Benefit Enrollment Completion Status Report (R5808975)

Overview

This report will help each agency monitor their employee's progress during the Benefits Open Enrollment period. Included in this report is a "Done" column that indicates if the employee has completed or not completed (Y or N) the Benefits Open Enrollment event. Also included on this report is the employee's transaction number or electronic signature and the date / time the event was completed. By running this report on a weekly basis during Benefits Open Enrollment, the agency will be able to track who has and has not completed the event prior to the established deadline.

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

(Citrix users – right click on the menu, choose Apply Roles, choose HR_PR.)

State of Nebraska > Human Resources and Payroll – Agencies > Inquiries and Reports > HR/Payroll Reports > Benefits Reports > Benefit Enrollment > Benefit Enrollment Completion Status

Steps

Start this instruction from the Work With Batch Versions – Available Versions window.


1. Choose the **NIS2007** version.

2. Choose **Data Selection** and click **Submit.** The Data Selection window appears.
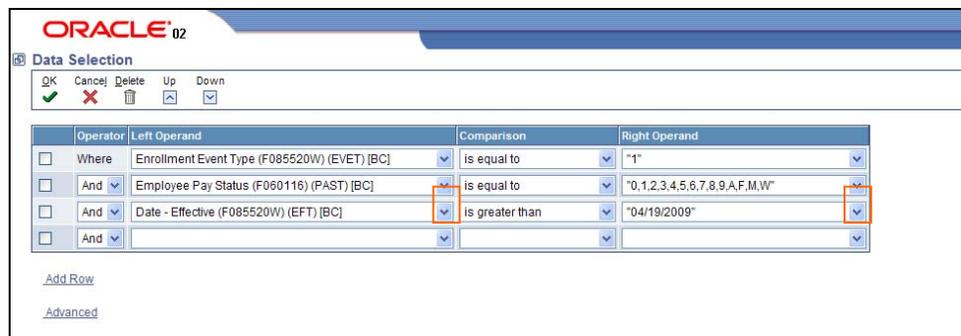
3. Click the drop down arrow in the Left Operand column for the third row and select **Date – Updated**.

4. Click the drop down arrow in the Right Operand column for the third row and select **Literal**.

5. Type 4/19/2009 in the **Literal Value** field and click **OK**.

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

7. Click the **Document Setup** tab.
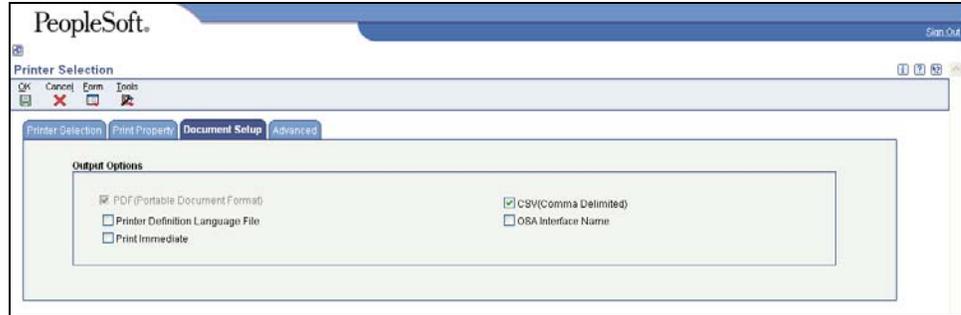
8. To review the report in CSV format, ensure the CSV checkbox is checked.

    This report can be viewed in both PDF and CSV formats.

9. Click **OK.**

    View the Report via Submit Job or View Job Status. For step-by-step instructions, pleas refer to the Working with Submitted Reports work instructions. Choose the Job Details to view (R5808975_…) once the Description is "Done".