SHARP Customer Service Center

- SHARP Messages -

SHARP Message #557

DATE:	10/27/03
AUTHOR:	
SUBJECT:	AGENCY BENEFITS ENROLLMENT REPORTS AVAILABLE

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 AVAILABLE
The Division of Personnel Services distributes two important benefits reports twice during October. These reports are:
(1) KWEBFSA - agency employees who have not re-enrolled in Flexible Spending Accounts
(2) KWEBCHG - agency employees who have completed group health insurance elections for Plan Year 2004

The first set of reports were distributed earlier this month. The second set of reports are now available. We have started moving the reports out to agency MVS mailboxes where you can access them using WS_FTP. The reports are in a flat file format and should be opened in Excel, etc. We will be moving the files out to you throughout the afternoon so check again if you cannot locate your agency's reports right away. You should have the reports by the end of the day.

The first report is named KWEBFSA.your 3-digit agency number.out (for example, KWEBFSA.173.out). This report lists employees in your agency who are currently enrolled in an FSA for Plan Year 2003 but have not yet enrolled in an FSA for Plan Year 2004. Please remind employees that they must enroll in an FSA each year even if they are enrolled for the current year.

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