PARTNERS FOR HEALTH

Benefits Administration

Agency Benefits Coordinator Training

Welcome to Day 2

Step by Step Instructions for Edison & Remedy

The dial-in number is 1-866-741-6464

Please remember to MUTE your phones

Please DO NOT place the call on HOLD

Agenda

- Hiring a New Employee
  - No Existing Edison Employee ID
  - Has an Existing Edison Employee ID
- Rehiring an Employee
- Terminating an Employee
- Changing Name and/or Marital Status
- Changing Address
- Review Employee Job Data, Biographical and Benefits Information
- Upload Documents Through Edison
- Queries
- Collections Applied Report
- External Agency Calendar
- Remedy for ABC's
- *TN Enrollment and Collections Report (State Only)*

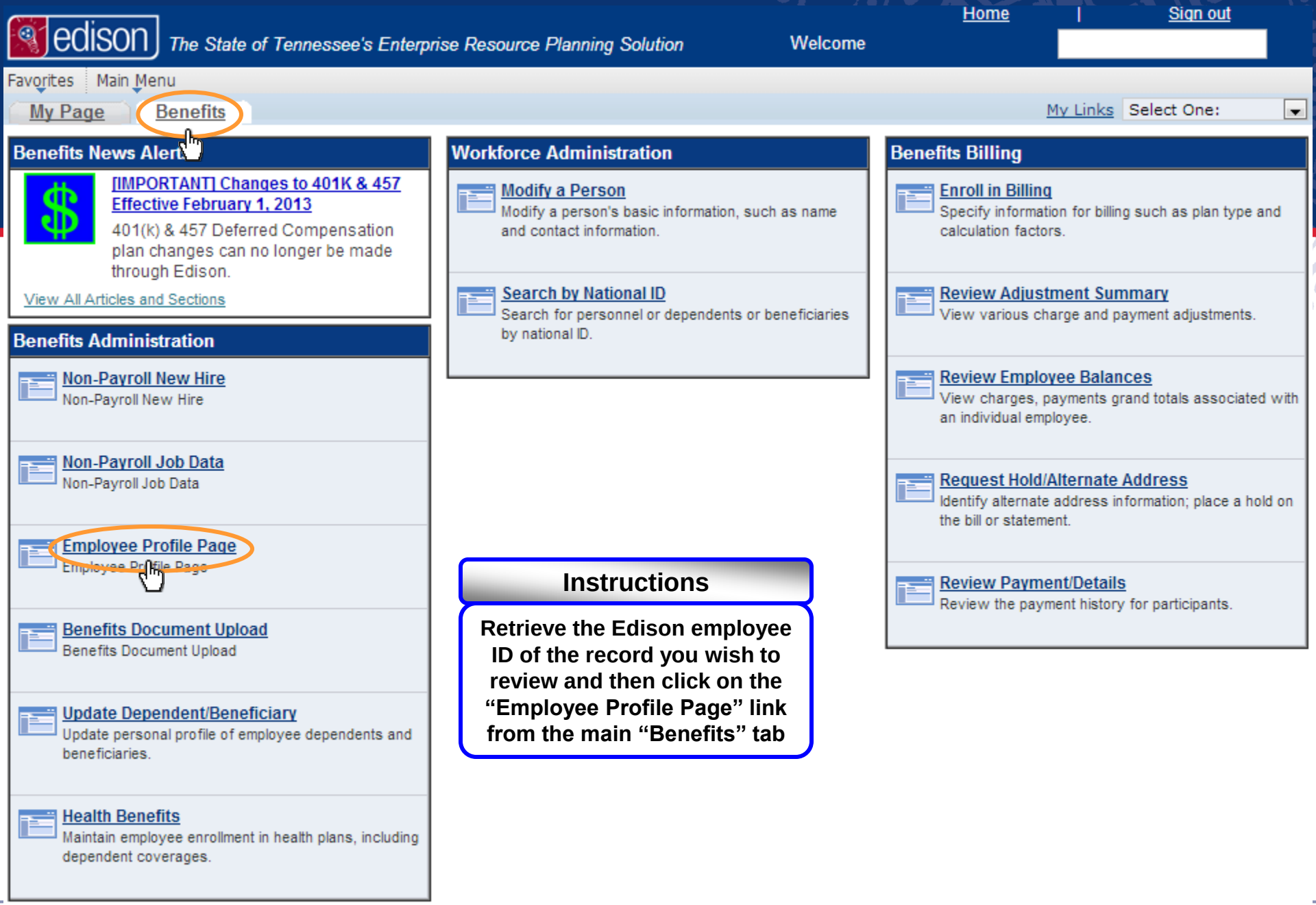
PARTNERS FOR HEALTH

Review Employee Job Data, Biographical and Benefits Information

This procedure shows you how to check the current information in Edison for an employee.

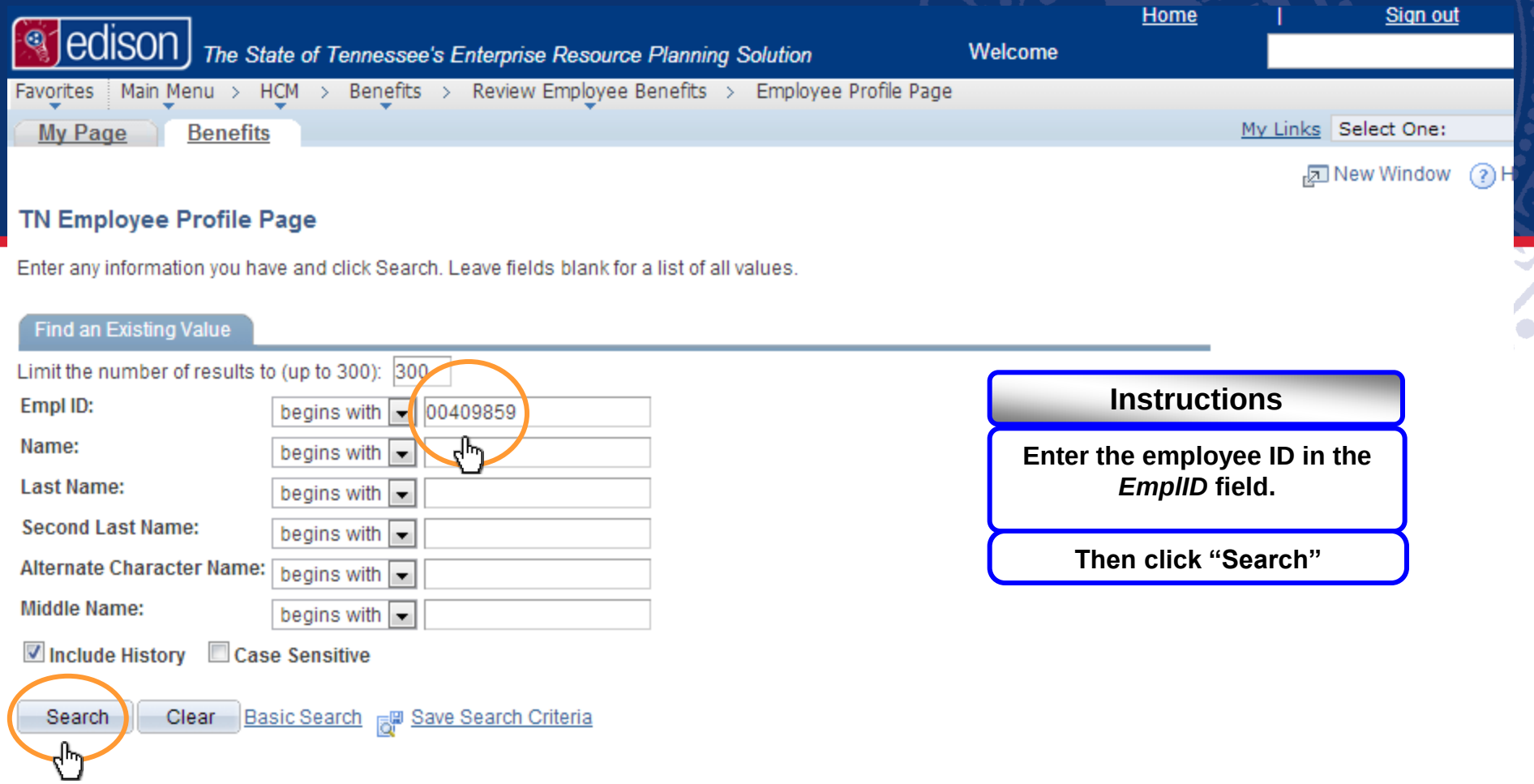
☆ **This applies to all agencies.**

PARTNERS FOR HEALTH



Instructions

Retrieve the Edison employee ID of the record you wish to review and then click on the "Employee Profile Page" link from the main "Benefits" tab



Instructions

Enter the employee ID in the *EmplID* field.

Then click "Search"

PARTNERS FOR HEALTH

Favorites | Main Menu > HCM > Benefits > Review Employee Benefits > Employee Profile Page

My Page | Benefits | My Links | Select One:

New Window | Help | Customize Page

Bio & Job Data | Health Benefits | Links | Notes | Scanned Documents

John Doe | EMP | ID: 00409859 | Empl Record: 0

Personal Information

Name	Date of Birth	National ID	Address	Address As Of
John Doe	03/01/1990	456-78-1728	123 Lovegood Road Nashville, TN 37217-3394 Davidson	03/08/2013

Job Information — Find | View All | First 1 of 1 Last

Empl Record: 0 EMP

Benefit Program: ALL — Effective Date: 03/08/2013

Benefit Service Date: 03/08/2013 — Years/Months/Days: 0 0 3

Find | View All | First 2 of 2 Last

Effective Date:	03/08/2013	Sequence:	0
HR Status:	Active	Payroll Status:	Active
Action:	Hire	Reason:	X Benefits Employee Hire
Empl Class:	GA2	Pay Group:	INS
Annual Salary:	$ 50000		

Position Number:	99001851	Insurance Participant
Company:	NP	State of Tennessee Non Payroll
Business Unit:	LGGA2	Loc Government Active Level 2
Department:	9239700000	Agape, Inc
Location:	NP047	Knox County
Date Created:	03/08/2013	

Elig Fld 1: 19	Elig Fld 2:	Elig Fld 3:
Elig Fld 4:	Elig Fld 5:	Elig Fld 6:
Elig Fld 7:	Elig Fld 8:	Elig Fld 9:

End Effective Date

End Employee Record

Return to Search

Bio & Job Data | Health Benefits | Links | Notes | Scanned Documents

From this page, you can see all the information for the employee by clicking on the 5 tabs below.

The "Bio & Job Data" tab shows the employee's biographical and job data information.

Click the arrow to go through the Job Data history.

PARTNERS FOR HEALTH

Favorites | Main Menu > HCM > Benefits > Review Employee Benefits > Employee Profile Page

My Page | Benefits | My Links | Select One:

New Window | Help

Bio & Job Data | Health Benefits | Links | Notes | Scanned Documents

The "Health Benefits" tab shows the employee's current plan choices as well as a historical review of past choices.

John Doe EMP ID: 00409859 Empl Record: 0

Customize | Find | View All | First 1-2 of 2 Last

Sched ID	Benefit Rcd Nbr	Event Date	Event Class	Action Source	Process Status	Process Indicator	Status	Out of Seq
EVENTM	0	03/15/2013	Termintn	JobChg	Assigned	Normal Prc	Void	NO
EVENTM	0	03/08/2013	NHR	JobChg	Enrolled	Normal Prc	Closed	NO

Click the arrows to go through the different plans. (Medical, Dental, Vision, etc.)

Plan Type — Find | View All First 1 of 4 Last

Benefit Rcd Nbr 0 Benefit Program GA2

Plan Type 10 Medical

Coverage — Find | View All First 1 of 1 Last

Coverage Begin Date: 04/01/2013 Benefit Plan: Standard PPO BCBS East

Coverage Election: Elect Coverage Code: D Employee +

Previously Seen: Election Date: 03/11/2013

ID	Name	Relationship	National ID	Date Of Birth	Incap
01	Baby Doe	Nat Child	978653214	09/04/1990	No

Click the arrows to go through the Coverage history of each Plan type.

This date is the date the coverage was entered into Edison.

Favorites | Main Menu > HCM > Benefits > Review Employee Benefits > Employee Profile Page

My Page | Benefits | My Links | Select One:

New Window | Help | Customize Page | http

Bio & Job Data | Health Benefits | Links | Notes | Scanned Documents

John Doe EMP ID: 00409859 Empl Record: 0

Employee Event Detail

Empl Rcd 0

Review Paycheck Summary

Billing Enrollment

Billing Adjustment Summary

Arrears Balances

Billing Balance Review

The "Links" tab offers various links that you have access to depending on your security level.

Favorites | Main Menu > HCM > Benefits > Review Employee Benefits > Employee Profile Page

My Page | Benefits | My Links | Select One:

New Window | Help | Customize Page

Bio & Job Data | Health Benefits | Links | Notes | Scanned Documents

John Doe | EMP | ID: 00409859 | Empl Record: 0

Find | View All | First | 1 of 1 | Last

Note Date/Time: 03/11/2013 9:37 AM

Notes By: Lawrence,Sherri A

Notes:

Keyed Benefits and dependent added.

Note Source:

- Phone Call
- Email
- Billing
- Remedy Ticket
- (●) Keyed Enrollment-Event Class — HIR
- Other

The "Notes" tab displays the notes entered onto the employee's record by Benefits Administration. This is also a historical record.

Favorites | Main Menu > HCM > Benefits > Review Employee Benefits > Employee Profile Page

My Page | Benefits | My Links | Select One:

New Window | Help | Cu

Bio & Job Data | Health Benefits | Links | Notes | Scanned Documents

The "Scanned Documents" tab shows documents that have been uploaded to the employee's record.

