

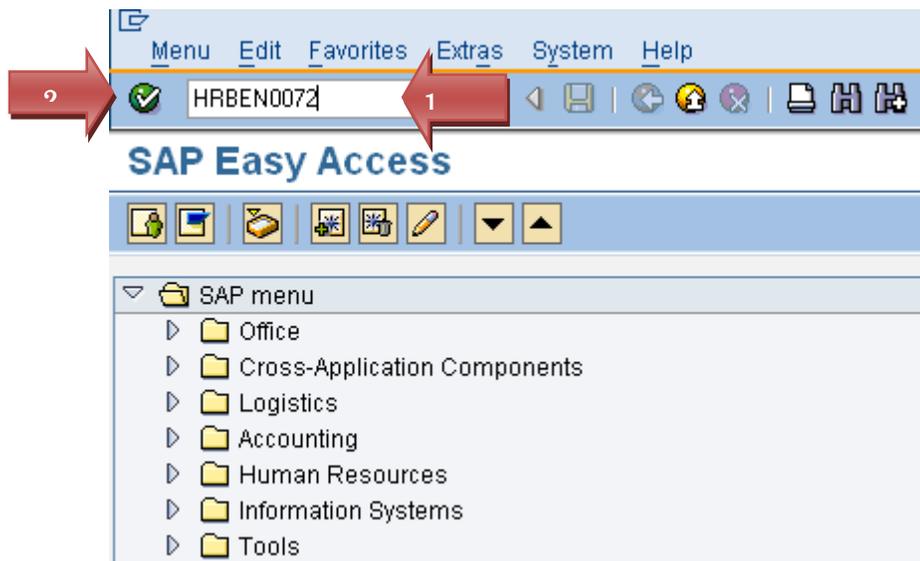


BENEFITS PARTICIPATION REPORT

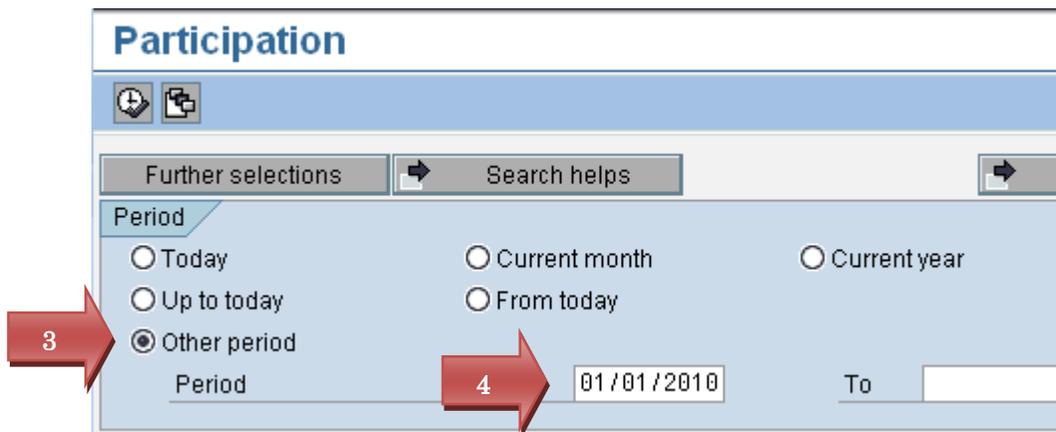
JOB AID BEN-2 | HRBEN0072

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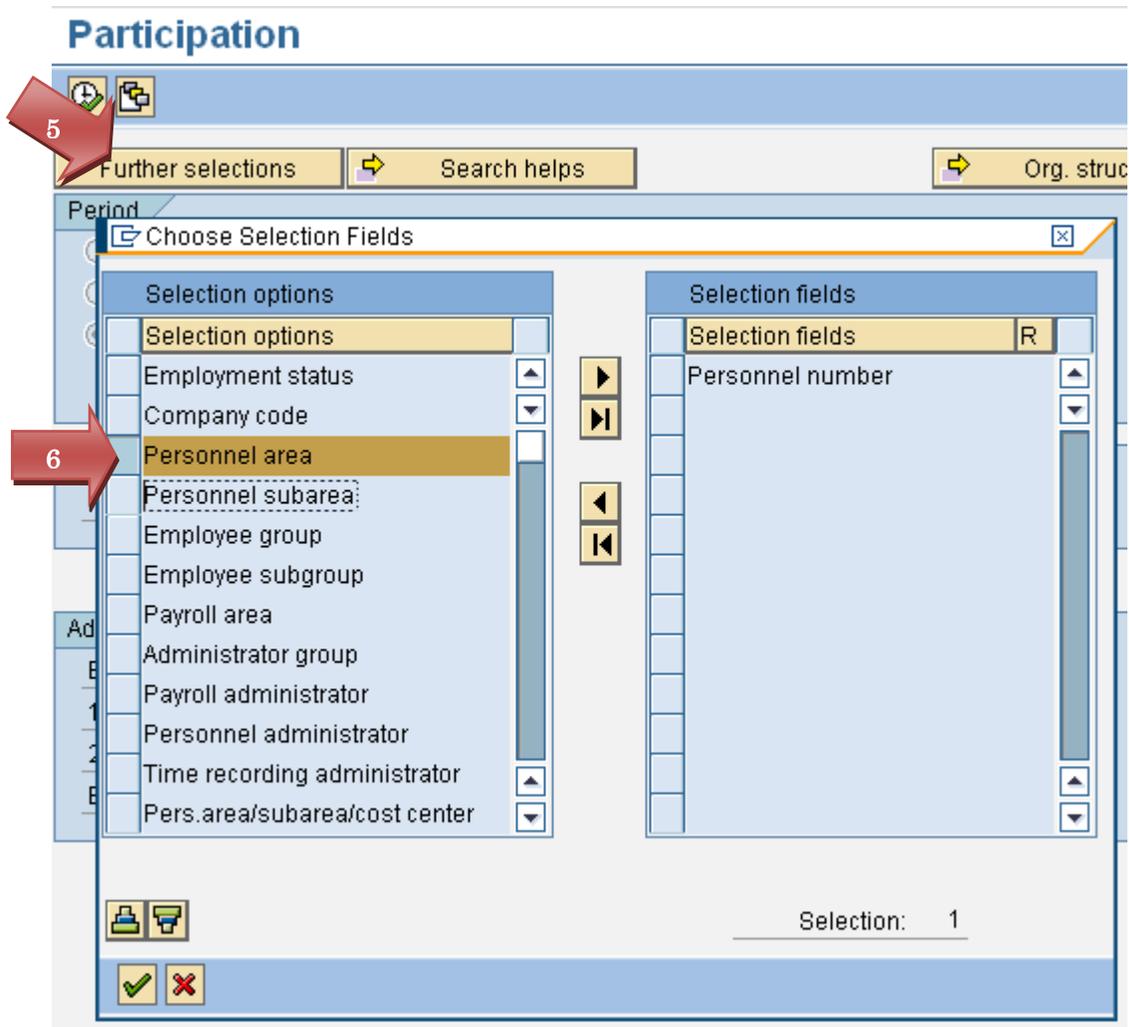
This job aid provides a guide to running a Benefits Participation Report in the Integrated HR/Payroll System. This is not a BI report. The Benefits Participation Report can tell you in real time who in your organization (for whom you have security access) is enrolled in a specific plan(s).



