BEN-13 Participation Overview (HRBEN0006)

Purpose

The purpose of this Business Process Procedure is to explain how to display benefits enrollment information for employees in the Integrated HR-Payroll System.

Trigger

Benefit information for an individual is required.

Business Process Procedure Overview

This function allows you to display information about the benefit enrollments for individual employees. It can be used to provide a general overview when a Benefit Administrator receives inquiries from employees regarding their current enrollment information.

This function can be accessed separately via HRBEN0006 or through other HR processing functions (enrollment, termination, participation, and insurability) by selecting the Overview tab.

The overview of employee benefits shows the following information:

- Plan data - The selected options, dependents/beneficiaries, costs, employee, and employer contributions costs.

- Cost data - The costs for the employer (if applicable) and employee are shown.
- Employee master data - A summary of relevant employee data is shown from the infotypes Personal Data (0002), General Benefits Information (0171), Organizational Assignment (0001), Family/Related Person (0021).
- Participation overview - A diagram shows participation in plans over a specific block of time.

Access Transaction

Via Menu Path: SAP menu >> Human Resources >> Personnel Management >> Benefits >> HRBEN0006 - Participation Overview

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

Via Transaction Code: HRBEN0006

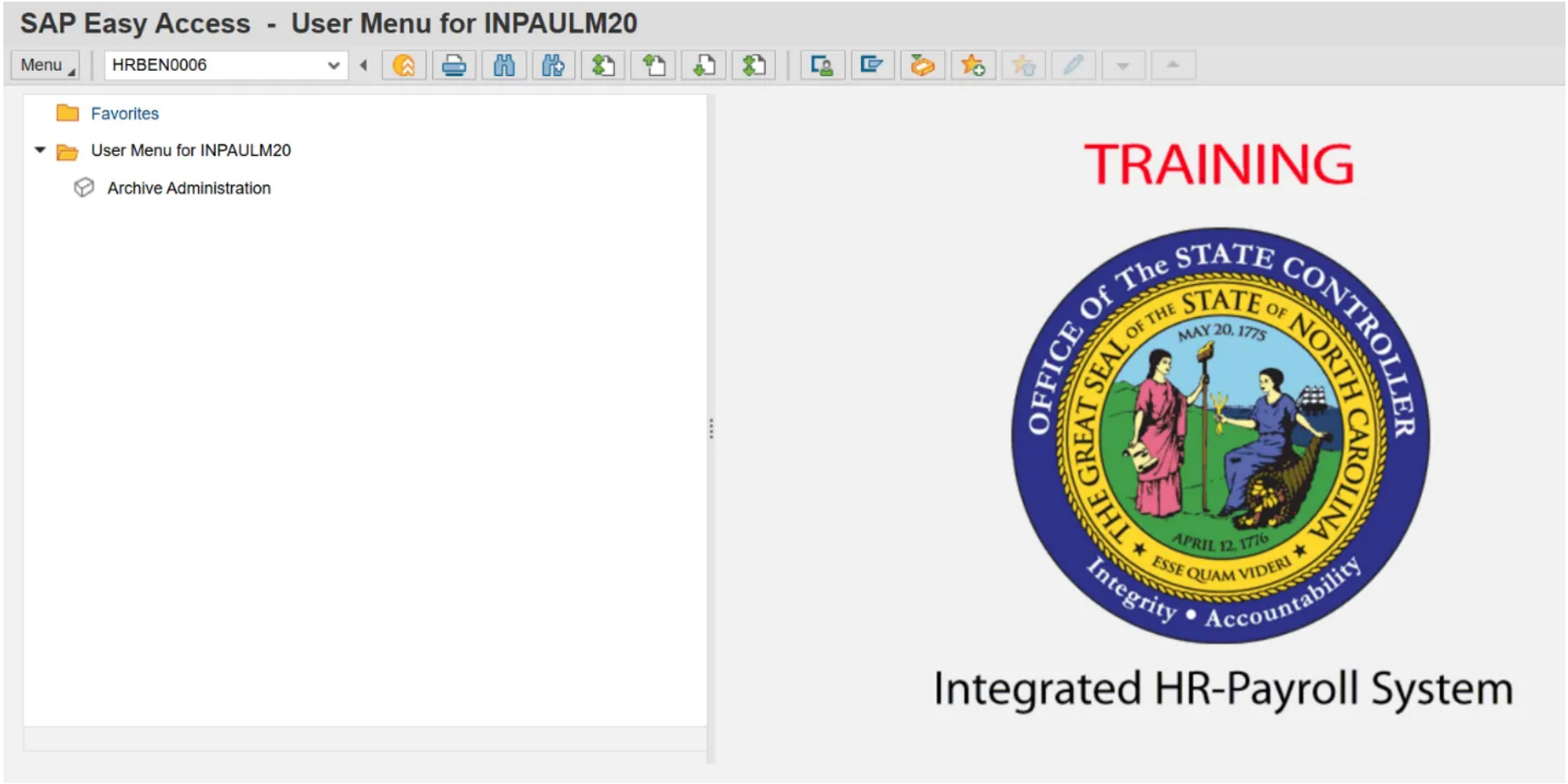
Procedure

There are 15 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: HRBEN0006

Image



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

Step 3. Update the following fields:

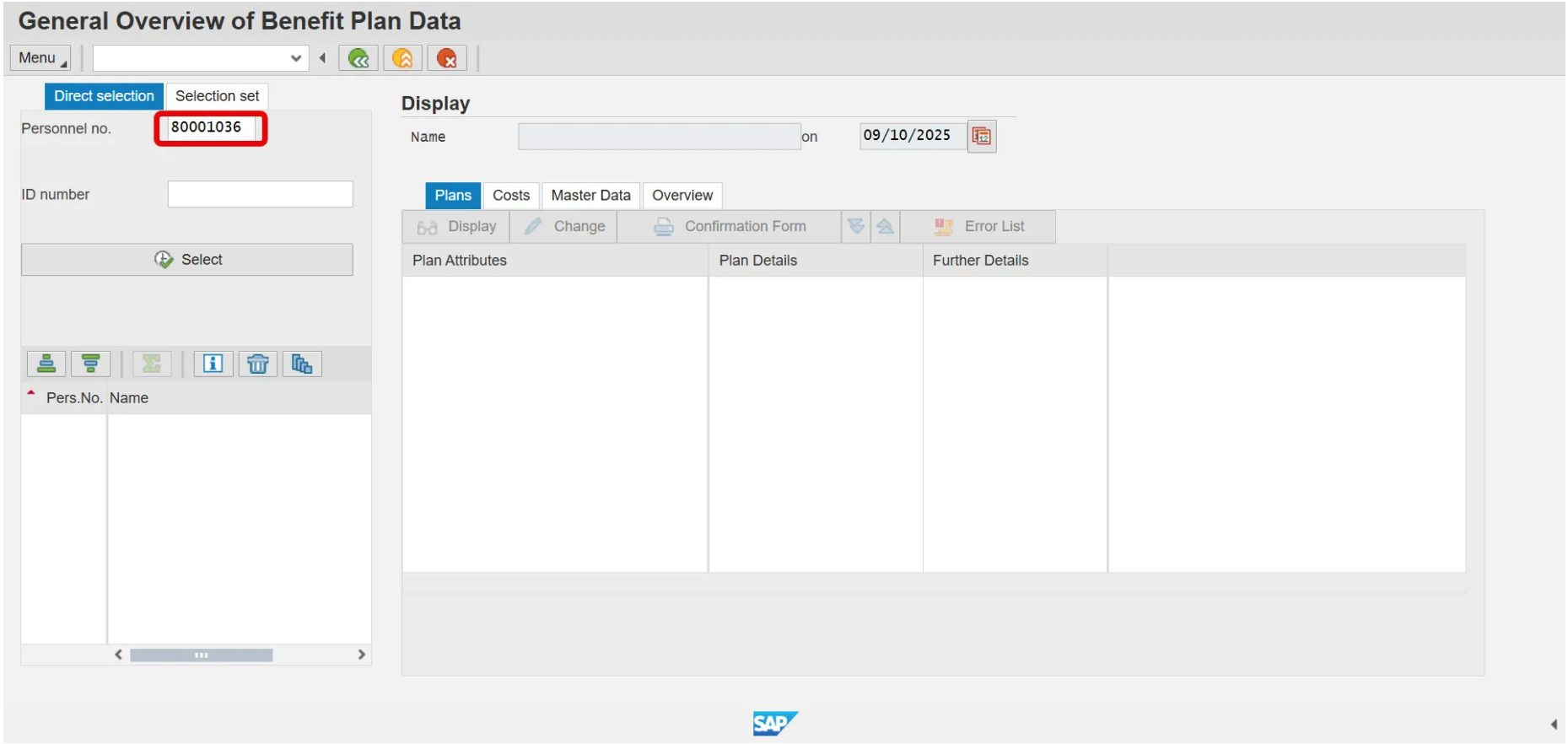
Field Name	Description	Values

Personnel no.	Unique employee identifier

Enter value in Personnel no.

