

BEN-07 Print Confirmation Statement

Purpose

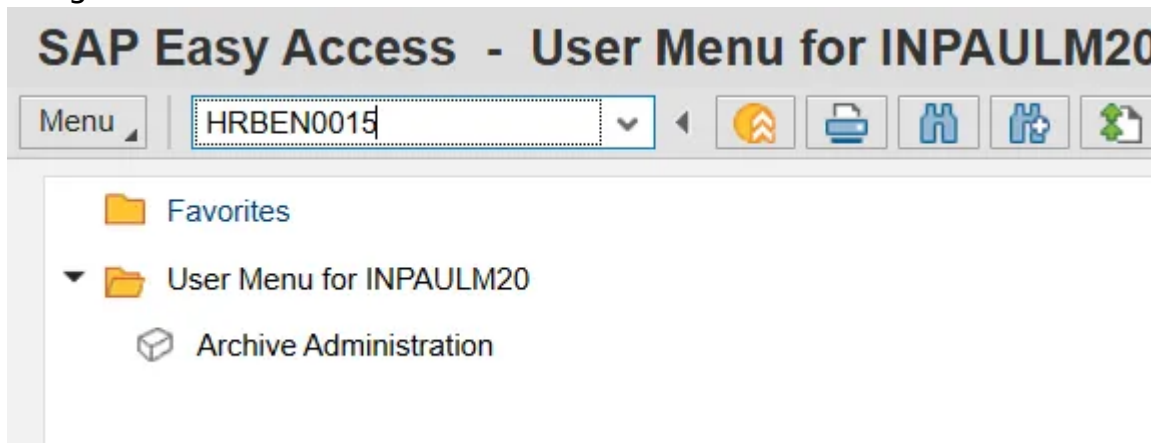
This job aid explains how to print the Benefits Confirmation Statement.

Print Benefits Confirmation Statement

There are 10 steps to complete this process.

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

Image



For Annual Enrollment

Step 2. Select **Other period** and enter the annual enrollment plan start date such as 07/01/2012 in the Period box.

Step 3. Enter **NC** in the Benefit area.

Step 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 one section, use the Org. Structure to select your agency, department or section.

NOTE: You can use the **Org. structure** to select employees by agency, department or section.

Image

Print Confirmation Form

Menu ▾



Further selections



Search helps



Org. structure

Period

☐ Today

☐ Current month

☐ Current year

☐ Up to today

☐ From today

☒ Other period

Period

07/01/2012

To

Selection

Personnel Number

80000489



Additional data

Benefit area

NC

to



1st Program Grouping

to



2nd Program Grouping

to



Step 5. Select **Execute**.

Image

Print Confirmation Form

Menu | [Search Field] | [Icons: Back, Forward, Cancel] | [Print form] [Display form] [Overview] [Icons: Print, Copy, Paste, Save, Error List]

Print confirmation form on 07/01/2012	Sta...	Description
▼ NC State of NC ☐ 80000489 Wanda Hill20		

Step 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.

Step 7. Select **Print Form**.

Step 8. Select **Print Immediately**.

Step 9. Select **Delete After Output**.

Image

Print: Benefits - Confirmation



Output Device

locl

Number of copies

1

Page selection

Spool Request

Name

SCRIPT

INPAULM20

Title

Authorization

Spool Control

☒ Print Now

☒ Delete After Output

☒ New Spool Request

☐ Close Spool Request

Spool Retention

8 Day(s)

Storage Mode

1 Print only

Cover Page Settings

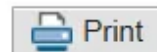
SAP cover page

Do Not Print



Recipient

Department



Step 10. Click the **Print** button.

First Published

Wed, 02/15/2012

Last Updated

Mon, 10/06/2025

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