



Print Confirmation Statement

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

Trigger:

Employee contacts Agency HR Representative and requests Confirmation Statement.

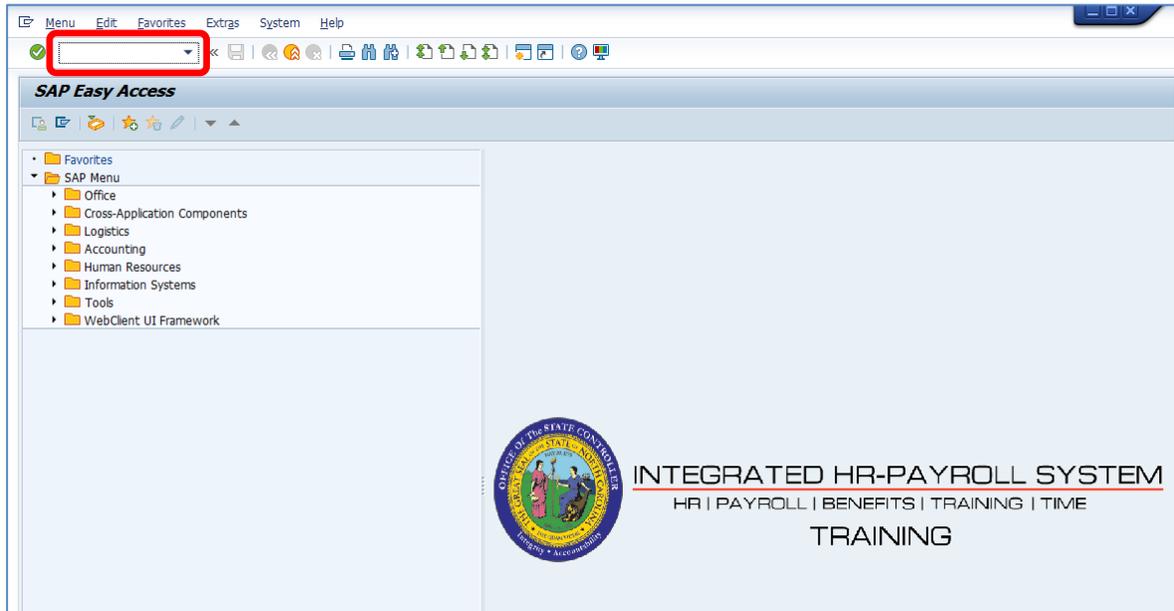
Business Process Procedure Overview:

The Confirmation Statement should be available for distribution upon request from the employee.

Access Transaction:

Via Menu Path:	SAP menu >> Human Resources >> Personnel Management >> Benefits >> Forms >> HRBEN0015 - Confirmation <i>NOTE: Your menu path may contain this custom transaction code depending on your security roles.</i>
Via Transaction Code:	HRBEN0015

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: HRBEN0015

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 **HRBEN0015**.
- 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**.

3. Update the following fields:

Field Name	Description	Values
Personnel no.	Unique employee identifier	Enter value in Personnel no. Example: 80001036

NOTE: The report can be run for different time periods. Just select the period you want the report to cover before executing it to run. The report defaults to: Today. For another time period, click the Other Period radio button and enter the date range in the Period – To section.

NOTE: This report can be run for one or multiple personnel numbers. For multiple Personnel numbers, click the Multiple Selection  button and enter multiple personnel numbers in the Single Value column. Click the Execute  button.

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

Print Confirmation Form

Print form Display form Overview Error List

Print confirmation form on 07/09/2014		Status	Description
▼ NC State of NC			
<input checked="" type="checkbox"/>	0001036		Jean Leach

5. Check the box in front of the line items you wish to print.

6. Click the Display form Display form button.

Print Preview of LOCL Page 00001 of 00003



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

PRINT DATE
07/09/2014

Benefits Confirmation Statement

Jean Leach 1243 Seth Street Rowena, NC, 27609	Personnel No. 80001036 Personnel Area Cultural Resources Payroll Area NC Monthly	AS OF DATE: 07/09/2014
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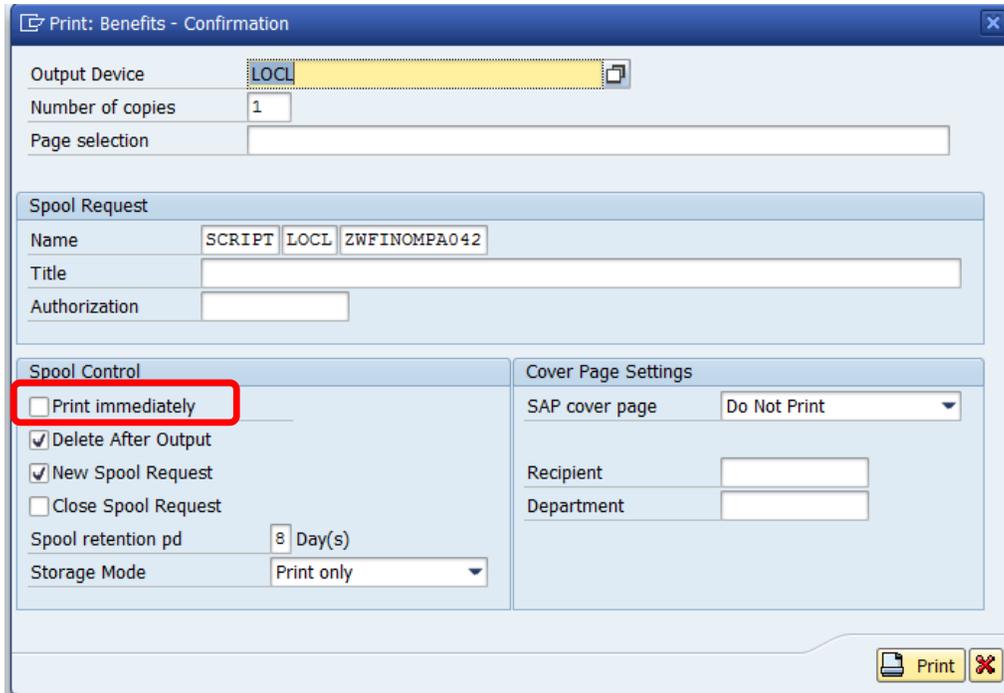
Listed below are your most recent elections and costs. Please review the information carefully to confirm your enrollment in these benefit plans. Changes to your plans can only be made if your eligibility changes due to a qualifying event or you make changes during open enrollment. If you have any questions about the information you see below, please contact the Benefits Support Center at 1-866-NCBEST-4U.

