

Running the Benefit Enrollment Changes Report Overview

The Benefit Enrollment Changes report provides a list of all employees who are enrolled in benefits or made changes to existing benefits within a specific data range. This report is beneficial to view enrollment data and changes as well as for validating ACA Data.

To find your Locality's Company and Department codes, see the Job Aid titled **TLC Cardinal Locality – Company and Department Codes** located on the Cardinal website in **Job Aids** under **Learning**.



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Revision History 3

Running the Benefit Enrollment Changes Report 4



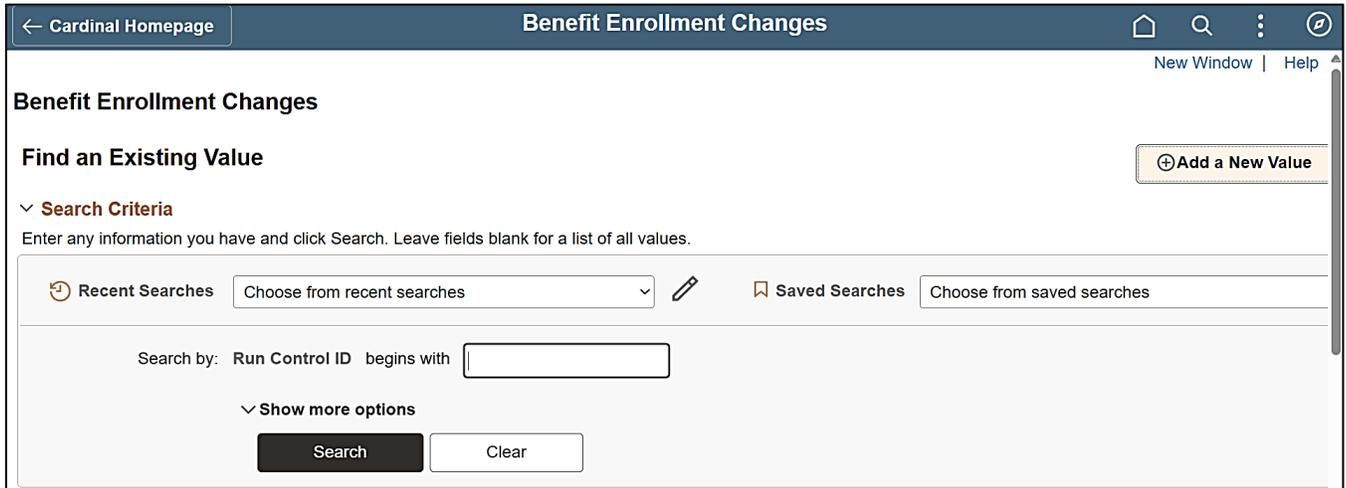
Revision History

Revision Date	Summary of Changes
2/18/2026	Baseline.

Running the Benefit Enrollment Changes Report

Step	Action
1.	Navigate to the report using the following path: NavBar > Menu > Benefits > Reports > Benefit Enrollment Changes

The **Benefit Enrollment Changes Find an Existing Value** page displays.



