

# Benefit Enrollment Outside Group R083470

## Overview

Run this report to review employees who are enrolled in plans that are outside their benefit group.

## NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: [www.das.state.ne.us](http://www.das.state.ne.us).

## Navigation

Click Roles, HR\_PR.  
(Citrix users – right click on the menu, choose Apply Roles, choose HR\_PR.)

Human Resources and Payroll > Inquiries & Reports > HR/Payroll Reports > Benefit Reports > Benefit Enrollment Outside Group.

## Steps

Start this instruction from the Version Prompting window.

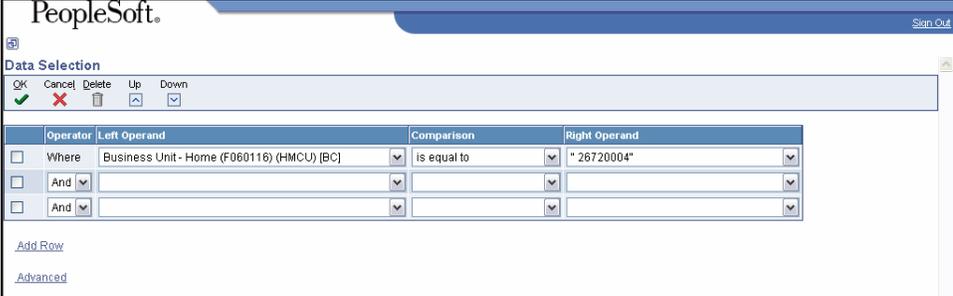


1. Select Data Selection and click **Submit**. The Data Selection window appears.



2. In the first row, complete the following information:
  - Left Operand - Business Unit - Home (or Business Unit, to run report by Security Business Unit)

- Comparison - is equal to
  - Right Operand - Literal
3. The Select Literal Value window appears. Enter a Home Business Unit or Security Business Unit for the agency depending on the Left Operand field.
-  If the report is being run for an entire agency, there is no need to enter anything in the data selection.



Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Business Unit - Home (F060116) (HMCU) [BC]	is equal to	" 267 2000"
<input type="checkbox"/> And			
<input type="checkbox"/> And			

4. Click **OK**. The Processing Options window appears.



Edits

1. Effective "As Of" date: 11/21/2005

2. Evaluate active enrollments:  
 1 - Evaluate only active enrollments  
 0 - Evaluate all enrollments

5. Choose an "effective as of" date, and choose whether to view only active enrollments or all enrollments (even inactive ones).
6. Click **OK**. The Printer Selection window appears.
-  Click the Document Setup tab and mark CSV to run this report in a spreadsheet type format.
7. Click **OK**. You will return to the menu.
-  View your report using Submit Job or View Job Status. This report can be viewed as a PDF or as a CSV. Look under the Job Details column for the report number R083470.