Customize | Find |

	Click to Retrieve Document	Class Description	Document Type Description
1	Click to Retrieve Document	Benefits - Insurance Admin	Insurance Enrollment / Change
2	Click to Retrieve Document	Benefits - Insurance Admin	Employee Death Claim
3	Click to Retrieve Document	Benefits - Insurance Admin	Dependent Death Claim
4	Click to Retrieve Document	Benefits - Deferred Comp	General Correspondence
5	Click to Retrieve Document	Benefits - Insurance Admin	General Correspondence
6	Click to Retrieve Document	Benefits - Flexible Benefits	General Correspondence
7	Click to Retrieve Document	Benefits - Flexible Benefits	Flex Enrollment Form
8	Click to Retrieve Document	Benefits - Flexible Benefits	Change of Family Status - Flex
9	Click to Retrieve Document	Benefits - Deferred Comp	401K Enrollment Form
10	Click to Retrieve Document	Benefits - Deferred Comp	401K Other Form
11	Click to Retrieve Document	Benefits - Deferred Comp	457 Enrollment Form
12	Click to Retrieve Document	Benefits - Deferred Comp	457 Other Form
13	Click to Retrieve Document	Benefits - Deferred Comp	

Instructions

Click on the document(s) you would like to review by clicking one of these links.

☆ The majority of documents will be in the *Insurance Enrollment/Change* area (1) and/or the *General Correspondence* area (5).

Favorites | Main Menu > HCM > Benefits > Review Employee Benefits > Employee Profile Page

My Page | Benefits | My Links | Select One:

New Window | Help | Customize Page | http

Bio & Job Data | Health Benefits | Links | Notes | Scanned Documents

Customize | Find | First | Last

	Click to Retrieve Document	Class Description	Document Type Description
1	Click to Retrieve Document	Benefits - Insurance Admin	Insurance Enrollment / Change
2	Click to Retrieve Document	Benefits - Insurance Admin	Employee Death Claim
3	Click to Retrieve Document	Benefits - Insurance Admin	Dependent Death Claim
4	Click to Retrieve Document	Benefits - Deferred Comp	General Correspondence
5	Click to Retrieve Document	Benefits - Insurance Admin	General Correspondence
6	Click to Retrieve Document	Benefits - Flexible Benefits	General Correspondence
7	Click to Retrieve Document	Benefits - Flexible Benefits	Flex Enrollment Form
8	Click to Retrieve Document	Benefits - Flexible Benefits	Change of Family Status - Flex
9	Click to Retrieve Document	Benefits - Deferred Comp	401K Enrollment Form
		efits - Deferred Comp	401K Other Form
		efits - Deferred Comp	457 Enrollment Form
		efits - Deferred Comp	457 Other Form
		efits - Deferred Comp	401K Roth

☆ Based on your computer settings you may need to click the download link to view the document.

File Name	DateCreated	View document	c3
Benefits-Insurance Admin	04/11/2014	Open	Download
Benefits-Insurance Admin	03/07/2010	Open	Download

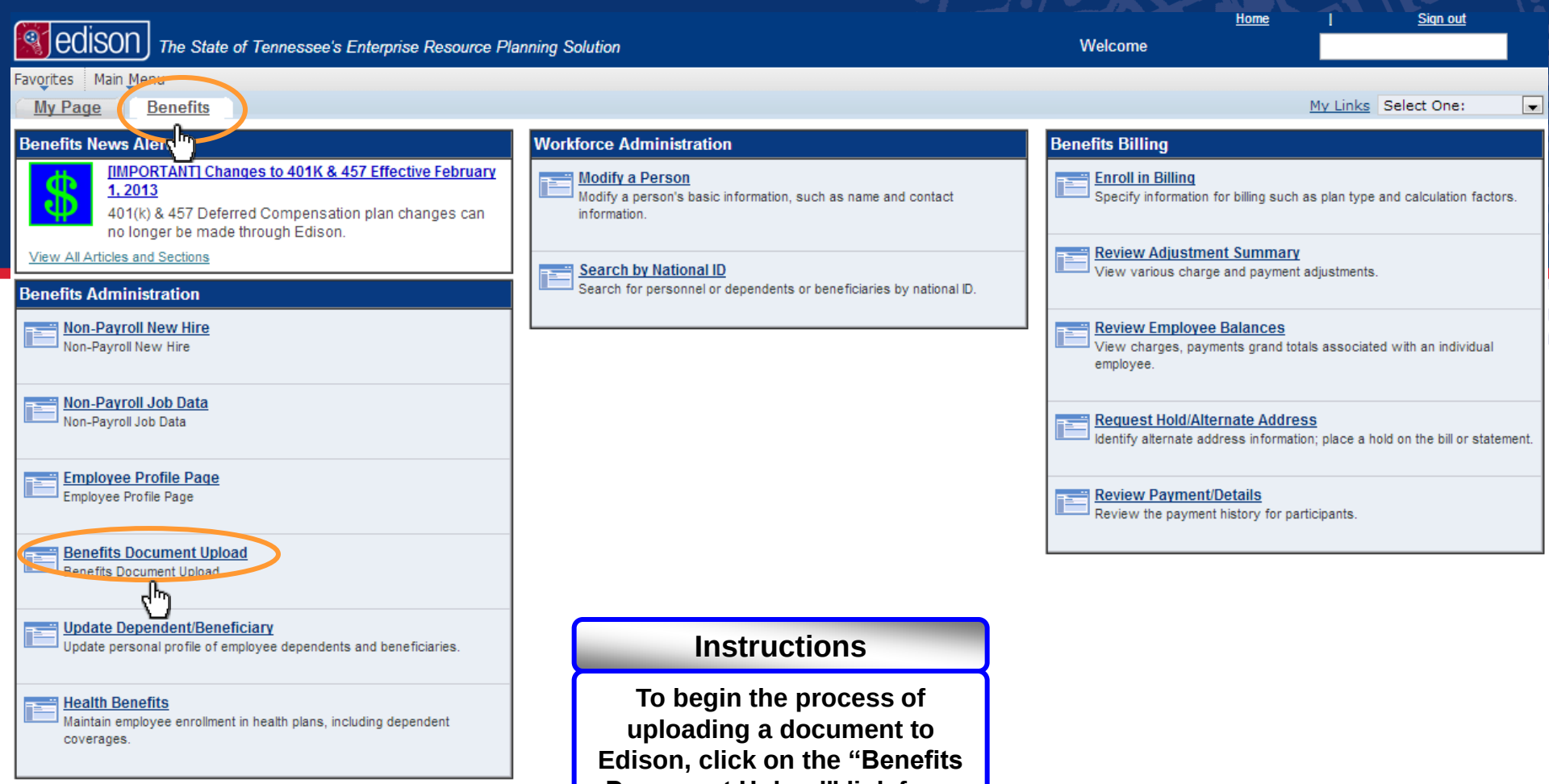
Instructions

Click "Open" to view the document

The document will appear in a separate window.

Upload Documents Through Edison

You can upload scanned documents for your employees through Edison instead of sending them via fax to Benefits Administration.



Instructions

To begin the process of uploading a document to Edison, click on the "Benefits Document Upload" link from the main "Benefits" tab.

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☆ **Requirements will appear that list guidelines for uploading files through Edison. If these requirements are not followed when uploading files they may not be processed.**

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Favorites | Main Menu › HCM › Benefits › Benefits Document Upload

My Page | Resources | Payroll | HR | Benefits | T&L | ELM | Finance | Procurement | Logistics | Training

New Window | Help | Customize Page

Benefits Document Upload

Requirements

1. All documents for each employee must be in **the same file**. For instance, if you have an enrollment form and two dependent verification documents, they will all need to be saved in the same file.
2. The file type should be .PDF, .TIF, or .JPG.
3. You may only upload one file for **one employee at a time**. You cannot scan multiple sets of documents for multiple employees and upload all of them in the same file. Each file for each employee must be uploaded separately.
4. Enter the employee ID (or Social Security Number if employee ID not available) in the box below before clicking Proceed to Upload.

Note to Central State ABCs: We cannot accept Employee or Dependent Death Claim documents through this process. This process is only for standard enrollment documents.

Please make sure you read and understand the requirements above before uploading your documents.

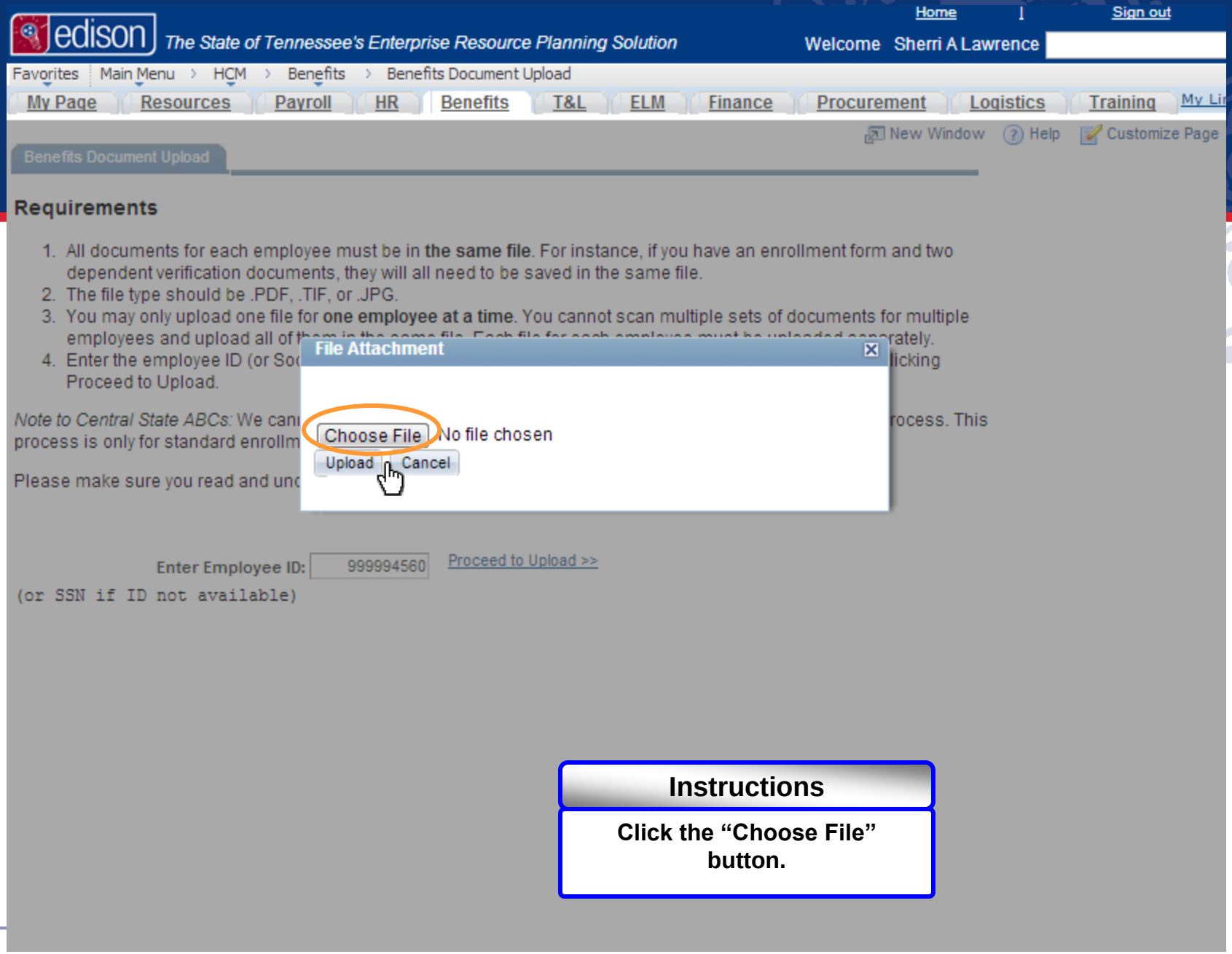
Enter Employee ID: 999994560 Proceed to Upload >>

(or SSN if ID not available)

Instructions

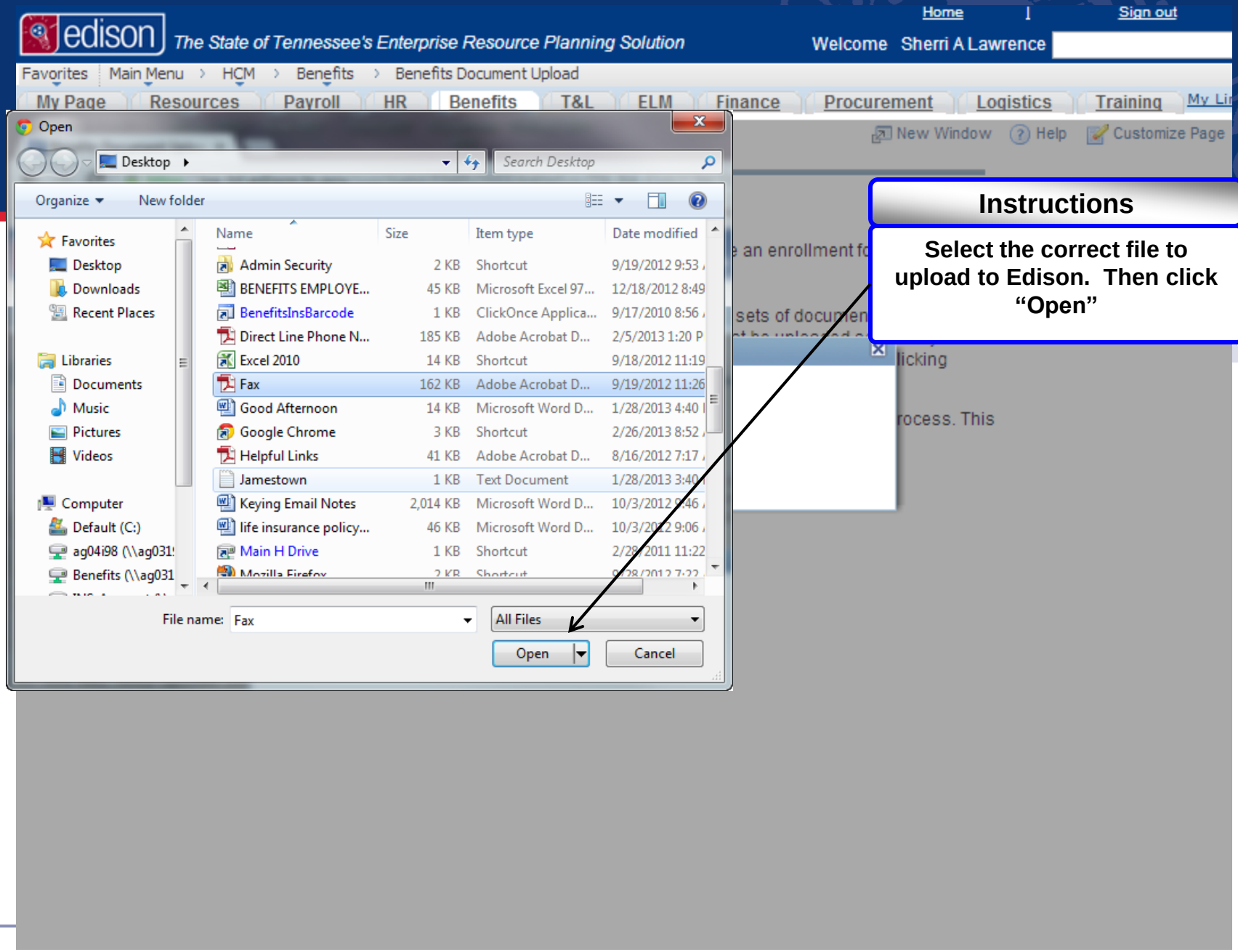
Enter the Employee's Edison Id number or the Social Security Number and click the "Proceed to Upload>>" link.

