

All Dependents Over Maximum Age and Non-Qualifying Dependents

Overview

Use either of these dependent status reports to determine whether dependents are eligible for benefits according to their age and student status.

Non-Qualifying Dependents: This report lists all dependent children/step-children who are over the maximum age for all dependents AND are not enrolled as full-time students. This report also lists all dependent children/step-children who are over the maximum age for full-time students, regardless of student status.

All Dependents Over Maximum Age: This report lists all dependent children/step-children who are over the maximum age for dependents. Dependents who are full-time students are listed with the names of the schools in which they are enrolled.

 Because Dependents are not attached to the Optional Dependent Life benefit plan, agencies need to compare the people on the Dependents over Maximum Age Report who are 70 & over to the list of Employees enrolled in the Optional Dependent Life plan HO7 (High Optional Dependent Life 70 & Over) and LO7 (Low Optional Dependent Life 70 & Over). If the employee is enrolled in the Optional Dependent Life plan HO7 (or LO7), they should have a dependent listed on the All Dependents over Maximum Age Report who is age 70 or older. If the employee is enrolled in the Optional Dependent Life plan and does not have a dependent listed on the All Dependents over Maximum Age Report who is age 70 or older, they are in enrolled in the wrong plan, and should be changed. The agency should check the people on the All Dependents over Maximum Age Report who are 70 & over to make sure the employee is enrolled in the proper Option (HO7 or LO7) of the Optional Dependent Life plan. Using this process we'll also identify the people that should be switched to the HO7 (or LO7) during the year, when the dependent turns 70 years old.

This work instruction shows how to run both the Non-Qualifying Dependents report and the All Dependents over Maximum Age Report:

[Run Dependents Status Reports](#)

[Inquire Employee by Benefit Plan](#)

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: <http://www.das.state.ne.us/>.

Navigation

Click Roles, HR_PR
(Citrix users – right click on the menu, choose View by Role, choose HR_PR.)

Human Resources and Payroll - Agencies > Inquiries & Reports > HR/Payroll Reports > Benefits Reports > Dependents & Beneficiaries > All Dependents over Maximum Age

or

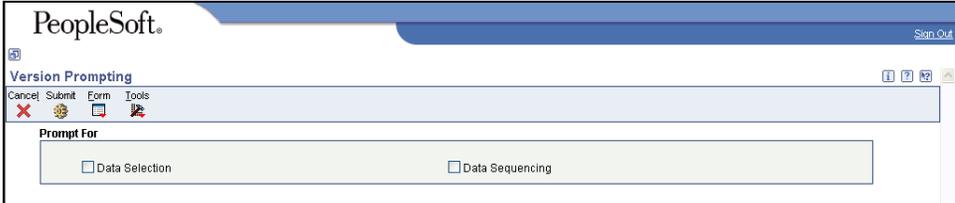
Human Resources and Payroll - Agencies > Inquiries & Reports > HR/Payroll Reports > Benefits Reports > Dependents & Beneficiaries > Non-Qualifying Dependents

Steps

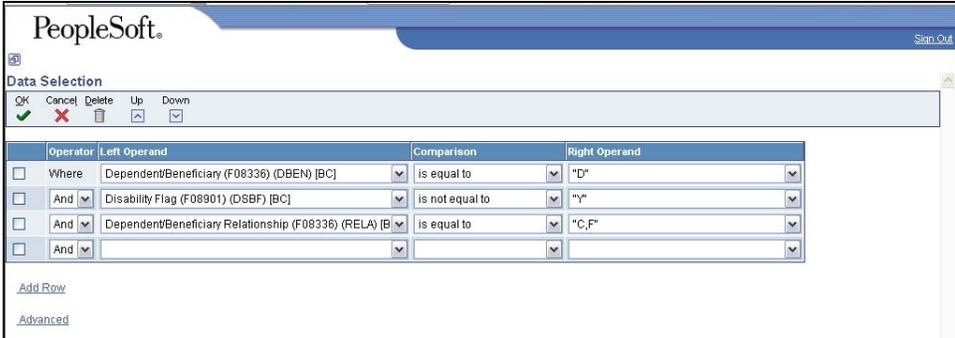
Run Dependent Status Reports

 Use these steps to run either report. The following steps show an example of running the Non-Qualifying Dependents report.

Start this instruction from the Version Prompting window.



