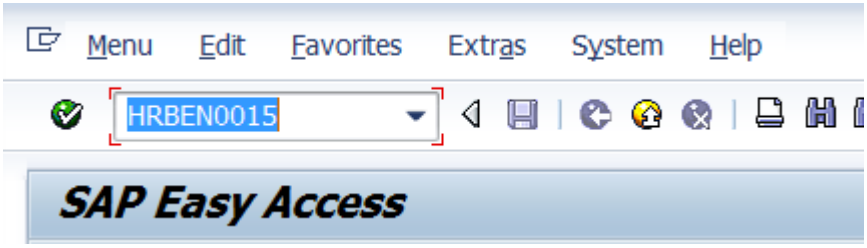
PRINT BENEFITS CONFIRMATION STATEMENT

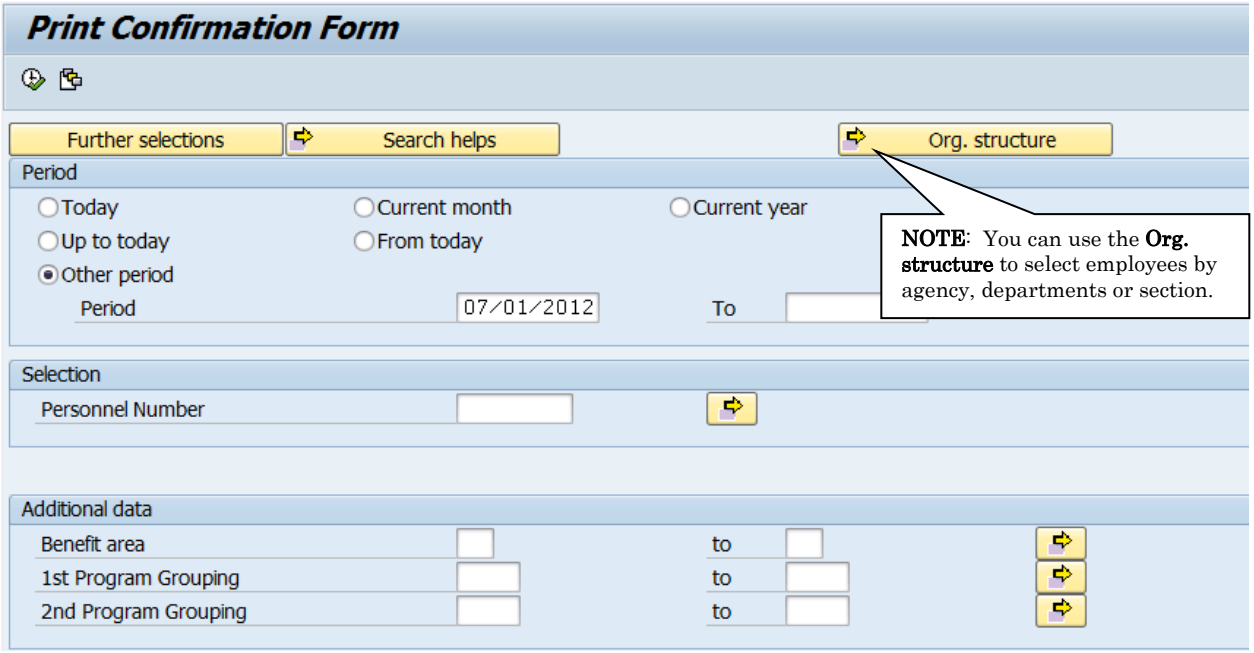
BN

JOB AID BEN-7 | HRBEN0015

This job aid explains how to print the Benefits Confirmation Statement.