Example: 80001036

Image

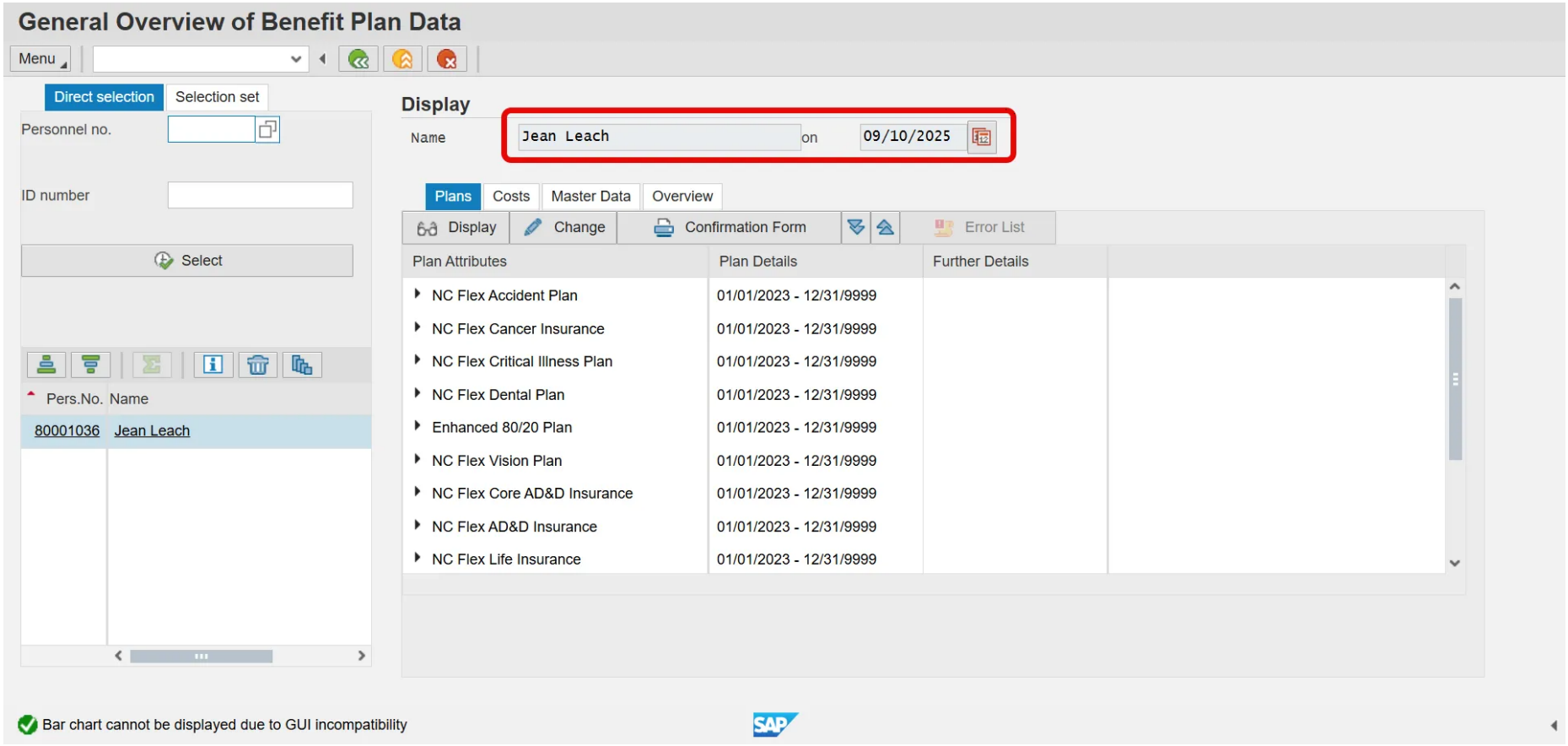


Step 4. Click **Enter**.

Ensure the correct personnel number was entered after clicking Enter.

