



Participation Report (HRBEN0072)

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

Trigger:

A requirement to display employees participating in specified benefit plans on a given date or during a certain period of time.

Business Process Procedure Overview:

This report shows the employees who are participating in specified benefit plans on a given date or during a certain period of time.

You run the report for the current day or a Period of your choice.

You restrict data selection using the following parameters:

- Personnel number
- Benefit area
- 1st Program grouping
- 2nd Program grouping
- Benefit plan

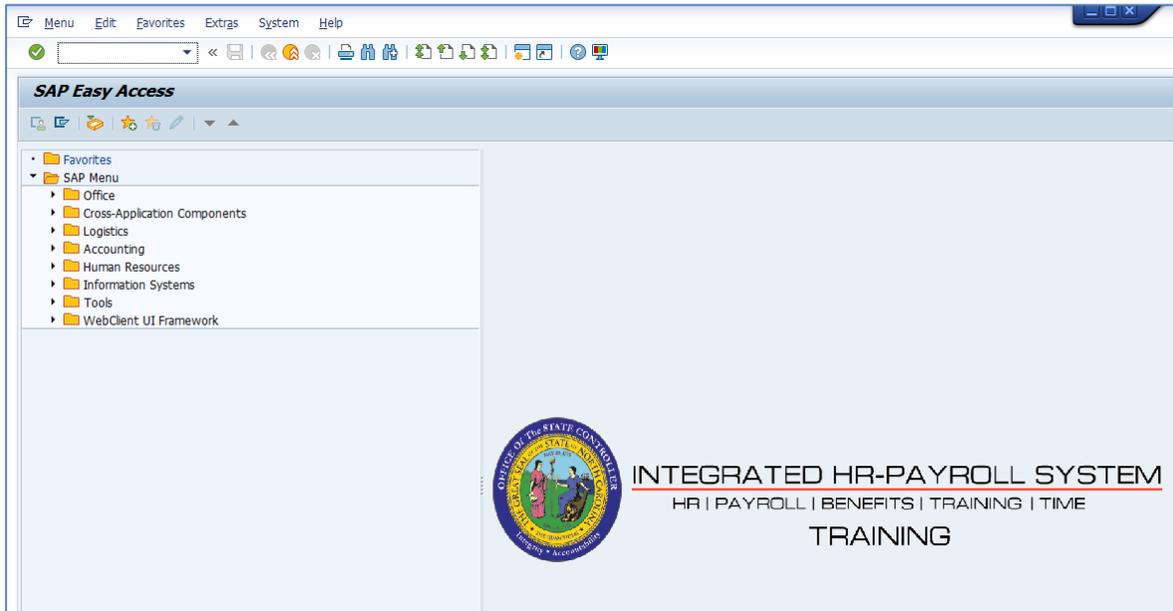
The report lists participating employees per plan and also the following information:

- The employee's date of entry (hire date)
- The first date of participation in the relevant plan
- The start and end date of the plan infotype

Access Transaction:

Via Menu Path:	SAP menu >> Human Resources >> Personnel Management >> Benefits >> Info System >> Reports >> Participation >> HRBEN0072 – Participation <i>NOTE: Your menu path may contain this custom transaction code depending on your security roles.</i>
Via Transaction Code:	HRBEN0072

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: HRBEN0072

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 **HRBEN0072**.
- 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**.

