



BENEFIT TERMINATION LETTER

BPP BEN-8 | TRANSACTION ZBNS013

BN

The purpose of this Business Process Procedure is to explain how to generate a benefits termination letter in the Integrated HR-Payroll System.

Trigger: Agency Benefits Specialist needs to generate Benefit Termination Letters 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.

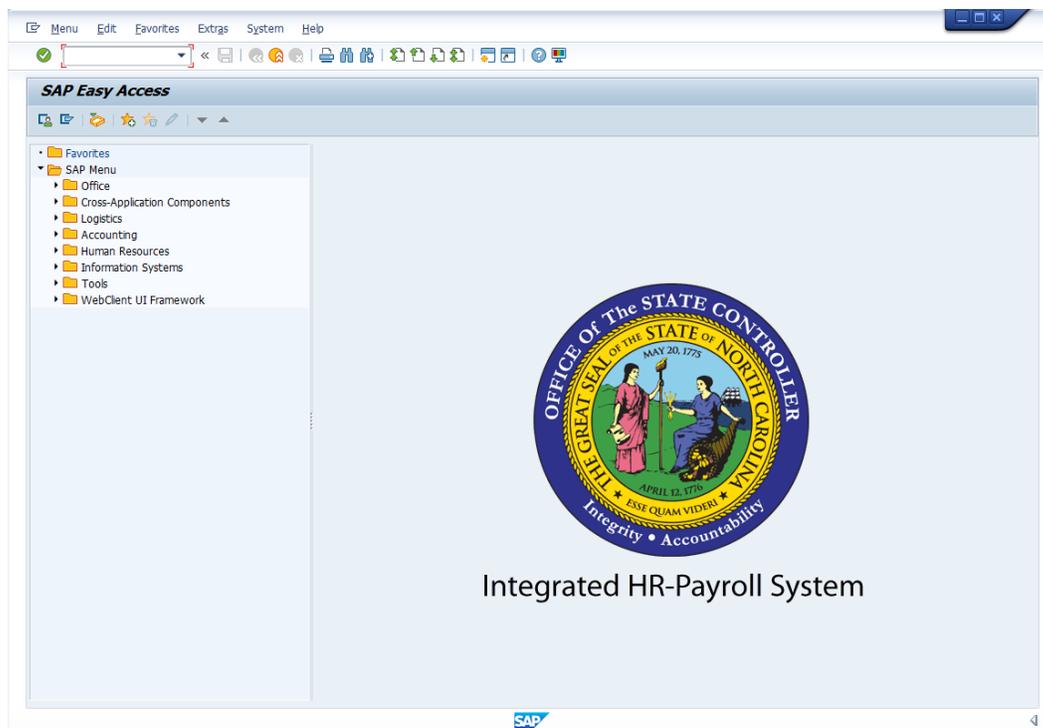
The Benefit Termination Letter can be run daily, weekly, or monthly, depending on the agency's needs. It is recommended to run the letters on a weekly basis with the prior week's dates.

Access Transaction:

Via Menu Path: 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.)

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 **Enter** .