1. Choose **Data Selection** and **Data Sequencing**.
2. Click **Submit**. The Data Selection window appears.



Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Dependent/Beneficiary (F08336) (DBEN) [BC]	is equal to	"D"
<input type="checkbox"/> And	Disability Flag (F08901) (DSBF) [BC]	is not equal to	"Y"
<input type="checkbox"/> And	Dependent/Beneficiary Relationship (F08336) (RELA) [B]	is equal to	"C,F"
<input type="checkbox"/> And			

3. The first line of the data selection is already filled in and indicates the report will run only on individuals listed as dependents in NIS (beneficiaries will be excluded). The second line indicates the report will not include any dependents that are listed as Y for yes on the disability status. The third line of the data selection is requesting information be pulled on only those dependents listed as children/stepchildren of the employee (dependent relationship status of C).

 It can be left as is or you can change the right operand to include other relationship status codes, such as S for spouses.

4. Click **OK**. The Data Sequencing window appears.

Column	Sort Order	Page Break	Data Item	Table
<input type="checkbox"/> Address Number	[up/down]	AN8	F08336	
<input type="checkbox"/> Address Number	[up/down]	AN8	F08901	
<input type="checkbox"/> Plan ID	[up/down]	PLAN	F08336	

[Show Available Columns.](#)

5. Click Show Available Columns.

Column	Data Item	Table
<input type="checkbox"/> Participant Address	PAN8	F08336
<input type="checkbox"/> Address Number	AN8	F080116
<input type="checkbox"/> Alpha Name	ALPH	F08901
<input type="checkbox"/> Date of Birth	DOB	F08901
<input type="checkbox"/> Employee Tax ID	SSN	F08901
<input type="checkbox"/> Date of Death	DTDH	F08901
<input type="checkbox"/> Gender	SEX	F08901
<input type="checkbox"/> High School Graduate	HSG	F08901
<input type="checkbox"/> Full Time Student	FTS	F08901
<input type="checkbox"/> School Attending	SCA	F08901
<input type="checkbox"/> Employed	EMP	F08901
<input type="checkbox"/> Cat Code 01	PU01	F08901
<input type="checkbox"/> Cat Code 02	PU02	F08901
<input type="checkbox"/> Cat Code 03	PU03	F08901
<input type="checkbox"/> Cat Code 04	PU04	F08901

Column	Sort Order	Page Break	Data Item	Table
<input type="checkbox"/> Address Number	[up/down]	AN8	F08336	
<input type="checkbox"/> Address Number	[up/down]	AN8	F08901	
<input type="checkbox"/> Plan ID	[up/down]	PLAN	F08336	

6. Review Available Columns to determine what fields to use for sorting the report. To add a column to the Sequenced Columns, choose the row in Available Columns and click **Add**.

 Use the arrows under the Sort Order column under Sequenced Columns to sort the information in ascending or descending order.

Example: Under Available Columns, choose Date of Birth. Click **Add**. This will move Date of Birth to Sequenced Columns.

Available Columns

Column	Data Item	Table
<input type="checkbox"/>	Participant Address	PAN8 F08336
<input type="checkbox"/>	Address Number	AN8 F060116
<input type="checkbox"/>	Alpha Name	ALPH F08901
<input type="checkbox"/>	Date of Birth	DOB F08901
<input type="checkbox"/>	Employee Tax ID	SSN F08901
<input type="checkbox"/>	Gender	SEX F08901
<input type="checkbox"/>	High School Graduate	HSG F08901
<input type="checkbox"/>	Full Time Student	FTS F08901
<input type="checkbox"/>	School Attending	SCA F08901
<input type="checkbox"/>	Employed	EMP F08901
<input type="checkbox"/>	Cat Code 01	PU01 F08901
<input type="checkbox"/>	Cat Code 02	PU02 F08901
<input type="checkbox"/>	Cat Code 03	PU03 F08901
<input type="checkbox"/>	Cat Code 04	PU04 F08901
<input type="checkbox"/>	Cat Code 05	PU05 F08901

Sequenced Columns

Column	Sort Order	Page Break	Data Item	Table
<input type="checkbox"/>	Address Number		AN8	F08336
<input type="checkbox"/>	Address Number		AN8	F08901
<input type="checkbox"/>	Plan ID		PLAN	F08336
<input type="checkbox"/>	Date of Death		DTDH	F08901

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

Processing Options

General | Max. Age Range

Calculate the dependent's age as of the specified date range:

1. Beginning Date
 A default of blank will use today's date: 1/2012/2004

2. Ending Date
 A default of blank will use one day after the Beginning Date: 04/30/2005

8. In the Beginning Date field, enter the date to find dependents over the maximum age as of that date. (Ex. Enter 1/1/05 to find all the dependents who will be at or over the maximum age as of 1/1/05.)

