TLC Running the Benefit Enrollment Changes Report

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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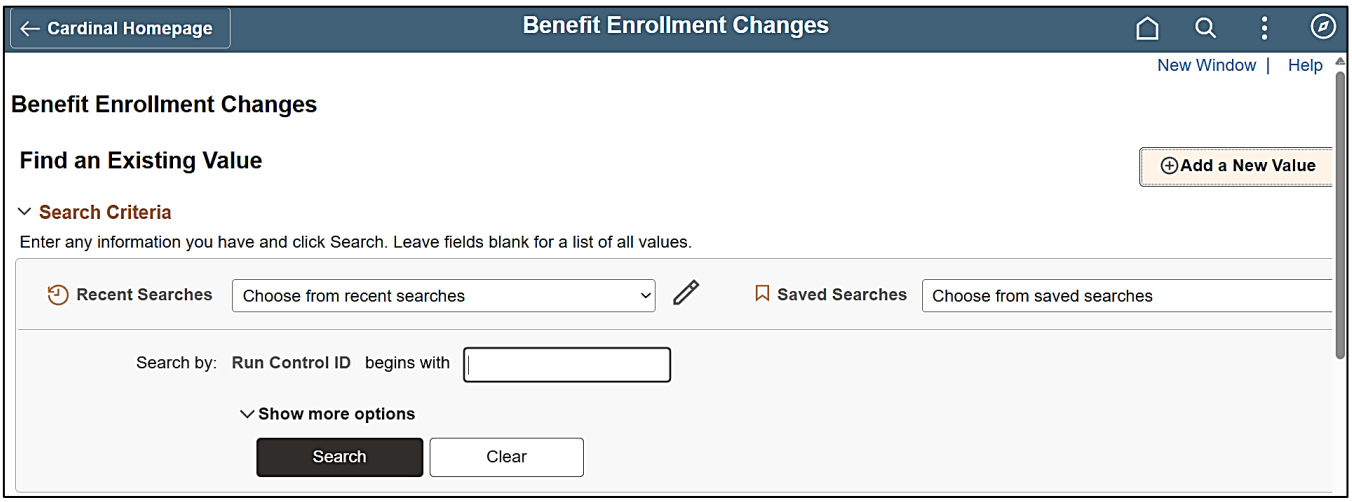
Revision History

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

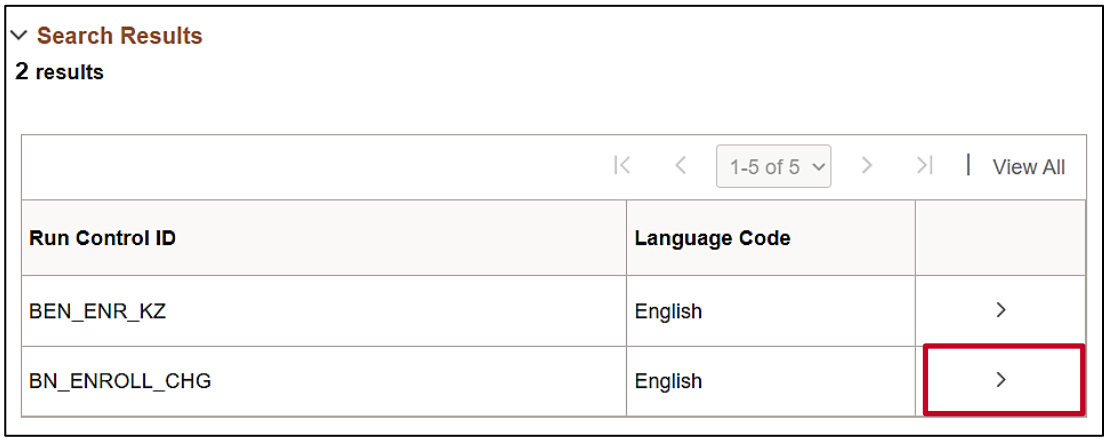
Running the Benefit Enrollment Changes Report

