

Benefit Event Status Report Overview

This report lists all participants in a particular process status or set of status levels.

Benefit Events go through four steps; (1) Assign Benefit Program, (2) Prepare Options, (3) Enter Elections, and (4) Finalize Enrollment. A Benefit Event's process status indicates what step the Benefit Event is on and whether any errors have occurred for that step. For example, a status of "Assigned" indicates that the Benefit Event has assigned a Benefit Program to the employee, but has not yet prepared the employee's benefit options, entered elections for the employee, or finalized the employee's enrollment. A status of "Prepare Error" indicates that the Benefit Event assigned a Benefit Program to the employee but encountered an error when preparing the employee's benefit options.

This report should be run daily by the Benefit Administrators to check on Open Benefit Events and those Benefit Events with a Processing Error. This report can also be used to monitor Benefit Events that were initiated by employees through Employee-Self Service (ESS).

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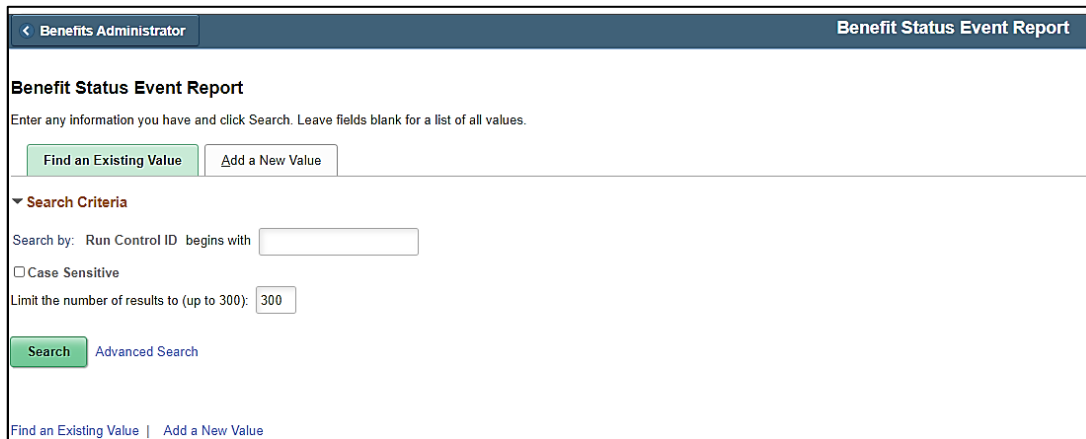
How to Run the Benefit Event Status Report.....2


How to Run the Benefit Event Status Report

Run the Benefit Event Status Report to locate Benefit Events in the various statuses. Research the Benefit Event in question and intervene as applicable, so that the Benefit Event can continue to move through the Ben Admin process during the next run of Ben Admin.

Step	Action
1.	Navigate to the Benefit Event Status Report using the following path: Benefits > Managed Automated Enrollment > Investigate Exceptions > Benefit Event Status Report

The **Benefit Status Event Report Search** page displays.

