BEN-11 Health Plan Not Yet Enrolled Letter

Purpose

The purpose of this Business Process Procedure is to explain the process for generating Health Plan Not Yet Enrolled Letter in the Integrated HR-Payroll System.

Trigger

Agency Benefit Specialist creates a system-generated letter for employees who have not yet enrolled in a health plan. The Benefit Specialist sends the letter to eligible employees as a reminder seven days prior to the end of the employee's initial eligibility event.

Business Process Procedure Overview

Agency Benefit Specialist creates the ZBNS012 - Health Plan: Not Yet Enrolled Letter as a reminder to send to employees who have not yet enrolled in a state sponsored health plan. The letter is generated seven days prior to the end of the employee's initial eligibility event as a new hire.

The recommended business practice is to run the letters daily or weekly and distribute to employees. It may be beneficial to generate the letters to follow up with the employee after the employee's Benefit Orientation has been conducted within the agency.
Selecting a date range for the letters is required.

Access Transaction

Via Transaction Code: ZBNS012

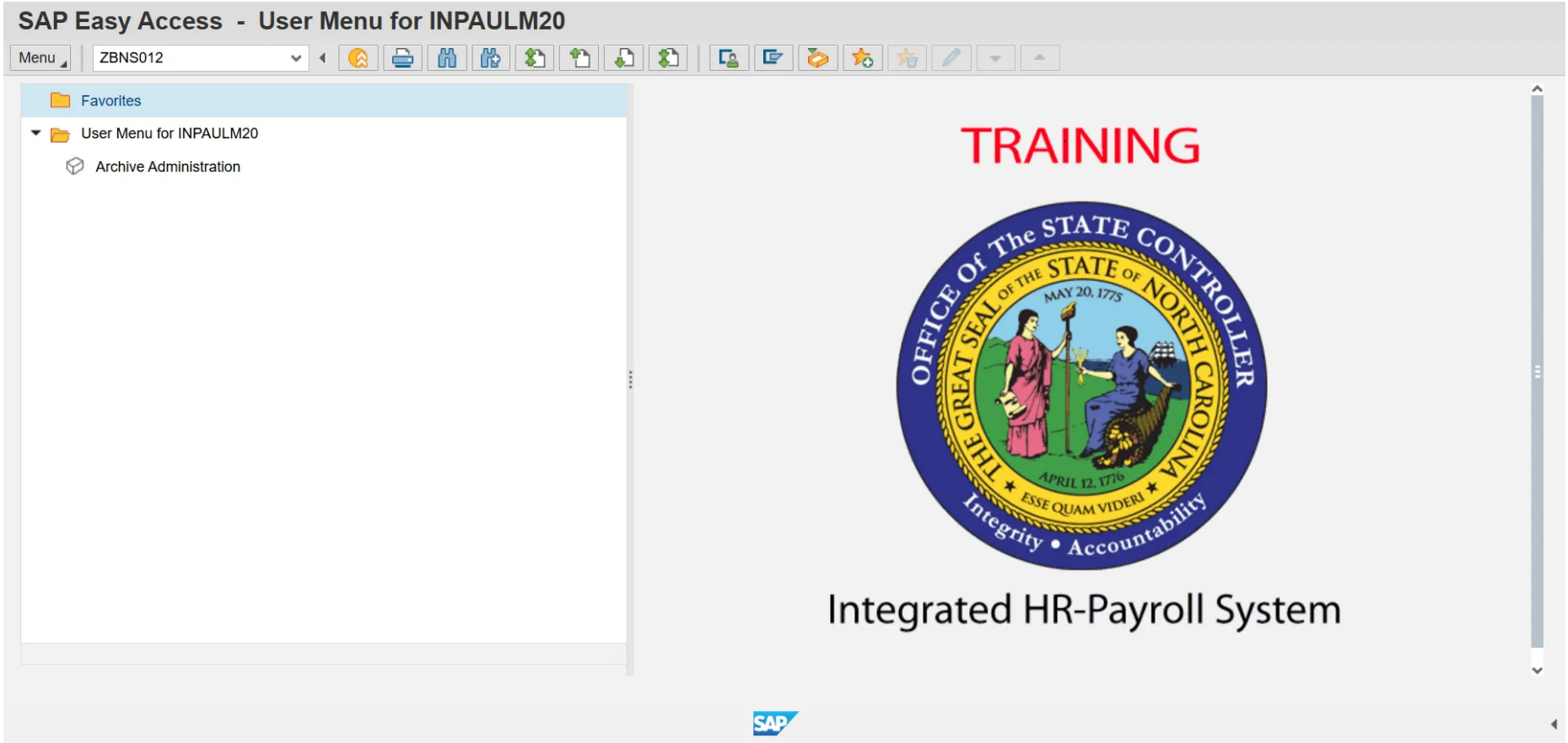
Procedure

There are 9 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: ZBNS012

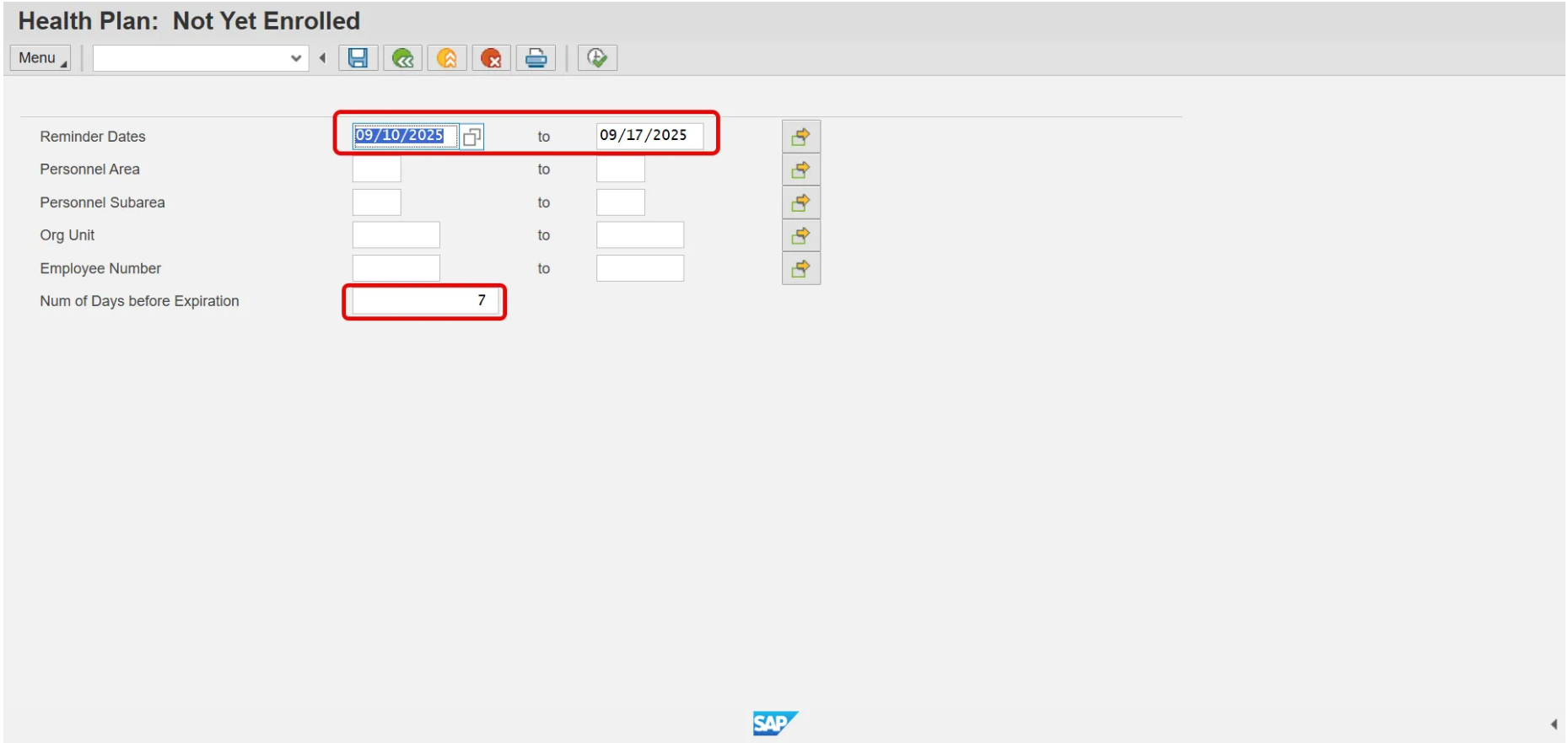
Image



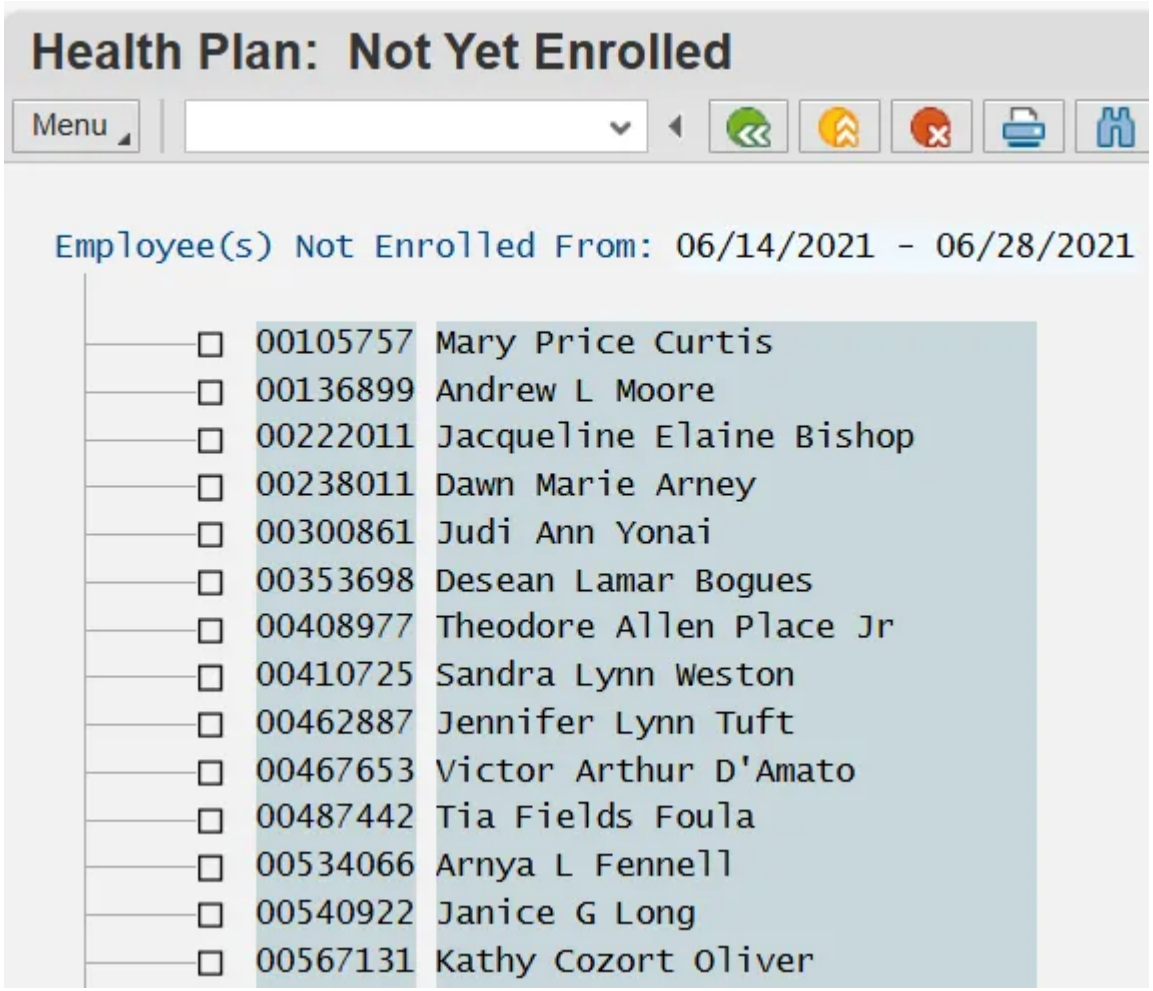
Step 2. Click the **Enter** button.

The Reminder Dates and Expiration Days will default into the selection screen Reminder Dates fields. The Not Yet Enrolled letters are generated for employees seven (7) days prior to the end of their eligibility event from Today's date. If needed, the user can alter the defaulted criteria for their business needs. It is recommended to run the letters with the system defaulted Reminder Dates and Expiration Days.

Image


Health Plan: Not Yet Enrolled
Menu
Reminder Dates
09/10/2025
to
09/17/2025
Personnel Area
to
Personnel Subarea
to
Org Unit
to
Employee Number
to
Num of Days before Expiration
7
SAP

Image

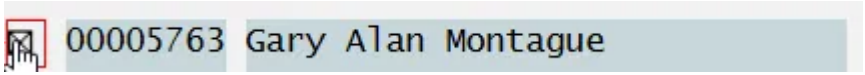


Step 3. Click the **Execute (F8)** button.

Step 4. Click the **Select All (F7)** button.

The Select All button allows users to select all employees at one time. Or if preferred, the user can select only certain employees by clicking in the checkbox in front of the employee's name.

Image



Step 5. Click **Letter (Ctrl+F1)** button.