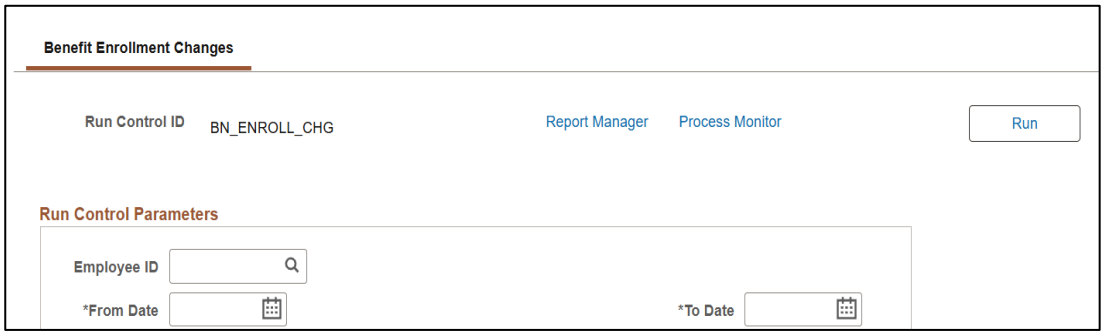
Step	Action
1.	Navigate to the report using the following path: **NavBar > Menu > Benefits > Reports > Benefit Enrollment Changes**

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

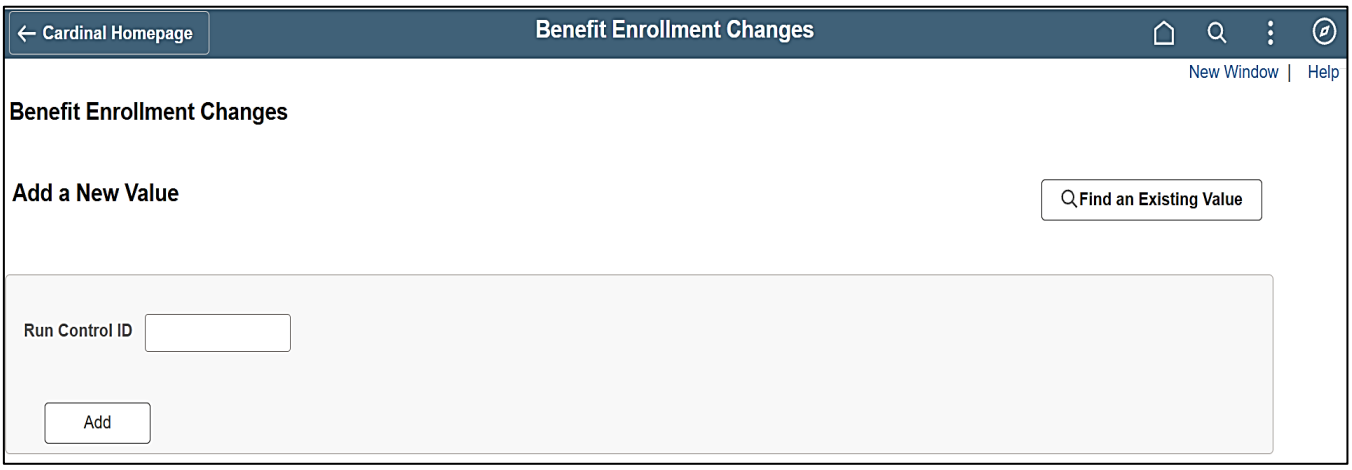


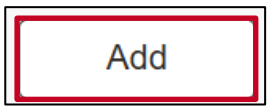
2.	Click the **Search** button to see if a Run Control ID already exists for the report.
	A **Run Control ID** is required to run reports in Cardinal. Once a **Run Control ID** has been created by a user, it does not have to be recreated and will display when the **Search** button is clicked. Users should 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**.



