



Running the Cardinal Enrollment Report Overview

This report lists all employees and COBRA members enrolled in Healthcare on a specific date. It also includes employees who are active, on paid or unpaid leave, and those who are suspended. Terminated employees remain on the report for 90 days from date of termination.

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 Cardinal Enrollment Report

Step	Action
1.	Navigate to the Cardinal Enrollment Report using the following path: NavBar > Menu > Benefits > Reports > Cardinal Enrollment Report

The **Cardinal Enrollment Report Find an Existing Value** page displays.



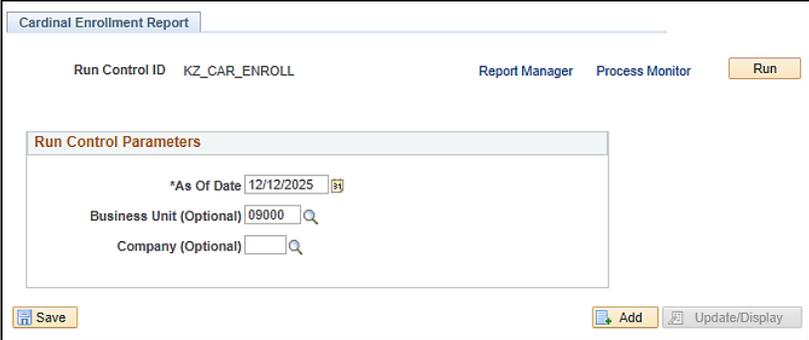
2.	Click the Search button to see if a Run Control ID already exists for the report.
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	<p>A Run Control ID is required to run reports in Cardinal.</p> <p>Once a Run Control ID has been created by a user for a report, it does not have to be recreated and will display when the Search button is clicked.</p> <p>Users should always do a search before creating a new Run Control ID.</p>
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3.	<p>If multiple results display, click the Drill in icon on the desired Run Control ID row and proceed to Step 9.</p>
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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 Cardinal Enrollment Report Add a New Value page displays.</p> 	
7.	<p>Enter a Run Control ID for this report in the Run Control ID field.</p> 

Step	Action
	<p>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.</p> <p>Once a Run Control ID is created and saved it cannot be deleted.</p>
8.	<p>Click the Add button.</p> <p>Note: For this example, a Run Control ID of KZ_Enroll_Rpt has been used.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Run Control ID <input type="text" value="KZ_Enroll_Rpt"/></p> <p style="text-align: center;"><input type="button" value="Add"/></p> </div>
<p>The Cardinal Enrollment Report page displays.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p style="background-color: #e0e0e0; padding: 2px;">Cardinal Enrollment Report</p> <p>Run Control ID <input style="width: 100px;" type="text" value="KZ_Enroll_Rpt"/> Report Manager Process Monitor <input type="button" value="Run"/></p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p style="background-color: #e0e0e0; padding: 2px;">Run Control Parameters</p> <p>*As Of Date <input style="width: 100px;" type="text" value="12/22/2025"/> <input type="button" value="📅"/></p> <p>Business Unit (Optional) <input style="width: 100px;" type="text"/> <input type="button" value="🔍"/></p> <p>Company (Optional) <input style="width: 100px;" type="text"/> <input type="button" value="🔍"/></p> </div> <p style="margin-top: 10px;"> <input type="button" value="Save"/> <input type="button" value="Add"/> <input type="button" value="Update/Display"/> </p> </div>	
9.	<p>Enter the Run Control Parameters. At a minimum, enter the applicable date in the As Of Date field. This is a required field.</p> <p>Note: This will pull coverage for employees as of the date entered in the As Of Date field.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p style="background-color: #e0e0e0; padding: 2px;">Run Control Parameters</p> <div style="border: 2px solid red; padding: 5px; margin: 5px 0;"> <p>*As Of Date <input style="width: 100px;" type="text" value="12/01/2025"/> <input type="button" value="📅"/></p> <p>Business Unit (Optional) <input style="width: 100px;" type="text"/> <input type="button" value="🔍"/></p> <p>Company (Optional) <input style="width: 100px;" type="text"/> <input type="button" value="🔍"/></p> </div> </div>