Note: To generate an overview for a different date, click on the Change date button (to the right of the screen) or the calendar next to the date field and change the system date.

Image

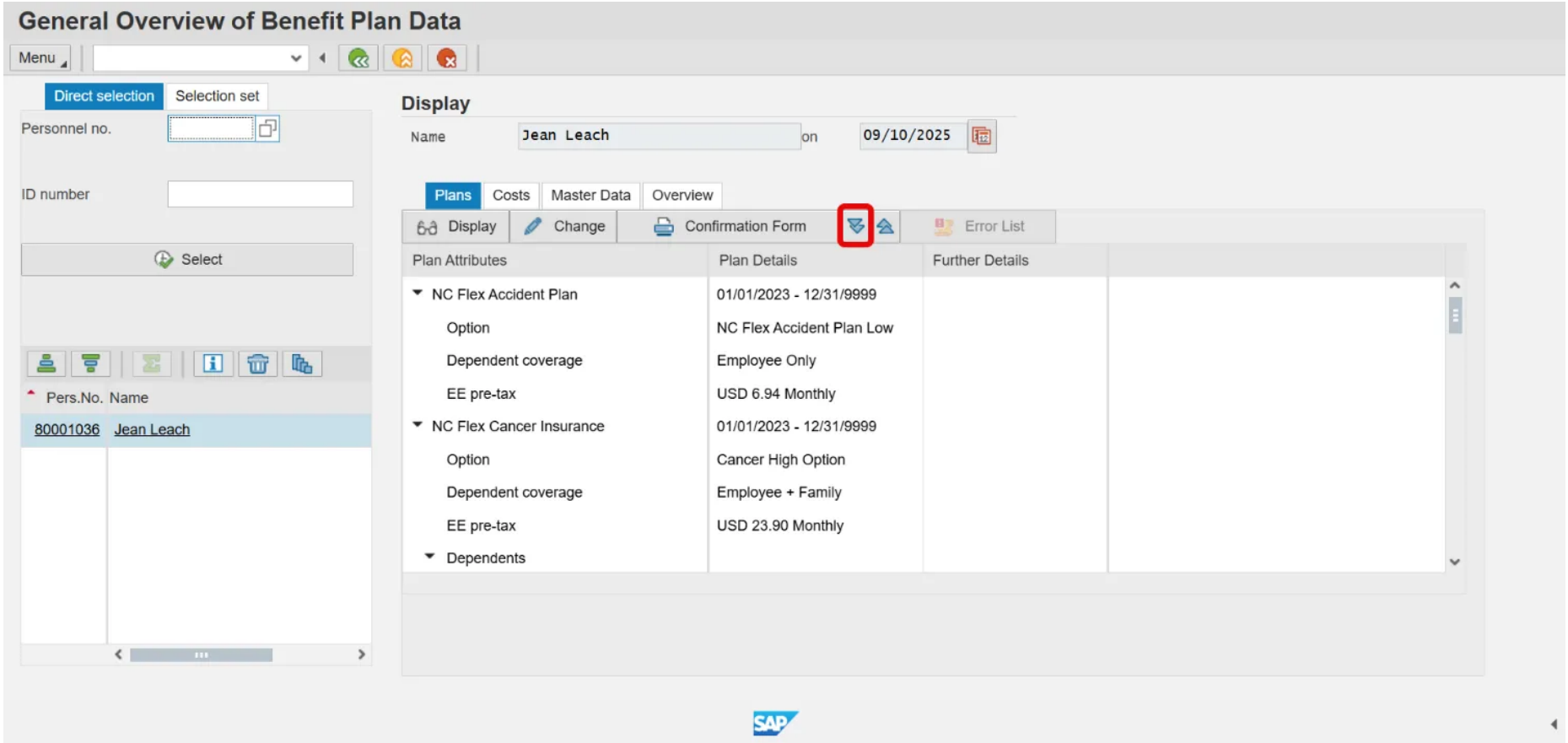


Step 5. Click the **Select** button.

Step 6. Click the **Expand All** button.

The gray triangles may be used to expand or collapse an individual folder or all folders at once.