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

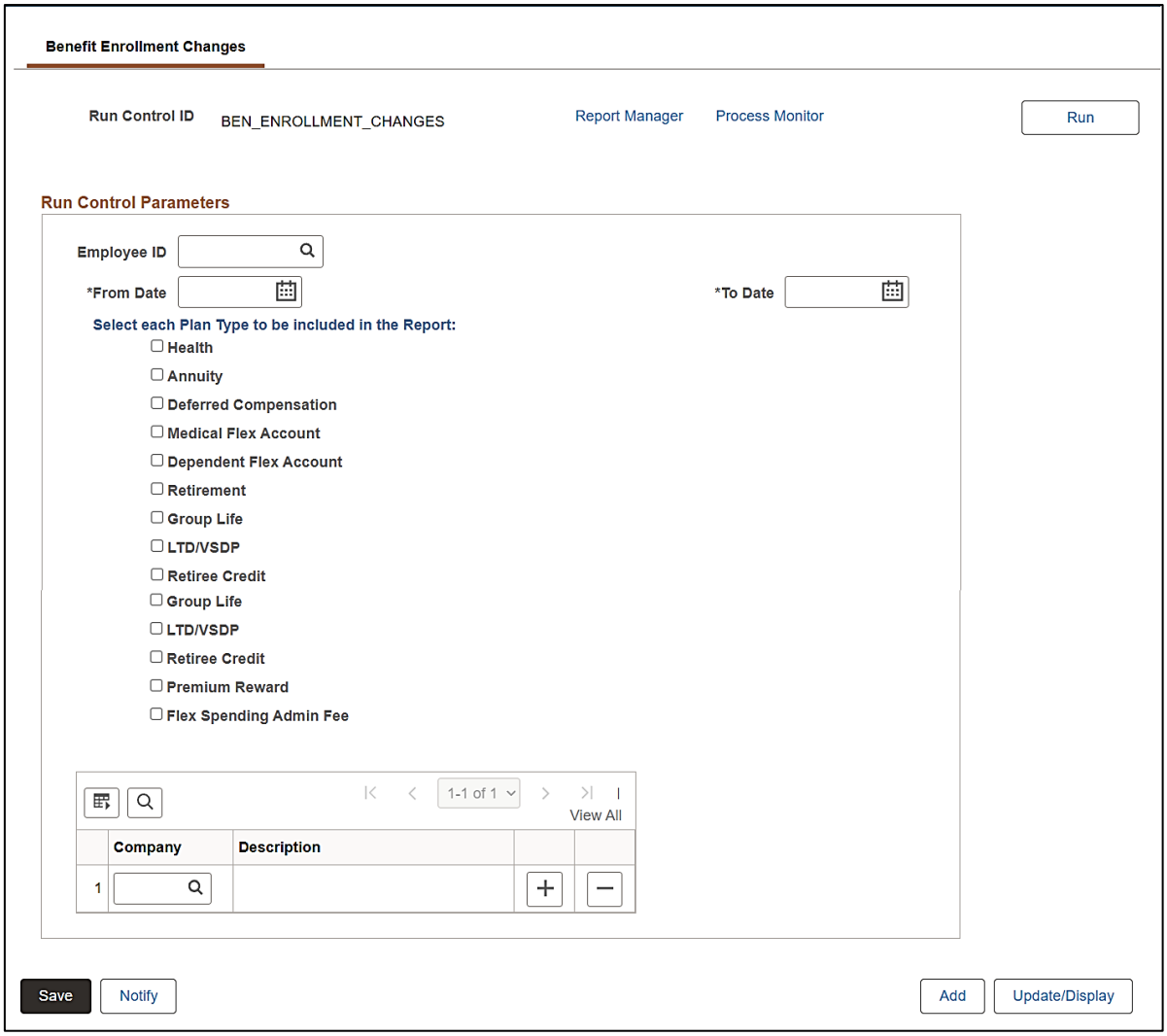
The **Benefit Enrollment Changes Add a New Value** page displays.



