



Benefit Termination Letters

See **Change Record** at end of document for updates to this BPP.

Trigger:

Agency Benefits Specialist needs to generate Benefit Termination Letter for employees who have separated employment or who have lost benefit eligibility.

Business Process Procedure Overview:

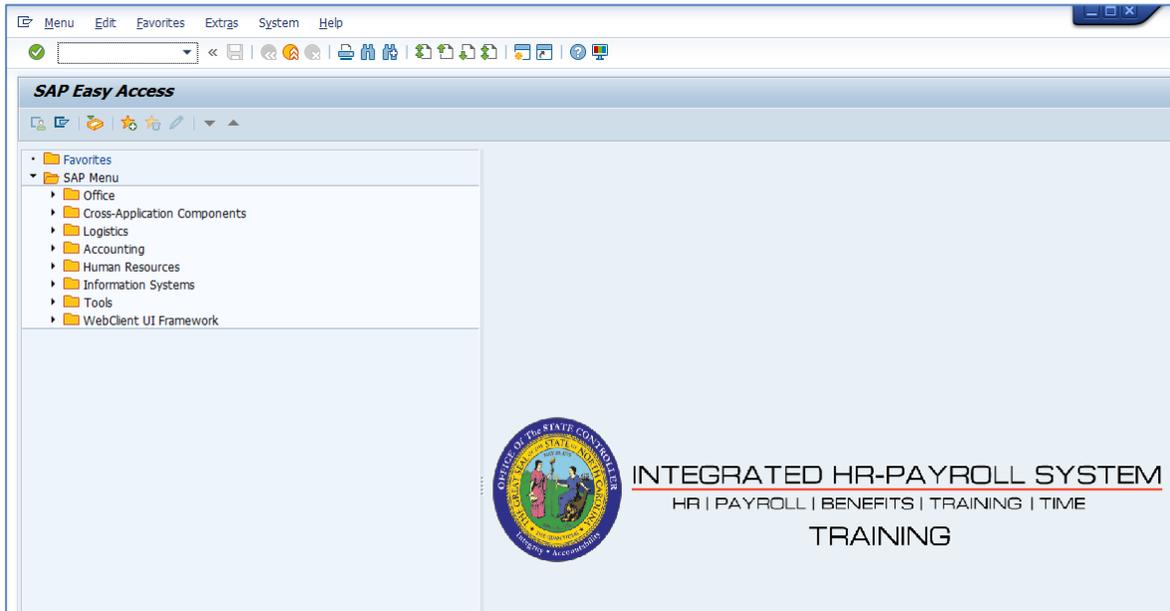
Transaction code ZBNS013 - Benefit Termination Letter allows Agency Benefit Specialists to create a system generated letter to send to employees who have lost benefit eligibility or who have separated from employment. The Benefit Termination Letter outlines the benefit plans in which the employee was enrolled, notes the coverage end date and (if allowed) information on how to continue the plan after leaving employment or losing eligibility.

The Benefit Termination Letter can be run daily, weekly, or monthly, depending on the agency's needs. It is recommended to run the letters on a weekly basis with the prior week's dates.

Access Transaction:

Via Menu Path:	<i>This is a custom transaction created for the State of North Carolina. It is not in the SAP menu path. You need to type the transaction code in the Command field. (See Via Transaction Code below.)</i>
Via Transaction Code:	ZBNS013

Procedure



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: ZBNS013

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 **ZBNS013**.
- 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**.

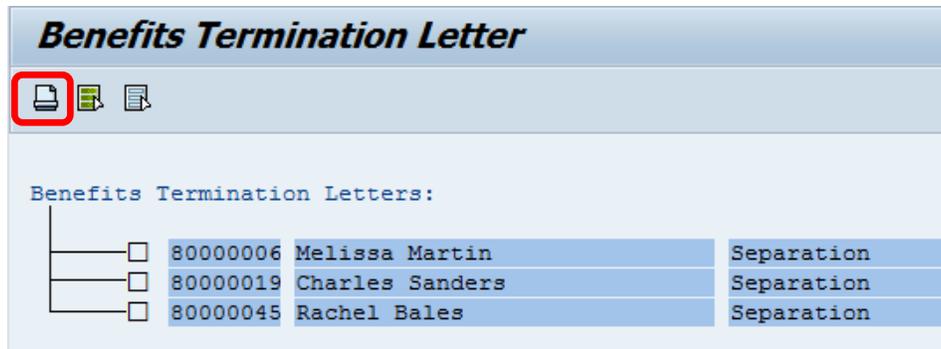
The Date Selection date range is required. Users can run for a specific time period. For example, the letters can be ran for an entire month, day or week. It is recommended to run the Benefit Termination Letters each week with the previous week's dates in the date selection criteria. The selection can also be narrowed by other selection criteria such as payroll area or org. unit. These fields are optional.

3. Update the following fields:

Field Name	Description	Values
From	Effective date of the personnel action	Enter value in Command. Example: 09/01/2014
To	Ending date of the specified date range	Enter value in Command. Example: 09/08/2014

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

A list of employees will display in a pop-up box for affected employees in the specified period. This allows the Health Benefits Representative to select the names for report printing.



5. Click the **Select All (F7)**  button.

The **Select All** button (displayed above) allows users to select all employees at one time. Or if preferred, the user can select only certain employees by clicking in the box in front of the employee's name.



Information You may also click the checkbox **80000122** to print an individual LOA Notice Letter.

6. Click **Letter (Ctrl+F1)**  button. (It looks like a Print button.)

7. 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: LOCL



Information **OPTION:** Selecting ZLOCL as the output device will allow the header and footer information to print as designed.

8. Click the **Print immediately** **Print immediately** checkbox.

To expedite printing, use the Print Immediately option.

9. 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.

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

You can also select Print Preview to view the form prior to printing.



STATE OF NORTH CAROLINA
 1425 MAIL SERVICE CENTER
 RALEIGH, NC 27699-1425

Benefits Termination Notice

Melissa Martin 4657 Hardesty Street Albany, NC 27609	Personnel No. 80000008 Personnel Area State Controller Payroll Area NC Monthly
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Date: 09/12/2014

This letter is to notify you that your state-sponsored benefit plans have ended due to Separation. It is for informational purposes only. Continuation of coverage, conversion or portability options may be available based on each plan's specifications. You will need to make satisfactory payment arrangements and complete any necessary forms based on each plan's requirements and deadlines. We will notify each vendor of the date your plan(s) will end. It is not the intent of this letter to replace or supercede any documents you receive from each plan directly. If you have any questions about the information you see below, please contact the Benefits Support Center at 1-866-NCBEST-4U.

If you are enrolled in any group life, accident, disability, dental, or cancer plans offered through your agency, please contact your Human Resources Representative directly to discuss your continuation options.

Coverage End Date of Coverage Continuation Options

The system task is complete.

Change Record

Change Date: 9/29/16	Changed by: L Brown
Changes:	<ul style="list-style-type: none"> • New BPP format • Updated all screen captures due to SAP upgrade to SAPGUI 7.40 • Access Transaction: Added explanatory text in <i>Via Menu Path</i> field. • Step 4 – added new explanatory text • Step 5 screen capture - added red indicator around the Print button that is called the Letters button by SAP.