Image

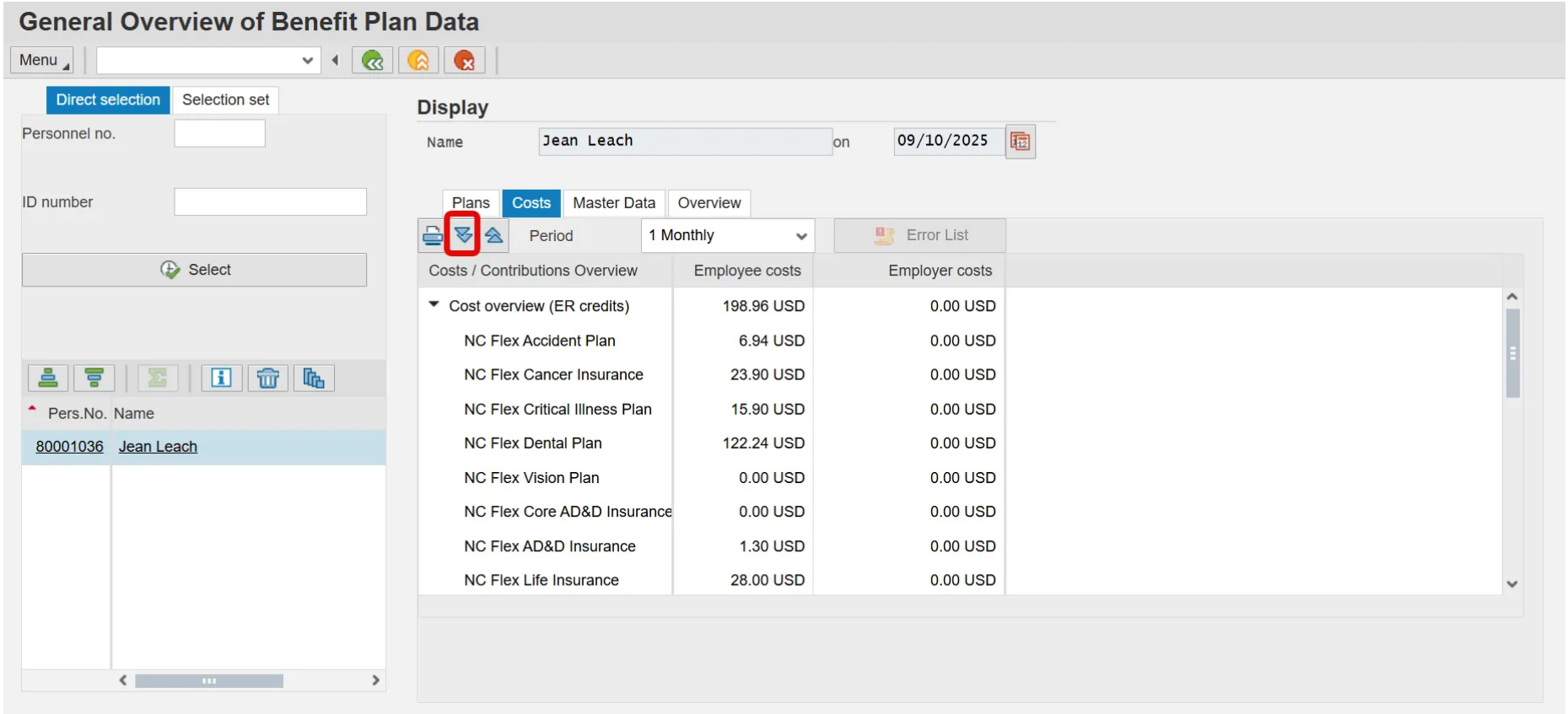


Step 7. Click the **Costs** tab.

Step 8. Click the **Expand All** button.

The Costs tab will provide an overview of the costs and contributions an employee is making each payroll cycle to their benefit plans. It provides details for both the employee and the employer costs. The total expected contributions per plan year will be available if the employee is enrolled in either the Health or Dependent Day Care Flexible Spending Accounts.