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

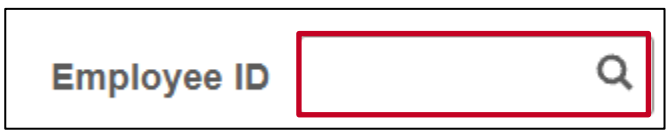
Step	Action

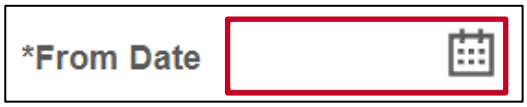
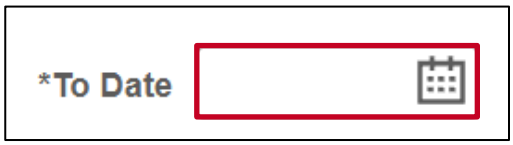
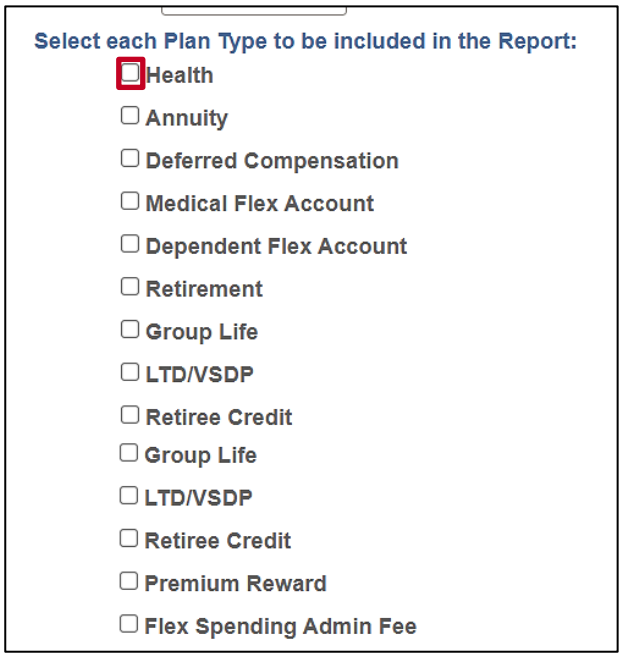
The **Benefit Enrollment Changes** page displays.

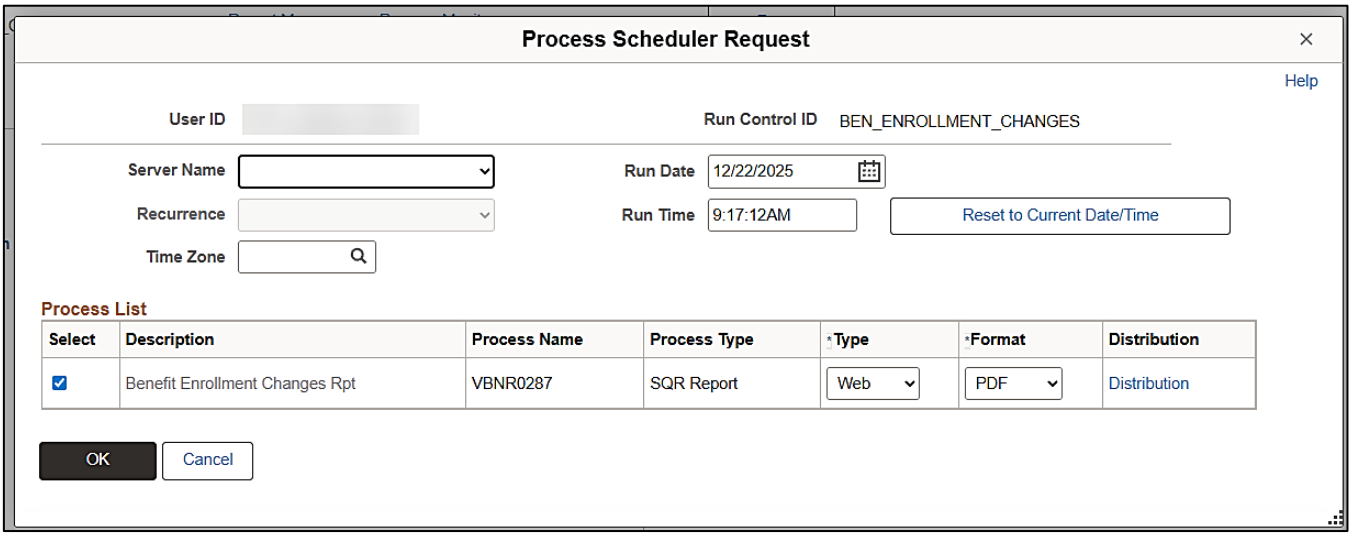
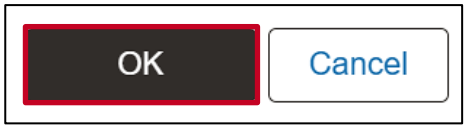