Participation



Further selections 
Search helps 
Org. structure 

Period

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

Period  To

Selection

Personnel Number 

Additional selection

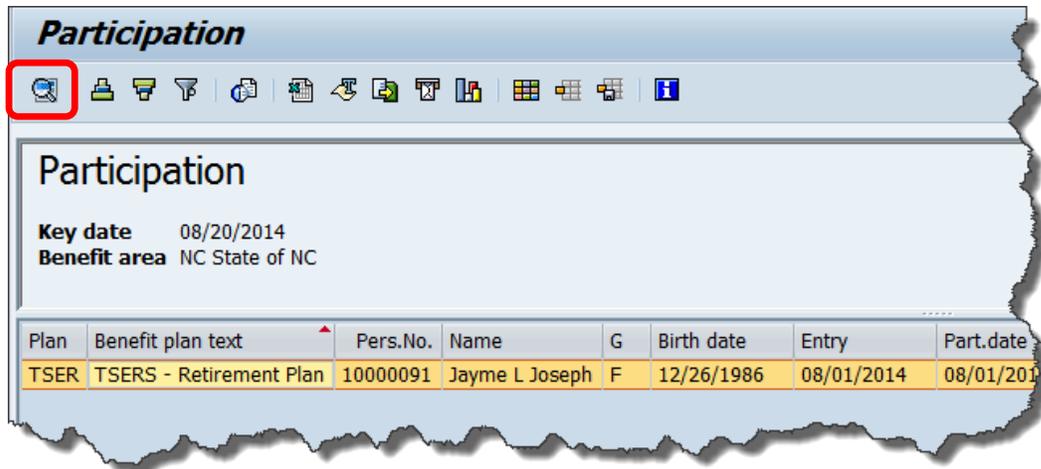
Benefit area	<input type="text" value="NC"/>		
1st Program Grouping	<input style="width: 50px;" type="text"/>	to	<input style="width: 50px;" type="text"/> 
2nd Program Grouping	<input style="width: 50px;" type="text"/>	to	<input style="width: 50px;" type="text"/> 
Benefit plan	<input style="width: 50px;" type="text"/>	to	<input style="width: 50px;" type="text"/> 

3. Update the following field:

Field Name	Description	Values
Personnel Number	Unique number identifying an individual's master record data in the system.	Enter value in Command. Example: 10000091

Additional filter criteria, such as date range(s) or multiple personnel numbers, may be chosen here as well.

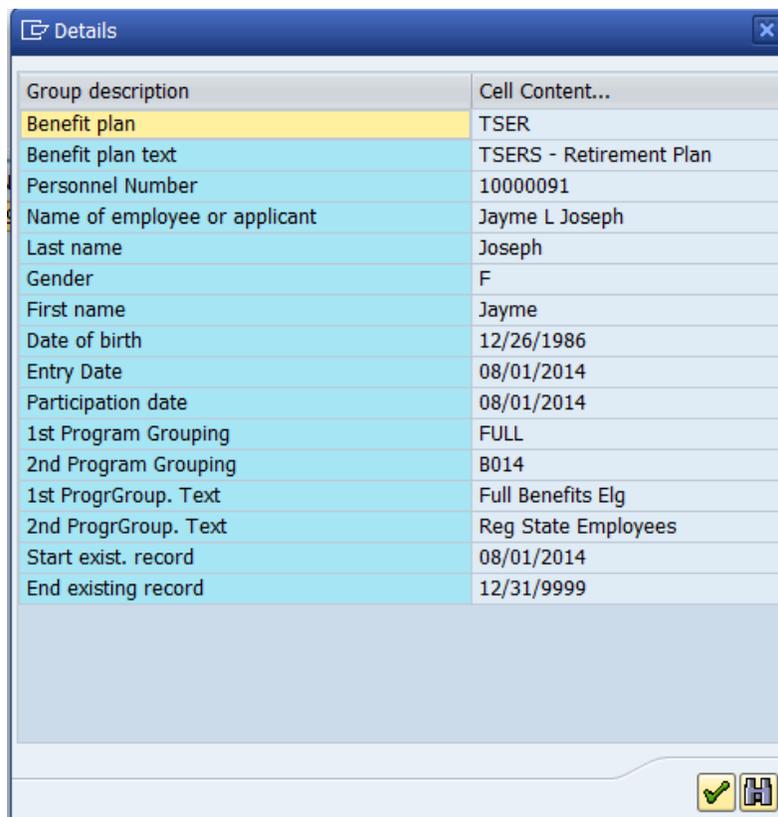
4. Click the **Execute (F8)**  button.



5. Click the desired line detail to select it.

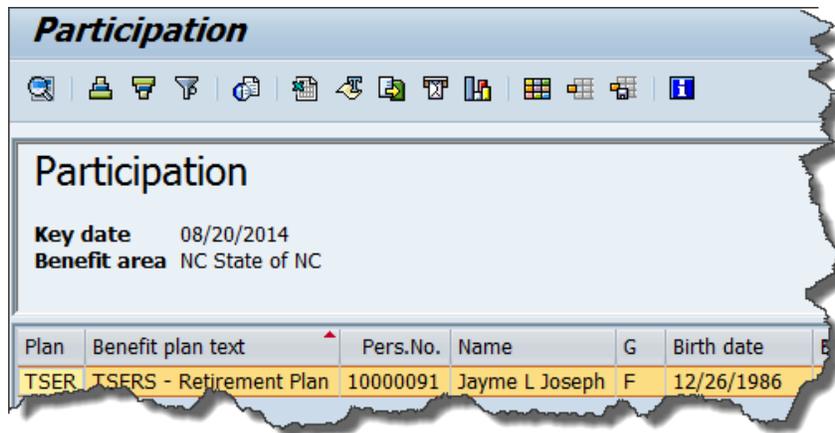
The overview of benefit plans for the filter criteria chosen is displayed. For more detailed information for any line item, highlight a line and click Details.