Step	Action														
	<p>The Business Unit and Company fields are optional. If left blank, the entire population to which you have security access will populate and can be filtered or sorted as needed. 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.</p>														
10.	<p>Click the Run button on the top right side of the Cardinal Enrollment Report page.</p> <div data-bbox="269 579 802 659" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> Report Manager Process Monitor Run </div>														
<p>The Process Scheduler Request page displays in a pop-up window.</p> <div data-bbox="305 747 1308 1234" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="text-align: right; border-bottom: 1px solid gray; padding-bottom: 5px;"> × Help </div> <div style="display: flex; justify-content: space-between; font-size: small; margin-bottom: 5px;"> User ID V_TRN_BN36101 Run Control ID KZ_Enrol_Rpt </div> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> <div style="width: 45%;"> Server Name <input type="text" value=""/> </div> <div style="width: 45%;"> Run Date <input type="text" value="12/22/2025"/> </div> </div> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> <div style="width: 45%;"> Recurrence <input type="text" value=""/> </div> <div style="width: 45%;"> Run Time <input type="text" value="11:23:03AM"/> Reset to Current Date/Time </div> </div> <div style="margin-bottom: 5px;"> Time Zone <input type="text" value=""/> </div> <div style="margin-bottom: 10px;"> <p style="font-size: small; margin: 0;">Process List</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th style="text-align: left;">Select</th> <th style="text-align: left;">Description</th> <th style="text-align: left;">Process Name</th> <th style="text-align: left;">Process Type</th> <th style="text-align: left;">*Type</th> <th style="text-align: left;">*Format</th> <th style="text-align: left;">Distribution</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Cardinal Enrollment Report</td> <td>V_BN350_RPT</td> <td>Application Engine</td> <td>Web</td> <td>TXT</td> <td>Distribution</td> </tr> </tbody> </table> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> OK Cancel </div> </div>		Select	Description	Process Name	Process Type	*Type	*Format	Distribution	<input checked="" type="checkbox"/>	Cardinal Enrollment Report	V_BN350_RPT	Application Engine	Web	TXT	Distribution
Select	Description	Process Name	Process Type	*Type	*Format	Distribution									
<input checked="" type="checkbox"/>	Cardinal Enrollment Report	V_BN350_RPT	Application Engine	Web	TXT	Distribution									
11.	<p>Click the OK button.</p> <div data-bbox="269 1323 496 1394" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> OK Cancel </div>														

Step	Action
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The **Cardinal Enrollment Report** page redisplay with a **Process Instance** number displayed.

Cardinal Enrollment Report

Run Control ID KZ_Enroll_Rpt Report Manager Process Monitor Run

Process Instance:4339164

Run Control Parameters

*As Of Date

Business Unit (Optional)

Company (Optional)

12. Click the **Process Monitor** link.

Report Manager Process Monitor Run

Process Instance:4339164

The **Process List** page displays.

Process List Server List

View Process Requests

User ID Type Last 1 Days Refresh

Server Name Instance Range Clear

Run Status Distribution Status Save On Refresh Report Manager Reset

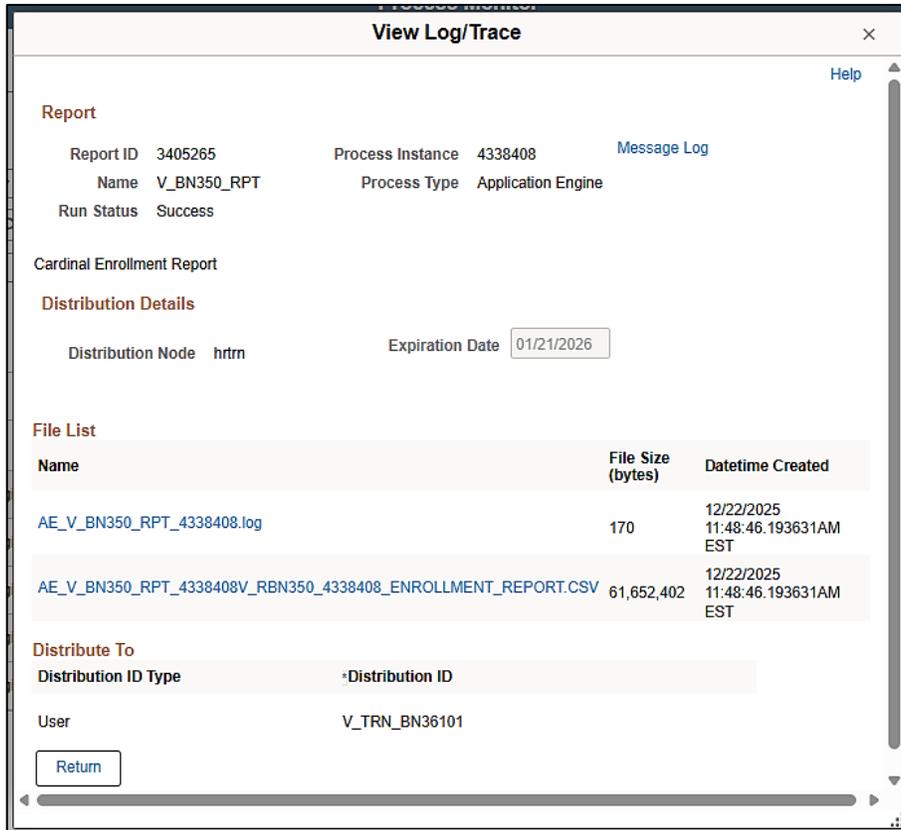
Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	4338408		KZ_Enroll_Rpt	Application Engine	V_BN350_RPT	V_TRN_BN36101	12/22/2025 11:43:51AM EST	Processing	N/A	Details	Actions
<input type="checkbox"/>	4338407		KZ_Enroll_Rpt	Application Engine	V_BN350_RPT	V_TRN_BN36101	12/22/2025 11:23:03AM EST	Success	Posted	Details	Actions

