SHARP Message #464

DATE: 10/26/01
AUTHOR: PATTI PEARCE
SUBJECT: AKSESS BENEFITS ENROLLMENT AGENCY REPORTS
MESSAGE TEXT:

Benefits Open Enrollment ends in 5 days and enrollment using AKSESS is going well. Please remind your employees that Open Enrollment is ending soon. Even if they do not plan to make any changes in their group health insurance elections, they should use their password to log in, enter an email address, and view their elections.

Earlier this month the Division of Personnel Services distributed two benefits reports (KWEBCHG and KWEBFSA) to assist agencies in identifying employees who have not re-enrolled in Flexible Spending Accounts and which employees have completed group health insurance elections for Plan Year 2002.

An updated set of reports (dated 10-26-01) will arrive in your MVS mailbox sometime today and can be accessed using Rapid Filer. We will be moving the files out to you throughout the day, so check again if you cannot locate your agency's report right away.

If you have questions related to benefits, please contact Phil Williams at (785) 296-2069. If you have technical questions about the reports, please contact Patti Pearce at (785) 296-7232 or Connie Guerrero at (785) 296-0754.

Following is information about retrieving and using the reports:

The reports are in a flat file format and should be pulled up in Excel. The first report is named KWEBFSA.your 3-digit agency number.out (For example, KWEBFSA.173.out). It lists employees in your agency who are currently enrolled in one of the Flexible Spending Accounts and have not re-enrolled for Plan Year 2002. Please remind these employees that they must re-enroll in Flexible Spending Accounts each year.

The second part is named KWEBCHG.your 3-digit agency number.out (For example, KWEBCHG.173.out). This report contains a cumulative list of employees in your agency that have made their Plan Year 2002 group health insurance elections. We suggest that you compare this list with all of the benefits eligible employees in your agency.

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