9. To run for a specific employee, enter the employee's ID number in the **Employee ID** field.

Note: Leave this field blank to run for all employees.

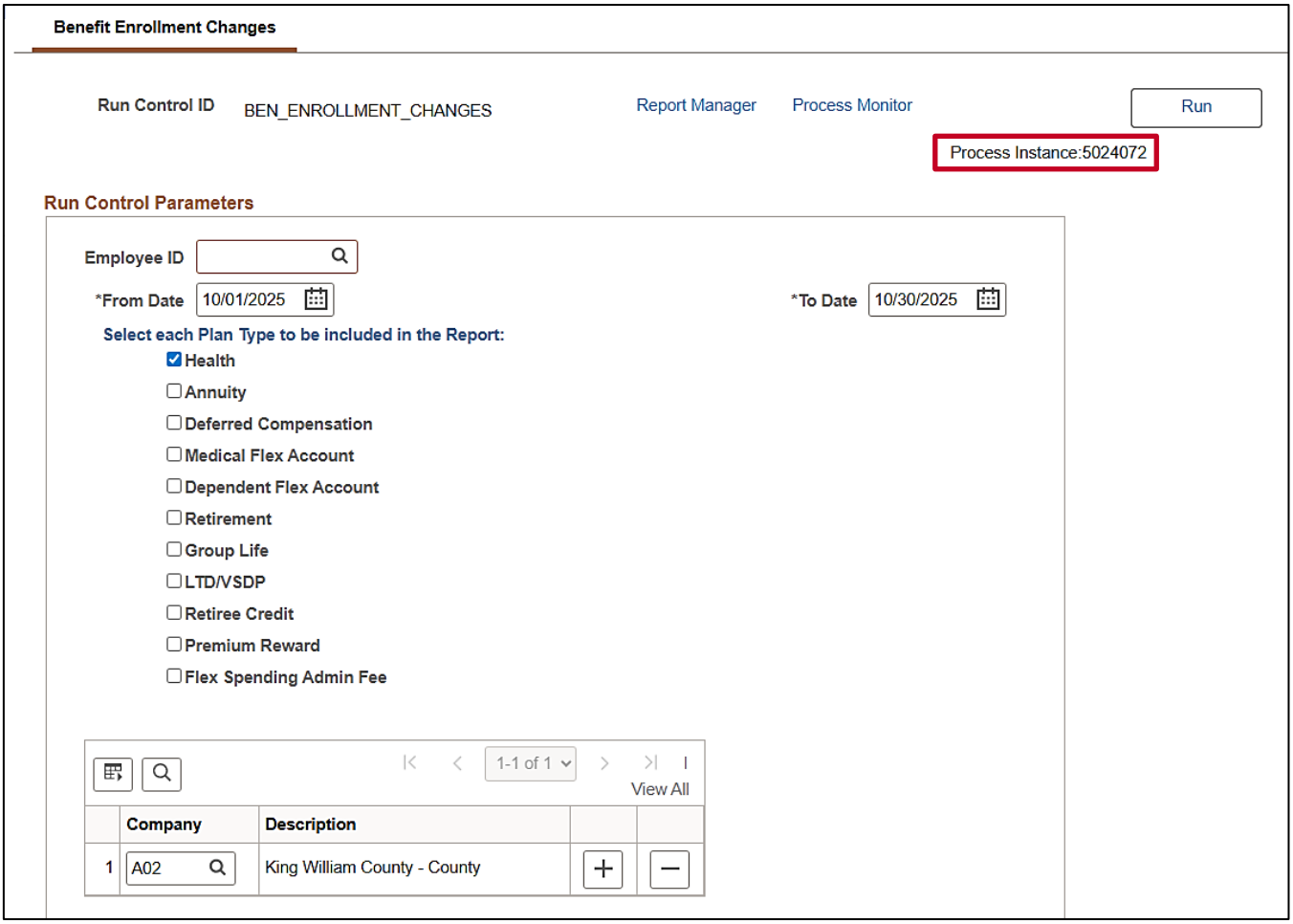


Step	Action
10.	Enter the beginning date in the **From Date** field. **Note**: This is a required field. 
11.	Enter the ending date in the **To Date** field. **Note**: This is a required field 
12.	Click the “Health” checkbox. **Note**: This is the only option used by TLC. 

Step	Action