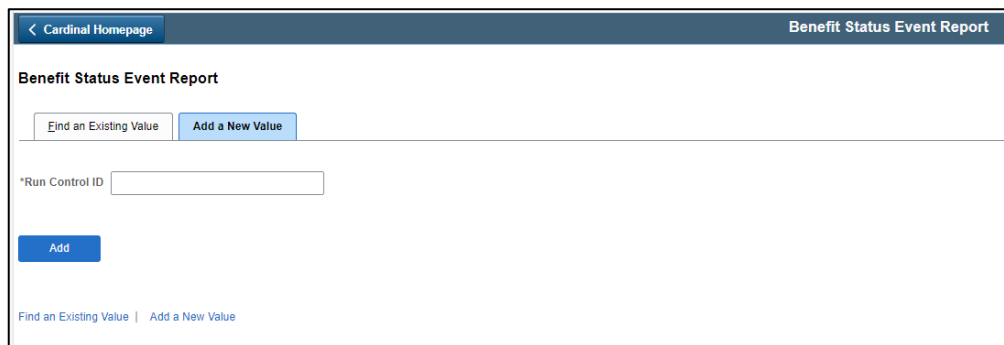




	If the BA has a saved Run Control ID, skip to Step 5.
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2.	Click the Add a New Value button.
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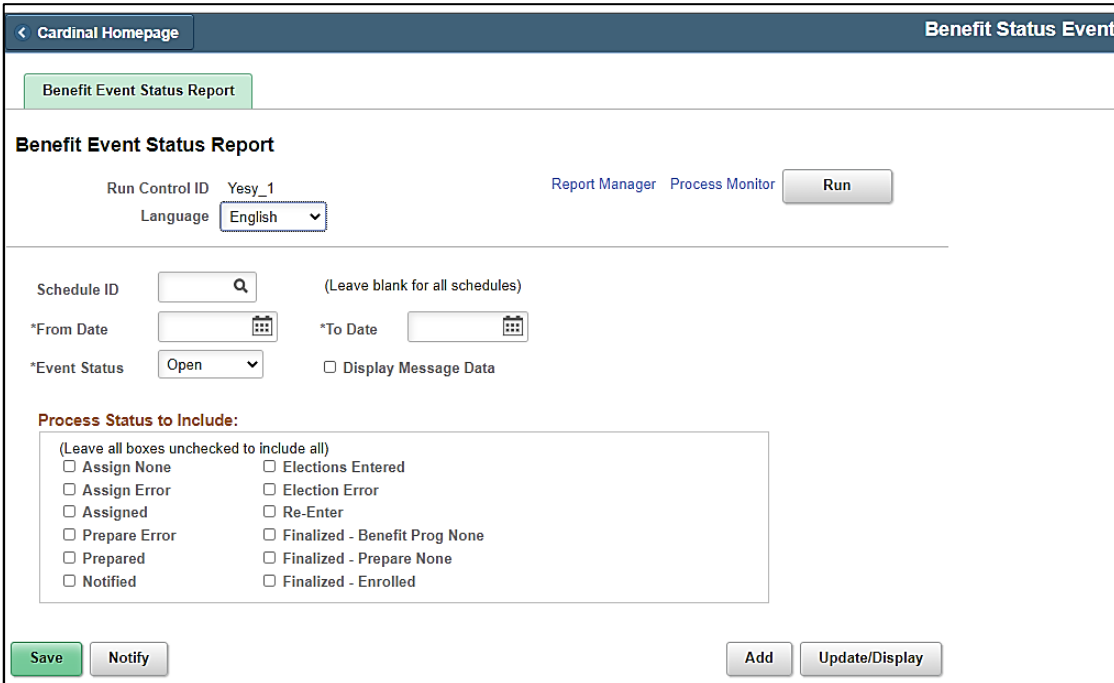


The **Add a New Value** tab displays.



Step	Action
3.	Enter a new Run Control ID in the Run Control ID field. 
4.	Click the Add button. 

The **Benefit Status Event Report** parameters display.



Benefit Event Status Report

Run Control ID Yesy_1 Report Manager Process Monitor Run

Language English

Schedule ID (Leave blank for all schedules)



*From Date *To Date

*Event Status Open Display Message Data


Process Status to Include:
 (Leave all boxes unchecked to include all)

- Assign None
- Assign Error
- Assigned
- Prepare Error
- Prepared
- Notified
- Elections Entered
- Election Error
- Re-Enter
- Finalized - Benefit Prog None
- Finalized - Prepare None
- Finalized - Enrolled

Save Notify Add Update/Display

5.	Click the Schedule ID Look Up icon and select the applicable Schedule ID. Most of the time it will be "EM00" unless working with Open Enrollment Benefit Events (Schedule ID "OE##" in this case). 
6.	Select a from date and a to date using the From Date Calendar icon and the To Date Calendar icon. 

Step	Action
7.	Click the Event Status dropdown button and select the applicable Event Status. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> *Event Status Open ▼ </div>

	<p>The BA can also select one or several Process Statuses to include in the report by clicking the corresponding checkbox options within the Process Status to Include section.</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p>Process Status to Include:</p> <p>(Leave all boxes unchecked to include all)</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td><input type="checkbox"/> Assign None</td> <td><input type="checkbox"/> Elections Entered</td> </tr> <tr> <td><input type="checkbox"/> Assign Error</td> <td><input type="checkbox"/> Election Error</td> </tr> <tr> <td><input type="checkbox"/> Assigned</td> <td><input type="checkbox"/> Re-Enter</td> </tr> <tr> <td><input type="checkbox"/> Prepare Error</td> <td><input type="checkbox"/> Finalized - Benefit Prog None</td> </tr> <tr> <td><input type="checkbox"/> Prepared</td> <td><input type="checkbox"/> Finalized - Prepare None</td> </tr> <tr> <td><input type="checkbox"/> Notified</td> <td><input type="checkbox"/> Finalized - Enrolled</td> </tr> </table> </div>	<input type="checkbox"/> Assign None	<input type="checkbox"/> Elections Entered	<input type="checkbox"/> Assign Error	<input type="checkbox"/> Election Error	<input type="checkbox"/> Assigned	<input type="checkbox"/> Re-Enter	<input type="checkbox"/> Prepare Error	<input type="checkbox"/> Finalized - Benefit Prog None	<input type="checkbox"/> Prepared	<input type="checkbox"/> Finalized - Prepare None	<input type="checkbox"/> Notified	<input type="checkbox"/> Finalized - Enrolled
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<input type="checkbox"/> Prepared	<input type="checkbox"/> Finalized - Prepare None												
<input type="checkbox"/> Notified	<input type="checkbox"/> Finalized - Enrolled												