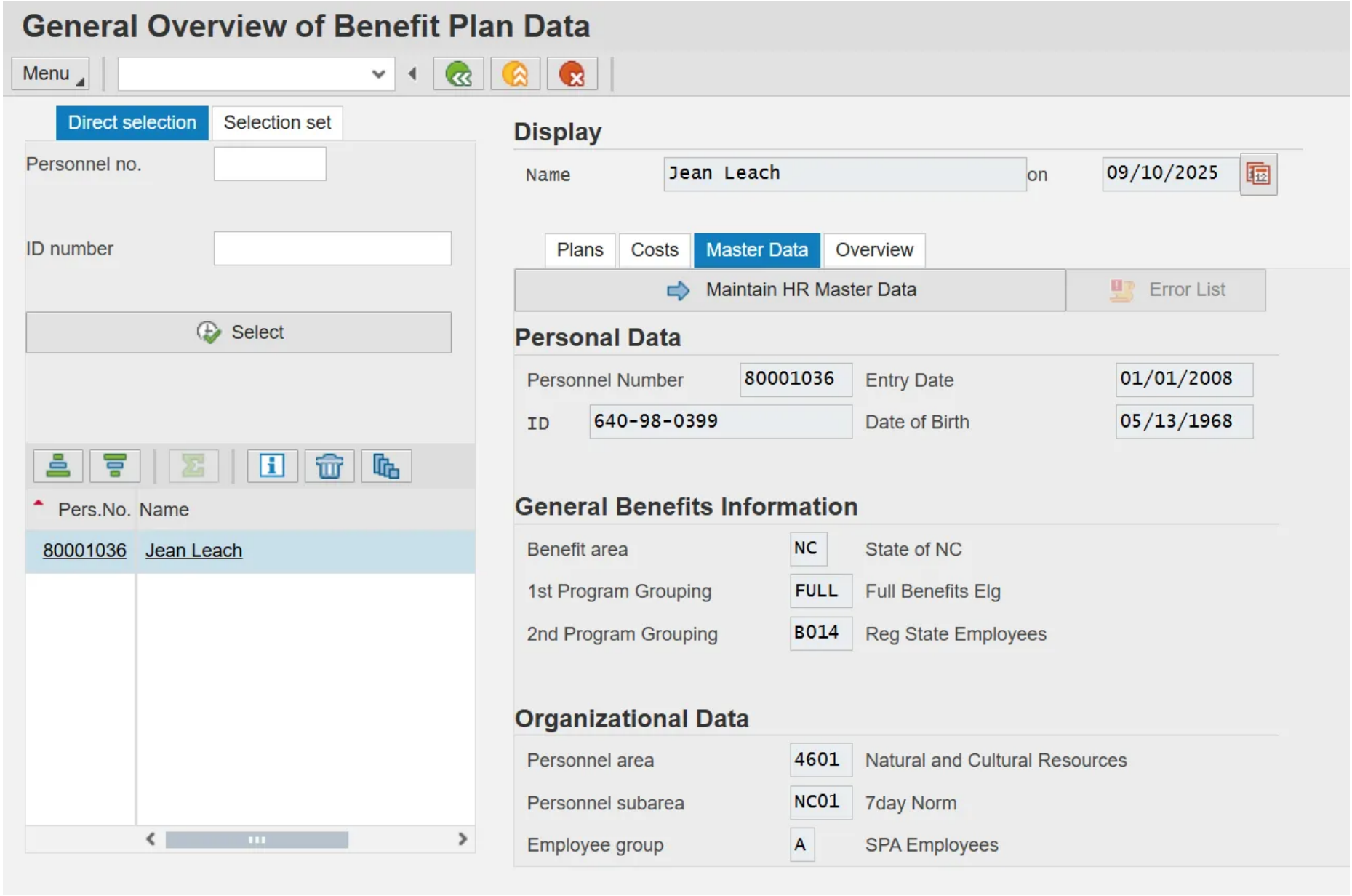
Image



Step 9. Click the **Master Data** tab.

The Master Data tab provides a general overview of the data contained on several infotypes, such as SSN, Benefit Groupings, Payroll Cycles or Dependents in one place for easy reference.