1. Enter transaction code **HRBEN0015** in the Control Box and click .

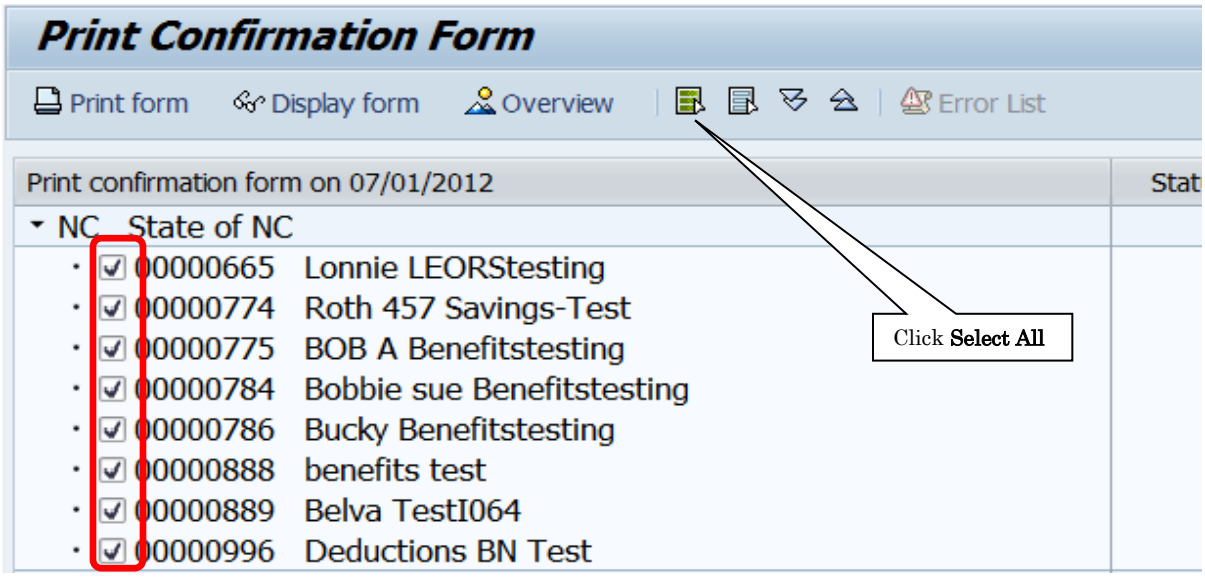


For Annual Enrollment

2. Select **Other period** and enter the annual enrollment plan start date such as 07/01/2012 in the Period box.
3. Enter **NC** is in the Benefit area.
4. Enter a **Personnel Number**.

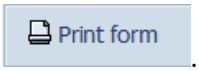
   NOTE: Leaving the Personnel Number blank will select all the employees for whom you have security access. To run the statements for just a section, use the Org. Structure to select your agency, department or section.

5. Select **Execute** .



6. Click **Select all** or check only the boxes next to the employees you want to print.

   NOTE: If selecting all, check marks display in the boxes to the left.

7. Select **Print Form** 

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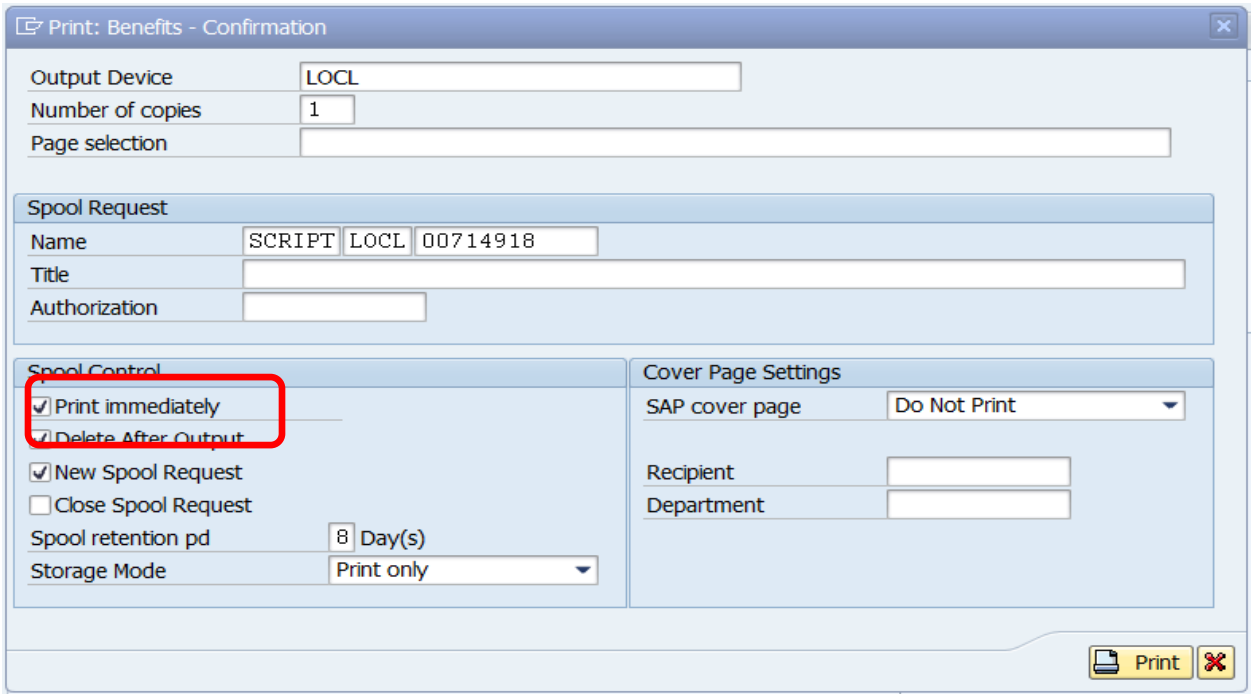

8. Select **Print Immediately**.
9. Select **Delete After Output.**
10. Click the **Print**

button.