



Health Plan: Not Yet Enrolled Letter

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

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 7 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 7 days prior to the end of the employee's initial eligibility event as a new hire.

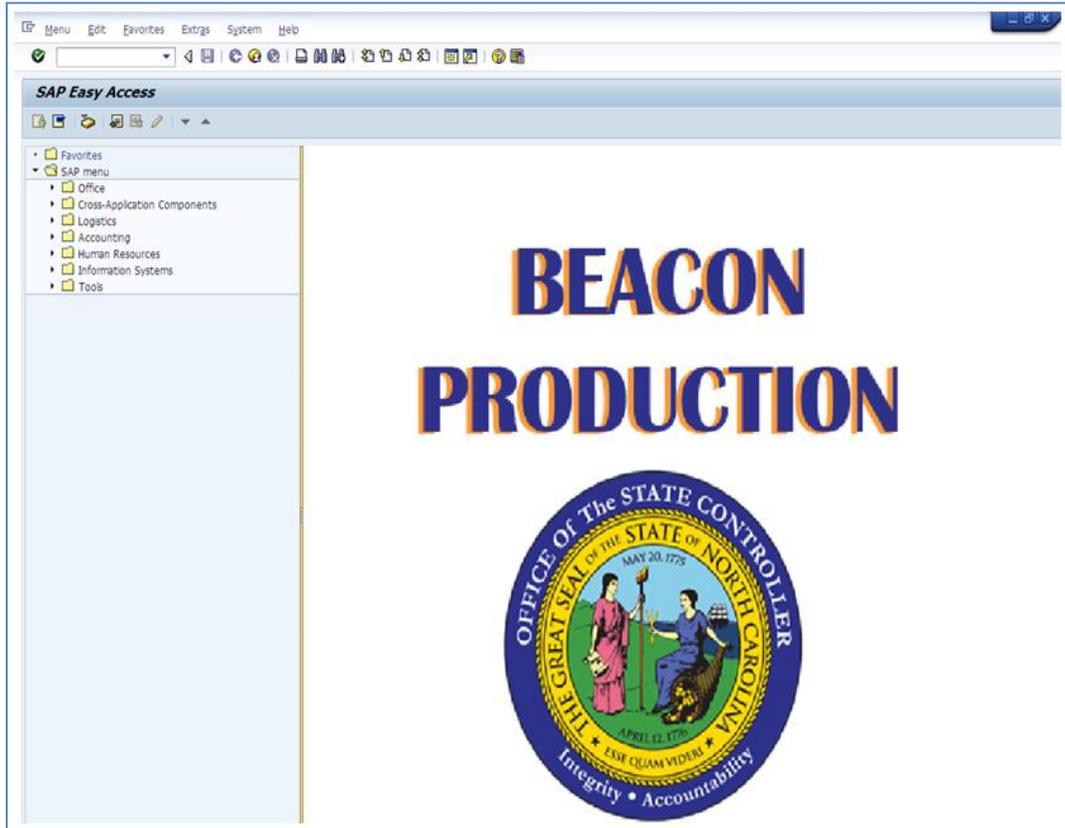
The recommended business practice would be to run the letters daily or weekly and distribute to employees. It may be beneficial to generate the letters to follow up with the employee after the employee's Benefit Orientation has been conducted within the agency.

Selecting a date range for the letters is required.

Access Transaction:

Via 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:	ZBNS012

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: ZBNS012

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 **ZBNS012.**
- 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.**

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Reminder Dates: 09/12/2014 to 09/19/2014

Personnel Area: to

Personnel Subarea: to

Org Unit: to

Employee Number: to

Num of Days before Expiration: 7

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 may alter the defaulted criteria for their business needs. It is recommended to run the letters with the system defaulted Reminder Dates and Expiration Days.

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

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Employee(s) Not Enrolled From: 09/12/2014 - 09/19/2014

- 01662001 Anita H Smith
- 70231073 WALDO EARP
- 70450000 Jon Henry Smith
- 70450003 Janet Maybelle Jackson

1. 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 box in front of the employee's name.

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

3. 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

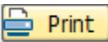
Selecting **LOCL** as the output device will allow the header and footer information to print as designed.

4. Click the **Print immediately** checkbox.

To expedite printing, use the Print Immediately option.

5. 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.

6. Click the **Print**  button.

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

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.