9. In the Ending Date field, enter an ending date to define the range of dates you want to review.

 The Maximum Age Range tab has already defined an age range of 18 to 24 for the report. You can click on the Age Range tab and change the ages if you want to see additional information.

10. Click **OK**. The Printer Selection window appears.

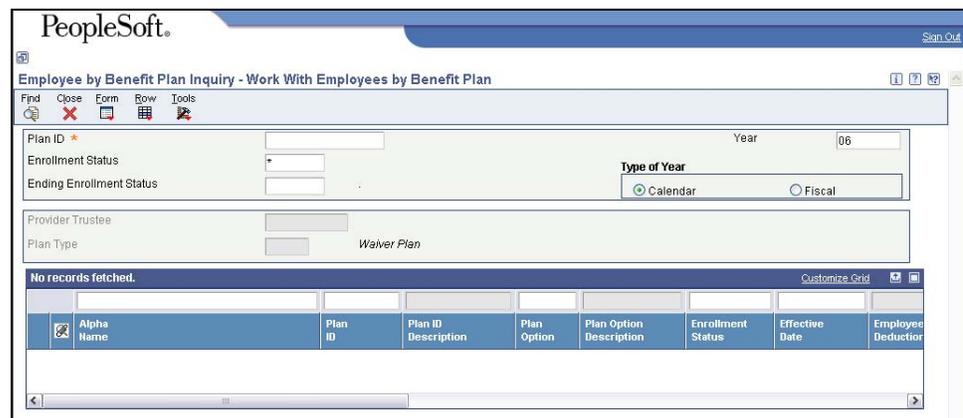


11. Click the Document Setup tab. The view PDF option is already checked and grayed out. This report automatically generates a PDF document. You can also checkmark the CSV field to generate the report in a spreadsheet format if you wish.
12. Click **OK**. You will return to the menu.
13. View the report via Submit Job or View Job Status. Look under the Job Details column for the report number R083496.
14. Please see an example of the report at the end of this work instruction.

Employee by Benefit Plan Inquiry

Navigation: Human Resources and Payroll - Agencies > Inquiries & Reports > Benefits Inquiries > Employee by Benefit Plan Inquiry

Start this instruction from the Employee by Benefit Plan Inquiry - work with Employees by Benefit Plan window.



1. Enter the **Plan ID** in the Plan ID field in the Header. (Use the Visual Assist, if needed.)
2. Click **Find**.

PeopleSoft® Sign Out

Employee by Benefit Plan Inquiry - Work With Employees by Benefit Plan

Find

Plan ID * LIF0032B BASIC LIFE INS. BWKLY LABOR Year 06

Enrollment Status Type of Year
 Calendar Fiscal

Ending Enrollment Status

Provider Trustee 552594 UNITED OF OMAHA LIFE ...

Plan Type L Life Insurance

Records 1 - 10

Alpha Name	Plan ID	Plan ID Description	Plan Option	Plan Option Description	Enrollment Status	Effective Date	Employee Deduction
BARBER, ROBERT	LIF0032B	BASIC LIFE INS. BWKLY LABOR			ACT	12/11/2004	
MEYER, LETICIA	LIF0032B	BASIC LIFE INS. BWKLY LABOR			ACT	12/11/2004	
NEHLS, HUGH	LIF0032B	BASIC LIFE INS. BWKLY LABOR			ACT	12/11/2004	
MONTGOMERY, SANDRA	LIF0032B	BASIC LIFE INS. BWKLY LABOR			ACT	12/11/2004	
HICHBORN, CLARENCE	LIF0032B	BASIC LIFE INS. BWKLY LABOR			ACT	12/11/2004	
WINFREY, SADIE M	LIF0032B	BASIC LIFE INS. BWKLY LABOR			ACT	12/11/2004	
NELSON, EDDIE R	LIF0032B	BASIC LIFE INS. BWKLY LABOR			ACT	12/11/2004	

Done Internet

3. All the employees enrolled in that Plan will appear.

 Narrow the search by Plan Option.