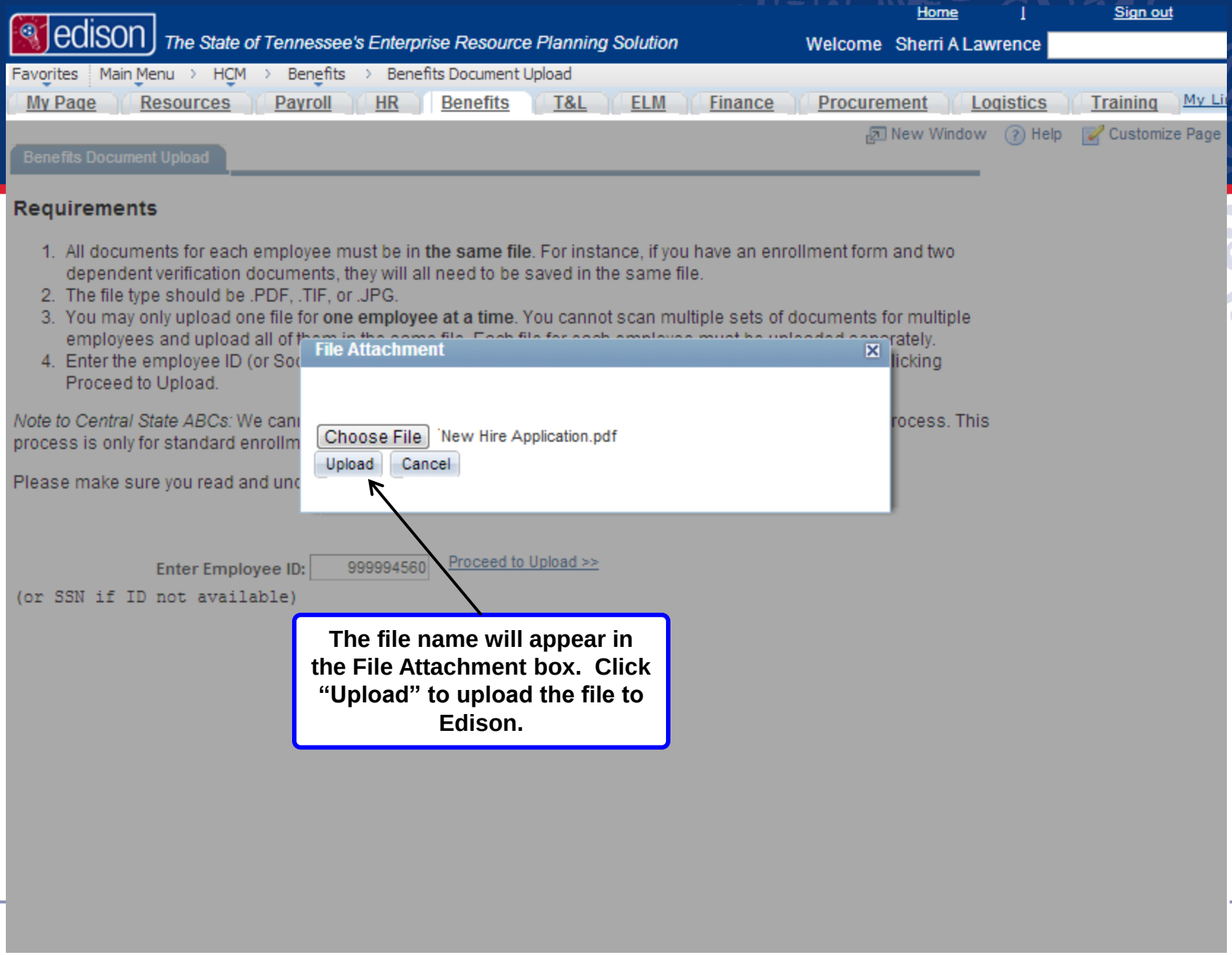
PARTNERS FOR HEALTH



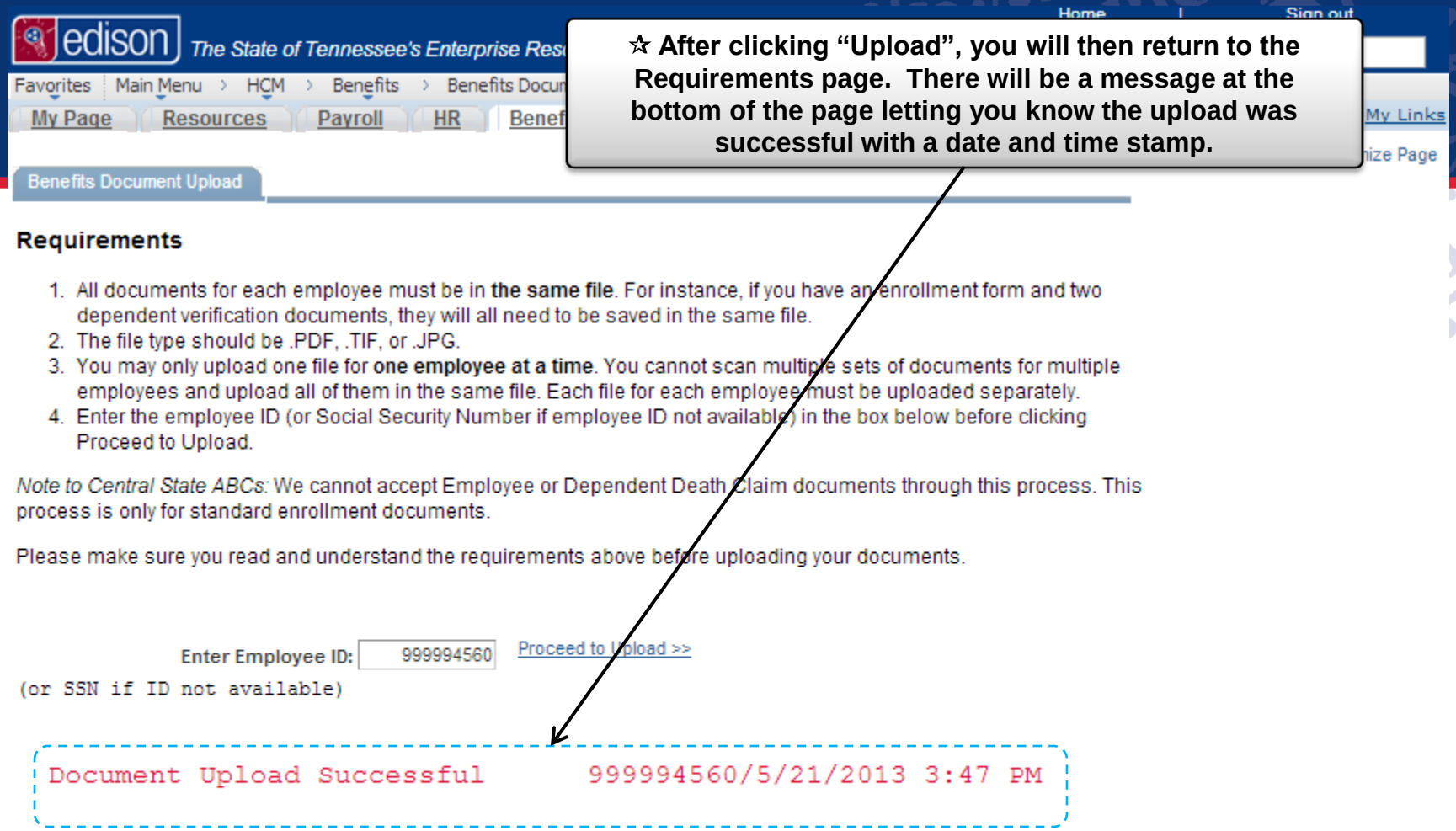
Instructions

Click the "Choose File" button.


edison
The State of Tennessee's Enterprise Resource Planning Solution
Home
Sign out
Welcome Sherri A Lawrence
Favorites Main Menu HCM Benefits Benefits Document Upload
My Page Resources Payroll HR Benefits T&L ELM Finance Procurement Logistics Training
New Window Help Customize Page
Open
Desktop
Search Desktop
Organize New folder
Favorites
Desktop
Downloads
Recent Places
Libraries
Documents
Music
Pictures
Videos
Computer
Default (C:)
Name Size Item type Date modified
Admin Security 2 KB Shortcut 9/19/2012 9:53
BENEFITS EMPLOYE... 45 KB Microsoft Excel 97... 12/18/2012 8:49
BenefitsInsBarcode 1 KB ClickOnce Applica... 9/17/2010 8:56
Direct Line Phone N... 185 KB Adobe Acrobat D... 2/5/2013 1:20 P
Excel 2010 14 KB Shortcut 9/18/2012 11:19
Fax 162 KB Adobe Acrobat D... 9/19/2012 11:26
Good Afternoon 14 KB Microsoft Word D... 1/28/2013 4:40
Google Chrome 3 KB Shortcut 2/26/2013 8:52
Helpful Links 41 KB Adobe Acrobat D... 8/16/2012 7:17
Jamestown 1 KB Text Document 1/28/2013 3:40
Keying Email Notes 2,014 KB Microsoft Word D... 10/3/2012
life insurance policy... 46 KB Microsoft Word D... 10/3/2012 9:06
Main H Drive 1 KB Shortcut 2/28/2011 11:22
File name: Fax
All Files
Open
Cancel
Instructions
Select the correct file to upload to Edison. Then click "Open"



The file name will appear in the File Attachment box. Click "Upload" to upload the file to Edison.



☆ After clicking "Upload", you will then return to the Requirements page. There will be a message at the bottom of the page letting you know the upload was successful with a date and time stamp.

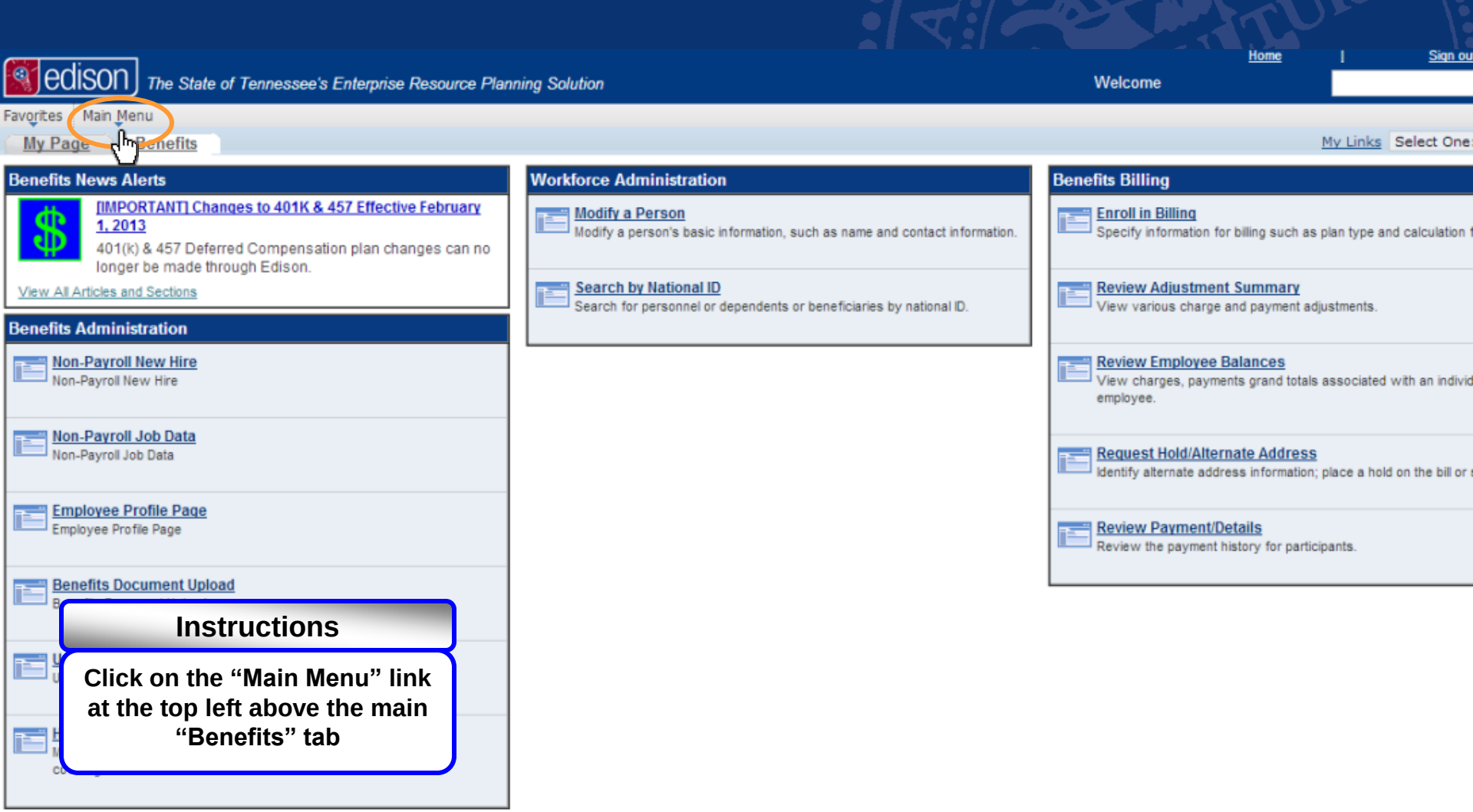
Upload Document
Notes

- The uploaded file will not immediately be visible to you or to Benefits Administration
- Documents will be assigned to the correct employee record in Edison within 24 to 48 hours of upload (during peak times it may take longer)
- Each document will be worked by the data entry group in Benefits Administration as received
- Do **not** upload the same file more than once as this will cause delays when processing the document

