

# Dependents/Beneficiaries by Plan ID and Employee (R5808772)

## Overview

This report lists dependents and beneficiaries by Plan ID. The report is separated by Security Business Unit, then by Plan ID and then by Employee Number. To narrow the report, you can run by specific Security Business Unit(s) or specific employee(s).

## 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).

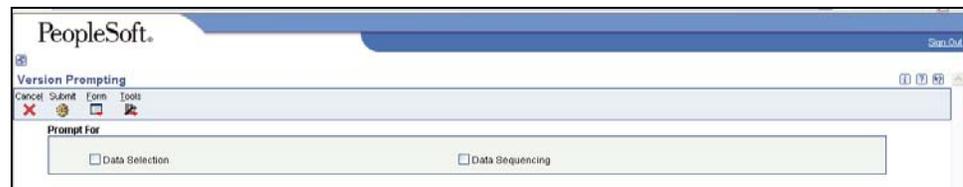
## Navigation

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

Human Resources and Payroll > Inquiries & Reports > HR/Payroll Reports > Benefit Reports > Dependents & Beneficiaries > Dependents/Beneficiaries by Plan ID and Employee

## Steps

Start this instruction from the Version Prompting window.



1. Check both Data Selection and Data Sequencing and click **Submit**.



 To run this report for the entire agency, click **OK** on the Data Selection screen.

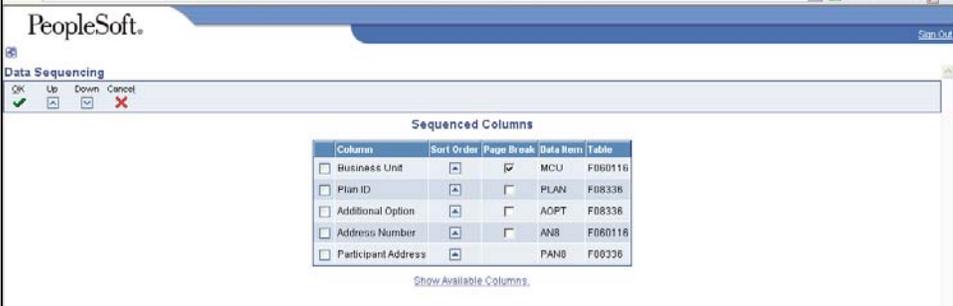
2. To run the report for certain Security Business Units, verify/complete the following information in the second AND fourth row:

 If data selection contains a line with "Or" in the Operator field, any changes to data selection will need to be made to the lines above and below the line with "Or" in the Operator field.

- Left Operand - Business Unit (F060116)
- Comparison - is equal to
- Right Operand - Literal. The Select Literal Value window appears.



3. Enter the Security Business Unit(s).
4. Click **OK** to return to the Data Selection window.
5. Click **OK**. The Data Sequencing window will appear.



Column	Sort Order	Page Break	Data Item	Table
<input type="checkbox"/> Business Unit	▲	<input checked="" type="checkbox"/>	MCU	F060116
<input type="checkbox"/> Plan ID	▲	<input type="checkbox"/>	PLAN	F08336
<input type="checkbox"/> Additional Option	▲	<input type="checkbox"/>	ADOPT	F08336
<input type="checkbox"/> Address Number	▲	<input type="checkbox"/>	ANR	F060116
<input type="checkbox"/> Participant Address	▲	<input type="checkbox"/>	PAN0	F09336

Show Available Columns.

6. To sort the report by the employee and then by Plan ID (rather than by Security Business Unit, Plan ID and Employee), check the Address Number box and use the Up arrow (on the toolbar) to move the Address Number to the top of the list. Use the same process to then move the Plan ID below the Address Number in the list.
7. Click **OK**. The Processing Options window appears.



8. Enter an effective date to see benefits with no end date or an end date after the date you enter.
9. Click **OK**. The Printer Selection window appears.
10. Click **OK**. You will return to the menu.

-  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 (R5808772 \_...) once the Description is "Done" (click on the FIND button several times until it says DONE in the description field.)