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

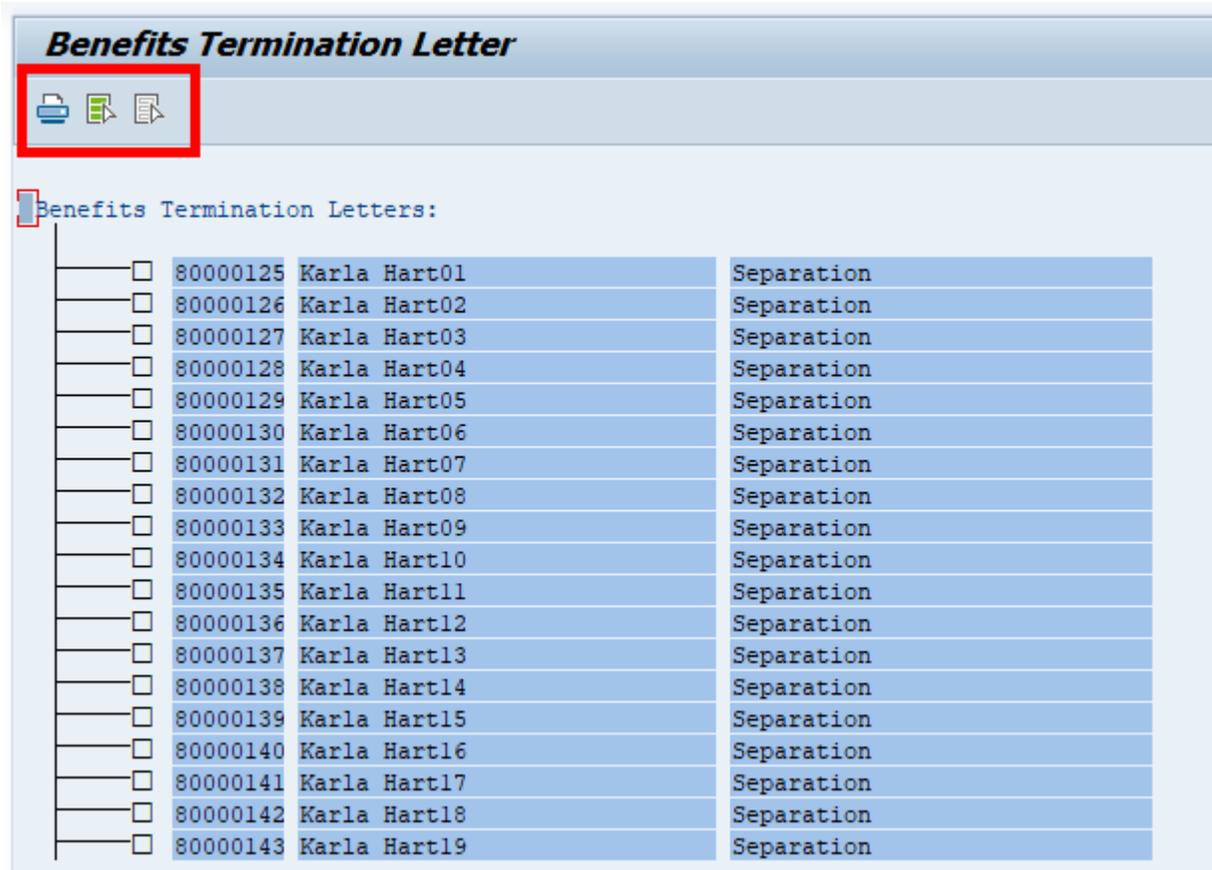
The Date Selection date range is required. Users can run for a specific time period. For example, the letters can be run for an entire month, day, or week. It is recommended to run the Benefit Termination Letters each week with the previous week's dates in the date selection criteria. The selection also can 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

- 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.



Checkbox	Employee ID	Employee Name	Reason
<input type="checkbox"/>	80000125	Karla Hart01	Separation
<input type="checkbox"/>	80000126	Karla Hart02	Separation
<input type="checkbox"/>	80000127	Karla Hart03	Separation
<input type="checkbox"/>	80000128	Karla Hart04	Separation
<input type="checkbox"/>	80000129	Karla Hart05	Separation
<input type="checkbox"/>	80000130	Karla Hart06	Separation
<input type="checkbox"/>	80000131	Karla Hart07	Separation
<input type="checkbox"/>	80000132	Karla Hart08	Separation
<input type="checkbox"/>	80000133	Karla Hart09	Separation
<input type="checkbox"/>	80000134	Karla Hart10	Separation
<input type="checkbox"/>	80000135	Karla Hart11	Separation
<input type="checkbox"/>	80000136	Karla Hart12	Separation
<input type="checkbox"/>	80000137	Karla Hart13	Separation
<input type="checkbox"/>	80000138	Karla Hart14	Separation
<input type="checkbox"/>	80000139	Karla Hart15	Separation
<input type="checkbox"/>	80000140	Karla Hart16	Separation
<input type="checkbox"/>	80000141	Karla Hart17	Separation
<input type="checkbox"/>	80000142	Karla Hart18	Separation
<input type="checkbox"/>	80000143	Karla Hart19	Separation