PARTNERS FOR HEALTH

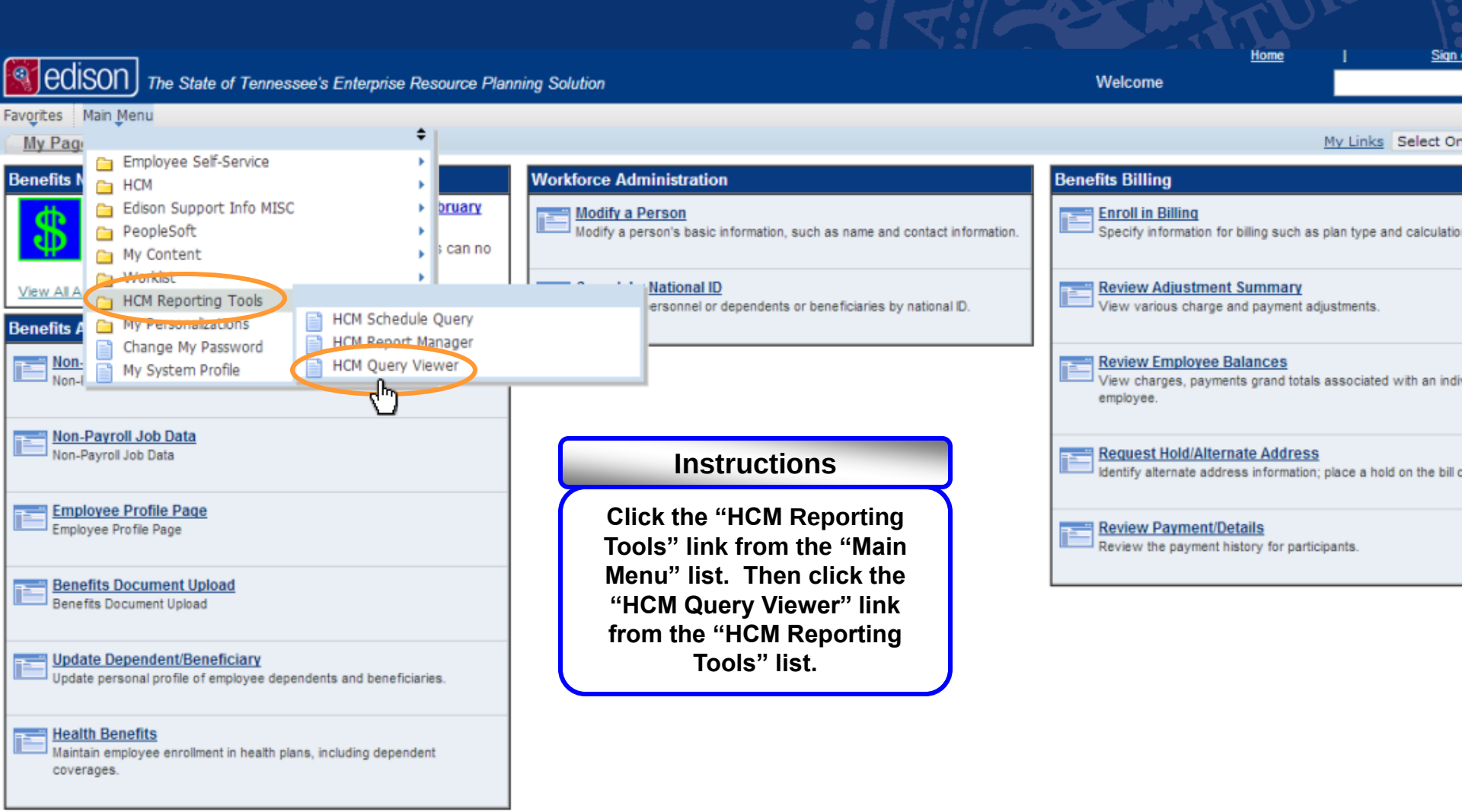
Running Queries

Running Queries allows you to view changes and discrepancies within Edison



Instructions

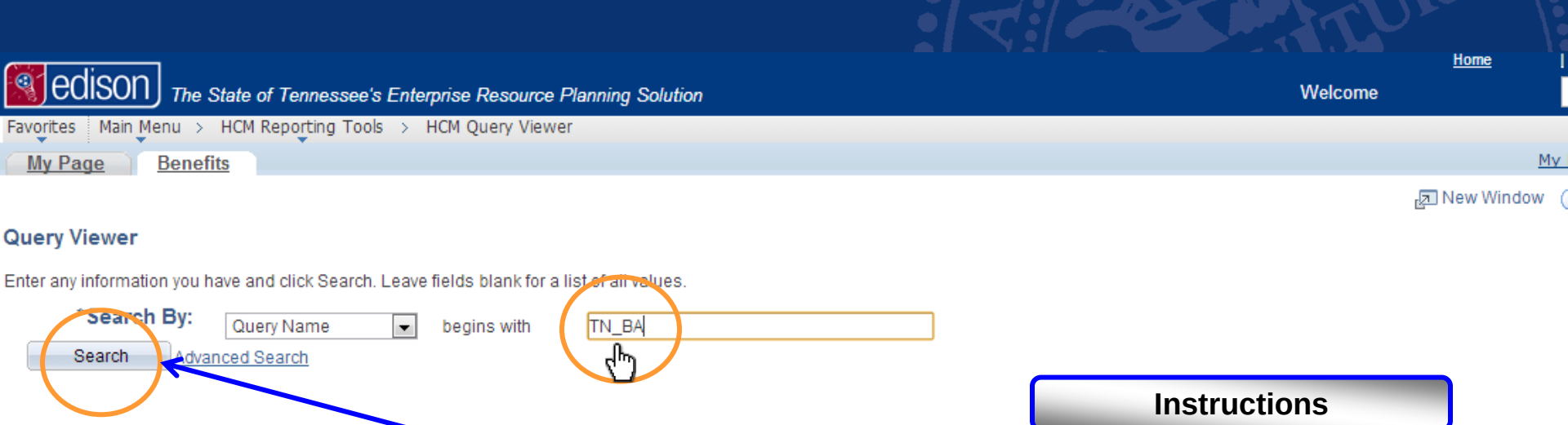
Click on the "Main Menu" link at the top left above the main "Benefits" tab



Instructions

Click the "HCM Reporting Tools" link from the "Main Menu" list. Then click the "HCM Query Viewer" link from the "HCM Reporting Tools" list.

PARTNERS FOR HEALTH



Instructions

Type "TN_BA" into the *begins with* field to see a list of the queries you can run

Click "Search"

Notes

The following 3 queries need to be run *monthly*:
TN_BA142_TEMP_PRIMARY_NID_DEP
TN_BA142_TEMP_PRIMARY_NID_EMPL
TN_BA313_ADDRESS_CHANGES

STATE AGENCIES
The following query needs to be run *7 days before payday*:
TN_BA278_DOUBLE_DED_ARREARS

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Hom

Welcome

Favorites | Main Menu > HCM Reporting Tools > HCM Query Viewer

My Page | Benefits

New Wir

Instructions

You can either run a query to HTML (it will display within Internet Explorer) or to Excel

The query can also be scheduled to run. *(State Agencies need to use this option)*

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By: Query Name begins with TN_BA

Search | Advanced Search

Search Results

*Folder View: -- All Folders --

Query — Customize | Find | View All | First 1-30 of 49 Last

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
TN_BA01_DEPENDNT_DEMOG	Dependent Demographic	Public		HTML	Excel	XML	Schedule	Favorite
TN_BA103_CHILD_AGE_26	Child Tax Dep Approaching 26	Public		HTML	Excel	XML	Schedule	Favorite
TN_BA125_LVE_WOPAY_FOR_MT_22M	LOA without pay more than 22 m	Public		HTML	Excel	XML	Schedule	Favorite
TN_BA133_AUDIT_OPEN_ENRL_ESS	Audit OE Self-Service Changes	Public		HTML	Excel	XML	Schedule	Favorite
TN_BA142_TEMP_PRIMARY_NID_DEP	Temp NID as primary for Dep	Public		HTML	Excel	XML	Schedule	Favorite
TN_BA142_TEMP_PRIMARY_NID_EMPL	Temp NID as primary for Empl	Public		HTML	Excel	XML	Schedule	Favorite
TN_BA15A_HOLD_COVERAGE_ARREARS	EE's with Arrears	Public		HTML	Excel	XML	Schedule	Favorite
TN_BA162_VIEW_PAYCHECK	Paycheck Deduction Information	Public		HTML	Excel	XML	Schedule	Favorite
TN_BA164_INVALID_COUNTY	TN Employees w/ invalid county	Public	INVALID COUNTY	HTML	Excel	XML	Schedule	Favorite
TN_BA172B_RETRO_DEDUCTIONS	Retro Deductions for State EE	Public		HTML	Excel	XML	Schedule	Favorite
TN_BA172_RETRO_DEDUCTIONS	Retro Deductions-NonPayroll EE	Public		HTML	Excel	XML	Schedule	Favorite
TN_BA201_SECURITY_BY_BUS_UNIT	Security access by business un	Public		HTML	Excel	XML	Schedule	Favorite
TN_BA207_DEP_TERMS	Dep Terms - Div,Mar,Age,Cancel	Public		HTML	Excel	XML	Schedule	Favorite
TN_BA207_IND_EVENTS	Ineligible Dependent Events	Public		HTML	Excel	XML	Schedule	Favorite

TN_BA142_TEMP_PRIMARY_NID_DEP

	A	B	C	D	E	F	G	H	I
1	Temp NID as primary for Dep								
2	Department	Empl ID	Empl NID	Empl Name	Dep NID	Dep ID	Eff Date	Dep Name	Dep Birthdate
3	3440100001	00590012	123456789	White,Bob	999999999	01	11/1/2012	White,Mary	11/1/2012

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Welcome

Favorites | Main Menu > HCM Reporting Tools > HCM Query Viewer

My Page | Benefits

New Wir

TN_BA142_TEMP_PRIMARY_NID_EMPL

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By: Query Name begins with TN_BA

Search | Advanced Search

Search Results

*Folder View: -- All Folders --

Query — Customize | Find | View All | First 1-30 of 49 Last

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
TN_BA01_DEPENDNT_DEMOG	Dependent Demographic	Public		HTML	Excel	XML	Schedule	Favorite
TN_BA103_CHILD_AGE_26	Child Tax Dep Approaching 26	Public		HTML	Excel	XML	Schedule	Favorite
TN_BA125_LVE_WOPAY_FOR_MT_22M	LOA without pay more than 22 m	Public		HTML	Excel	XML	Schedule	Favorite
TN_BA133_AUDIT_OPEN_ENRL_ESS	Audit OE Self-Service Changes	Public		HTML	Excel	XML	Schedule	Favorite
TN_BA142_TEMP_PRIMARY_NID_DEP	Temp NID as primary for Dep	Public		HTML	Excel	XML	Schedule	Favorite
TN_BA142_TEMP_PRIMARY_NID_EMPL	Temp NID as primary for Empl	Public		HTML	Excel	XML	Schedule	Favorite
TN_BA15A_HOLD_COVERAGE_ARREARS	EE's with Arrears	Public		HTML	Excel	XML	Schedule	Favorite
TN_BA162_VIEW_PAYCHECK	Paycheck Deduction Information	Public		HTML	Excel	XML	Schedule	Favorite
TN_BA164_INVALID_COUNTY	TN Employees w/ invalid county	Public	INVALID COUNTY	HTML	Excel	XML	Schedule	Favorite
TN_BA172B_RETRO_DEDUCTIONS	Retro Deductions for State EE	Public		HTML	Excel	XML	Schedule	Favorite
TN_BA172_RETRO_DEDUCTIONS	Retro Deductions-NonPayroll EE	Public		HTML	Excel	XML	Schedule	Favorite
TN_BA201_SECURITY_BY_BUS_UNIT	Security access by business un	Public		HTML	Excel	XML	Schedule	Favorite
TN_BA207_DEP_TERMS	Dep Terms - Div,Mar,Age,Cancel	Public		HTML	Excel	XML	Schedule	Favorite
TN_BA207_IND_EVENTS	Ineligible Dependent Events	Public		HTML	Excel	XML	Schedule	Favorite

TN_BA142_TEMP_PRIMARY_NID_EMPL

	A	B	C	D	E	F
1	Temp NID as primary for Empl					
2	Dept ID	Eff Date	Empl ID	NID	Name	
3	3440100001	1/1/2009	00590012	999999991	White,Janet	
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						

PARTNERS FOR HEALTH

TN_BA219_MED_DEN_COVERAGE

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By: Query Name begins with TN_BA219

Search | Advanced Search

Search Results

*Folder View: -- All Folders --

Query — Customize | Find | View All | First 1-6 of 6 Last

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
TN_BA219_AETP_FLEX_ENROLLMENTS		Public		HTML	Excel	XML	Schedule	Favorite
TN_BA219_AETP_INS_ELECTIONS		Public		HTML	Excel	XML	Schedule	Favorite
TN_BA219_MED_DEN_COVERAGE	Med/Den Elect as of covg date	Public		HTML	Excel	XML	Schedule	Favorite
TN_BA219_MED_DEN_ELECTIONS	Medical/Dental Changes	Public		HTML	Excel	XML	Schedule	Favorite
TN_BA219_NEW_HIRE_ESS	New Hire ESS Not Submitted	Public		HTML	Excel	XML	Schedule	Favorite
TN_BA219_OE_NOT_SUBMITTED	OE - Not Submitted	Public		HTML	Excel	XML	Schedule	Favorite