6. Click the **Details (Ctrl+Shift+F3)**  button.



Review this data as appropriate and close the window when finished.

7. **Error! Reference source not found.** Click the **Close window (Enter)**  button.

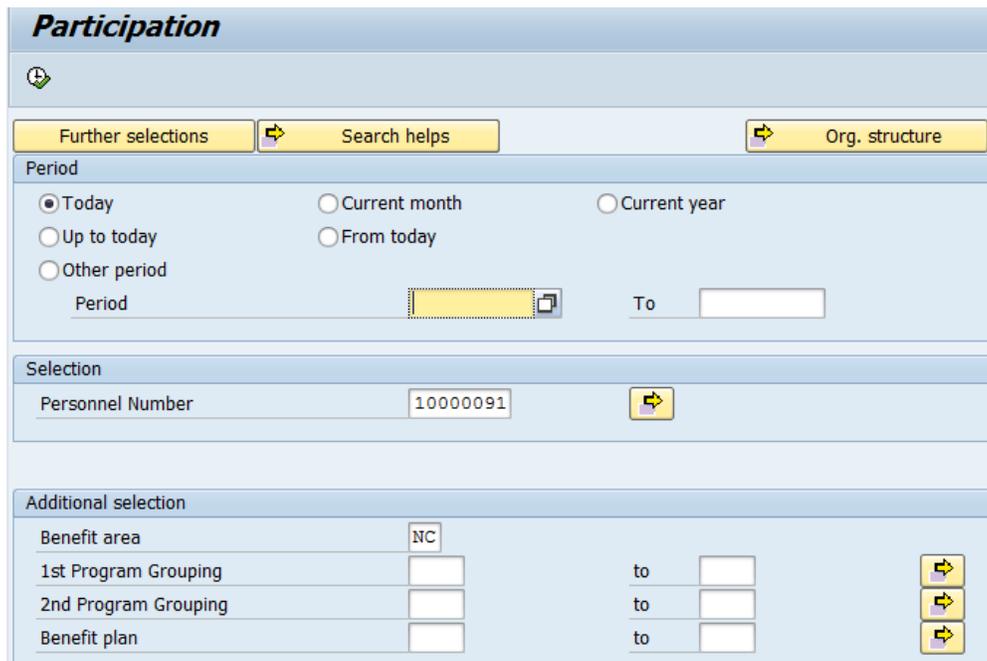


The screenshot shows the top portion of a web application interface. At the top, there is a title bar with the word "Participation" in a bold, italicized font. Below the title bar is a toolbar with various icons for navigation and actions. The main content area has a header section with the title "Participation" and two key pieces of information: "Key date 08/20/2014" and "Benefit area NC State of NC". Below this is a table with the following data:

Plan	Benefit plan text	Pers.No.	Name	G	Birth date
TSER	TSERS - Retirement Plan	10000091	Jayme L Joseph	F	12/26/1986

This data may also be printed or exported to MS Excel.

8. Click the **Back (F3)**  button.



The screenshot shows the configuration screen for the Participation report. It has a title bar with "Participation" and a toolbar with a back button. The main area is divided into several sections:

- Further selections:** Includes buttons for "Search helps" and "Org. structure".
- Period:** Contains radio buttons for "Today" (selected), "Up to today", "Other period", "Current month", "From today", and "Current year". There are also input fields for "Period" and "To".
- Selection:** Includes a "Personnel Number" field with the value "10000091" and a search button.
- Additional selection:** Includes a "Benefit area" field with the value "NC" and three rows for "1st Program Grouping", "2nd Program Grouping", and "Benefit plan", each with a "to" field and a search button.

9. Click the **Back (F3)**  button.

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