SHARP Message #553

DATE: 10/16/03

AUTHOR:

SUBJECT: **AGENCY BENEFITS ENROLLMENT REPORTS**

MESSAGE TEXT:

The following message is for agency staff who are involved with benefits open enrollment for agency employees, such as monitoring enrollment activities.

AGENCY BENEFITS ENROLLMENT REPORTS
The Division of Personnel Services has started moving the two benefits reports out to agency MVS mailboxes. These two reports are:
agency employees who have not re-enrolled in Flexible Spending Accounts (KWEBFSA) and (2) agency employees who have completed group health insurance elections for Plan Year 2004 (KWEBCHG)

Important Note: A KWEBFSA report for your agency was not created if none of your employees enrolled in a Flexible Spending Account for the current plan year (2003). Also, a KWEBCHG report was not created if none of your agency employees have completed group health insurance elections for Plan Year 2003.

Please see yesterday's listserv message for information on the report names and how to access the reports. We will be moving the files out to you throughout the day so check again if you cannot locate your agency reports right away.

We will distribute updated reports later in the month. We will send another message at that time.

If you have technical questions about the reports, please contact Patti Pearce at (785) 296-7232; email patti.pearce@da.state.ks.us or Connie Guerrero at (785) 296-0754; email connie.guerrero@da.state.ks.us.

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