

Generating and Reviewing the Invalid Elections Report Overview

This Job Aid provides guidance on how to access, run, and review the Invalid Elections Report (BenAdmin Preparation and Election Errors Report).

The Invalid Elections Report should be run routinely and more frequently during Open Enrollment. This can be run for an individual Schedule ID or for all Schedule IDs by leaving the field blank. Separate schedule IDs will be created for ongoing maintenance and Open Enrollment.

Note: For more information on running reports, see the resource titled **Cardinal HCM Reports Catalog**. This document can be found on the Cardinal website under **Resources**.

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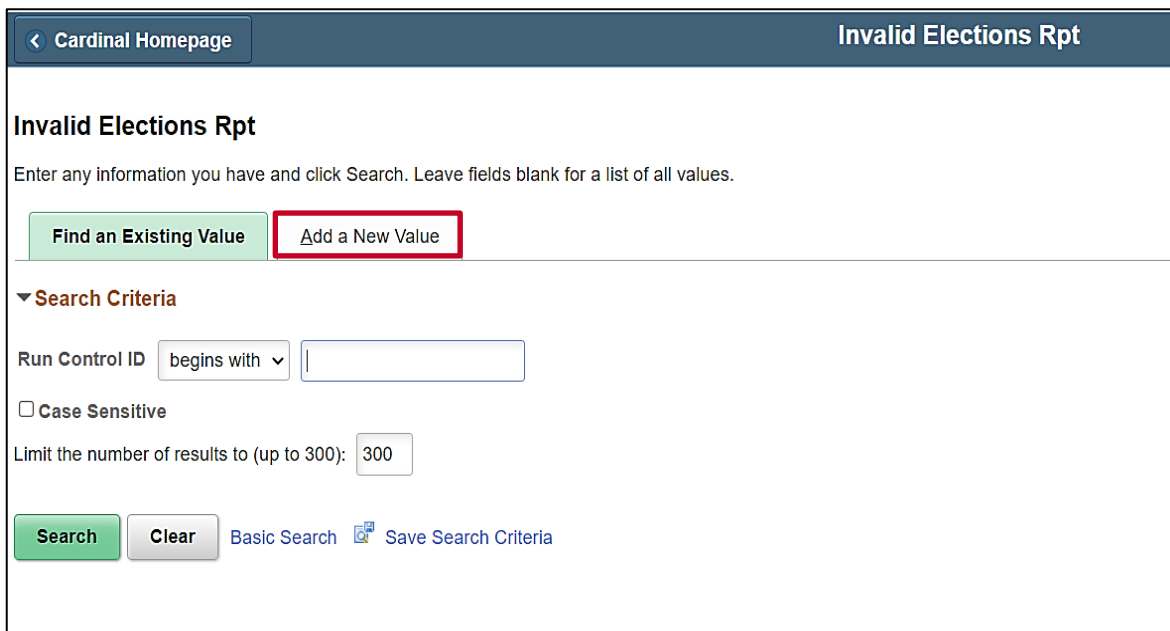
BN361_Generating and Reviewing the Invalid Elections Report**Generating and Reviewing the Invalid Elections Report**

To review invalid elections, the Agency Benefits Administrator (BA) will generate and review the Invalid Elections report.

1. Navigate to the **Invalid Elections Report** using the following path:

Navigator > Benefits > Manage Automated Enrollment > Investigate Exceptions > Invalid Elections Rpt

The **Invalid Elections Rpt** (Report) page displays with the **Find an Existing Value** tab displayed by default.



