SHARP Message #462

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

The Division of Personnel Services is providing agencies with two new benefits reports during October. These two reports are provided to assist agencies in (1) identifying employees who have not re-enrolled in Flexible Spending Accounts and (2) which employees have completed group health insurance elections for Plan Year 2002.

The Division requests that agencies use these reports as a tool to monitor the progress of your employees completing their Plan Year 2002 benefits open enrollment and encourages you to remind employees to enroll in October.

The two reports will be distributed to agencies via the MVS mailbox and can be accessed using Rapid Filer. The reports are in a flat file format and should be pulled up in Excel, etc. The first report is named KWEBFSA.datetimestamp.out. (For example, KWEBFSA.D1012.T121000.out) This report contains information on employees in your agency that are currently enrolled in one of the Flexible Spending Accounts and have not re-enrolled for Plan Year 2002. We suggest that you remind these employees that they must re-enroll in Flexible Spending Accounts each year.

The second report is named KWEBCHG.datetimestamp.out. (For example, KWEBCHG.D1012.T121000.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.

The two reports will be generated twice in October. The reports are scheduled for distribution on October 12, 2001, and October 26, 2001.

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.

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