

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

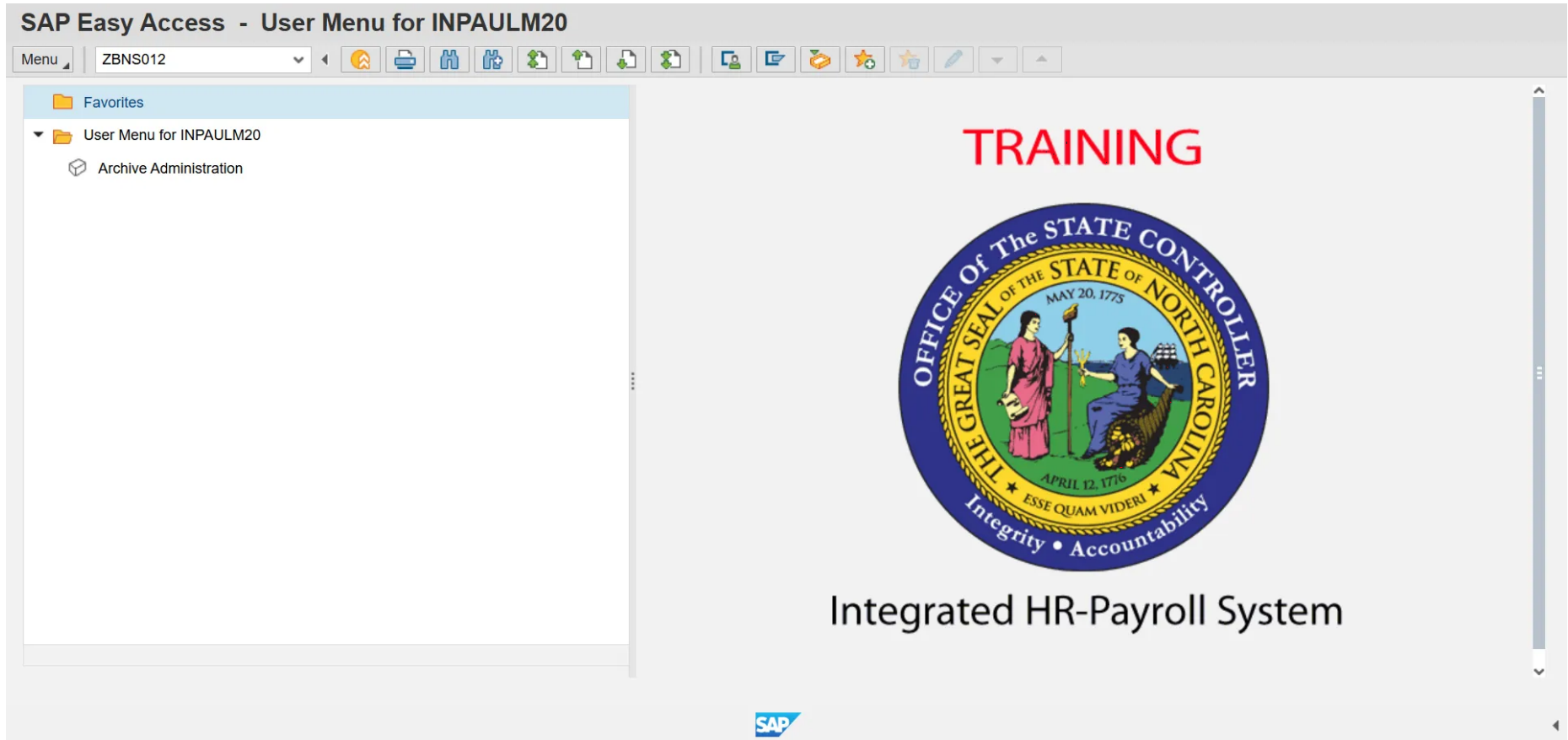
Via Transaction Code: ZBNS012

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

Health Plan: Not Yet Enrolled

Menu      

Employee(s) Not Enrolled From: 06/14/2021 - 06/28/2021

☐	00105757	Mary Price Curtis
☐	00136899	Andrew L Moore
☐	00222011	Jacqueline Elaine Bishop
☐	00238011	Dawn Marie Arney
☐	00300861	Judi Ann Yonai
☐	00353698	Desean Lamar Bogues
☐	00408977	Theodore Allen Place Jr
☐	00410725	Sandra Lynn Weston
☐	00462887	Jennifer Lynn Tuft
☐	00467653	Victor Arthur D'Amato
☐	00487442	Tia Fields Foul
☐	00534066	Arnya L Fennell
☐	00540922	Janice G Long
☐	00567131	Kathy Cozort Oliver

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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