13.	Click the **Company Lookup** icon and select the applicable Company.
	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.
The **Process Scheduler Request** page displays in a pop-up window. 		
	This report will run as a PDF file.
15.	Click the **OK** button at the bottom of the page. 

Step	Action

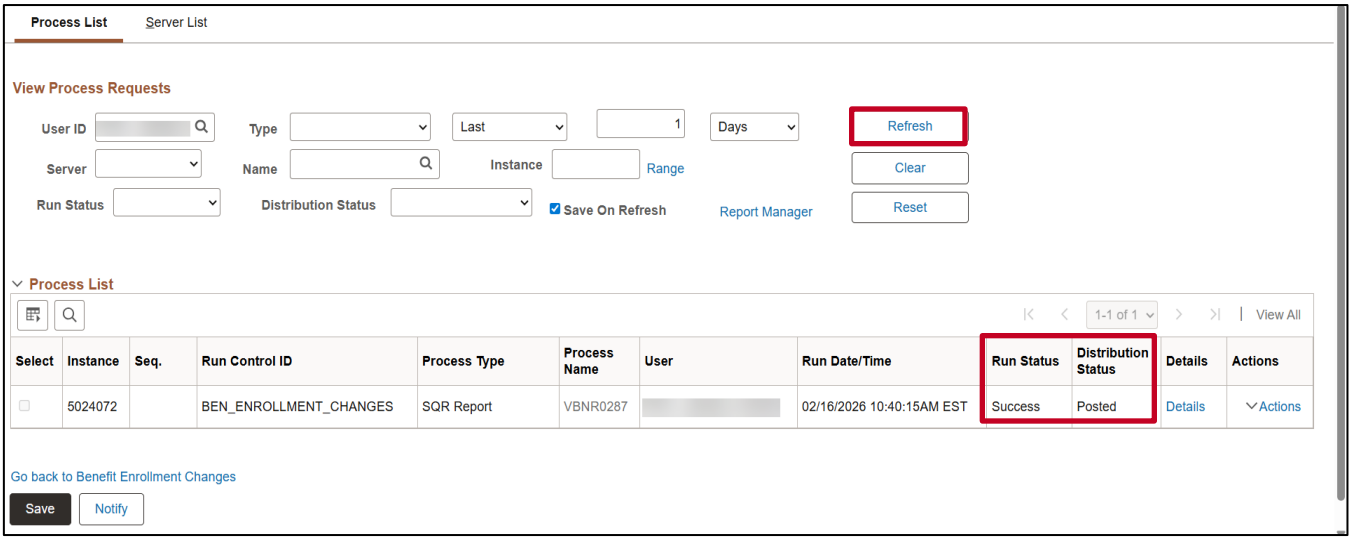
The **Benefit Enrollment Changes** page redisplays with the **Process Instance** number displayed.



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

Step	Action

The **Process List** page displays.