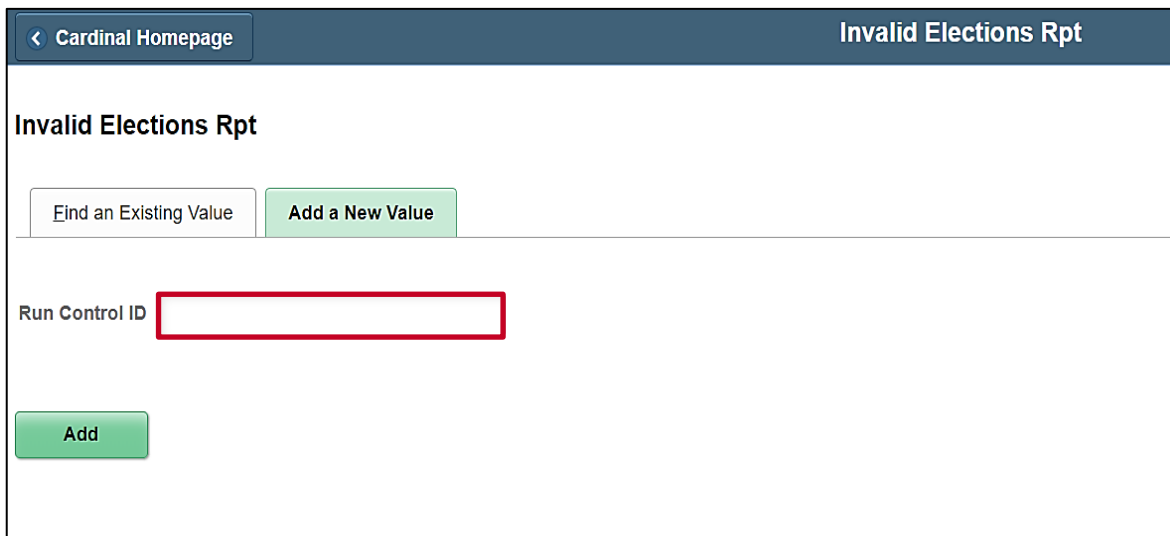
The screenshot shows the 'Invalid Elections Rpt' page. At the top, there is a navigation bar with a back arrow and 'Cardinal Homepage' on the left, and 'Invalid Elections Rpt' on the right. Below the navigation bar, the page title 'Invalid Elections Rpt' is displayed. A message reads: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two tabs: 'Find an Existing Value' (highlighted in green) and 'Add a New Value' (highlighted in red). Below the tabs is a section titled 'Search Criteria' with a dropdown arrow. Under 'Search Criteria', there is a 'Run Control ID' field with a dropdown menu set to 'begins with' and an empty input box. Below this is a checkbox for 'Case Sensitive'. A label 'Limit the number of results to (up to 300):' is followed by an input box containing '300'. At the bottom, there are buttons for 'Search' (green), 'Clear' (grey), 'Basic Search' (blue), and 'Save Search Criteria' (blue with a save icon).

Note: Search for an existing Run Control ID before creating a new one. Users cannot delete Run Control IDs once they are created and saved. Steps 2 - 4 provide instructions on how to create a new Run Control ID.

2. Click the **Add a New Value** tab.

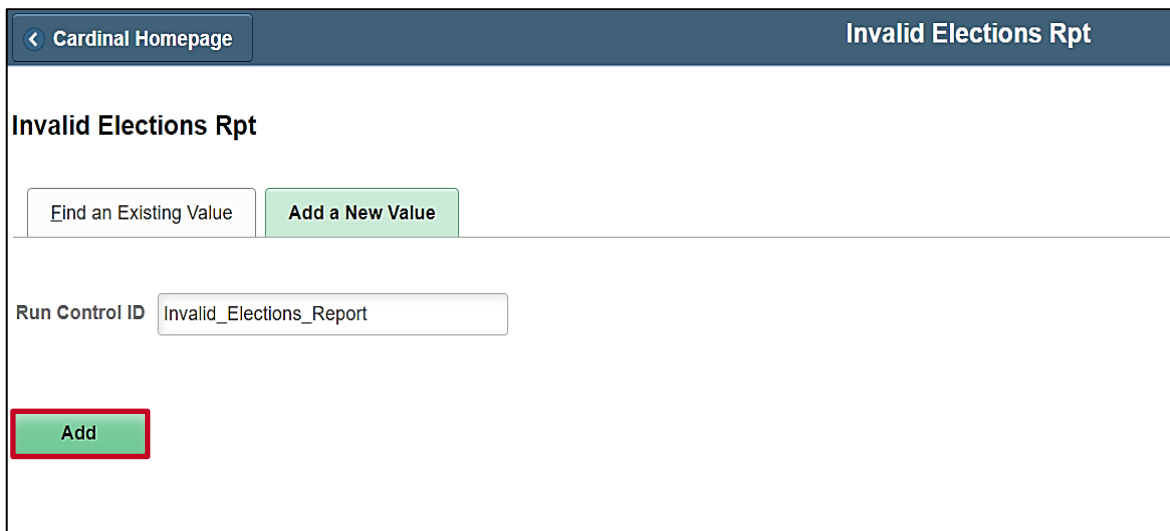
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The **Add a New Value** tab displays.