Benefit Enrollment Changes

Find an Existing Value ⊕ Add a New Value

▼ **Search Criteria**
Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches

Search by: Run Control ID begins with

▼ Show more options

2.	Click the Search button to see if a Run Control ID already exists for the report.
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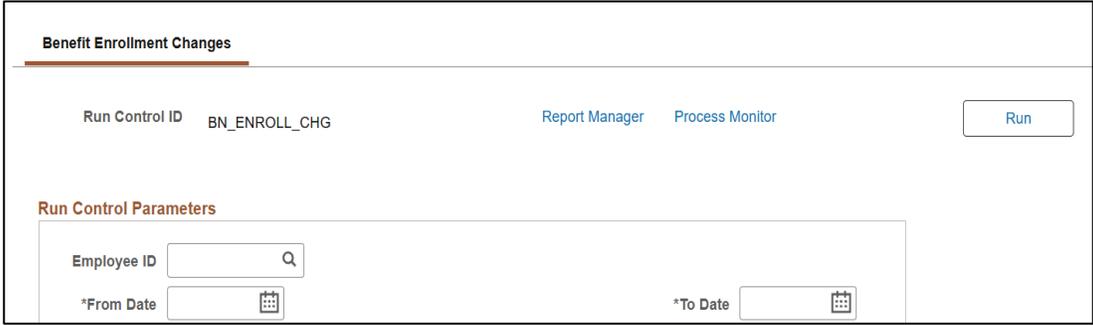
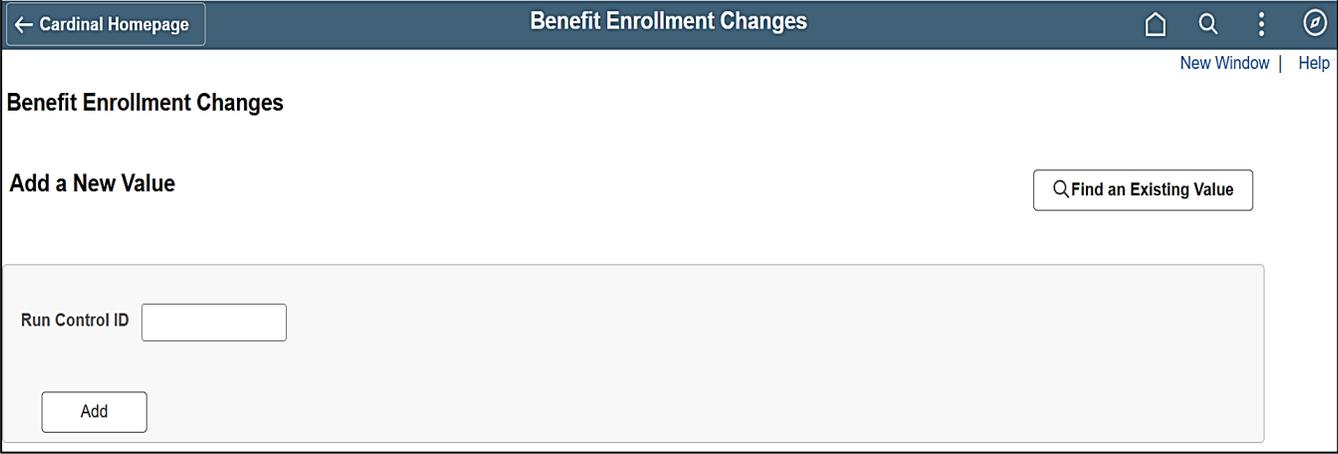


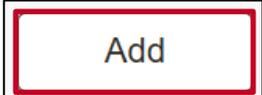
A **Run Control ID** is required to run reports in Cardinal.
Once a **Run Control ID** has been created by a user, it does not have to be recreated and will display when the **Search** button is clicked.
Users should always do a search before creating a new **Run Control ID**.

3.	If multiple results display, click the Drill In icon on the desired Run Control ID row and proceed to Step 9 .
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▼ **Search Results**
2 results

Run Control ID	Language Code	
BEN_ENR_KZ	English	>
BN_ENROLL_CHG	English	>

Step	Action
4.	<p>If only one Run Control ID exists Cardinal will open the Run Control page for the report. Proceed to Step 9.</p> 
5.	<p>If no Run Control ID exists, Cardinal will display “No matching values were found.” Proceed to the next Step.</p> 
6.	<p>Click the Add a New Value button.</p> 
<p>The Benefit Enrollment Changes Add a New Value page displays.</p>	
	

Step	Action
7.	Enter a Run Control ID for this report in the Run Control ID field. 
	<p>The Run Control ID serves as a name for a set of saved report parameters and must be unique.</p> <p>A Run Control ID cannot exceed 30 characters and cannot contain spaces or wildcard symbols, but underscore characters are permitted.</p> <p>Once a Run Control ID is created and saved it cannot be deleted.</p>
	<p>For this example, a Run Control ID of BEN_ENROLLMENT_CHANGES is entered.</p> 
8.	Click the Add button. 