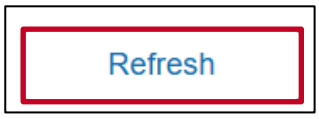


17. Check the following two fields values to verify they display as noted below:

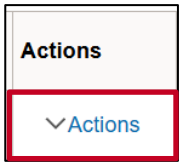
- **Run Status** = Success
- **Distribution Status** = Posted

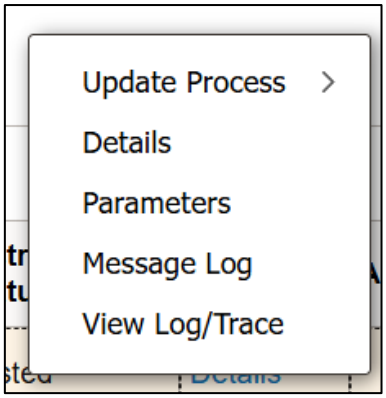
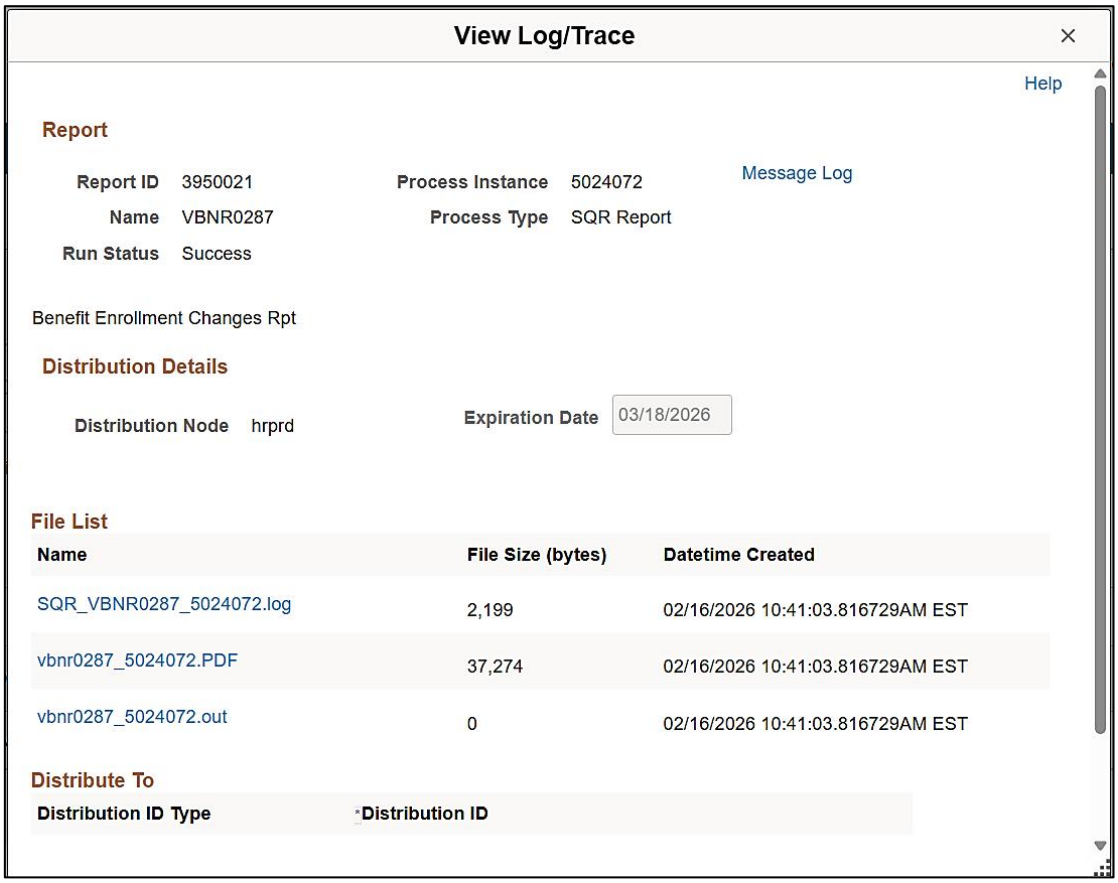
Run Status	Distribution Status
Success	Posted

18. If either of these fields display any other value, click the **Refresh** button until the values display as noted above.