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

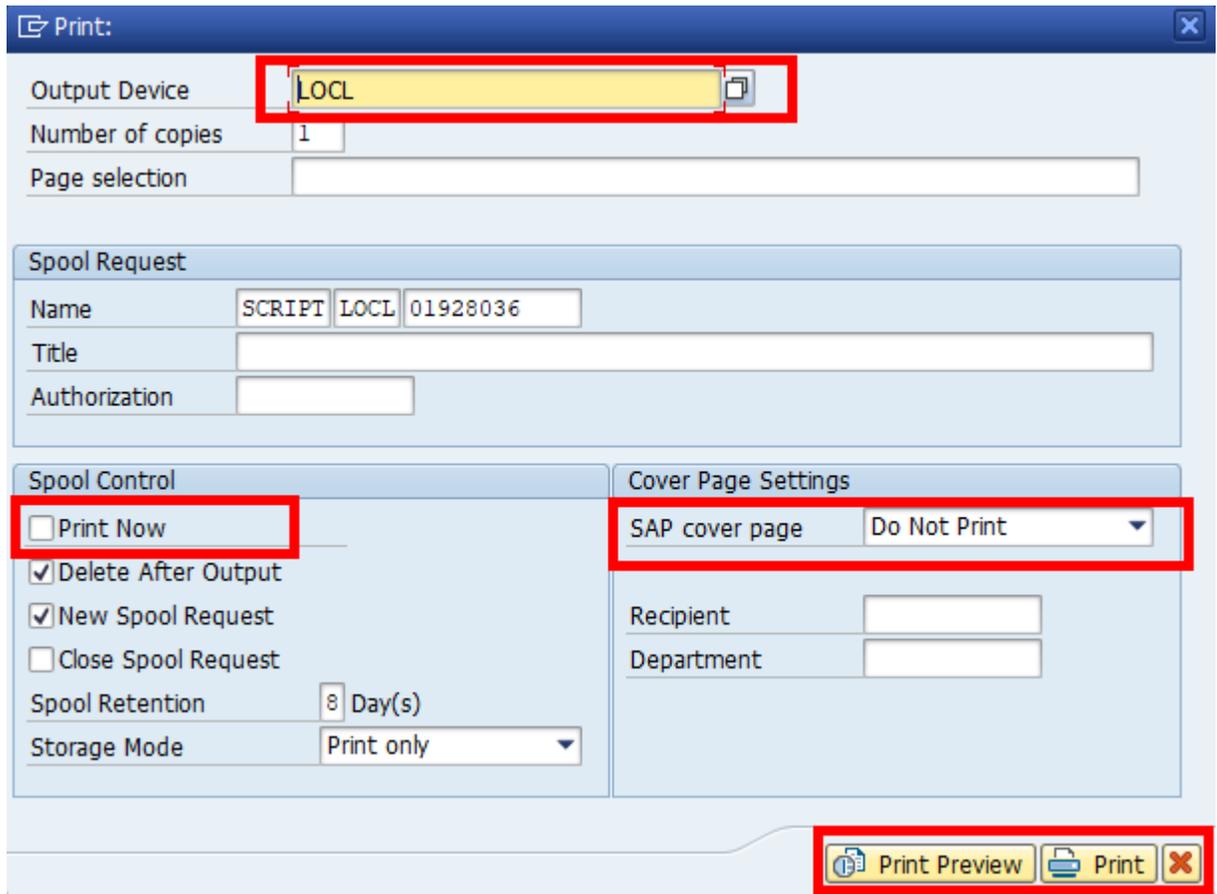
The Select All button (displayed above) allows users to select all employees at one time. Or if preferred, the user can select only certain employees by clicking in the box in front of the employee’s name.



Information

You may also click the **checkbox** **80000125** to print an individual LOA Notice Letter.

- Click **Letter (Ctrl + F1)**  button.



The screenshot shows the SAP Print dialog box with the following settings:

- Output Device:** LOCL
- Number of copies:** 1
- Page selection:** (empty)
- Spool Request:**
 - Name:** SCRIPT LOCL 01928036
 - Title:** (empty)
 - Authorization:** (empty)
- Spool Control:**
 - Print Now
 - Delete After Output
 - New Spool Request
 - Close Spool Request
 - Spool Retention:** 8 Day(s)
 - Storage Mode:** Print only
- Cover Page Settings:**
 - SAP cover page:** Do Not Print
 - Recipient:** (empty)
 - Department:** (empty)

Buttons at the bottom right: **Print Preview**, **Print**, and **Close**.

- 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 Optional: Selecting ZLOCL as the output device will allow the header and footer information to print as designed.

- Click the **Print Now** **Print Now** checkbox.
To expedite printing, use the Print Immediately option.
- 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.

Also, you can 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

This letter has been sent to you by your Agency
Please contact your Health Benefits Representative (HBR) with any questions.

Karla Harl01
4698 B Street
Eagan, NC 27609

Personnel No. 80000125
Personnel Area Natural and Cultural Resources
Payroll Area NC Monthly

Date: 06/18/2021

This letter is to notify you that your state-sponsored benefit plans have ended due to Separation of employment. 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. The eBenefits enrollment system vendor will notify each insurance plan vendor of the date your plan(s) will end. It is not the intent of this letter to replace or supersede any documents you receive from the plan directly. If you have any questions about the information you see below, please contact the Benefits Eligibility and Enrollment Support Center at 1-855-859-0966 or BEST Shared Services at 1-866-NCBEST-4U.

AGENCY AFTER-TAX SPECIFIC BENEFITS
If you are enrolled in any group life, accident, disability, dental or cancer plans offered through your agency, please contact the applicable vendor or your Agency Human Resources or Payroll Representative directly to discuss your continuation options.

<u>Coverage</u>	<u>End Date of Coverage</u>	<u>Continuation Options</u>
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11. The system task is complete.

Change Record

- 9/29/16 – New BPP format, updated all screen captures due to SAP upgrade to SAPGUI 7.40
 - Access Transaction: Added explanatory text in Via Menu Path 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.
- 2/25/21 – Updated format, assigned reference number, and made accessible – C. Ennis
- 6/18/21 – Updated images, added alt text, and corrected document information merger errors. -L.Lee