Step	Action
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The **Benefit Enrollment Changes** page displays.

Benefit Enrollment Changes

Run Control ID: BEN_ENROLLMENT_CHANGES Report Manager Process Monitor Run

Run Control Parameters

Employee ID

*From Date *To Date

Select each Plan Type to be included in the Report:

- Health
- Annuity
- Deferred Compensation
- Medical Flex Account
- Dependent Flex Account
- Retirement
- Group Life
- LTD/VSDP
- Retiree Credit
- Group Life
- LTD/VSDP
- Retiree Credit
- Premium Reward
- Flex Spending Admin Fee

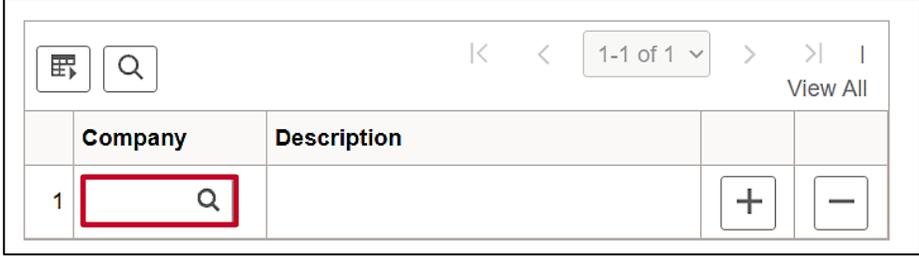
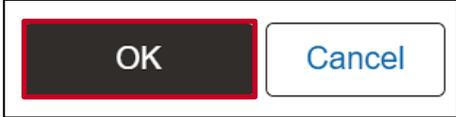
1	<input style="width: 90%;" type="text" value=""/>	<input style="width: 90%;" type="text" value=""/>	+	-
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Save Notify
Add Update/Display

9. To run for a specific employee, enter the employee's ID number in the **Employee ID** field.
Note: Leave this field blank to run for all employees.

Employee ID

Step	Action
10.	<p>Enter the beginning date in the From Date field.</p> <p>Note: This is a required field.</p> <div data-bbox="256 426 773 522" style="border: 1px solid black; padding: 5px;"> <p>*From Date <input style="width: 150px; height: 25px;" type="text"/> </p> </div>
11.	<p>Enter the ending date in the To Date field.</p> <p>Note: This is a required field</p> <div data-bbox="256 657 760 791" style="border: 1px solid black; padding: 5px;"> <p>*To Date <input style="width: 150px; height: 25px;" type="text"/> </p> </div>
12.	<p>Click the “Health” checkbox.</p> <p>Note: This is the only option used by TLC.</p> <div data-bbox="256 926 867 1570" style="border: 1px solid black; padding: 10px;"> <p>Select each Plan Type to be included in the Report:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Health <input type="checkbox"/> Annuity <input type="checkbox"/> Deferred Compensation <input type="checkbox"/> Medical Flex Account <input type="checkbox"/> Dependent Flex Account <input type="checkbox"/> Retirement <input type="checkbox"/> Group Life <input type="checkbox"/> LTD/VSDP <input type="checkbox"/> Retiree Credit <input type="checkbox"/> Group Life <input type="checkbox"/> LTD/VSDP <input type="checkbox"/> Retiree Credit <input type="checkbox"/> Premium Reward <input type="checkbox"/> Flex Spending Admin Fee </div>