8.	Click the Save button. <div style="margin-top: 10px;"> Save Notify </div>
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9.	Click the Run button. <div style="margin-top: 10px;"> Run </div>
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The **Process Scheduler Request** page displays in a pop-up window.

Process Scheduler Request x

User ID V_TRN_BN36101
Run Control ID Yesy_1 [Help](#)

Server Name

Recurrence

Time Zone

Run Date

Run Time Reset to Current Date/Time

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Benefit Event Status Report	VBNR0300	SQR Report	Web ▼	PDF ▼	Distribution

OK
Cancel

10.	Select the type and format to run the report in using the Type and Format fields. <div style="margin-top: 10px;"> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>*Type</th> <th>*Format</th> <th>Distribution</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Benefit Event Status Report</td> <td>VBNR0300</td> <td>SQR Report</td> <td style="text-align: center;">Web ▼</td> <td style="text-align: center;">PDF ▼</td> <td style="text-align: center;">Distribution</td> </tr> </tbody> </table> </div>	Select	Description	Process Name	Process Type	*Type	*Format	Distribution	<input checked="" type="checkbox"/>	Benefit Event Status Report	VBNR0300	SQR Report	Web ▼	PDF ▼	Distribution
Select	Description	Process Name	Process Type	*Type	*Format	Distribution									
<input checked="" type="checkbox"/>	Benefit Event Status Report	VBNR0300	SQR Report	Web ▼	PDF ▼	Distribution									

Step	Action
11.	Click the OK button. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> OK Cancel </div>

The **Benefit Event Status Report** parameters page redispays.

< Cardinal Homepage
Benefit Status Event

Benefit Event Status Report

Benefit Event Status Report

Run Control ID Yesy_1 Report Manager Process Monitor Run

Language English ▼

Schedule ID (Leave blank for all schedules)

*From Date *To Date

*Event Status Open ▼ Display Message Data

Process Status to Include:

(Leave all boxes unchecked to include all)

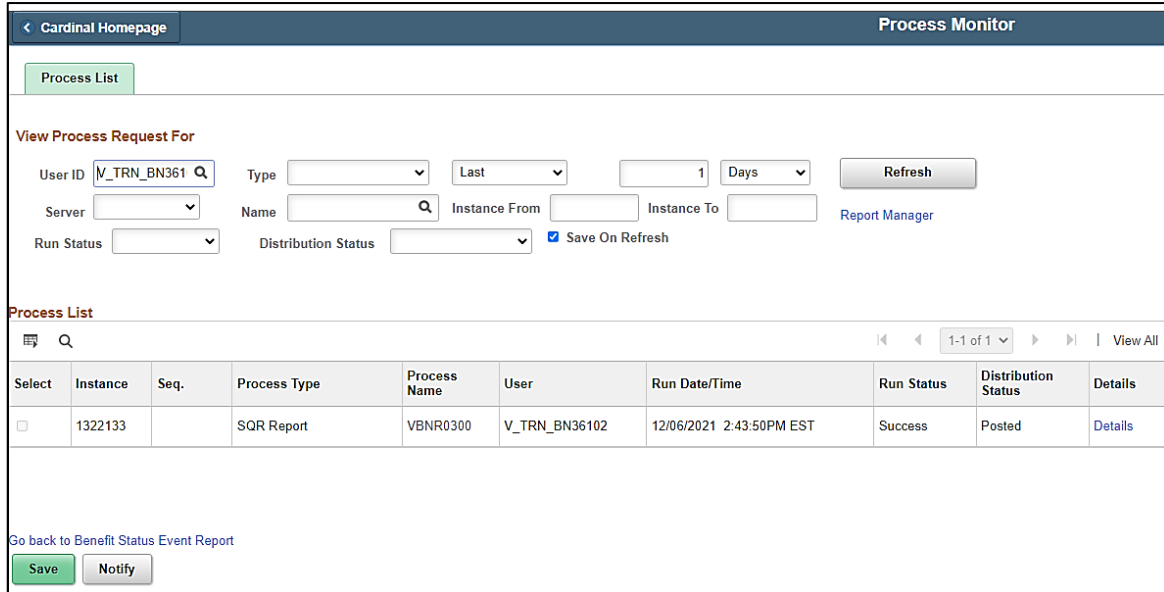
<input type="checkbox"/> Assign None	<input type="checkbox"/> Elections Entered
<input type="checkbox"/> Assign Error	<input type="checkbox"/> Election Error
<input type="checkbox"/> Assigned	<input type="checkbox"/> Re-Enter
<input type="checkbox"/> Prepare Error	<input type="checkbox"/> Finalized - Benefit Prog None
<input type="checkbox"/> Prepared	<input type="checkbox"/> Finalized - Prepare None
<input type="checkbox"/> Notified	<input type="checkbox"/> Finalized - Enrolled

