📄 Required Elections in Benefits

Overview

This report provides a list of employees who are NOT enrolled in a plan that is available for their benefit group. An example of this would be full-time employees who are not enrolled in the free basic life insurance benefit plan. After January 1, 2007, this report can also be used to find employees are not enrolled in the mandatory retirement 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: www.das.state.ne.us.

Navigation

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

State of Nebraska > Human Resources and Payroll – Agencies > Inquiries and Reports > HR/Payroll Reports > Benefits Reports > Benefit Deduction Contribution > Required Elections in Benefits

Steps

Start this instruction from the Version Prompting window.

1. Choose **Data Selection**, click **Submit**. The Data Selection window appears.
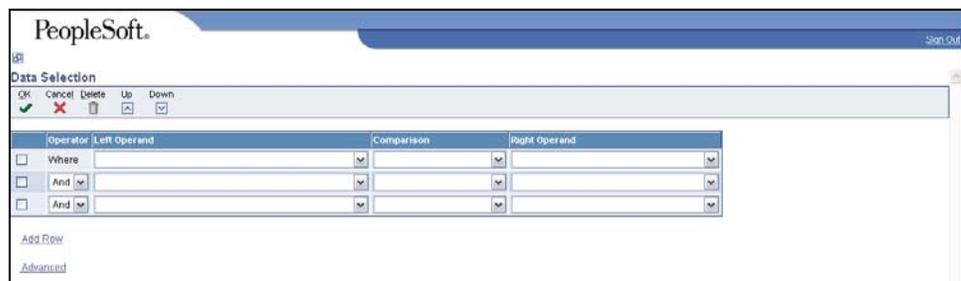
2. Insert appropriate data selection for the report.

To run this report for a specific **security business unit range**, complete the following fields:

- Left Operand – Business Unit (F060116)

- Comparison – "is equal to"

- Right Operand – Literal, then click on the range of values tab and enter a beginning security business unit and an ending security business unit to define your report range. Click OK to return to Data Selection.

This report may bring up former employees. If you wish to only see your current employees, complete this information in the next blank line:

- Left Operand – Employee Pay Status (F060116)

- Comparison – "is equal to"

- Right Operand – Literal, then enter a 0 in the literal value field

If your agency has part-time and full-time employees, you may want to limit the report to just the full-time employees eligible for the free basic life insurance. To run it on just full-time employees, complete this information in the next blank line:

- Left Operand – Full Time Equivalents (F060116)

- Comparison – "is equal to"

- Right Operand – Literal, then enter a 1.00 in the literal value field

3. Click **OK.** The Processing Options window will appear

4. Complete the follwing information:

- 1. - enter the current date

- 2. - enter the single plan ID to review

In this example, the report is being run on all full-time monthly employees within a security business unit range to see who is NOT enrolled in the free basic life insurance plan (plan ID LIF0031M).

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

✎ This report automatically runs in PDF format. If you would like a spreadsheet version of the report, click on the Document Setup tab and put a checkmark in the CSV box.

7. Click **OK** to run the report.

✎ 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 (R083480 _…) once the Description is "Done".