



PRINT BENEFITS CONFIRMATION STATEMENT

BN

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 Org. structure

Period

Today Current month Current year

Up to today From today

Other period

Period To

Selection

Personnel Number

Additional data

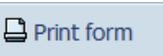
Benefit area	<input type="text"/>	to	<input type="text"/>	
1st Program Grouping	<input type="text"/>	to	<input type="text"/>	
2nd Program Grouping	<input type="text"/>	to	<input type="text"/>	

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** .

- 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.

- Select **Print Form** .

- Select **Print Immediately**.
- Select **Delete After Output**.
- Click the **Print**  button.