HEALTH PLANS

NC Flex Cancer Insurance Option EE Pre-tax	01/01/2013 - 12/31/9999 Cancer High Option 26.06 USD
Dependents in period 01/01/2013 - 12/31/9999	
Mary Leach	Legal Dependent Date of Birth 08/06/2001
NC Flex Critical Illness Plan Option EE Pre-tax	01/01/2014 - 12/31/9999 Critical Illness \$15k Coverage 13.00 USD
NC Flex Dental Plan Option EE Pre-tax	06/01/2008 - 12/31/9999 Dental High Option 71.96 USD

The confirmation statement is displayed.

- Click the **Back (F3)**  button.
- Click the **Print form**  button.



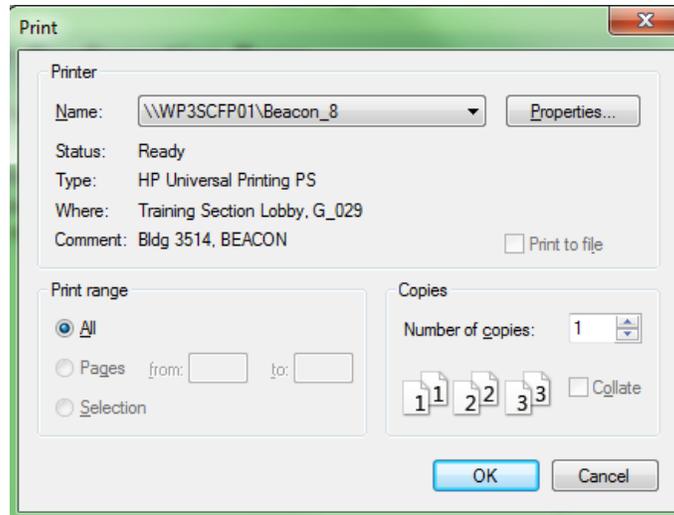
The screenshot shows a dialog box titled "Print: Benefits - Confirmation". It contains several sections: "Output Device" with a dropdown menu showing "LOCL"; "Number of copies" with a text box containing "1"; "Page selection" with an empty text box; "Spool Request" with fields for "Name" (SCRIPT LOCL ZWFINOMPA042), "Title", and "Authorization"; "Spool Control" with checkboxes for "Print immediately" (highlighted with a red box), "Delete After Output" (checked), "New Spool Request" (checked), and "Close Spool Request" (unchecked), along with "Spool retention pd" (8 Day(s)) and "Storage Mode" (Print only); and "Cover Page Settings" with a dropdown for "SAP cover page" (Do Not Print) and fields for "Recipient" and "Department". At the bottom right, there are "Print" and "Cancel" buttons.

- Check the **Print immediately** checkbox.

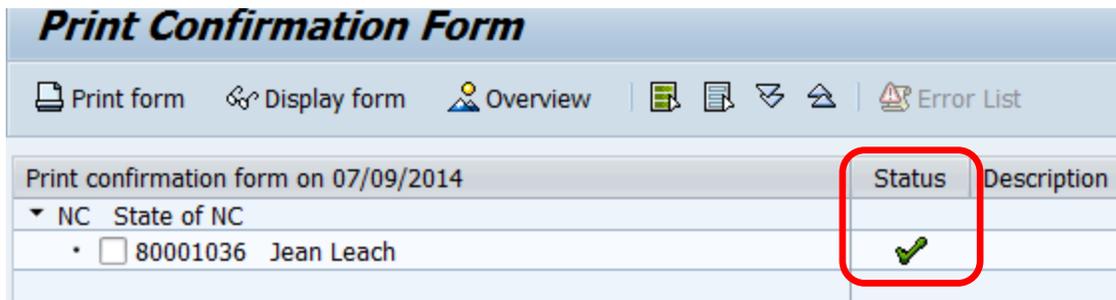
 **NOTE:** *It is recommended to choose to print the statement immediately (rather than it going to a queue), deleting the print job after being printed (rather than taking up server space while being kept), and choosing not to print the default system cover page, unless you are printing on a popular printer and need to separate your confidential material from that of other users.*

- Click the Print  button.

The OSC HR/Payroll system will print the confirmation statement, and open a new window with print confirmation information, which then may be closed.



11. Click the  button.



Once your confirmation form is sent to your printer, the system will return you to the Print Confirmation Form screen. You will see a green check in the status column if the form actually printed on your printer.

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

13. Click the **Exit (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• Step 3 – added new text to both NOTES