



# CONTINUATION OF BENEFITS DURING LEAVE OF ABSENCE BPP BEN-9 | TRANSACTION ZBNS008

BN

The purpose of this Business Process Procedure is to explain how to notify employees on leave of absence of continuation options for benefits.

**Trigger:** Agency Benefits Specialist needs to notify employees on Leave of Absence of continuation options for benefits.

## Business Process Procedure Overview:

Employee is placed on a leave of absence (Z3 action) by the HR Data Maintainer. Agency Health Benefit Representative notifies employee of right to continue benefits while on leave by generating the ZBNS008 - Leave of Absence Notice Letter to send to the employee. The Continuation of Benefits During Leave of Absence Notice Letter will list the plans and addresses for remitting payment to continue coverage.

Letters are only available to print during the period of time the employee is on leave. If the employee has returned from leave or has separated from employment, the letter will not be generated.

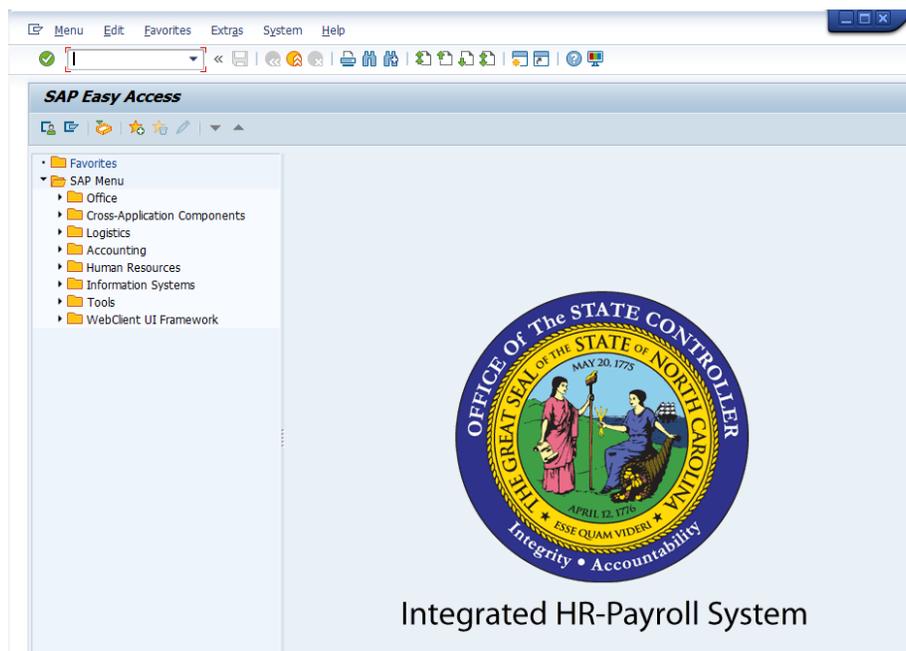
If agency wants to send the letter after employee has returned from leave, they can use the template on the Office of the State Controller Website [www.osc.nc.gov](http://www.osc.nc.gov). Use the search field to search for the Continuation of Benefits During Leave of Absence (ZBNS008).

## 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. Type the transaction code in the Command field. (See Via Transaction Code below.)

**Via Transaction Code:** ZBNS008

## 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: ZBNS008

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 ZBNS008
- 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

**LOA Continuation Notice**



**Selection**

Personnel Number	<input type="text"/>		
Personnel area	<input type="text"/>		
Organizational unit	<input type="text"/>		

**Date Selection**

Date	<input checked="" type="checkbox"/>		To	<input checked="" type="checkbox"/>	
------	-------------------------------------	--	----	-------------------------------------	--

3. Update the following fields:

Field Name	Description	Values
Date	Beginning date of the specified date range	Enter value in Date. Example: 6/23/13
To	Ending date of the specified date range	Enter value in To. Example: 9/30/13