Step	Action														
13.	Click the Company Lookup icon and select the applicable Company. <div data-bbox="256 380 1175 636" style="border: 1px solid black; padding: 5px; margin: 10px 0;">  </div>														
	See the Job Aid titled TLC Cardinal Locality - Company and Department Codes to find your Company code if unknown. This Job Aid is located on the Cardinal Website in Job Aids under Learning .														
14.	Click the Run button at the top right of the page. <div data-bbox="256 856 545 974" style="border: 1px solid black; padding: 5px; margin: 10px 0;">  </div>														
The Process Scheduler Request page displays in a pop-up window.															
<div data-bbox="154 1060 1495 1583" style="border: 1px solid black; padding: 10px;"> <p style="text-align: center;">Process Scheduler Request ×</p> <p style="text-align: right;">Help</p> <p>User ID <input type="text"/> Run Control ID BEN_ENROLLMENT_CHANGES</p> <p>Server Name <input type="text"/> Run Date 12/22/2025 <input type="text"/></p> <p>Recurrence <input type="text"/> Run Time 9:17:12AM <input type="button" value="Reset to Current Date/Time"/></p> <p>Time Zone <input type="text"/></p> <p>Process List</p> <table border="1" data-bbox="191 1373 1403 1461"> <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><input checked="" type="checkbox"/></td> <td>Benefit Enrollment Changes Rpt</td> <td>VBNR0287</td> <td>SQR Report</td> <td>Web</td> <td>PDF</td> <td>Distribution</td> </tr> </tbody> </table> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> </div>		Select	Description	Process Name	Process Type	Type	Format	Distribution	<input checked="" type="checkbox"/>	Benefit Enrollment Changes Rpt	VBNR0287	SQR Report	Web	PDF	Distribution
Select	Description	Process Name	Process Type	Type	Format	Distribution									
<input checked="" type="checkbox"/>	Benefit Enrollment Changes Rpt	VBNR0287	SQR Report	Web	PDF	Distribution									
	This report will run as a PDF file.														
15.	Click the OK button at the bottom of the page. <div data-bbox="256 1787 712 1904" style="border: 1px solid black; padding: 5px; margin: 10px 0;">  </div>														



Step	Action
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The **Benefit Enrollment Changes** page redisplay with the **Process Instance** number displayed.

Benefit Enrollment Changes

Run Control ID BEN_ENROLLMENT_CHANGES Report Manager Process Monitor [Run](#)

Process Instance:5024072

Run Control Parameters

Employee ID

*From Date 10/01/2025 *To Date 10/30/2025

Select each Plan Type to be included in the Report:

- Health
- Annuity
- Deferred Compensation
- Medical Flex Account
- Dependent Flex Account
- Retirement
- Group Life
- LTD/VSDP
- Retiree Credit
- Premium Reward
- Flex Spending Admin Fee

1-1 of 1 View All

Company	Description		
1 A02 <input type="text"/>	King William County - County	<input type="button" value="+"/>	<input type="button" value="-"/>

16. Click the **Process Monitor** link.

Benefit Enrollment Changes

Run Control ID BEN_ENROLLMENT_CHANGES Report Manager [Process Monitor](#) [Run](#)

Process Instance:5024072

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

Process List
Server List

View Process Requests

User ID Type Last 1 Days

Server Name Instance

Run Status Distribution Status Save On Refresh [Report Manager](#)

Process List

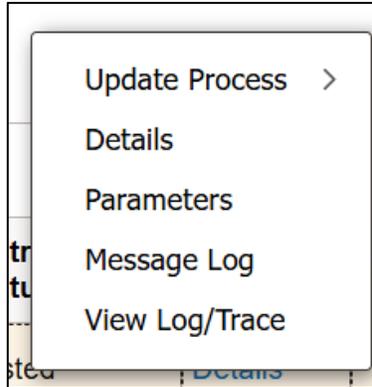
Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	5024072		BEN_ENROLLMENT_CHANGES	SQR Report	VBNR0287		02/16/2026 10:40:15AM EST	Success	Posted	Details	Actions

Go back to [Benefit Enrollment Changes](#)

17.	<p>Check the following two fields values to verify they display as noted below:</p> <ul style="list-style-type: none"> Run Status = Success Distribution Status = Posted <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 50%;">Run Status</th> <th style="width: 50%;">Distribution Status</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Success</td> <td style="text-align: center;">Posted</td> </tr> </tbody> </table>	Run Status	Distribution Status	Success	Posted
Run Status	Distribution Status				
Success	Posted				
18.	<p>If either of these fields display any other value, click the Refresh button until the values display as noted above.</p> <div style="text-align: center; margin-top: 10px;"> <input style="border: 2px solid red;" type="button" value="Refresh"/> </div>				
19.	<p>Once the Run Status = “Success” and the Distribution Status = “Posted”, click the Actions link in the Actions field.</p> <div style="margin-top: 10px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 5px;">Actions</td> </tr> <tr> <td style="text-align: center; padding: 5px;">∨ Actions</td> </tr> </table> </div>	Actions	∨ Actions		
Actions					
∨ Actions					

Step	Action
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The **Actions** dropdown menu displays.