My Favorite Queries — Customize | Find | First 1-5 of 5 Last

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to HTML	Schedule	Remove
TN_BA142_TEMP_PRIMARY_NID_DEP	Temp NID as primary for Dep	Public		HTML	Excel	XML	Schedule	−
TN_BA142_TEMP_PRIMARY_NID_EMPL	Temp NID as primary for Empl	Public		HTML	Excel	XML	Schedule	−
TN_BA219_MED_DEN_COVERAGE	Med/Den Elect as of covg date	Public		HTML	Excel	XML	Schedule	−
TN_BA313_ADDRESS_CHANGES	Address Changes	Public		HTML	Excel	XML	Schedule	−
TN_BA_AGENCY_QUERY_LIST	Benefits Queries for Agencies	Public		HTML	Excel	XML	Schedule	−

Clear Favorites List

TN_BA219_MED_DEN_COVERAGE

TN_BA219_MED_DEN_COVERAGE - Med/Den Elect as of covg date

Coverage Begin Dt:

View Results

	Dept ID	Business Unit	ID	NID	Name	Plan Typ	Benefit Plan	Descr	Coverage Code	Descr

PARTNERS FOR HEALTH

TN_BA219_MED_DEN_COVERAGE

Med/Den/Vision as of covg date										
DeptID	Position	Business Unit	ID	NID	Name	Plan Typ	Benefit Plan	Descr	Coverage Code	Descr
3030101000	99000001	30301	00592311	123456789	Doe,John M	11	PDON	Delta Preferred	B	Family
3030101000	99000001	30301	00592311	123456789	Doe,John M	14	VISEXP	Vision Expanded	B	Family
3030101000	99000001	30301	00592311	123456789	Doe,John M	10	PPOV1M	Standard PPO BCBS Middle	B	Family

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Home

Welcome

Favorites | Main Menu > HCM Reporting Tools > HCM Query Viewer

My Page | Benefits

New Wi

TN_BA313_ADDRESS_CHANGES

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By: Query Name begins with TN_BA219

Search | Advanced Search

Search Results

*Folder View: -- All Folders --

Query — Customize | Find | View All | First 1-6 of 6 Last

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
TN_BA219_AETP_FLEX_ENROLLMENTS		Public		HTML	Excel	XML	Schedule	Favorite
TN_BA219_AETP_INS_ELECTIONS		Public		HTML	Excel	XML	Schedule	Favorite
TN_BA219_MED_DEN_COVERAGE	Med/Den Elect as of covg date	Public		HTML	Excel	XML	Schedule	Favorite
TN_BA219_MED_DEN_ELECTIONS	Medical/Dental Changes	Public		HTML	Excel	XML	Schedule	Favorite
TN_BA219_NEW_HIRE_ESS	New Hire ESS Not Submitted	Public		HTML	Excel	XML	Schedule	Favorite
TN_BA219_OE_NOT_SUBMITTED	OE - Not Submitted	Public		HTML	Excel	XML	Schedule	Favorite

My Favorite Queries — Customize | Find | First 1-5 of 5 Last

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to HTML	Schedule	Remove
TN_BA142_TEMP_PRIMARY_NID_DEP	Temp NID as primary for Dep	Public		HTML	Excel	XML	Schedule	−
TN_BA142_TEMP_PRIMARY_NID_EMPL	Temp NID as primary for Empl	Public		HTML	Excel	XML	Schedule	−
TN_BA219_MED_DEN_COVERAGE	Med/Den Elect as of covg date	Public		HTML	Excel	XML	Schedule	−
TN_BA313_ADDRESS_CHANGES	Address Changes	Public		HTML	Excel	XML	Schedule	−
TN_BA_AGENCY_QUERY_LIST	Benefits Queries for Agencies	Public		HTML	Excel	XML	Schedule	−

Clear Favorites List

TN_BA313_ADDRESS_CHANGES

TN_BA313_ADDRESS_CHANGES - Address Changes

Effective Date From:

Effective Date To:

View Results

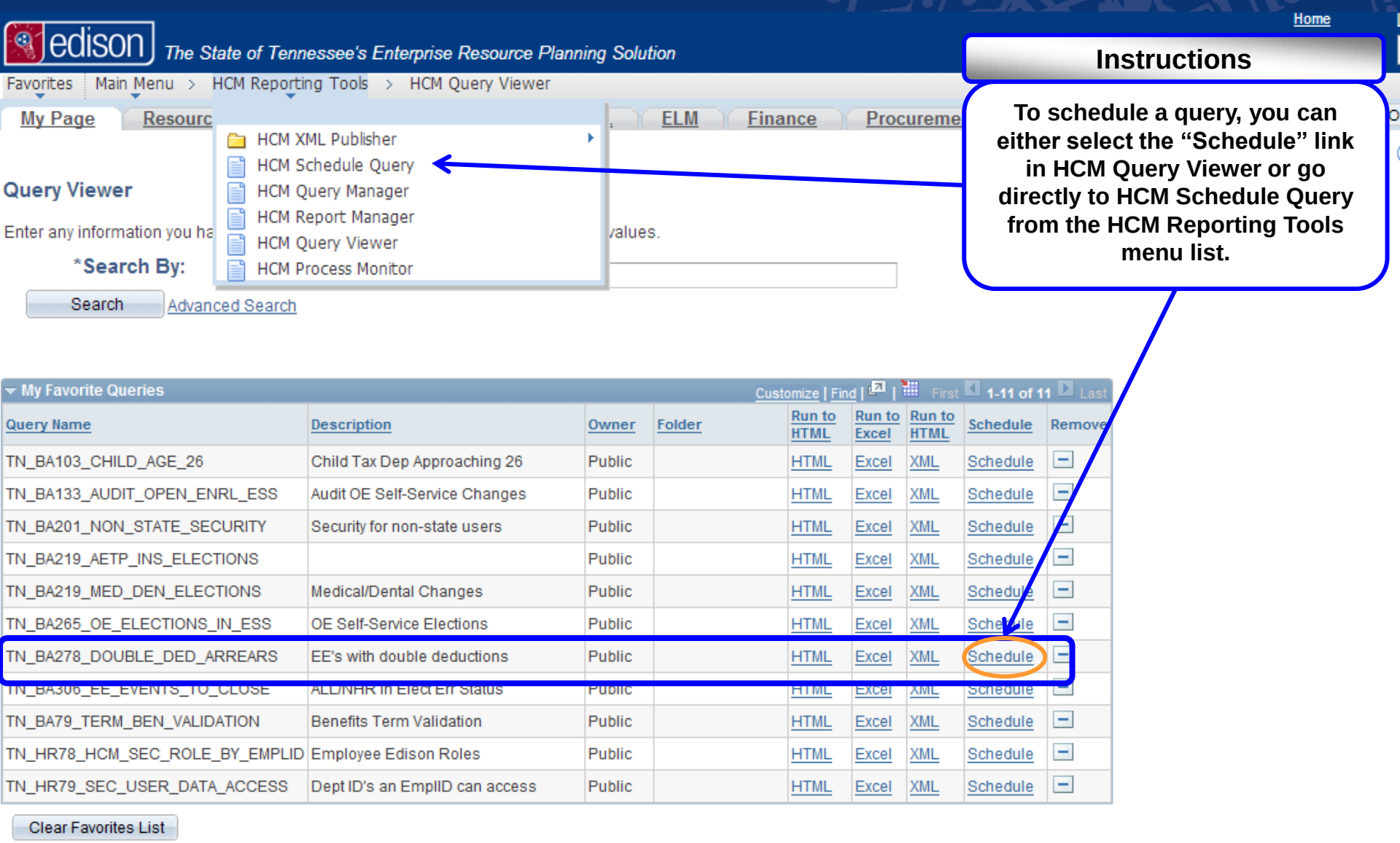
	ID	NID	Name	Eff Date	Status	Address 1	Address 2	Address 3	Address 4	City	State	Postal	Last Upd DtTm	by	Description

PARTNERS FOR HEALTH

TN_BA313_ADDRESS_CHANGES

Address Changes														
ID	NID	Name	Eff Date	Status	Address 1	Address 2	Address 3	Address 4	City	State	Postal	Last Upd DtTm	by	Description
00590012	456789	White,Bob	1/27/2012	A	2121 Lovelass Drive				Nashville	TN	37217	1/27/2012 14:39	elai1214001	Elaine Johnson

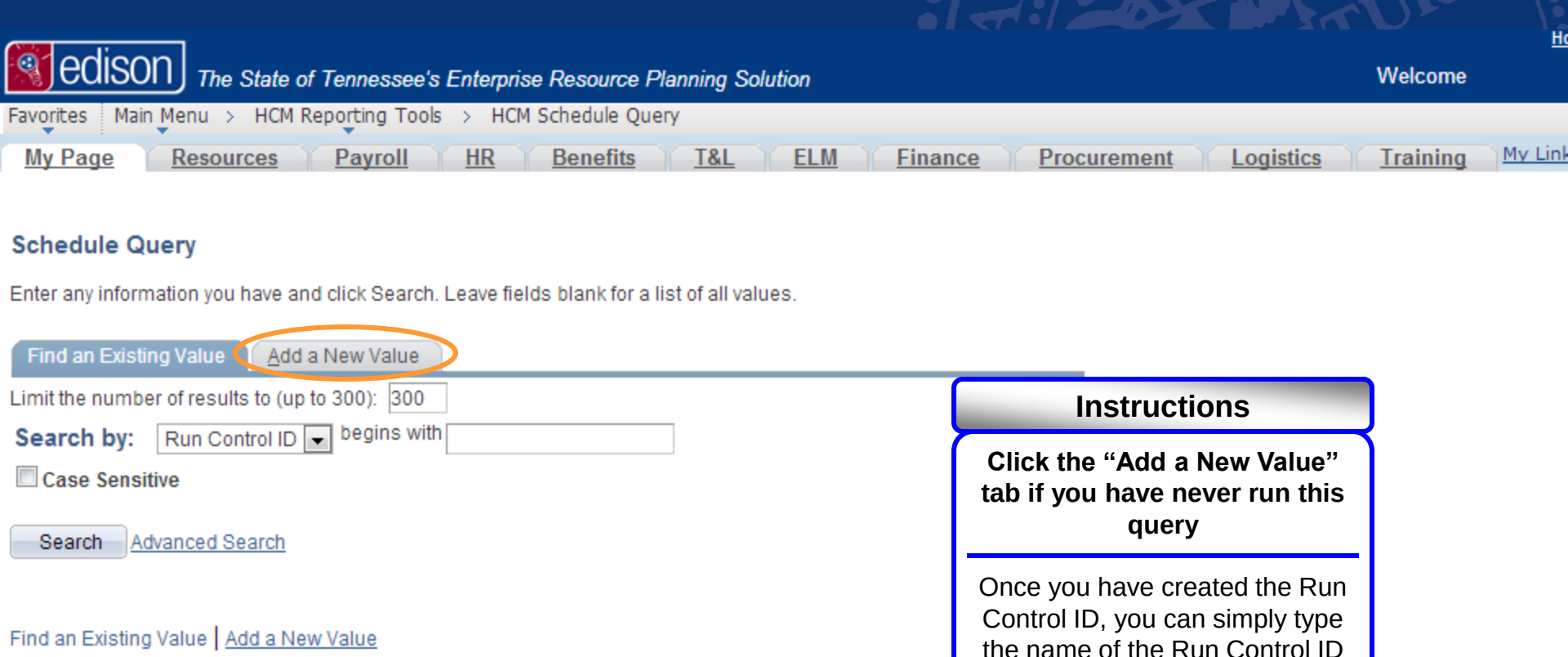
PARTNERS FOR HEALTH



Instructions

To schedule a query, you can either select the "Schedule" link in HCM Query Viewer or go directly to HCM Schedule Query from the HCM Reporting Tools menu list.

PARTNERS FOR HEALTH

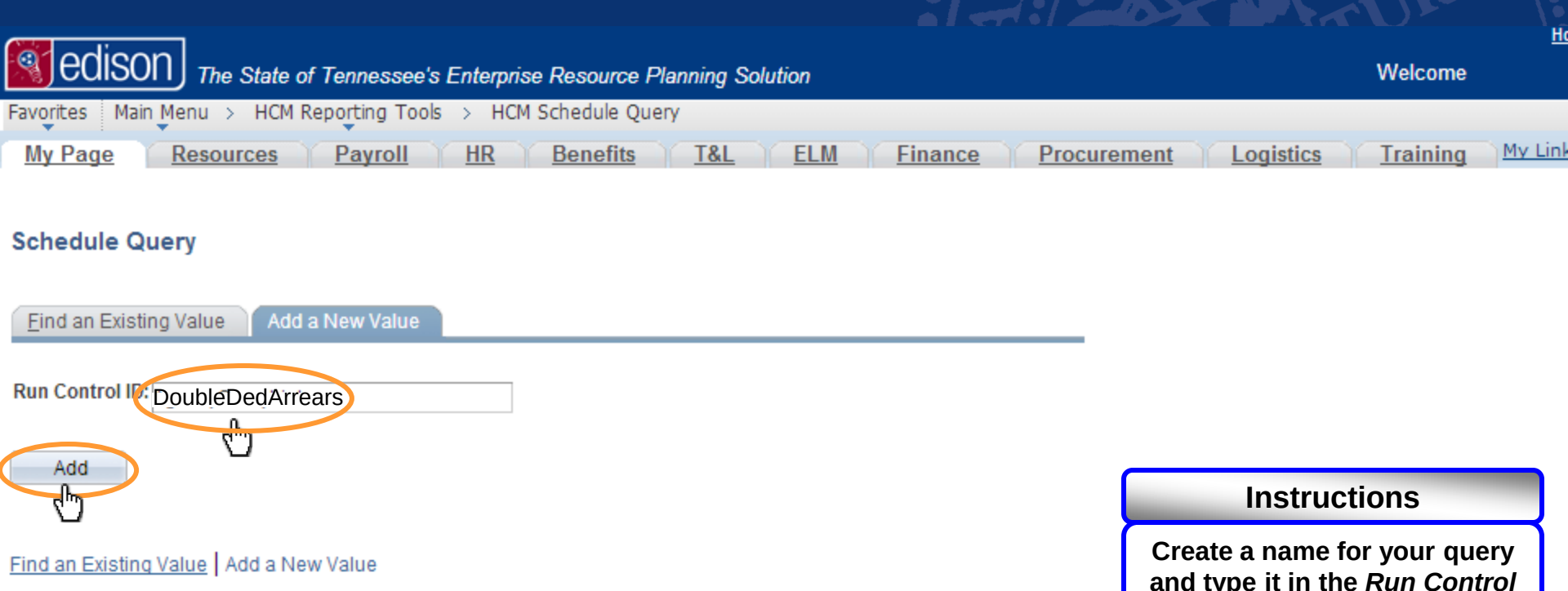


Instructions

Click the "Add a New Value" tab if you have never run this query

Once you have created the Run Control ID, you can simply type the name of the Run Control ID on this screen and click "Search."