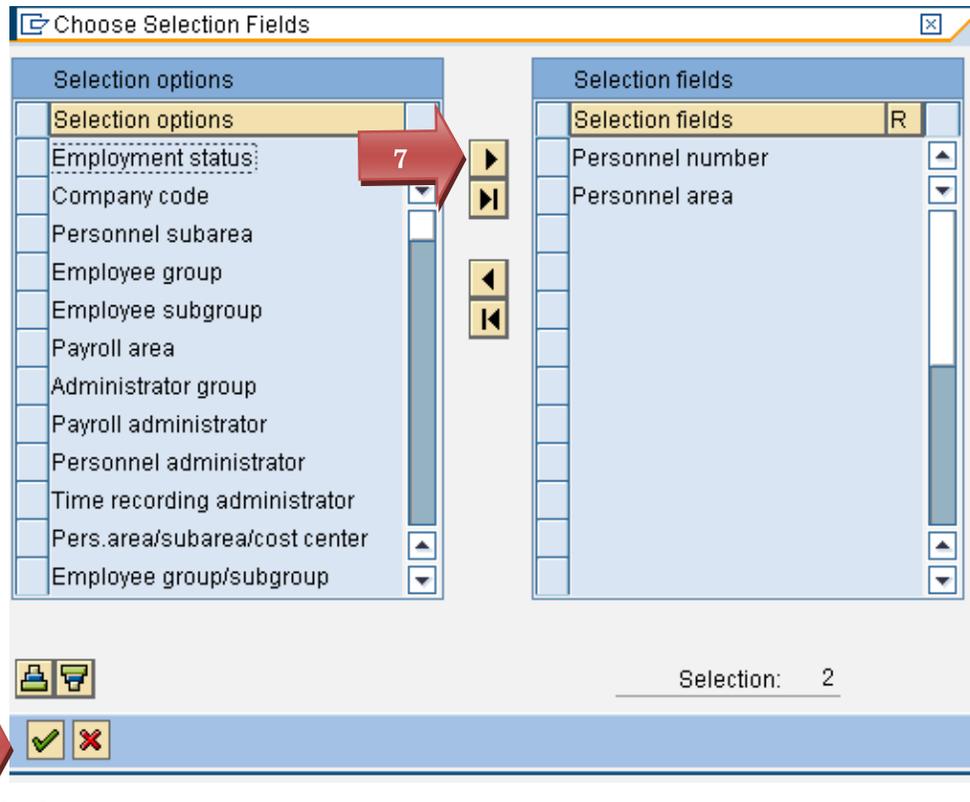
1. Enter the transaction **HRBEN0072**.
2. Press enter or click the green check.



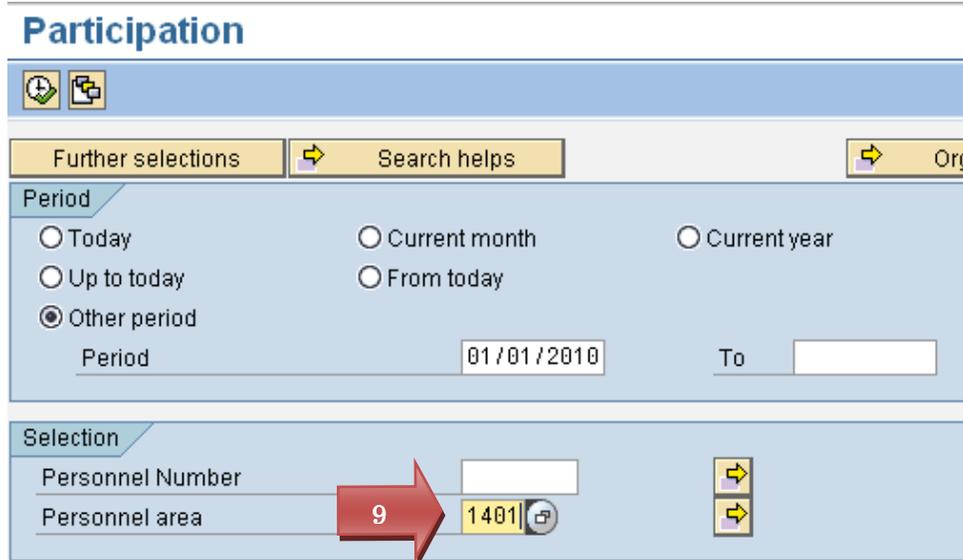
3. Select **Other period**.
4. Enter the date **01/01/2010** for Annual Enrollment participation.



5. Select **Further selections**.
6. Select **Personnel** area under the Selection options.



7. Click the  arrow to move the **Personnel area** to the Selection fields section.
8. Press Enter or Click the green check.



9. Select your **Personnel area**.

NOTE: The report does not run unless your personnel area is selected.

Participation

11

Further selections
 Search helps
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Period

Today Current month Current year
 Up to today From today
 Other period

Period To

Selection

Personnel Number
 Personnel area

Additional selection

Benefit area

1st Program Grouping to

2nd Program Grouping to

Benefit plan

10. Select the benefit plan or plans for which you want to view employees’ participation.

NOTE: In this example, you will get a list of employees enrolled in the Core AD&D plan effective January 1, 2010.

11. Execute the report.