The screenshot shows the 'Invalid Elections Rpt' page with the 'Add a New Value' tab selected. The 'Run Control ID' field is empty and highlighted with a red box. The 'Add' button is also highlighted with a red box.

3. Enter a Run Control ID in the **Run Control ID** field based on the following guidelines:
 - a. The Run Control ID must be unique and should be descriptive enough to help locate for future use
 - b. Up to 30 characters are allowed
 - c. No blank spaces can be used. However, and underscore can be used in lieu of spaces
 - d. Do not use wildcard symbols (%)

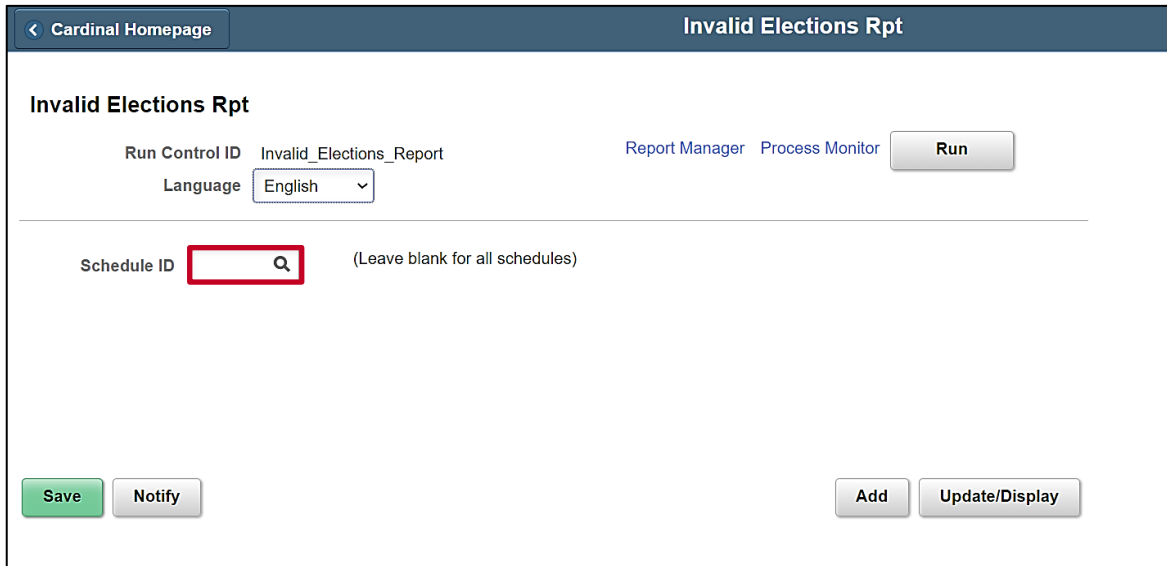


The screenshot shows the 'Invalid Elections Rpt' page with the 'Add a New Value' tab selected. The 'Run Control ID' field contains the text 'Invalid_Elections_Report'. The 'Add' button is highlighted with a red box.