PARTNERS FOR HEALTH

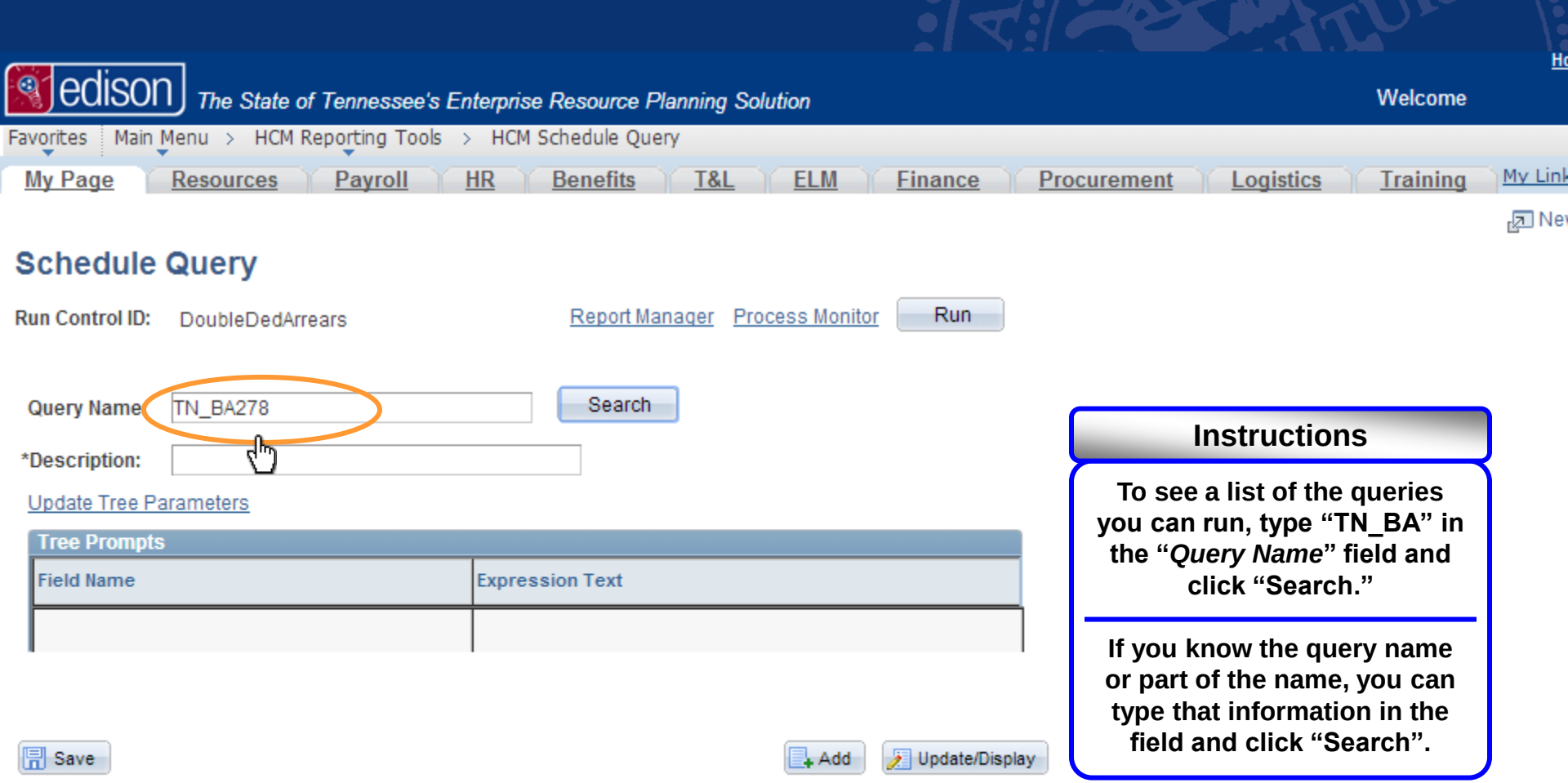


Instructions

Create a name for your query and type it in the *Run Control ID* field. Click "Add" after you name the query.

Note: No spaces allowed.

PARTNERS FOR HEALTH



Instructions

To see a list of the queries you can run, type "TN_BA" in the "*Query Name*" field and click "Search."

If you know the query name or part of the name, you can type that information in the field and click "Search".

PARTNERS FOR HEALTH

edison The State of Tennessee's Enterprise Resource Planning Solution

Welcome

Favorites | Main Menu > HCM Reporting Tools > HCM Schedule Query

My Page | Resources | Payroll | HR | Benefits | T&L | ELM | Finance | Procurement | Logistics | Training | My Link

Scheduled Query Search Page

*Query Type: Queries

Query: TN_BA278 Search

Query — Customize | Find | View All | First 1 of 1 Last

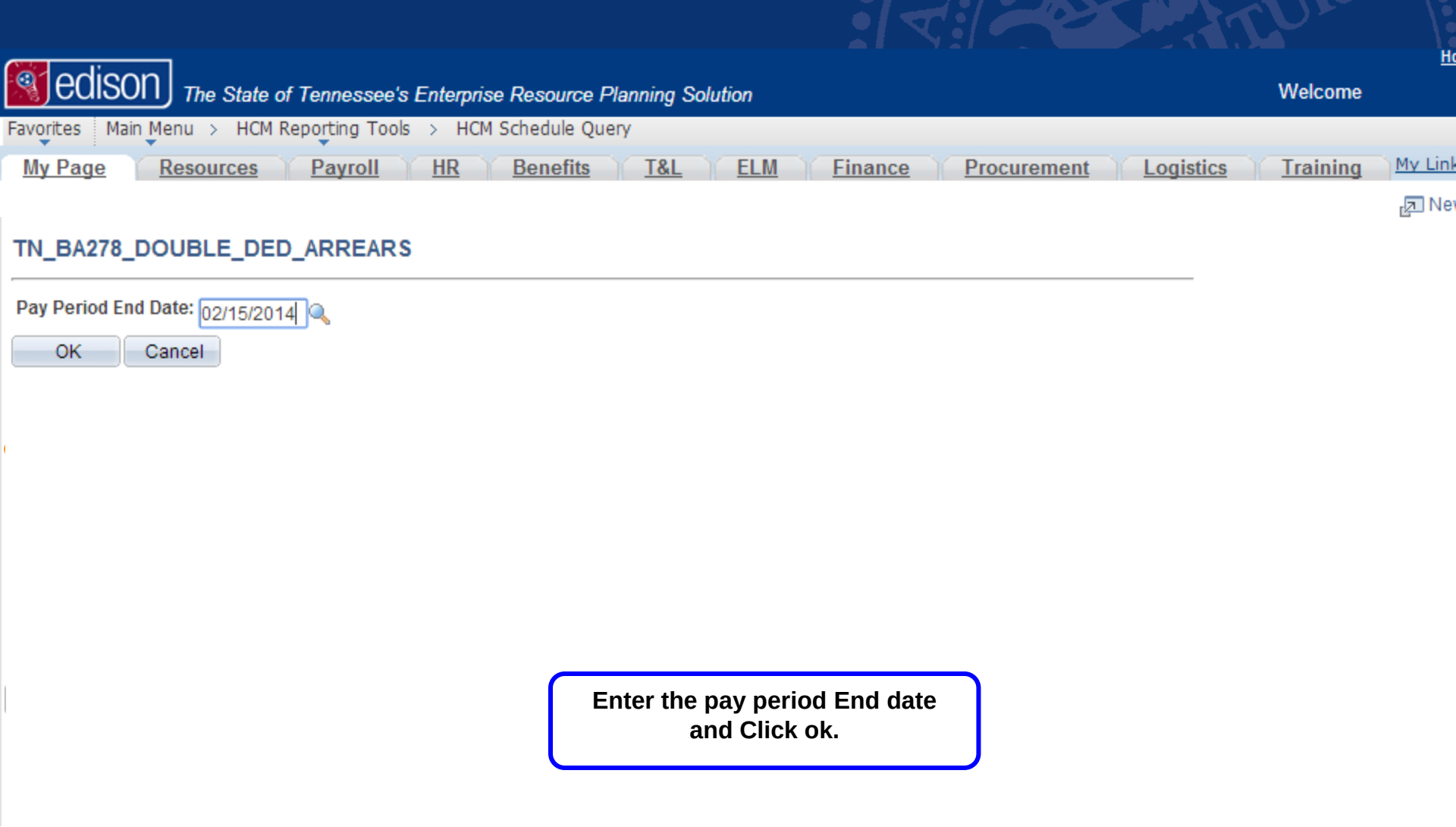
TN_BA278_DOUBLE_DED_ARREARS	EE's with double deductions	Public

Return

Instructions

Click the link of the query you would like to schedule to run.

PARTNERS FOR HEALTH



Enter the pay period End date and Click ok.

edison The State of Tennessee's Enterprise Resource Planning Solution

Welcome

Favorites | Main Menu > HCM Reporting Tools > HCM Schedule Query

My Page | Resources | Payroll | HR | Benefits | T&L | ELM | Finance | Procurement | Logistics | Training | My Link

Schedule Query

Run Control ID: DoubleDedArrears

Report Manager | Process Monitor | Run

Query Name: TN_BA278_DOUBLE_DED_ARREARS | Search

*Description: EE's with double deductions

Update Parameters

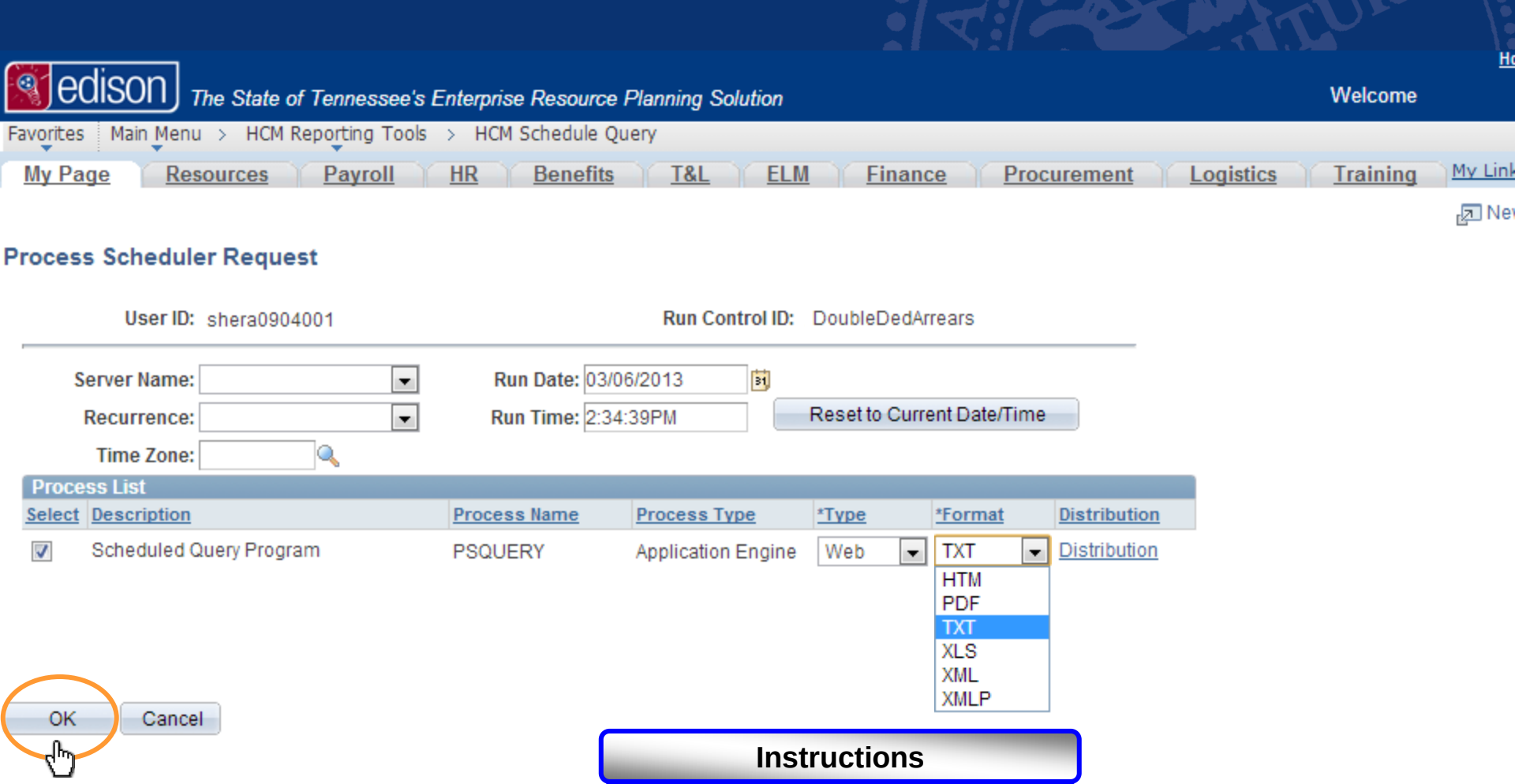
Prompt Name	Value
PAY_END_DT	2014-02-15

Save | Add | Update/Display

Instructions

Click "Run" at the top right

PARTNERS FOR HEALTH



Instructions

The format will default to TXT, but you can change the query format to see it as a PDF or an Excel (XLS) document.

