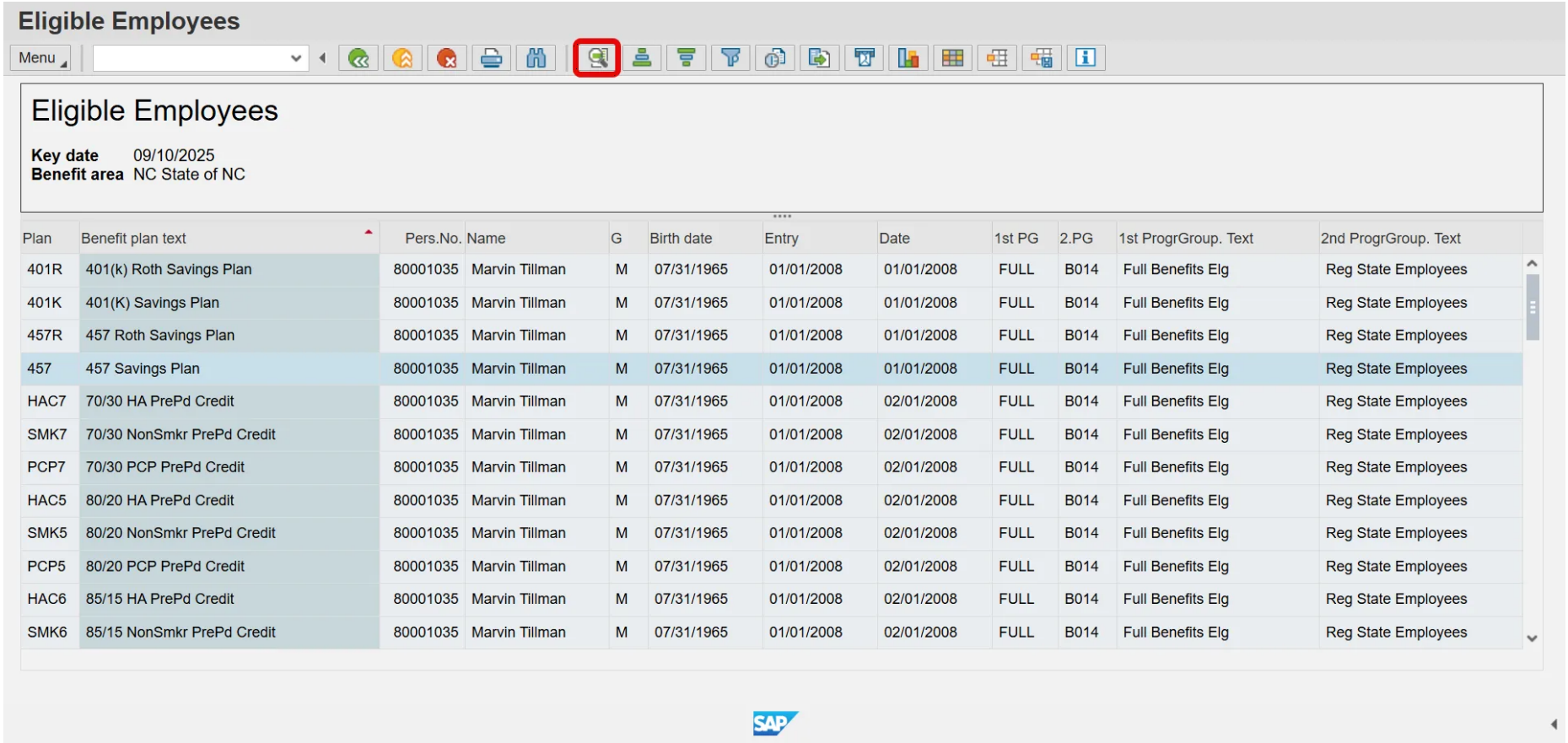
Image



Step 5. Click the **457 Savings Plan Benefit** plan text column.

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

Image



Note: You can choose any of the benefits plan types by highlighting the name to view the details of the plan.

Image

Details

Group description	Cell Content
Benefit plan	457
Benefit plan text	457 Savings Plan
Personnel Number	80001035
Name of employee or applicant	Marvin Tillman
Last name	Tillman
Gender	M
First name	Marvin
Date of birth	07/31/1965
Entry Date	01/01/2008
Eligible on	01/01/2008
1st Program Grouping	FULL
2nd Program Grouping	B014
1st ProgrGroup. Text	Full Benefits Elg
2nd ProgrGroup. Text	Reg State Employees

Step 7. Review the data as needed and then close the window by clicking the **Close Window** button.

The typical navigation is available on this report such as sorting within a column or adding additional columns to view.

Image



Step 8. Click the **Back (F3)** button.

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

Step 10. The system task is complete.

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