4. Click the **Add** button.

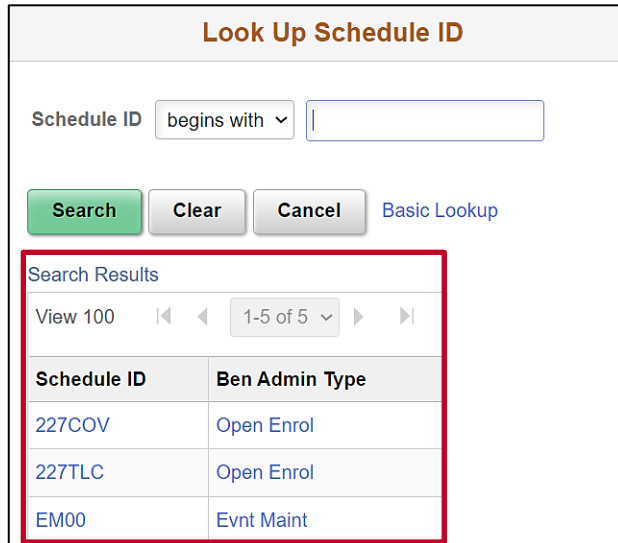
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The **Invalid Elections Rpt** page displays.



5. Click the **Look Up Schedule ID** icon (magnifying glass).

The **Look Up Schedule ID** page displays in a pop-up window.



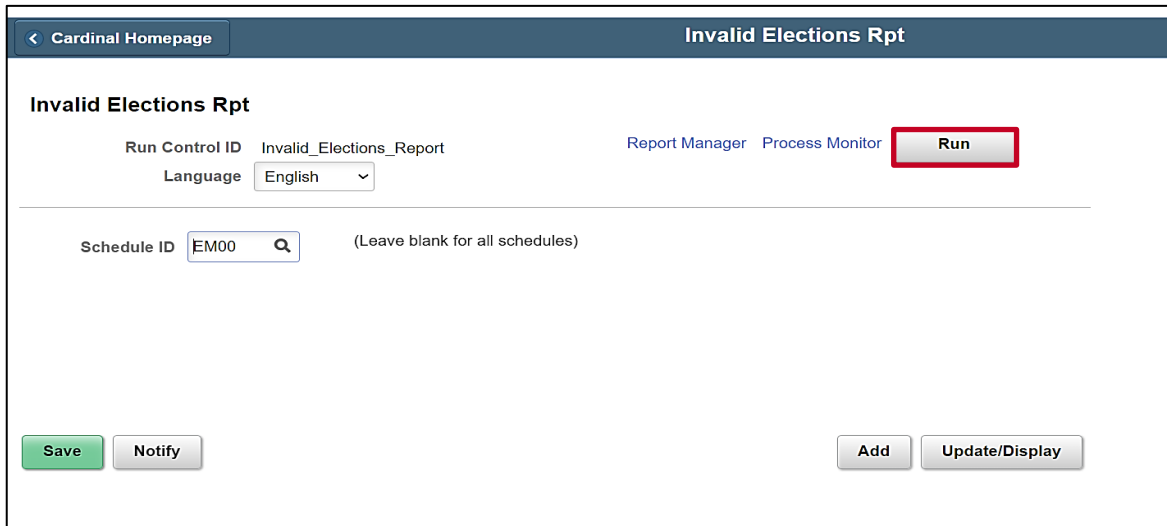
Schedule ID	Ben Admin Type
227COV	Open Enrol
227TLC	Open Enrol
EM00	Evtnt Maint

6. Click the applicable **Schedule ID** link in the **Search Results** section.

- a. **EM00** (Event Maintenance): Used to generate the Invalid Elections Report and review errors associated with standard Benefit Enrollment Events
- b. **Open Enrollment** (unique Schedule ID for each Open Enrollment Period): Used to generate the Invalid Elections Report and review errors associated with Open Enrollment Events

