

BENEFITS PARTICIPATION REPORT

JOB AID BEN-2 | HRBEN0072

This job aid provides a guide to running a Benefits Participation Report in the Integrated HR/Payroll System. This is not a BI report. The Benefits Participation Report can tell you in real time who in your organization (for whom you have security access) is enrolled in a specific plan(s).

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- 1. Enter the transaction **HRBEN0072**.
- 2. Press enter or click the green check.

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- 3. Select Other period.
- 4. Enter the date **01/01/2010** for Annual Enrollment participation.

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	Search helps rind Choose Selection Fields Selection options Selection fields Selection options Personnel number Company code Image: Company code Personnel area Image: Company code Personnel subarea: Image: Company code Personnel area Image: Company code Personnel administrator Image: Company code Pers.area/subarea/cost center Image: Company		Org. struc
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- 5. Select *Further selections*.
- 6. Select **Personnel** area under the Selection options.

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- 7. Click the Personnel area to the Selection fields section.
- 8. Press Enter or Click the green check.

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9. Select your **Personnel area**.

NOTE: The report does not run unless your personnel area is selected.

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10. Select the benefit plan or plans for which you want to view employees' participation.

NOTE: In this example, you will get a list of employees enrolled in the Core AD&D plan effective January 1, 2010.

11. Execute the report.