Dependents/Beneficiary Exception Report - R5808771

Overview

This report will list any employees who do not have a dependent or beneficiary attached to a plan that should have dependents/beneficiaries attached.

For example, an employee enrolled in the Blue Select family plan who does not have a spouse or children attached to the plan will show on this exception report.

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.
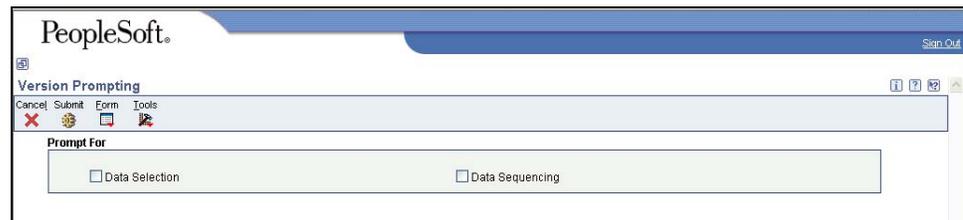
Navigation

Click Roles, HR_PR.

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

Human Resources and Payroll – Agencies > Inquiries and Reports > HR/Payroll Reports > Benefits Reports > Dependents & Beneficiaries > Dependent/Beneficiary Exceptions

Steps

Start this instruction from the Version Prompting window.

1. Choose **Data Selection** and **Data Sequencing**, click **Submit.** The Data Selection window appears.

2. The first line of the data selection is already completed. It can be left as is to run on the agency's full range of security business units.

 The Data Selection field titled "Business Unit (F060116)" is the security business unit, not the home business unit.

 To run the report on specific security business units, click in the Right Operand field on the first line of the data selection, and choose Literal from the drop-down menu. Enter a single value, a range of values or a list of values by choosing the appropriate tabs. Enter the appropriate information, and click **OK** to return to the Data Selection window.

 Add additional lines in the Data Selection if you wish. One possibility is to run the report on certain categories of benefits, such as medical, dental and vision. To do this, choose "Category Code – Plan Master 05" from the Left Operand drop down menu, choose "is equal to" from the Comparison drop down menu, and choose "literal" from the Right Operand drop down menu. Click on the List of Values tab and use the flashlight to select the categories for which the report should be run. Click **Add** after each selection and click on the flashlight to continue selecting additional categories. Click **OK** to return to the Data Selection window.

3. Click **OK**. The Data Sequencing window appears.
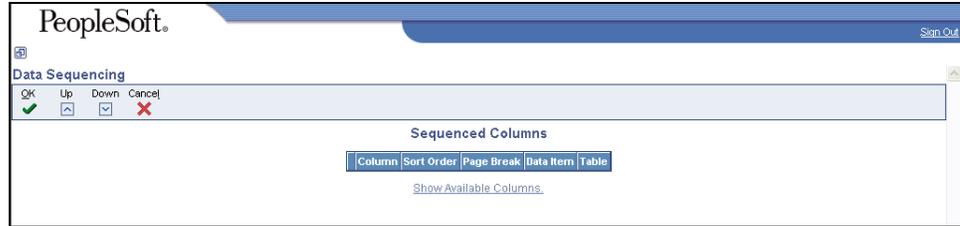
4. Click **Show Available Columns**.

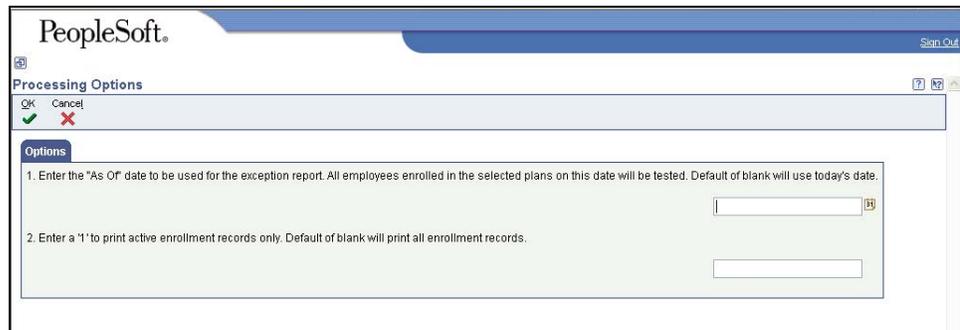5. Review Available Columns to determine what fields to use for sorting the report.

6. 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 to sort the fields in ascending or descending order.

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

8. Enter an "as of" date in Option 1 and leave Option 2 blank.

   Option 2 says that entering a 1 will print active enrollments only. However, that option does NOT work at this time. The box must be blank in order for the report to run properly.

9. Click **OK**. The Printer Selection window will appear.

10. Click on 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.

11. Click **OK.**

🖊 View the Report via Submit Job or View Job Status. For step-by-step instructions, please refer to the Working with Submitted Reports work instructions. Choose the Job Details to view (R083460…) once the Description is "Done".

🖊 Please see an example of the report at the end of this work instruction.

R5808771   STATE OF NEBRASKA   09/07/05   9:29:54
NIS0001   Dependent/Beneficiary Exception Report   Page -   2 of 16
                                                 'As Of Date   09/01/05
                                    No Dependent/Beneficiary Found for the Following Employees:

Plan ID   DEN0004M DENTAL 4 PARTY MNTHLY*

                                                        . . . Enrolled . . .
Employee Number	Name	From	Through	Enrollment Status	Description	Security Business Unit
1210058	VAN EMMERIK, JAYNE M	12/01/03		ACT	Active	S267505500

Plan ID   LIF00002   BASIC LIFE PT & SEN INSURANCE

                                                        . . . Enrolled . . .
Employee Number	Name	From	Through	Enrollment Status	Description	Security Business Unit
107447	PRICE, BOB	08/22/05		ACT	Active	S250072880
109520	JURGENSEN, JEFF	07/11/05		ACT	Active	S250171430
111300	GAT, PATRICIA	01/10/05		ACT	Active	S250110010
111429	WHITE, GEORGE	12/15/03		ACT	Active	S254404151
112009	WAGONER, JAMES	02/07/05		ACT	Active	S250190004
114971	DELANEY, KARA	08/09/04		ACT	Active	S250212450
115138	RASMUSSEN, EMILY	02/01/05		ACT	Active	S253101200