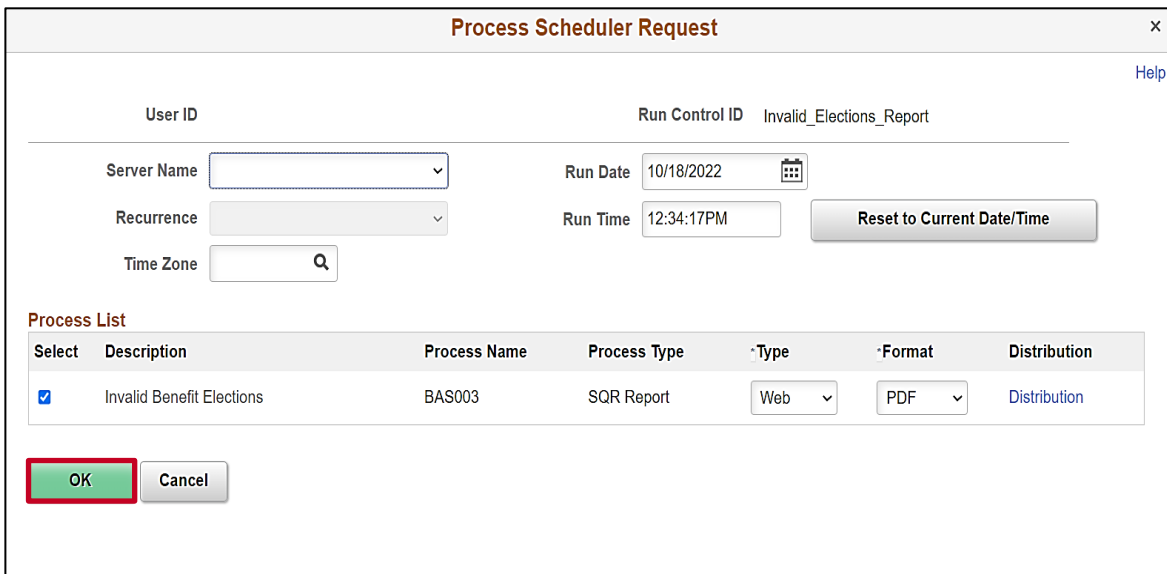
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The **Invalid Elections Rpt** page returns.



7. Click the **Run** button.

The **Process Scheduler Request** page displays in a pop-out window.

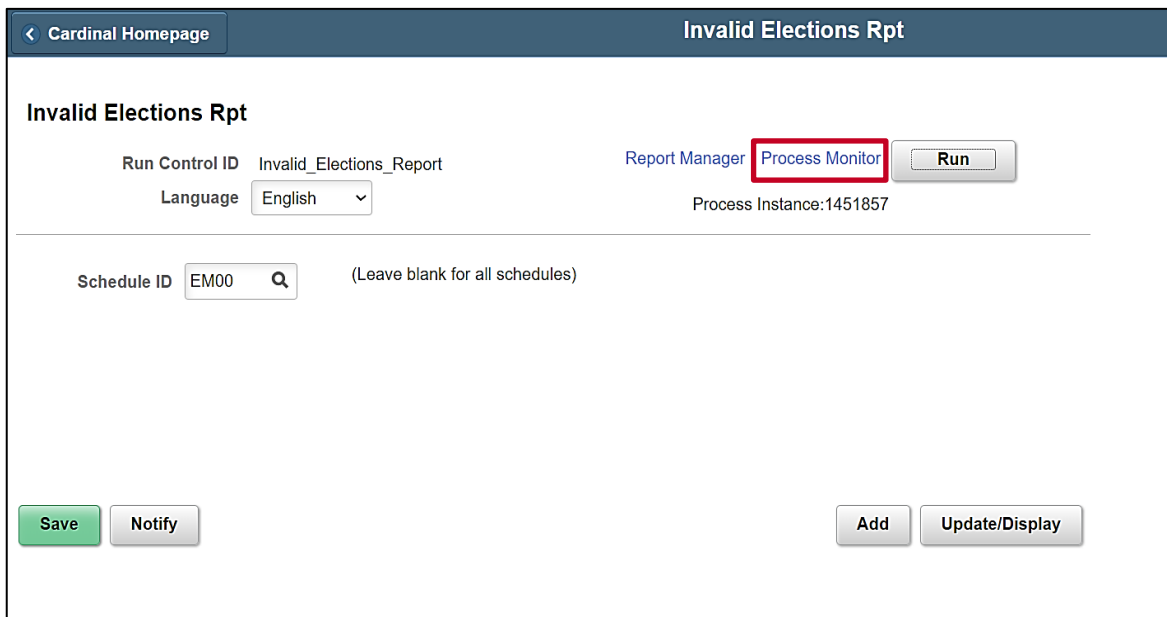


Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Invalid Benefit Elections	BAS003	SQR Report	Web	PDF	Distribution