Save
Notify
Add
Update/Display

12.	Click the Process Monitor link. <div style="border: 1px solid gray; padding: 10px; margin-top: 10px;"> <p>Benefit Event Status Report</p> <p>Run Control ID Yesy_1 Report Manager Process Monitor Run</p> <p>Language English ▼</p> </div>
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Step	Action
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The **Process Monitor** page displays.



Cardinal Homepage Process Monitor

Process List

View Process Request For

User ID Type Last 1 Days Refresh

Server Name Instance From Instance To Report Manager

Run Status Distribution Status Save On Refresh

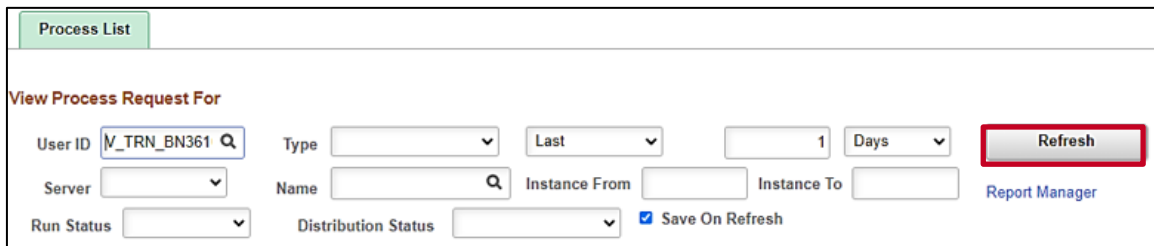
Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1322133		SQR Report	VBNR0300	V_TRN_BN36102	12/06/2021 2:43:50PM EST	Success	Posted	Details

Go back to Benefit Status Event Report

Save Notify

13. Click the **Refresh** button periodically until the Run Status for the report is “Success” and the Distribution Status is “Posted”.



Process List

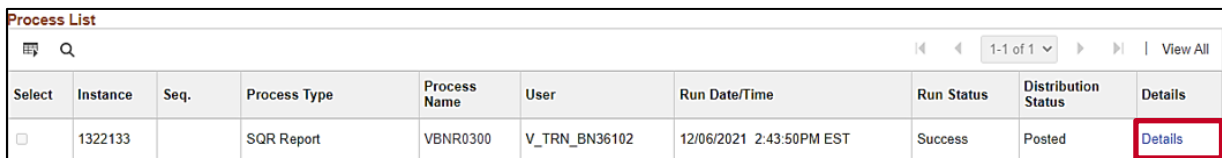
View Process Request For

User ID Type Last 1 Days **Refresh**

Server Name Instance From Instance To Report Manager

Run Status Distribution Status Save On Refresh

14. Click on the **Details** link.



Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1322133		SQR Report	VBNR0300	V_TRN_BN36102	12/06/2021 2:43:50PM EST	Success	Posted	Details

Step	Action
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The **Process Detail** page displays.

Process Detail x

[Help](#)

Process

Instance	1322133	Type	SQR Report
Name	VBNR0300	Description	Benefit Event Status Report
Run Status	Success	Distribution Status	Posted

<p>Run</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Run Control ID</td> <td>Yesy_1</td> </tr> <tr> <td>Location</td> <td>Server</td> </tr> <tr> <td>Server</td> <td>PSUNX1</td> </tr> <tr> <td>Recurrence</td> <td></td> </tr> </table>	Run Control ID	Yesy_1	Location	Server	Server	PSUNX1	Recurrence		<p>Update Process</p> <p> <input type="radio"/> Hold Request <input type="radio"/> Queue Request <input type="radio"/> Cancel Request <input checked="" type="radio"/> Delete Request <input type="radio"/> Re-send Content </p> <p style="text-align: right;"><input type="radio"/> Restart Request</p>
Run Control ID	Yesy_1								
Location	Server								
Server	PSUNX1								
Recurrence									