Step	Action				
13.	<p>Review the following two fields and values to verify they display as noted below:</p> <p>Run Status = "Success"</p> <p>Distribution Status = "Posted"</p> <table border="1" data-bbox="269 474 602 621"> <thead> <tr> <th>Run Status</th> <th>Distribution Status</th> </tr> </thead> <tbody> <tr> <td>Success</td> <td>Posted</td> </tr> </tbody> </table>	Run Status	Distribution Status	Success	Posted
Run Status	Distribution Status				
Success	Posted				
14.	<p>If either of these fields display any other value, click the Refresh button until the values display as noted above.</p> <div data-bbox="269 747 634 869" style="border: 1px solid black; padding: 5px; text-align: center;">  </div>				
15.	<p>Once the Run Status = "Success" the Distribution Status = "Posted", click the Actions link in the Action field.</p> <div data-bbox="269 978 451 1125" style="border: 1px solid black; padding: 5px;"> <p>Actions+</p> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> ▼ Actions </div> </div>				
<p>The Actions dropdown list displays.</p> <div data-bbox="695 1213 919 1472" style="border: 1px solid black; padding: 5px; margin-left: auto; margin-right: auto;"> <p style="margin: 0;">▼ Actions</p> <ul style="list-style-type: none"> <li style="margin: 2px 0;">Update Process > <li style="margin: 2px 0;">Details <li style="margin: 2px 0;">Parameters <li style="margin: 2px 0;">Message Log <li style="margin: 2px 0;">Batch Timings <li style="margin: 2px 0;">View Log/Trace </div>					
16.	<p>Click the View Log/Trace list item.</p> <div data-bbox="269 1560 496 1818" style="border: 1px solid black; padding: 5px;"> <p style="margin: 0;">▼ Actions</p> <ul style="list-style-type: none"> <li style="margin: 2px 0;">Update Process > <li style="margin: 2px 0;">Details <li style="margin: 2px 0;">Parameters <li style="margin: 2px 0;">Message Log <li style="margin: 2px 0;">Batch Timings <li style="margin: 2px 0; border: 1px solid red;">View Log/Trace </div>				

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



Report

Report ID 3405265 Process Instance 4338408 [Message Log](#)
 Name V_BN350_RPT Process Type Application Engine
 Run Status Success

Cardinal Enrollment Report

Distribution Details

Distribution Node hrtrn Expiration Date 01/21/2026

File List

Name	File Size (bytes)	Datetime Created
AE_V_BN350_RPT_4338408.log	170	12/22/2025 11:48:46.193631AM EST
AE_V_BN350_RPT_4338408V_RBN350_4338408_ENROLLMENT_REPORT.CSV	61,652,402	12/22/2025 11:48:46.193631AM EST