20.	Click the View Log/Trace list item.
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View Log/Trace

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

View Log/Trace x

[Help](#)

Report

Report ID 3950021	Process Instance 5024072	Message Log
Name VBNR0287	Process Type SQR Report	
Run Status Success		

Benefit Enrollment Changes Rpt

Distribution Details

Distribution Node hrprd	Expiration Date <input type="text" value="03/18/2026"/>
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File List

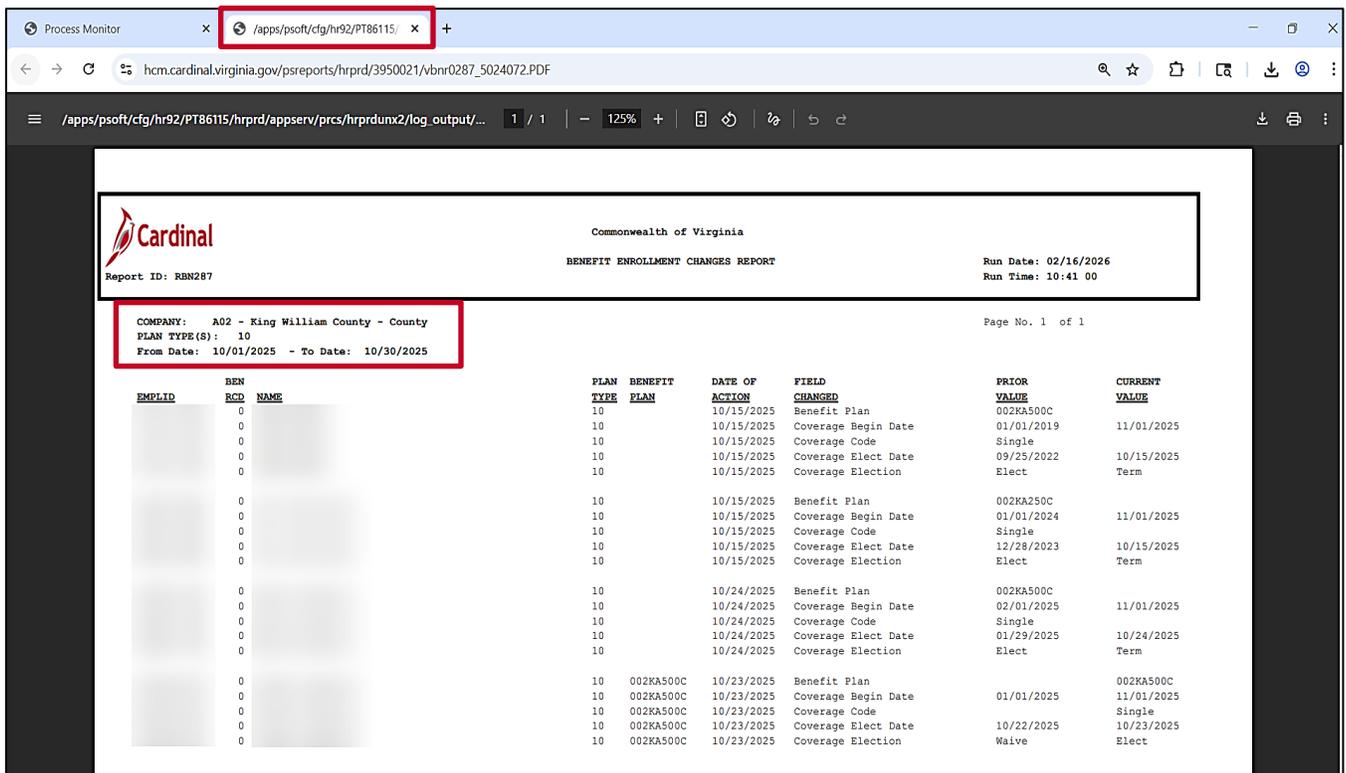
Name	File Size (bytes)	Datetime Created
SQR_VBNR0287_5024072.log	2,199	02/16/2026 10:41:03.816729AM EST
vbnr0287_5024072.PDF	37,274	02/16/2026 10:41:03.816729AM EST
vbnr0287_5024072.out	0	02/16/2026 10:41:03.816729AM EST

