



ELIGIBLE EMPLOYEES' PARTICIPATION REPORT

BPP BEN-10 | TRANSACTION HRBEN0071

BN

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

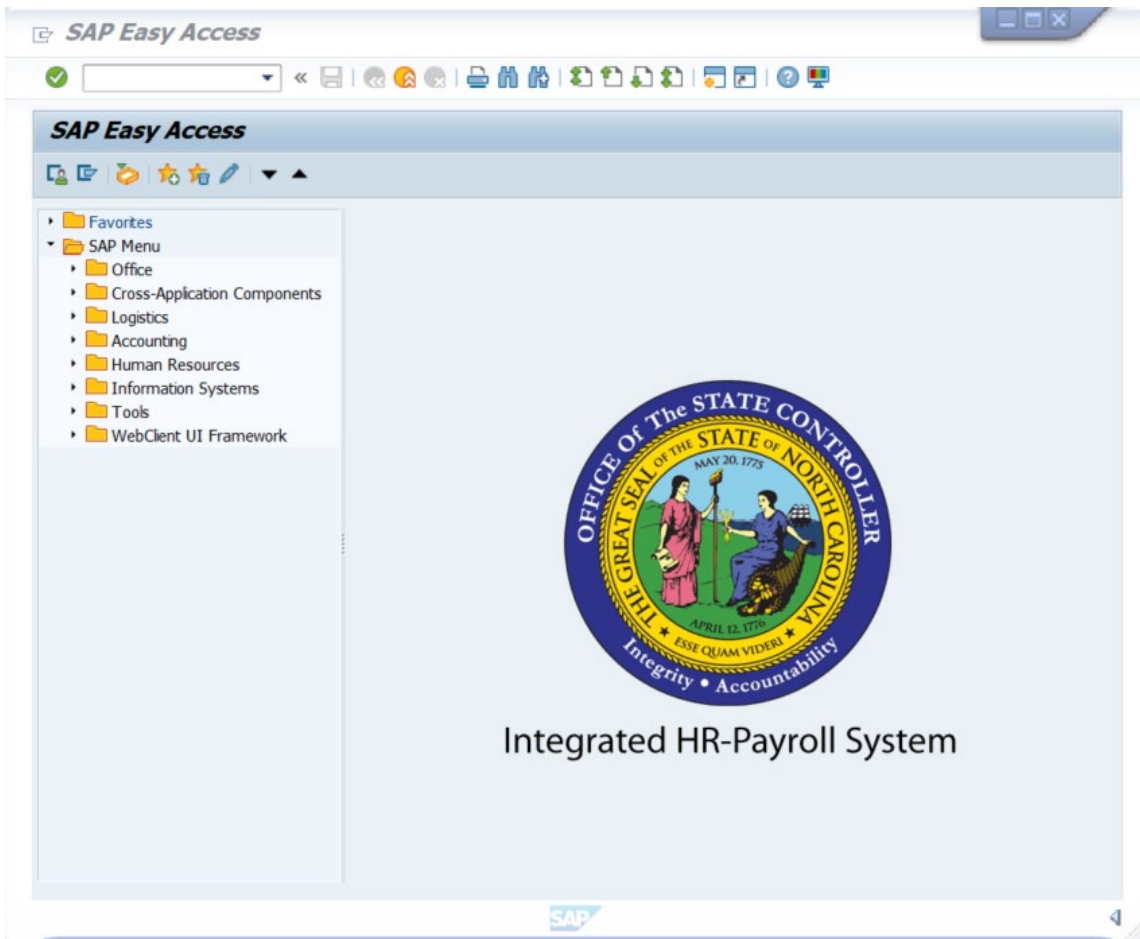
Via Menu Path:

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



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

2. Click the **Enter**  button.



Information



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**

Eligible Employees

 Search helps

 Org. structure


Key date

Today




Other keydate

Key Date

Selection

Personnel Number 

Additional selection

Benefit area	<input type="text" value="NC"/>				
1st Program Grouping	<input type="text"/>	to	<input type="text"/>		
2nd Program Grouping	<input type="text"/>	to	<input type="text"/>		
Benefit plan	<input type="text"/>	to	<input type="text"/>		