PARTNERS FOR HEALTH

edison The State of Tennessee's Enterprise Resource Planning Solution

Home

Welcome

Favorites | Main Menu > HCM Reporting Tools > HCM Schedule Query

My Page | Resources | Payroll | HR | Benefits | T&L | ELM | Finance | Procurement | Logistics | Training | My Links

New W

Schedule Query

Run Control ID: DoubleDedArrears

Report Manager | Process Monitor | Run

Process Instance:3978666

Query Name: TN_BA278_DOUBLE_DED_ARREARS | Search

*Description: EE's with double deductions

Update Parameters

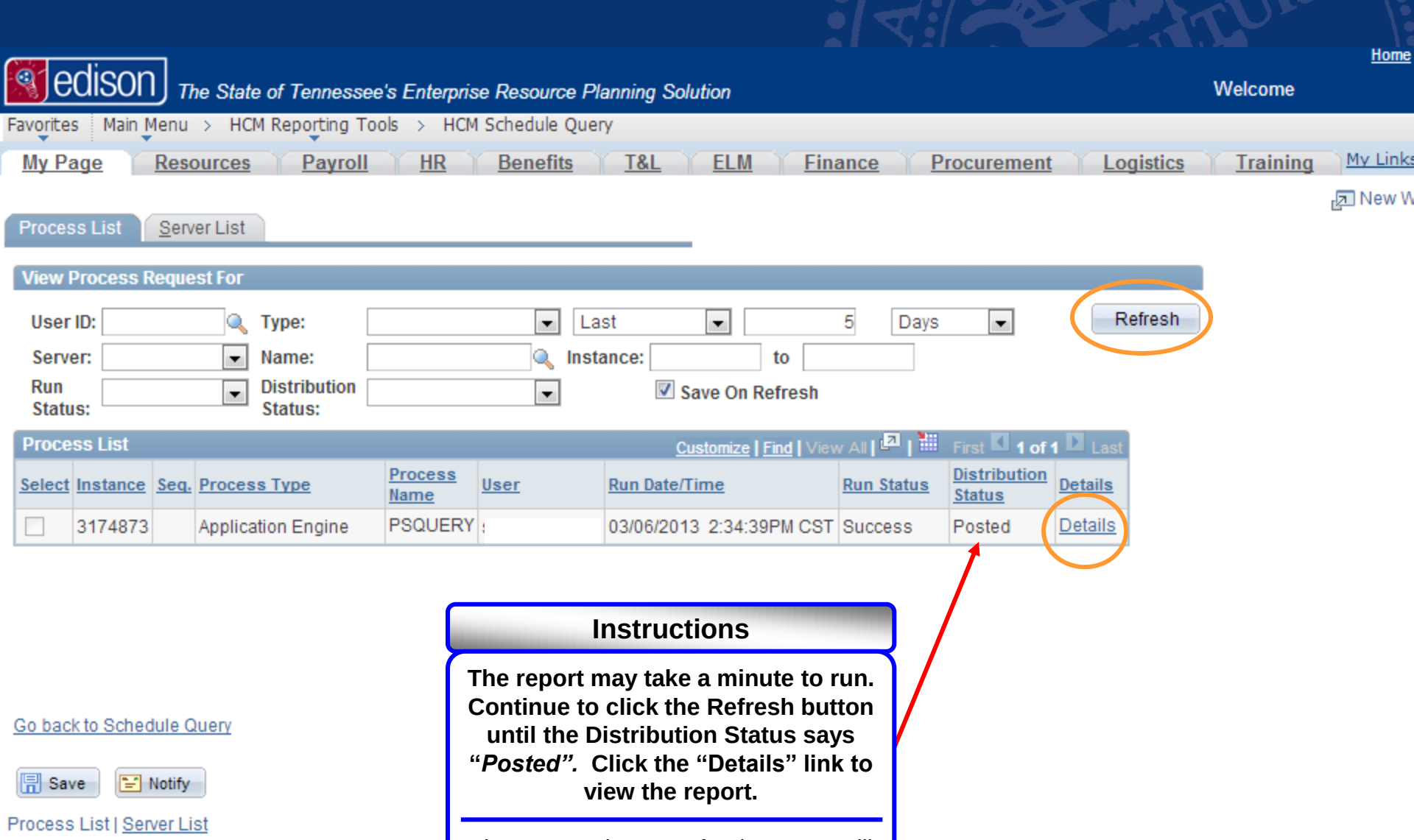
Prompt Name	Value
PAY_END_DT	2014-02-15

Save | Add | Update/Display

Instructions

Make a note of the "Process Instance" number and then click the "Report Manager" or "Process Monitor" *(only State agencies)* link at the top

PARTNERS FOR HEALTH



Instructions

The report may take a minute to run. Continue to click the Refresh button until the Distribution Status says "*Posted*". Click the "Details" link to view the report.

The process instance for the report will appear on the left.

PARTNERS FOR HEALTH

edison The State of Tennessee's Enterprise Resource Planning Solution

Home

Welcome

Favorites | Main Menu > HCM Reporting Tools > HCM Schedule Query

My Page | Resources | Payroll | HR | Benefits | T&L | ELM | Finance | Procurement | Logistics | Training | My Links

New W

Process Detail

Process

Instance:	3174873	Type:	Application Engine
Name:	PSQUERY	Description:	Scheduled Query Program
Run Status:	Success	Distribution Status:	Posted

Run

Run Control ID:	DoubleDedArrears
Location:	Server
Server:	PSUNX
Recurrence:	

Update Process Details

Date/Time

Request Created On:	03/06/2013 2:36:25PM CST
Run Anytime After:	03/06/2013 2:34:39PM CST
Began Process At:	03/06/2013 2:36:42PM CST
Ended Process At:	03/06/2013 2:36:58PM CST

Actions

Parameters | Transfer

Message Log | View Locks

Batch Timings

View Log/Trace

OK | Cancel

Instructions

Click the "View Log/Trace" link

edison The State of Tennessee's Enterprise Resource Planning Solution

Home | Welcome

Favorites | Main Menu > HCM Reporting Tools > HCM Schedule Query

My Page | Resources | Payroll | HR | Benefits | T&L | ELM | Finance | Procurement | Logistics | Training | My Links

New Window

View Log/Trace

Report

Report ID: 2460466 Process Instance: 3978666 Message Log

Name: PSQUERY Process Type: Application Engine

Run Status: Success

EE's with double deductions

Distribution Details

Distribution Node: HRPRD Expiration Date: 04/18/2014

File List

Name	File Size (bytes)	Datetime Created
AE_PSQUERY_3978666.stdout	289	03/18/2014 4:50:41.433136PM CDT
TN_BA278_DOUBLE_DED_ARREARS-3978666.xls	20,480	03/18/2014 4:50:41.433136PM CDT

Distribute To

Distribution ID Type	*Distribution ID
User	shera0904001

Return

Instructions

Click the second link under "File List" ending in ".PDF" or ".XLS" to view the Query

The query will open in a separate window.

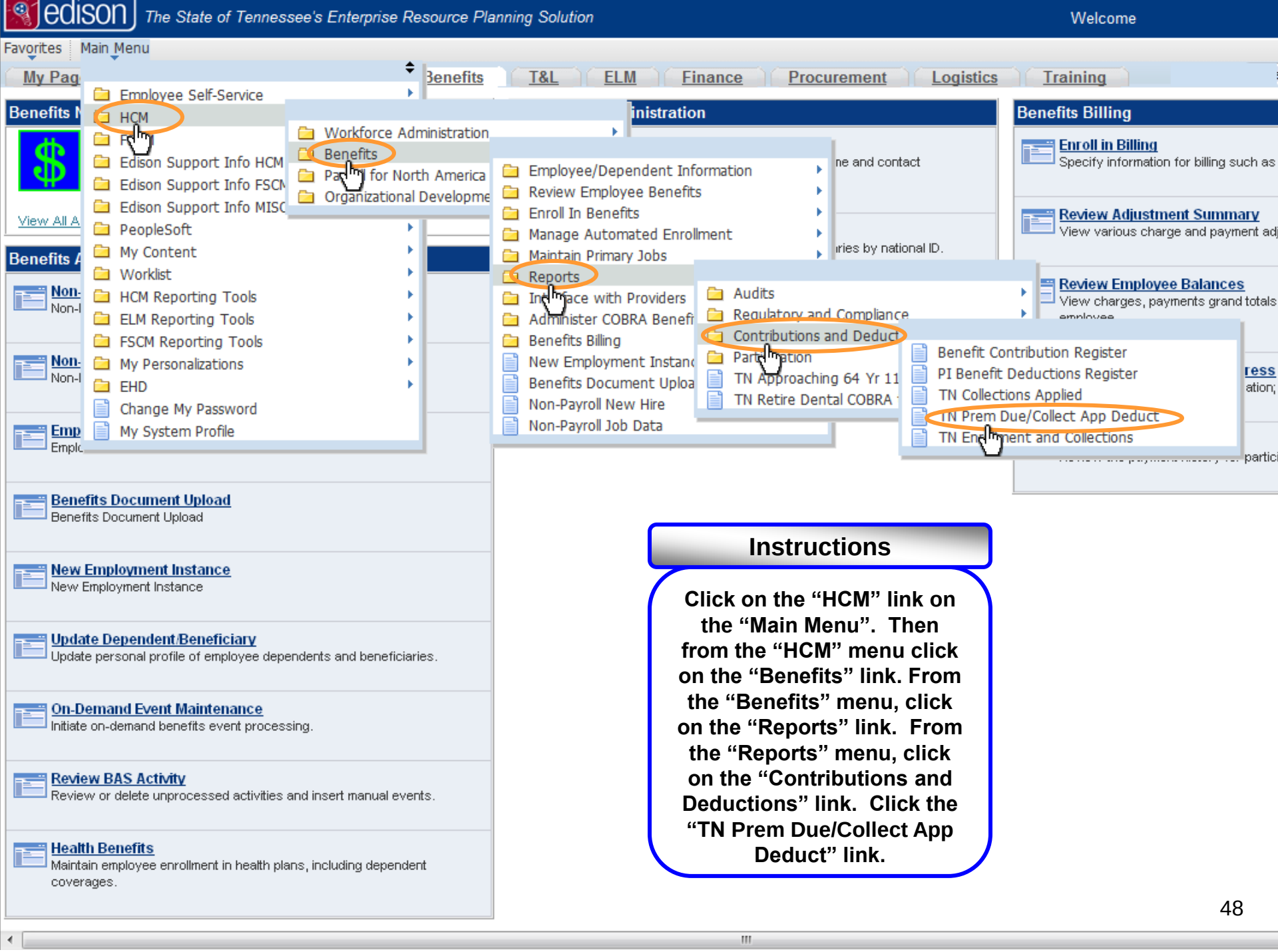
TN_BA278_DOUBLE_DED_ARREARS

Co	Pay Period End	ID	Dept ID	Plan T	Plan	Descr	Dedn Class	Curr Dedn	Curr Paybk	Last	First Name	Middle	Address 1	Address	City	State	Postal
TN	1/15/2014	004	3000055001	Dental	PPDN	Assurant	Before-Tax	19.84	9.92	Doe	Jane	A	P.O. Box 1		Nashville	TN	37212-5615
TN	1/15/2014	004	3000055001	Dental	PPDN	Assurant	Before-Tax	19.84	9.92	Smith	Diane	B	P.O. Box 2		Nashville	TN	37212-5615
TN	1/15/2014	004	3000055001	Dental	PPDN	Assurant	Before-Tax	19.84	9.92	Genesco	Tracy	C	P.O. Box 3		Nashville	TN	37212-5615
TN	1/15/2014	004	3000055001	Dental	PPDN	Assurant	Before-Tax	48.34	24.17	Darby	Kevin	D	P.O. Box 4		Nashville	TN	37212-5615
TN	1/15/2014	004	3000055001	Dental	PPDN	Assurant	Before-Tax	35.16	17.58	Faber	Richard	E	P.O. Box 5		Nashville	TN	37212-5615
TN	1/15/2014	004	3000055001	Dental	PPDN	Assurant	Before-Tax	48.34	24.17	Jett	Ashley	F	P.O. Box 6		Nashville	TN	37212-5615
TN	1/15/2014	004	3000055001	Dental	PPDN	Assurant	Before-Tax	48.34	24.17	Castell	Lynn	G	P.O. Box 7		Nashville	TN	37212-5615
TN	1/15/2014	004	3000055001	Dental	PPDN	Assurant	Before-Tax	40.60	20.00	Sanford	William	H	P.O. Box 8		Nashville	TN	37212-5615
TN	1/15/2014	004	3000055001	Dental	PPDN	Assurant	Before-Tax	29.47	19.55	Twitty	Carrie	I	P.O. Box 9		Nashville	TN	37212-5615
TN	1/15/2014	004	3000055001	Dental	PPDN	Assurant	Before-Tax	41.65	21.05	Lynn	Madeline	J	P.O. Box 10		Nashville	TN	37212-5615
TN	1/15/2014	004	3000055001	Dental	PPDN	Assurant	Before-Tax	35.16	17.58	Reese	John	K	P.O. Box 11		Nashville	TN	37212-5615
TN	1/15/2014	004	3000055001	Dental	PPDN	Assurant	Before-Tax	39.10	29.18	Worley	Patricia	L	P.O. Box 12		Nashville	TN	37212-5615
TN	1/15/2014	004	3000055001	Dental	PPDN	Assurant	Before-Tax	38.42	14.25	Ezzell	Fred	M	P.O. Box 13		Nashville	TN	37212-5615
TN	1/15/2014	004	3000055001	Dental	PPDN	Assurant	Before-Tax	30.57	6.40	Looney	Bonnie	N	P.O. Box 14		Nashville	TN	37212-5615
TN	1/15/2014	004	3000055001	Dental	PPDN	Assurant	Before-Tax	17.58	17.58	Hardin	CaryAnn	O	P.O. Box 15		Nashville	TN	37212-5615
TN	1/15/2014	004	3000055001	Dental	PPDN	Assurant	Before-Tax	9.92	9.92	Pauley	Alicia	P	P.O. Box 16		Nashville	TN	37212-5615
TN	1/15/2014	004	3000055001	Dental	PPDN	Assurant	Before-Tax	19.84	9.92	Arnold	Laura	Q	P.O. Box 17		Nashville	TN	37212-5615
TN	1/15/2014	004	3000055001	Dental	PPDN	Assurant	Before-Tax	9.92	9.92	Maiden	Shane	R	P.O. Box 17		Nashville	TN	37212-5615