8. Review the **Process Scheduler Request** page and then click the **OK** button.

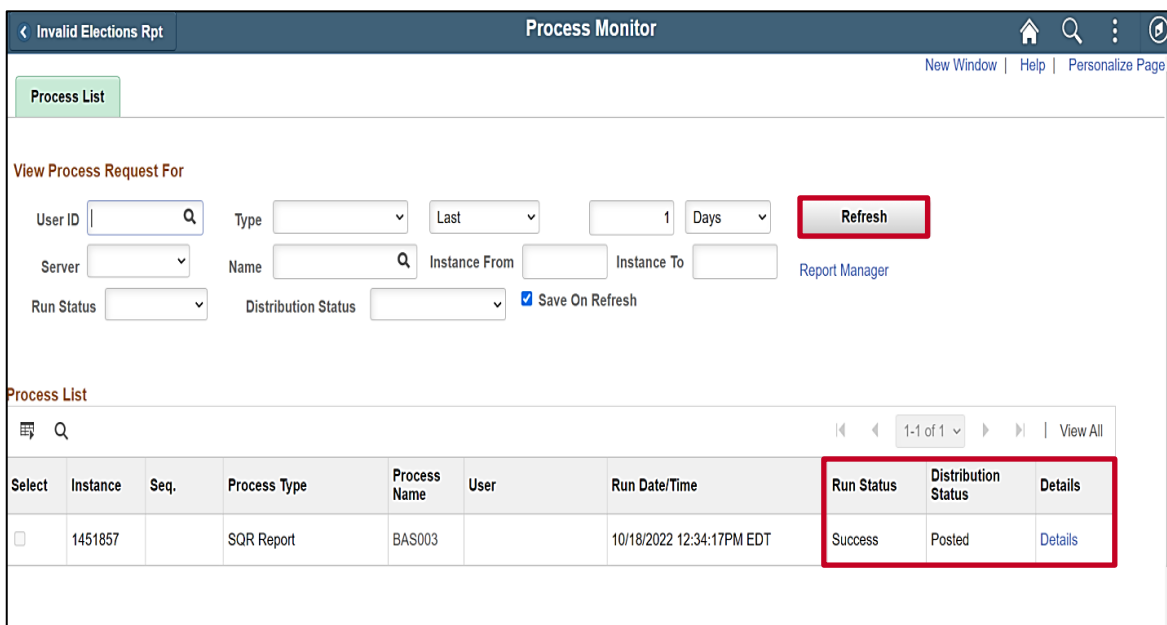
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The **Invalid Elections Rpt** page returns.



9. Click the **Process Monitor** link.

The **Process Monitor** page displays.



10. Periodically click the **Refresh** button as needed until the **Run Status** field displays a value of “Success” and the **Distribution Status** field displays a value of “Posted”.

11. Click the **Details** link.

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The **Process Detail** page displays in a pop-out window.

Process Detail			
Process			
Instance	1451857	Type	SQR Report
Name	BAS003	Description	Invalid Benefit Elections
Run Status	Success	Distribution Status	Posted
Run		Update Process	
Run Control ID	Invalid_Elections_Report	<input type="radio"/> Hold Request	
Location	Server	<input type="radio"/> Queue Request	
Server	PSUNX1	<input type="radio"/> Cancel Request	
Recurrence		<input checked="" type="radio"/> Delete Request	
		<input type="radio"/> Re-send Content	<input type="radio"/> Restart Request
Date/Time		Actions	
Request Created On	10/18/2022 12:40:48PM EDT	Parameters	Transfer
Run Anytime After	10/18/2022 12:34:17PM EDT	Message Log	
Began Process At	10/18/2022 12:41:11PM EDT	Batch Timings	
Ended Process At	10/18/2022 12:41:23PM EDT	View Log/Trace	

12. Click the **View Log/Trace** link in the **Actions** section.

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The **View Log/Trace** page displays in a pop-up window.

