

PRINT BENEFITS CONFIRMATION STATEMENT



JOB AID BEN-7 | HRBEN0015

This job aid explains how to print the Benefits Confirmation Statement.



1. Enter transaction code **HRBEN0015** in the Control Box and click 🥙.

Print Confirmation Form							
⊕							
Further selections	Search helps	Crg. structure					
 Today Up to today Other period Period 	Current month From today	OCurrent year NOTE: You can use the Org. structure to select employees by agency, departments or section.					
Selection Personnel Number		\$					
Additional data Benefit area		to					
1st Program Grouping 2nd Program Grouping		to Solution to Sol					

For Annual Enrollment

- 2. Select **Other period** and enter the annual enrollment plan start date such as 07/01/2012 in the Period box.
- 3. Enter **NC** is in the Benefit area.
- 4. Enter a Personnel Number.

NOTE: Leaving the Personnel Number blank will select all the employees for whom you have security access. To run the statements for just a section, use the Org. Structure to select your agency, department or section.

5. Select Execute 🕒.

Print Confirmation Form						
📮 Pr	rint f	form	Display form 🙎 Overview 🗐 🗟 🗟 🖄 🖄 Error List			
Print	conf	firmation for	m on 07/01/2012	Stat		
- NC		State of NO				
•	v	0000665	Lonnie LEORStesting			
	•	0000774	Roth 457 Savings-Test			
•	v	0000775	BOB A Benefitstesting			
•	v (0000784	Bobbie sue Benefitstesting			
•	v (0000786	Bucky Benefitstesting			
•	v (0000888	benefits test			
	v	0000889	Belva TestI064			
•	v	0000996	Deductions BN Test			

6. Click **Select all** or check only the boxes next to the employees you want to print.

NOTE: If selecting all, check marks display in the boxes to the left.

7. Select **Print Form**

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Output DeviceLOCLNumber of copies1Page selection			
Spool Request Name SCRIPT LOCL 00714918 Title			
Speel Control	Cover Page Settings SAP cover page Recipient Department	Do Not Print	
			Print 🔀

- 8. Select Print Immediately.
- 9. Select Delete After Output.

10. Click the **Print** button.