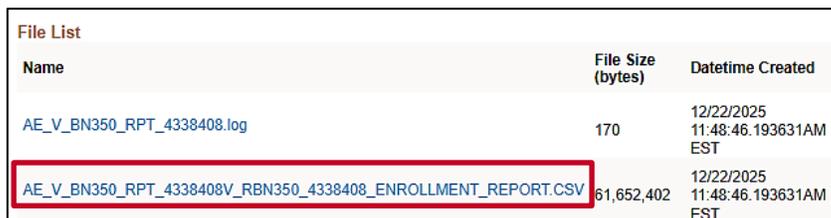
Distribute To

Distribution ID Type *Distribution ID

User V_TRN_BN36101

[Return](#)

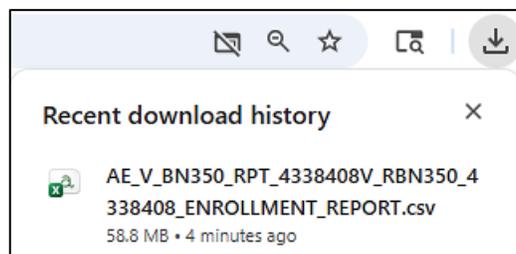
- Click the **CSV** version of the report in the **File List** section in the **Name** field.



File List

Name	File Size (bytes)	Datetime Created
AE_V_BN350_RPT_4338408.log	170	12/22/2025 11:48:46.193631AM EST
AE_V_BN350_RPT_4338408V_RBN350_4338408_ENROLLMENT_REPORT.CSV	61,652,402	12/22/2025 11:48:46.193631AM EST

The report goes to the user's **Download** folder.



Recent download history

 AE_V_BN350_RPT_4338408V_RBN350_4338408_ENROLLMENT_REPORT.csv
 58.8 MB • 4 minutes ago



Step	Action
18.	Click on the file to open it.

The **Cardinal Enrollment Report** displays.

Note: The first half of the sample report is shown on top, and the second half (viewed when scrolling right) is on the bottom.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	
3	Cardinal Enrollment Report																						
6	Process Instance: 4338408																						
7	Process Run Date: 12/22/2025																						
8	Process AsOfDate: 12/22/2025																						
9	Process Business Unit: LOCAL																						
10	Process Company: A02																						
12	Employee ID	Last Name	Suffix	First Name	MI	Birthdate	Sex	SSN	Business Unit	Company	Department	Status/BPremium	Coverage Elect	Benefit Plan	Descr	Coverage Code	Coverage Begin Dt	Employer Rate	Employee Rate	PRW Rate	PRW Benefit Plan	PRW Coverage Begin Dt	
13							F		LOCAL	A02		TLC EE & ER Paid Grp Bill	E	002F05	Key Adv 500 Comprehensive Dent	Self + Spouse				0			
14							M		LOCAL	A02		TLC EE & ER Paid Grp Bill	E	002F05	Key Adv 500 Comprehensive Dent	Single				0			
15							F		LOCAL	A02		TLC EE & ER Paid Grp Bill	W							0			
16							M		LOCAL	A02		TLC EE & ER Paid Grp Bill	W							0			
17							F		LOCAL	A02		TLC EE & ER Paid Grp Bill	E	002F05	Key Adv 500 Comprehensive Dent	Self + Spouse				0			
18							M		LOCAL	A02		TLC EE & ER Paid Grp Bill	E	002F05	Key Adv 500 Comprehensive Dent	Single				0			
19							F		LOCAL	A02		TLC EE & ER Paid Grp Bill	E	002F05	Key Adv 500 Comprehensive Dent	Single				0			
20							M		LOCAL	A02		TLC EE & ER Paid Grp Bill	E	002F03	Key Adv 250 Comprehensive Dent	Single				0			
21							F		LOCAL	A02		TLC EE & ER Paid Grp Bill	E	002F03	Key Adv 250 Comprehensive Dent	Family				0			
22							F		LOCAL	A02		TLC EE & ER Paid Grp Bill	W							0			
23							M		LOCAL	A02		TLC EE & ER Paid Grp Bill	E	002F05	Key Adv 500 Comprehensive Dent	Single				0			
24							M		LOCAL	A02		TLC EE & ER Paid Grp Bill	W							0			
25							F		LOCAL	A02		TLC EE & ER Paid Grp Bill	E	002F05	Key Adv 500 Comprehensive Dent	Self + Child				0			
26							M		LOCAL	A02		TLC EE & ER Paid Grp Bill	E	002F05	Key Adv 500 Comprehensive Dent	Single				0			
27							F		LOCAL	A02		TLC EE & ER Paid Grp Bill	E	002F05	Key Adv 500 Comprehensive Dent	Single				0			
28							M		LOCAL	A02		TLC EE & ER Paid Grp Bill	W							0			
29							F		LOCAL	A02		TLC EE & ER Paid Grp Bill	E	002F05	Key Adv 500 Comprehensive Dent	Family				0			
30							M		LOCAL	A02		TLC EE & ER Paid Grp Bill	W							0			