View Log/Trace
x

[Help](#)

Report

Report ID	889888	Process Instance	1451857	Message Log
Name	BAS003	Process Type	SQR Report	
Run Status	Success			

Invalid Benefit Elections

Distribution Details

Distribution Node	hrpytrn	Expiration Date	11/17/2022
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File List

Name	File Size (bytes)	Datetime Created
SQR_BAS003_1451857.log	2,186	10/18/2022 12:41:23.329474PM EDT
bas003_1451857.PDF	5,396	10/18/2022 12:41:23.329474PM EDT
bas003_1451857.out	150	10/18/2022 12:41:23.329474PM EDT

13. Click the **PDF** file link in the **File List** section to view the report.



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The Invalid Elections Report (BenAdmin Preparation and Election Errors) displays as a pdf document.

Sched ID	Employee ID	Rcd#	Event ID	Optn ID	Cost ID	Msg-ID	Error Message Description	Message-Data 1/2/3
EMDO	0	0	0	0	0	000327	Valid data from various tables (including Job and Pers_Data_Effdt) could not be found in effect as of the Event Date. There are many possible causes for this. Rows existing at the time of this event may have been subsequently deleted. The Event Date may pre-date all effective-dated rows in critical HR tables. If Multiple Jobs is enabled, this can occur if the primary job for this Benefit Record has its Benefit System flag set to something other than (BA) "Benefits Administration", as of	1: 2019-10-26 2: 000 3: TJ
	1	0	0	0	0	000327	Valid data from various tables (including Job and Pers_Data_Effdt) could not be found in effect as of the Event Date. There are many possible causes for this. Rows existing at the time of this event may have been subsequently deleted. The Event Date may pre-date all effective-dated rows in critical HR tables. If Multiple Jobs is enabled, this can occur if the primary job for this Benefit Record has its Benefit System flag set to something other than (BA) "Benefits Administration", as of	1: 2019-10-24 2: 000 3: TJ
			0	0	0	000327	Valid data from various tables (including Job and Pers_Data_Effdt) could not be found in effect as of the Event Date. There are many possible causes for this. Rows existing at the time of this event may have been subsequently deleted. The Event Date may pre-date all effective-dated rows in critical HR tables. If Multiple Jobs is enabled, this can occur if the primary job for this Benefit Record has its Benefit System flag set to something other than (BA) "Benefits Administration", as of	1: 2019-10-24 2: 000 3: TJ
	0	0	0	0	0	000327	Valid data from various tables (including Job and Pers_Data_Effdt) could not be found in effect as of the Event Date. There are many possible causes for this. Rows existing at the time of this event may have been subsequently deleted. The Event Date may pre-date all effective-dated rows in critical HR tables. If Multiple Jobs is enabled, this can occur if the primary job for this Benefit Record has its Benefit System flag set to something other than (BA) "Benefits Administration", as of	1: 2019-10-26 2: 000 3: TJ
	0	0	0	0	0	000327	Valid data from various tables (including Job and Pers_Data_Effdt) could not be found in effect as of the Event Date. There are many possible causes for this. Rows existing at the time of this event may have been subsequently deleted. The Event Date may pre-date all effective-dated rows in critical HR tables. If Multiple Jobs is enabled, this can occur if the primary job for this Benefit Record has its Benefit System flag set to something other than (BA) "Benefits Administration", as of	1: 2019-10-24 2: 000 3: TJ
	0	0	0	0	0	000327	Valid data from various tables (including Job and Pers_Data_Effdt) could not be found in effect as of the Event Date. There are many possible causes for this. Rows existing at the time of this event may have been subsequently deleted. The Event Date may pre-date all effective-dated rows in critical HR tables. If Multiple Jobs is enabled, this can occur if the primary job for this Benefit Record has its Benefit System flag set to something other than (BA) "Benefits Administration", as of	1: 2019-10-24 2: 000 3: TJ