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: 800010035

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

Eligible Employees

Key date 06/22/2021
Benefit area NC State of NC

Plan	Benefit plan text	Pers.No.	Name	G	Birth date	Entry	Date	1st PG	2
401R	401(k) Roth Savings	80001035	Marvin Tillman	M	07/31/1965	01/01/2008	01/01/2008	FULL	E ▲
401K	401(K) Savings Plan	80001035	Marvin Tillman	M	07/31/1965	01/01/2008	01/01/2008	FULL	E ▼
457R	457 Roth Savings Plan	80001035	Marvin Tillman	M	07/31/1965	01/01/2008	01/01/2008	FULL	E
457	457 Savings Plan	80001035	Marvin Tillman	M	07/31/1965	01/01/2008	01/01/2008	FULL	E
HAC7	70/30 HA PrePd Credit	80001035	Marvin Tillman	M	07/31/1965	01/01/2008	02/01/2008	FULL	E
SMK7	70/30 NonSmkr PrePd Credit	80001035	Marvin Tillman	M	07/31/1965	01/01/2008	02/01/2008	FULL	E
PCP7	70/30 PCP PrePd Credit	80001035	Marvin Tillman	M	07/31/1965	01/01/2008	02/01/2008	FULL	E
HAC5	80/20 HA PrePd Credit	80001035	Marvin Tillman	M	07/31/1965	01/01/2008	02/01/2008	FULL	E
SMK5	80/20 NonSmkr PrePd Credit	80001035	Marvin Tillman	M	07/31/1965	01/01/2008	02/01/2008	FULL	E
PCP5	80/20 PCP PrePd Credit	80001035	Marvin Tillman	M	07/31/1965	01/01/2008	02/01/2008	FULL	E
HAC6	85/15 HA PrePd Credit	80001035	Marvin Tillman	M	07/31/1965	01/01/2008	02/01/2008	FULL	E
SMK6	85/15 NonSmkr PrePd Credit	80001035	Marvin Tillman	M	07/31/1965	01/01/2008	02/01/2008	FULL	E
PCP6	85/15 PCP PrePd Credit	80001035	Marvin Tillman	M	07/31/1965	01/01/2008	02/01/2008	FULL	E
LIFK	Child(ren) Life Insurance	80001035	Marvin Tillman	M	07/31/1965	01/01/2008	02/01/2008	FULL	E ▲
COP1	Consumer Driven PrePaid Plan	80001035	Marvin Tillman	M	07/31/1965	01/01/2008	02/01/2008	FULL	E ▼

- Click the **457 Savings Plan** Benefit plan text column.

Eligible Employees

Key date 06/22/2021
Benefit area NC State of NC


Plan	Benefit plan text	Pers.No.	Name	G	Birth date	Entry	Date	1st PG	2
401R	401(k) Roth Savings	80001035	Marvin Tillman	M	07/31/1965	01/01/2008	01/01/2008	FULL	E
401K	401(K) Savings Plan	80001035	Marvin Tillman	M	07/31/1965	01/01/2008	01/01/2008	FULL	E
457R	457 Roth Savings Plan	80001035	Marvin Tillman	M	07/31/1965	01/01/2008	01/01/2008	FULL	E
457	457 Savings Plan	80001035	Marvin Tillman	M	07/31/1965	01/01/2008	01/01/2008	FULL	E
HAC/	70/30 HA PrePd Credit	80001035	Marvin Tillman	M	07/31/1965	01/01/2008	02/01/2008	FULL	E

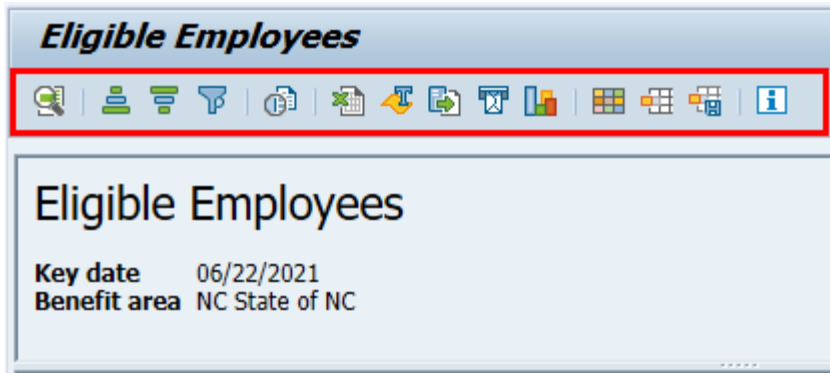
- Click the **Details** (Ctrl+Shift+F3)  button.

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



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

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.

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

The system task is complete.

Change Record

- 9/29/16 – New BPP format; updated all screen captures due to SAP upgrade to SAPGUI 7.40 – L. Brown
- 3/10/21 – Updated format, assigned reference number, and made accessible – C. Ennis
- 6/22/21 – Updated images and added alt text. - L. Lee