Sample report scrolled right

	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR	AS	
11																						
12	HFSA Coverage Begin Dt	HFSA Coverage End Dt	DCFSA Annual Election	DCFSA Deduction Override	DCFSA Coverage Begin Dt	DCFSA Coverage End Dt	Pay Code	Address	City	State	Zip	Phone	Email Address	Empl Status	Last Date Worked	Expected Return	Continuous State Service Dt	Org Start Dt	Linked Emplid	Termination Date	Subgroup (Elig_Config)	
13	0	0	0	0	0	0	12	100 MAIN ST	RICHMOND VA		555-555-5555	555-555-5555	Active								047002000	
14	0	0	0	0	0	0	12	100 MAIN ST	RICHMOND VA		555-555-5555	555-555-5555	Active								047002000	
15	0	0	0	0	0	0	12	100 MAIN ST	RICHMOND VA		555-555-5555	555-555-5555	Active								047002000	
16	0	0	0	0	0	0	12	100 MAIN ST	RICHMOND VA		555-555-5555	555-555-5555	Active								047002000	
17	0	0	0	0	0	0	12	100 MAIN ST	RICHMOND VA		555-555-5555	555-555-5555	Active								047002000	
18	0	0	0	0	0	0	12	100 MAIN ST	RICHMOND VA		555-555-5555	555-555-5555	Active								047002000	
19	0	0	0	0	0	0	12	100 MAIN ST	RICHMOND VA		555-555-5555	555-555-5555	Active								047002000	
20	0	0	0	0	0	0	12	100 MAIN ST	RICHMOND VA		555-555-5555	555-555-5555	Active								047002000	
21	0	0	0	0	0	0	12	100 MAIN ST	RICHMOND VA		555-555-5555	555-555-5555	Active								047002000	
22	0	0	0	0	0	0	12	100 MAIN ST	RICHMOND VA		555-555-5555	555-555-5555	Active								047002000	
23	0	0	0	0	0	0	12	100 MAIN ST	RICHMOND VA		555-555-5555	555-555-5555	Active								047002000	
24	0	0	0	0	0	0	12	100 MAIN ST	RICHMOND VA		555-555-5555	555-555-5555	Active								047002000	
25	0	0	0	0	0	0	12	100 MAIN ST	RICHMOND VA		555-555-5555	555-555-5555	Active								047002000	
26	0	0	0	0	0	0	12	100 MAIN ST	RICHMOND VA		555-555-5555	555-555-5555	Active								047002000	
27	0	0	0	0	0	0	12	100 MAIN ST	RICHMOND VA		555-555-5555	555-555-5555	Active								047002000	
28	0	0	0	0	0	0	12	100 MAIN ST	RICHMOND VA		555-555-5555	555-555-5555	Active								047002000	
29	0	0	0	0	0	0	12	100 MAIN ST	RICHMOND VA		555-555-5555	555-555-5555	Active								047002000	
30	0	0	0	0	0	0	12	100 MAIN ST	RICHMOND VA		555-555-5555	555-555-5555	Active								047002000	
31	0	0	0	0	0	0	12	100 MAIN ST	RICHMOND VA		555-555-5555	555-555-5555	Active								047002000	
32	0	0	0	0	0	0	12	100 MAIN ST	RICHMOND VA		555-555-5555	555-555-5555	Active								047002000	
33	0	0	0	0	0	0	12	100 MAIN ST	RICHMOND VA		555-555-5555	555-555-5555	Active								047002000	
34	0	0	0	0	0	0	12	100 MAIN ST	RICHMOND VA		555-555-5555	555-555-5555	Active								047002000	
35	0	0	0	0	0	0	12	100 MAIN ST	RICHMOND VA		555-555-5555	555-555-5555	Active								047002000	



The **Cardinal Enrollment Report** includes valuable employee data such as Employee ID, name, date of birth, gender, SSN, address, and phone, as well as the Employee's currently selected benefits plan and coverage.

Note: The columns for FSA ("HFSA" and "DCFSA") and Premium Rewards ("PRW") will be blank, as these are not applicable to localities.