Distribute To

Distribution ID Type	Distribution ID

Step	Action												
21.	<p>Click the link with the .PDF extension in the Name field under the File List section.</p> <div style="border: 1px solid black; padding: 5px;"> <p>File List</p> <table border="1"> <thead> <tr> <th>Name</th> <th>File Size (bytes)</th> <th>Datetime Created</th> </tr> </thead> <tbody> <tr> <td>SQR_VBNR0287_5024072.log</td> <td>2,199</td> <td>02/16/2026 10:41:03.816729AM EST</td> </tr> <tr> <td>vbnr0287_5024072.PDF</td> <td>37,274</td> <td>02/16/2026 10:41:03.816729AM EST</td> </tr> <tr> <td>vbnr0287_5024072.out</td> <td>0</td> <td>02/16/2026 10:41:03.816729AM EST</td> </tr> </tbody> </table> </div>	Name	File Size (bytes)	Datetime Created	SQR_VBNR0287_5024072.log	2,199	02/16/2026 10:41:03.816729AM EST	vbnr0287_5024072.PDF	37,274	02/16/2026 10:41:03.816729AM EST	vbnr0287_5024072.out	0	02/16/2026 10:41:03.816729AM EST
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vbnr0287_5024072.out	0	02/16/2026 10:41:03.816729AM EST											

A new window opens and the **Benefit Enrollment Changes Report** displays in the new window.



COMPANY: A02 - King William County - County
 PLAN TYPE(S): 10
 From Date: 10/01/2025 - To Date: 10/30/2025

EMPLID	BEN RCD	BEN NAME	PLAN TYPE	BENEFIT PLAN	DATE OF ACTION	FIELD CHANGED	PRIOR VALUE	CURRENT VALUE
0	0		10		10/15/2025	Benefit Plan	002KA500C	
0	0		10		10/15/2025	Coverage Begin Date	01/01/2019	11/01/2025
0	0		10		10/15/2025	Coverage Code	Single	
0	0		10		10/15/2025	Coverage Elect Date	09/25/2022	10/15/2025
0	0		10		10/15/2025	Coverage Election	Elect	Term
0	0		10		10/15/2025	Benefit Plan	002KA250C	
0	0		10		10/15/2025	Coverage Begin Date	01/01/2024	11/01/2025
0	0		10		10/15/2025	Coverage Code	Single	
0	0		10		10/15/2025	Coverage Elect Date	12/28/2023	10/15/2025
0	0		10		10/15/2025	Coverage Election	Elect	Term
0	0		10		10/24/2025	Benefit Plan	002KA500C	
0	0		10		10/24/2025	Coverage Begin Date	02/01/2025	11/01/2025
0	0		10		10/24/2025	Coverage Code	Single	
0	0		10		10/24/2025	Coverage Elect Date	01/29/2025	10/24/2025
0	0		10		10/24/2025	Coverage Election	Elect	Term
0	0		10	002KA500C	10/23/2025	Benefit Plan		002KA500C
0	0		10	002KA500C	10/23/2025	Coverage Begin Date	01/01/2025	11/01/2025
0	0		10	002KA500C	10/23/2025	Coverage Code		Single
0	0		10	002KA500C	10/23/2025	Coverage Elect Date	10/22/2025	10/23/2025
0	0		10	002KA500C	10/23/2025	Coverage Election	Waive	Elect



The parameters entered/selected for the report display in the Header section.