Image

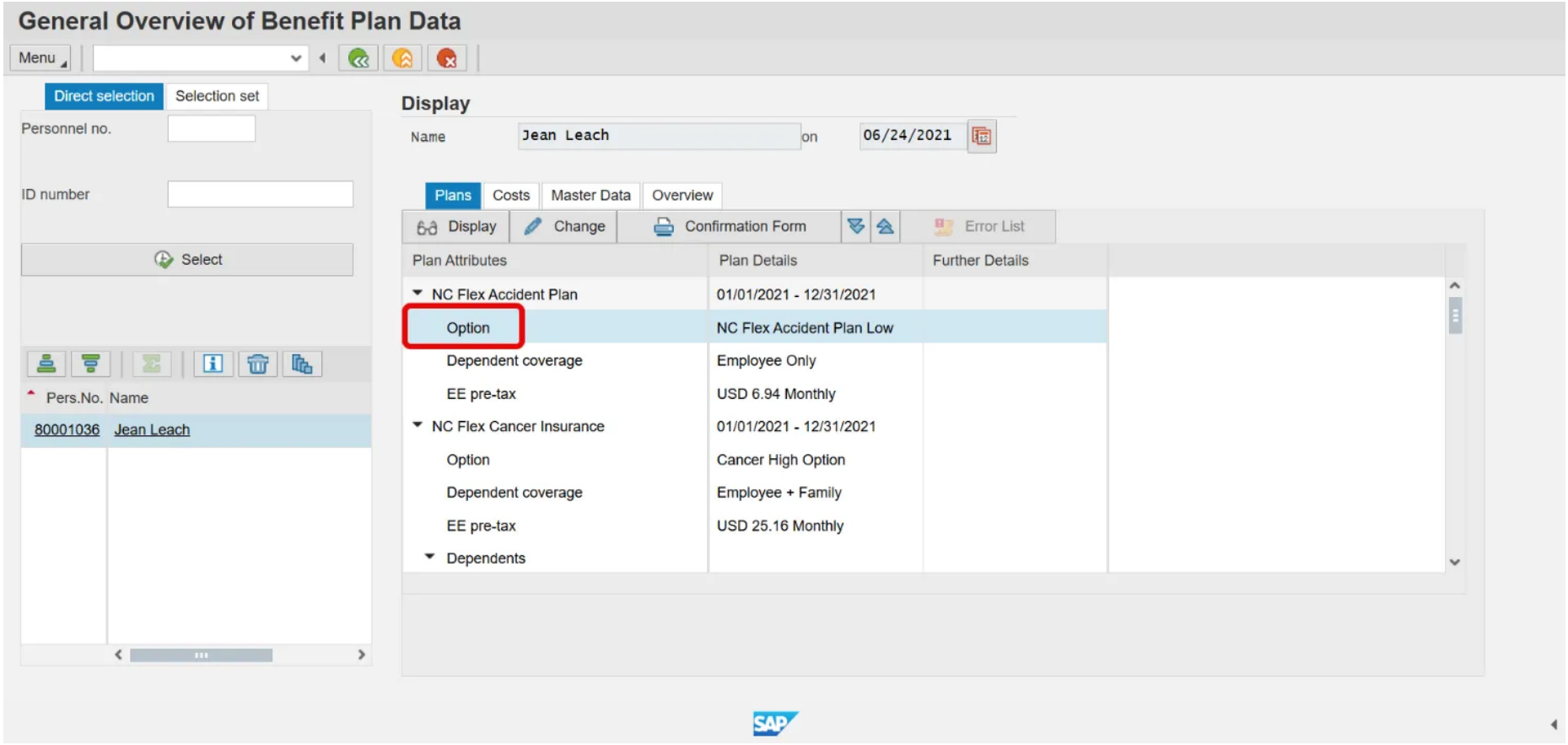


Step 10. Click the **Plans** tab again.

Step 11. If the view is not expanded, click the **Expand All** button.

Step 12. Click **Option** under any plan. (For purposes of this exercise, select the Option under the NC Flex Cancer Insurance).

Image



Step 13. Click the **Display** button.

Image

Display Health Plans (0167)

Menu

Personnel No	80001036	Name	Jean Leach		
EEGroup	A	SPA Employees	PersA	4601	Natural and Cultural Resources
EESubgroup	A1	FT N-FLSAOT Perm	Statu	Active	
Start	01/01/2021	to	12/31/2021	Chng	01/21/2022 01928036

Plan ACCT NC Flex Accident Plan

Plan data | Administration | Costs | Dependents | Additional data

General plan data

Benefit area	NC	State of NC
Plan type	ACCT	Accident Plan
Benefit plan	ACCT	NC Flex Accident Plan
Health Plan Option	ACCT	NC Flex Accident Plan Low
Dependent Coverage	EE	Employee Only

Planning Parameters

Cost Rule Variant	ACT1	ACCT Cost EE Only Low

Note: To display additional details behind a line item, highlight the line and click Display.

Important: Do not use the Change button to make any changes to an employee's benefits. This may cause inaccurate data to be passed to the benefit vendors. Change the record using the PA30 transaction.

Step 14. Click the **Back (F3)** button.

Step 15. Click the **Exit (F3)** button.

The system task is complete.

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