<p>Date/Time</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Request Created On</td> <td style="width: 30%;">12/06/2021</td> <td style="width: 40%;">2:45:41PM EST</td> </tr> <tr> <td>Run Anytime After</td> <td>12/06/2021</td> <td>2:43:50PM EST</td> </tr> <tr> <td>Began Process At</td> <td>12/06/2021</td> <td>2:45:55PM EST</td> </tr> <tr> <td>Ended Process At</td> <td>12/06/2021</td> <td>2:46:05PM EST</td> </tr> </table>	Request Created On	12/06/2021	2:45:41PM EST	Run Anytime After	12/06/2021	2:43:50PM EST	Began Process At	12/06/2021	2:45:55PM EST	Ended Process At	12/06/2021	2:46:05PM EST	<p>Actions</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Parameters</td> <td style="width: 50%;">Transfer</td> </tr> <tr> <td>Message Log</td> <td></td> </tr> <tr> <td>Batch Timings</td> <td></td> </tr> <tr> <td>View Log/Trace</td> <td></td> </tr> </table>	Parameters	Transfer	Message Log		Batch Timings		View Log/Trace	
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Ended Process At	12/06/2021	2:46:05PM EST																			
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Batch Timings																					
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15. Click the **View Log/Trace** link.

<p>Date/Time</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Request Created On</td> <td style="width: 30%;">12/06/2021</td> <td style="width: 40%;">2:45:41PM EST</td> </tr> <tr> <td>Run Anytime After</td> <td>12/06/2021</td> <td>2:43:50PM EST</td> </tr> <tr> <td>Began Process At</td> <td>12/06/2021</td> <td>2:45:55PM EST</td> </tr> <tr> <td>Ended Process At</td> <td>12/06/2021</td> <td>2:46:05PM EST</td> </tr> </table>	Request Created On	12/06/2021	2:45:41PM EST	Run Anytime After	12/06/2021	2:43:50PM EST	Began Process At	12/06/2021	2:45:55PM EST	Ended Process At	12/06/2021	2:46:05PM EST	<p>Actions</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Parameters</td> <td style="width: 50%;">Transfer</td> </tr> <tr> <td>Message Log</td> <td></td> </tr> <tr> <td>Batch Timings</td> <td></td> </tr> <tr> <td>View Log/Trace</td> <td></td> </tr> </table>	Parameters	Transfer	Message Log		Batch Timings		View Log/Trace	
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Parameters	Transfer																				
Message Log																					
Batch Timings																					
View Log/Trace																					

Step	Action
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The **View Log/Trace** page displays.

View Log/Trace x

[Help](#)

Report

Report ID	761478	Process Instance	1322133	Message Log
Name	VBNR0300	Process Type	SQR Report	
Run Status	Success			

Benefit Event Status Report

Distribution Details

Distribution Node	hrpytrn	Expiration Date	01/05/2022
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File List

Name	File Size (bytes)	Datetime Created
SQR_VBNR0300_1322133.log	2,180	12/06/2021 2:46:05.625818PM EST
vbnr0300_1322133.PDF	3,512	12/06/2021 2:46:05.625818PM EST
vbnr0300_1322133.out	139	12/06/2021 2:46:05.625818PM EST

Distribute To

Distribution ID Type	*Distribution ID
User	V_TRN_BN36102


16. Click the **.PDF** output (if the format chosen was PDF).

File List

Name	File Size (bytes)	Datetime Created
SQR_VBNR0300_1322133.log	2,180	12/06/2021 2:46:05.625818PM EST
vbnr0300_1322133.PDF	3,512	12/06/2021 2:46:05.625818PM EST
vbnr0300_1322133.out	139	12/06/2021 2:46:05.625818PM EST

The **Report** displays in a separate tab.

Report ID: VBNR0300		PeopleSoft Benefit Event Status Report				Page No. 1 Run Date 12/06/2021 Run Time 15:00:40			
Process Status	Employee ID	Employee Name	Schedule ID	Event ID	Event Date	Event Class	Event Status	Event Indicator	Benefit Program
PE	00092634600	Lily Pad	EM00	1	12/31/2020	MAR	O	N	SAL N

Step	Action
	The report displays the Process Status , Process Indicator , and Benefit Program among other sets of data. The BA can use this information to see any open Benefit Events, and what stage in the process the Benefit Event is currently in. This is especially helpful for processing New Hires and tracking the status of the open Benefit Events.