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

5. A list of employees will display in a pop-up box for printing selection.

**LOA Continuation Notice**

LOA Notice Letter

<input type="checkbox"/>	80000122	Lynette Rosamond
<input type="checkbox"/>	80000955	Anthony Ramirez01
<input type="checkbox"/>	80000956	Anthony Ramirez02
<input type="checkbox"/>	80000957	Anthony Ramirez03
<input type="checkbox"/>	80000958	Anthony Ramirez04
<input type="checkbox"/>	80000959	Anthony Ramirez05
<input type="checkbox"/>	80000960	Anthony Ramirez06
<input type="checkbox"/>	80000961	Anthony Ramirez07
<input type="checkbox"/>	80000962	Anthony Ramirez08
<input type="checkbox"/>	80000963	Anthony Ramirez09
<input type="checkbox"/>	80000964	Anthony Ramirez10
<input type="checkbox"/>	80000965	Anthony Ramirez11
<input type="checkbox"/>	80000966	Anthony Ramirez12
<input type="checkbox"/>	80000967	Anthony Ramirez13
<input type="checkbox"/>	80000968	Anthony Ramirez14
<input type="checkbox"/>	80000969	Anthony Ramirez15
<input type="checkbox"/>	80000970	Anthony Ramirez16
<input type="checkbox"/>	80000971	Anthony Ramirez17
<input type="checkbox"/>	80000972	Anthony Ramirez18
<input type="checkbox"/>	80000973	Anthony Ramirez19
<input type="checkbox"/>	80000974	Anthony Ramirez20

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



**Information**

You may also click the checkbox  80000955 Anthony Ramirez01 to print an individual LOA Notice Letter.

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

 **Print:** ✕

Output Device

Number of copies

Page selection

---

**Spool Request**

Name

Title

Authorization

---

<p><b>Spool Control</b></p> <p><input checked="" type="checkbox"/> <b>Print Now</b> <span style="border: 2px solid red; display: inline-block; width: 100px; height: 15px;"></span></p> <p><input checked="" type="checkbox"/> Delete After Output</p> <p><input checked="" type="checkbox"/> New Spool Request</p> <p><input type="checkbox"/> Close Spool Request</p> <p>Spool Retention <input type="text" value="8"/> Day(s)</p> <p>Storage Mode <input type="text" value="Print only"/></p>	<p><b>Cover Page Settings</b></p> <p><input checked="" type="checkbox"/> SAP cover page <input style="border: 2px solid red;" type="text" value="Do Not Print"/></p> <p>Recipient <input type="text"/></p> <p>Department <input type="text"/></p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

---

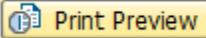
8. Update the following field:

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 Output Device.  Example: LOCL



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

9. Click the **Print Now**  **Print Now** checkbox. To expedite printing, use the Print Now option.
10. 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.
11. Click the **Print**  **Print** button.

12. 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

**Continuation of Benefits during Leave of Absence Notice**

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

Lynette Rosamond 4845 Florence Street Oakwood, NC 27609	Personnel No. 80000122 Personnel Area Natural and Cultural Reso Payroll Area NC Monthly	Date: 06/21/2021
---------------------------------------------------------------	-----------------------------------------------------------------------------------------------	------------------

**You have the option to continue your State Health Plan and your NCFlex Insurance Plans during your Leave of Absence (LOA). This notice provides continuation instructions.**

If, during your LOA, you are **using approved/accrued leave** and your pay continues in full, your benefits will continue without interruption and you do not need to do anything.

If, during your LOA, you are **not using approved/accrued leave** and are without pay (LOA/LWOP), see below. This includes, but is not limited to, LOAs for Family Medical Leave (FMLA), Family Illness Leave, Extended Illness, and Military.

**IMPORTANT:** Employees on LOA receiving Short Term Disability benefits or Workers' Compensation benefits, are considered to be on LOA without pay (LOA/LWOP) for benefits continuation. This includes LOA-Workers' Compensation with supplement.

CONTINUATION OF BENEFITS FOR EMPLOYEES ON LOA WITHOUT PAY (LOA/LWOP)

**1. AGENCY AFTER-TAX SPECIFIC BENEFITS**

These insurance plans are contracted through the Agency Insurance Committee and are administered by private insurance agencies/brokers and are not part of NC State Government benefits (State Health Plan and NCFlex plans). You must contact your local agency benefits or payroll representative to receive information on maintaining or cancelling these benefit plans while on LOA without pay.

<b>LOA Continuation Notice</b>			
LOA Continuation Notice			1
ZBNS008_LOA_NOTICE	LOA Notice Letters in Error Period ran: 01/01/2007 - 06/21/2021		DATE: 06/21/2021 PAGE: 1
Personnel No	Error Message		
80000955	No benefit plans found		
Number of Employees in LOA for Selected Period 000021 Number of Letters Printed 000000 Number of Records with Errors 000001			

13. If the system is unable to generate a letter, an error report will pop up with employee's name and the corresponding error:

- No LOA found - Employee is not currently on a Leave of Absence. Check IT0000 for last action on file.
- No Benefit Plans found - Employee is not enrolled in benefits.

14. 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; Steps 5-10: Updated various processes regarding printing
- 3/4/21 – Updated format, assigned reference number, and made accessible – C. Ennis
- 6/21/21 – Updated images, links, and added alt text. – L. Lee