Step 6. 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. Example: ZLOCL

Selecting LOCL as the output device will allow the header and footer information to print as designed.

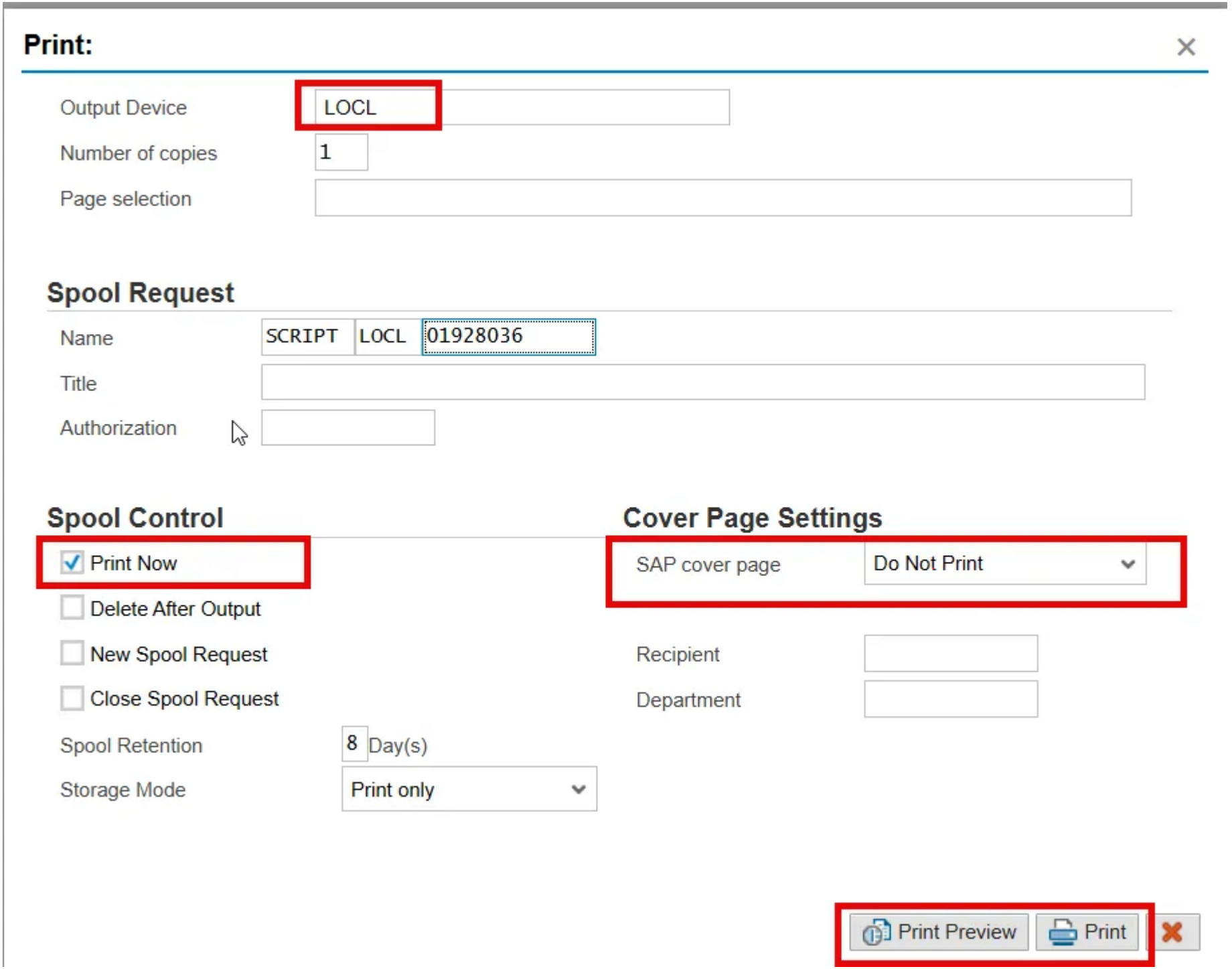
Step 7. Click the **Print Now** checkbox.

To expedite printing, use the Print Now option.

Step 8. 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.

Image


Print:
Output Device
LOCL
Number of copies
1
Page selection
Spool Request
Name
SCRIPT
LOCL
01928036
Title
Authorization
Spool Control
Print Now
Delete After Output
New Spool Request
Close Spool Request
Spool Retention
8
Day(s)
Storage Mode
Print only
Cover Page Settings
SAP cover page
Do Not Print
Recipient
Department
Print Preview
Print

Step 9. Click the **Print** button.

You can also select Print Preview to view the form prior to printing.

The system task is complete.

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