4. Click **Close**.

STATE OF NEBRASKA
Dependent Status Report
All Dependents Over Maximum Age

Employee Number	Employee Name	Dependent Number	Dependent Name	Birth Date	Age As Of Thru Date	Plan ID	F.T. Stud	School Attending
100097	ARCHULETA, AMY L	2057735	ARCHULETA, DANIELLE E	10/2/1988	37	DEN0003B	N	
100124	OSTERMAN, BLANE	2121446	OSTERMAN, KATHIE K	5/12/1953	52	MED0102B	N	
100159	SIEVERT, CRAIG A	3138111	SIEVERT, JOEL A	1/10/1985	20	MED0120B	N	
100204	HATTAN, DAVID A	3003861	HATTAN, EMILY	10/4/1954	51	MED0091B	N	
100271	TURNER, GLENN F	2151027	TURNER, MELISSA A	11/8/1982	23	MED0091B	Y	UNL
100360	MAYERS, JULIE	3125423	MAYERS III, CRISPIN S	10/10/1983	22	LF0034M	N	
100386	MCKAY, DOREENE K	3138378	MCKAY, WESLY A	8/1/1982	23	LF0034B	Y	
100520	SCHMIDT, STANLEY R	2805689	SCHMIDT, ARON C	7/8/1984	21	MED0102B	Y	UNO
100562	CONROY, THOMAS M	2107930	CONROY, LAURAE	10/13/1983	22	DEN0003B	N	University of Nebraska Lincoln
						VIS0003B		
		2107564	CONROY, MARY K	10/7/1985	20	DEN0003B	Y	Iowa State University
						MED0102B		
						VIS0003B		
100863	LARSON, ELTON A	3136364	LARSON, BENJAMIN A	10/31/1983	22	MED0097M	Y	UNIVERSITY OF NEBRASKA
		3136279	LARSON, MOLLY E	9/4/1985	20	MED0097M	Y	UNIVERSITY OF NEBRASKA
107029	EVANS-KREFFELS, FRANCES A	3141050	KREFFELS, JESSICA	12/17/1983	22	MED0099M	N	
107157	TATAY, RAFAEL	3136638	TATAY, KRISTINA	2/18/1981	24	DEN0003B	N	
						MED00130		
		3136540	TATAY, KELLY	4/23/1983	22	DEN0003B	N	
						MED00130		
		3136651	TATAY, RAFAEL	7/10/1984	21	DEN0003B	Y	UNO
						MED00130		
		3136656	TATAY, STEPHANIE	***	***	DEN0003B	Y	
						MED00130		
107168	BARROWS, DAVID W	2857888	BARROWS, BRITTANY B	11/18/1983	22	MED0099M	Y	UNO
107174	SLUKA, TERESA	3136624	KELLEN SLUKA	5/23/1986	19	DEN0003B	N	
						MED0099B		
						VIS0003B		
107178	ORIA, JOSEPH	3132546	ORIA, ANGELITA M	5/22/1981	24	MED0099B	Y	SOUTHEAST COMMUNITY COLLEGE
		3132956	ORIA, KRISTINA M	10/26/1987	18	MED0099B	N	
107201	BEEK, TERRY	3133897	BEEK, KAREN	10/4/1951	54	DEN0004B	N	
		3133913	BEEK, ASHTYN	8/18/1983	22	VIS0003B	N	
		3136500	TATAY, KRISTINA	***	***	MED00128	N	
107218	SCHWARTZ, SHAWN	3136611	TATAY, KELLY	7/10/1984	21	MED00128	N	
		3136616	TATAY, RAFAEL	7/10/1984	21	MED00128	N	
		3136621	TATAY, STEPHANIE	2/5/1986	19	MED00128	N	
107269	JR, ROLLAND E M	2175605	MILLER, ROSS J	7/4/1982	23	DEN0003B	Y	UNIVERSITY OF NEBRASKA
						MED0091B		
		2175632	MILLER, PATRICK F	4/8/1986	19	DEN0003B	Y	LINCOLN PLUS X HIGH SCHOOL
						MED0091B		
107279	KING, FREDERICK R	3132291	KING, SARAH C	6/4/1986	19	LF0034M	Y	