19. Once the **Run Status** = “Success” and the **Distribution Status** = “Posted”, click the Actions link in the **Actions** field.



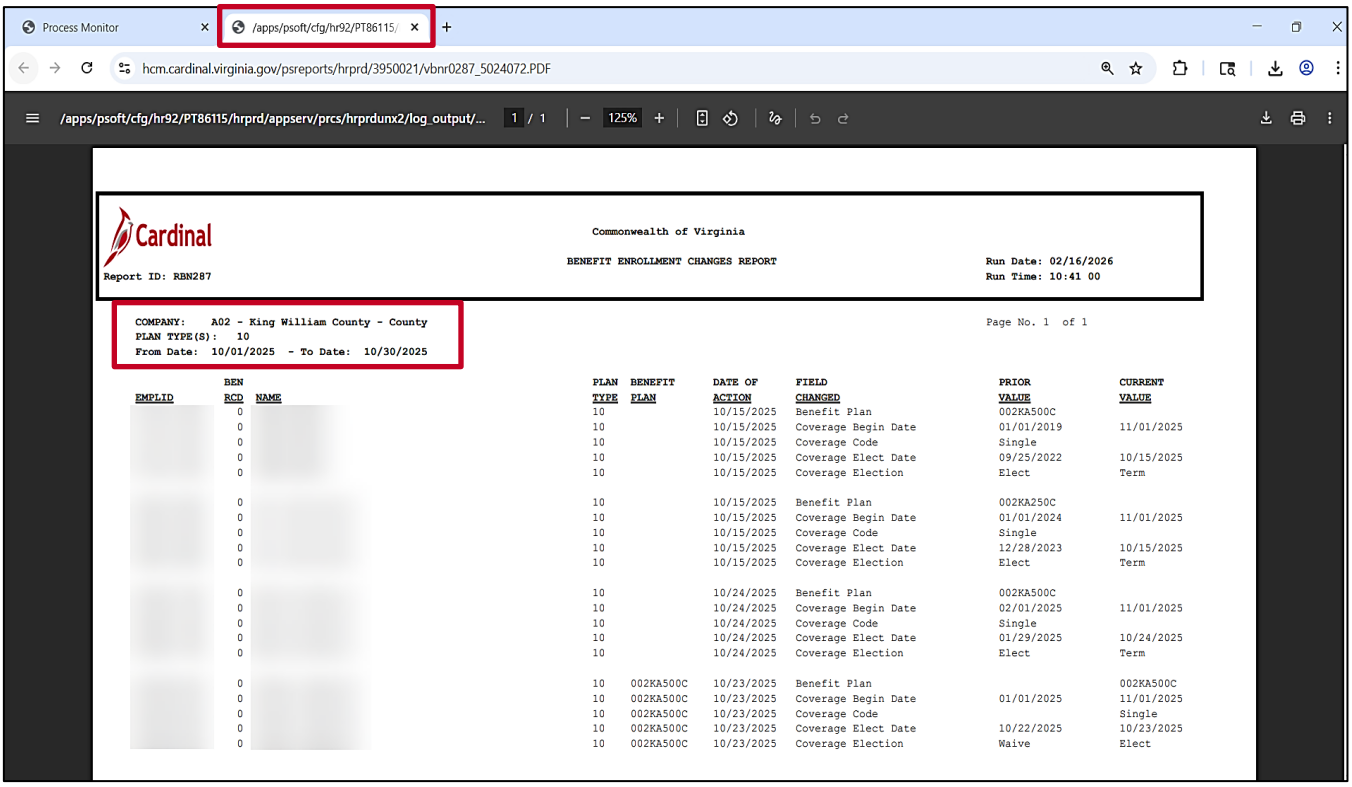
Step	Action
	The **Actions** dropdown menu displays. 
20.	Click the **View Log/Trace** list item.
	The **View Log/Trace** page displays. 

Step	Action
21.	Click the link with the **.PDF** extension in the **Name** field under the **File List** section.

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

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



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