Running the Premiums Due/ Collections Applied Report

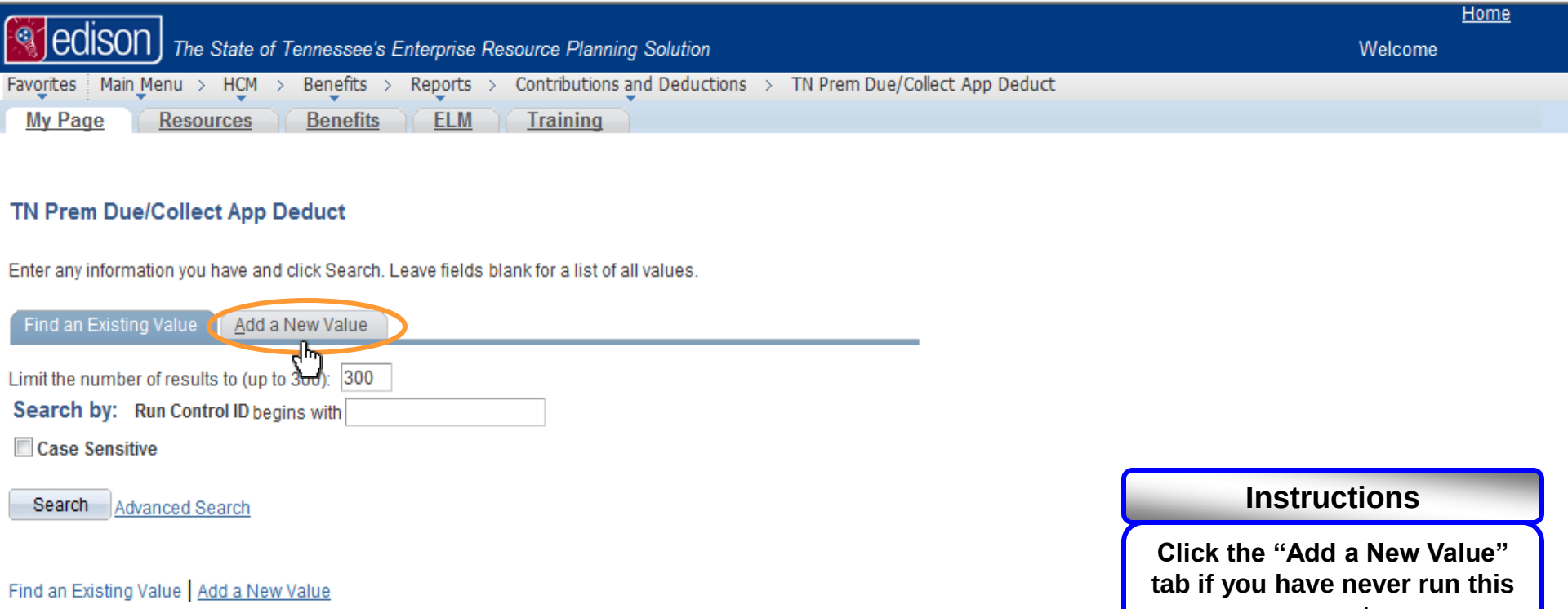
This procedure allows you to run the Premiums Due/Collections Applied report which shows you all the monthly deductions/refunds for each employee of your agency

PARTNERS FOR HEALTH



Instructions

Click on the "HCM" link on the "Main Menu". Then from the "HCM" menu click on the "Benefits" link. From the "Benefits" menu, click on the "Reports" link. From the "Reports" menu, click on the "Contributions and Deductions" link. Click the "TN Prem Due/Collect App Deduct" link.

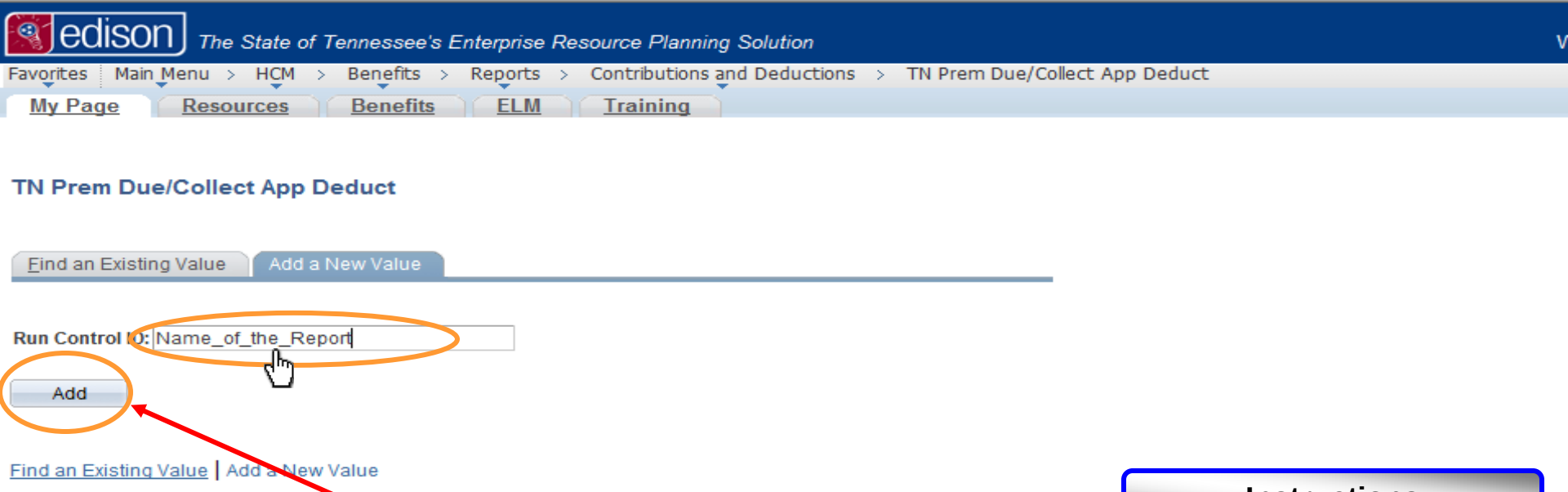


Instructions

Click the "Add a New Value" tab if you have never run this report

Once you have created the Run Control ID, you can simply type the name of the Run Control ID on this screen and click "Search."

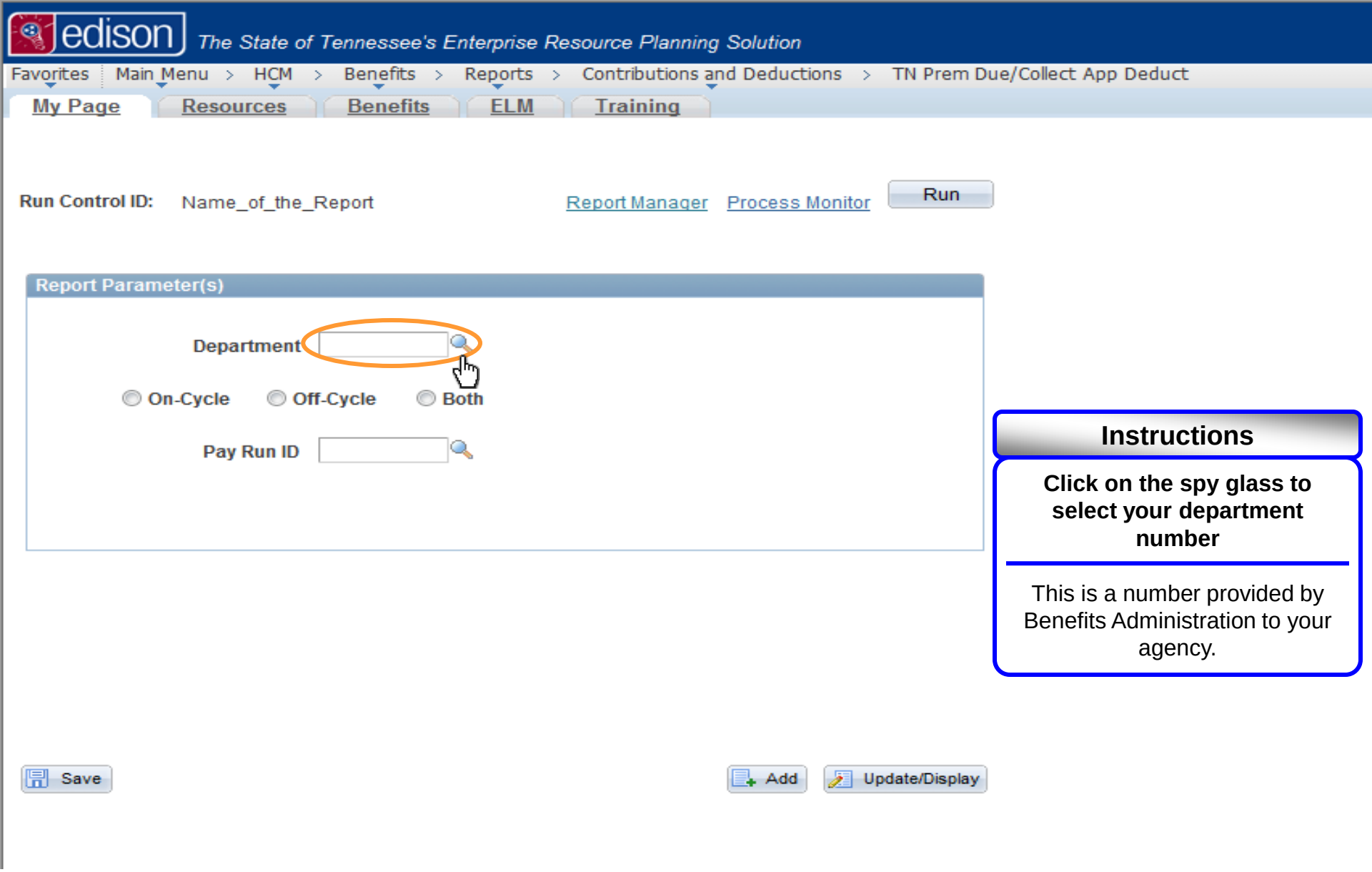
PARTNERS FOR HEALTH



Instructions

Create a name for your report and type it in the *Run Control ID* field. You can name it anything you like, except you <u>cannot have any spaces</u> in the name of your report or you will receive an error later in the process.

Click "Add"



Instructions

Click on the spy glass to select your department number

This is a number provided by Benefits Administration to your agency.

PARTNERS FOR HEALTH

Run Control ID: Name_of_the_Report

Report Manager | Process Monitor | Run

Report Parameter(s)

Department 9123400000

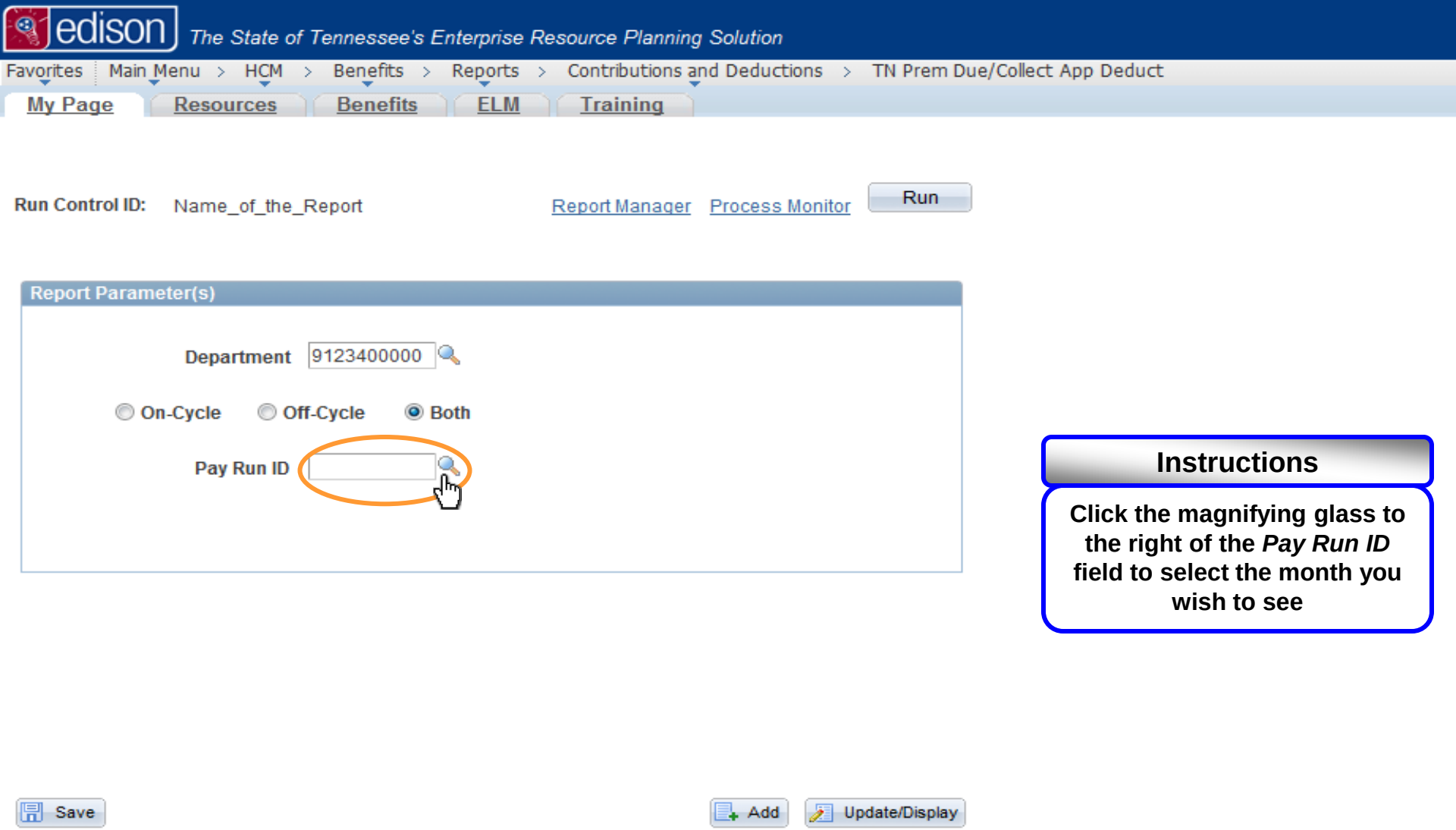
On-Cycle | Off-Cycle | Both

Pay Run ID

Save | Add | Update/Display

Instructions

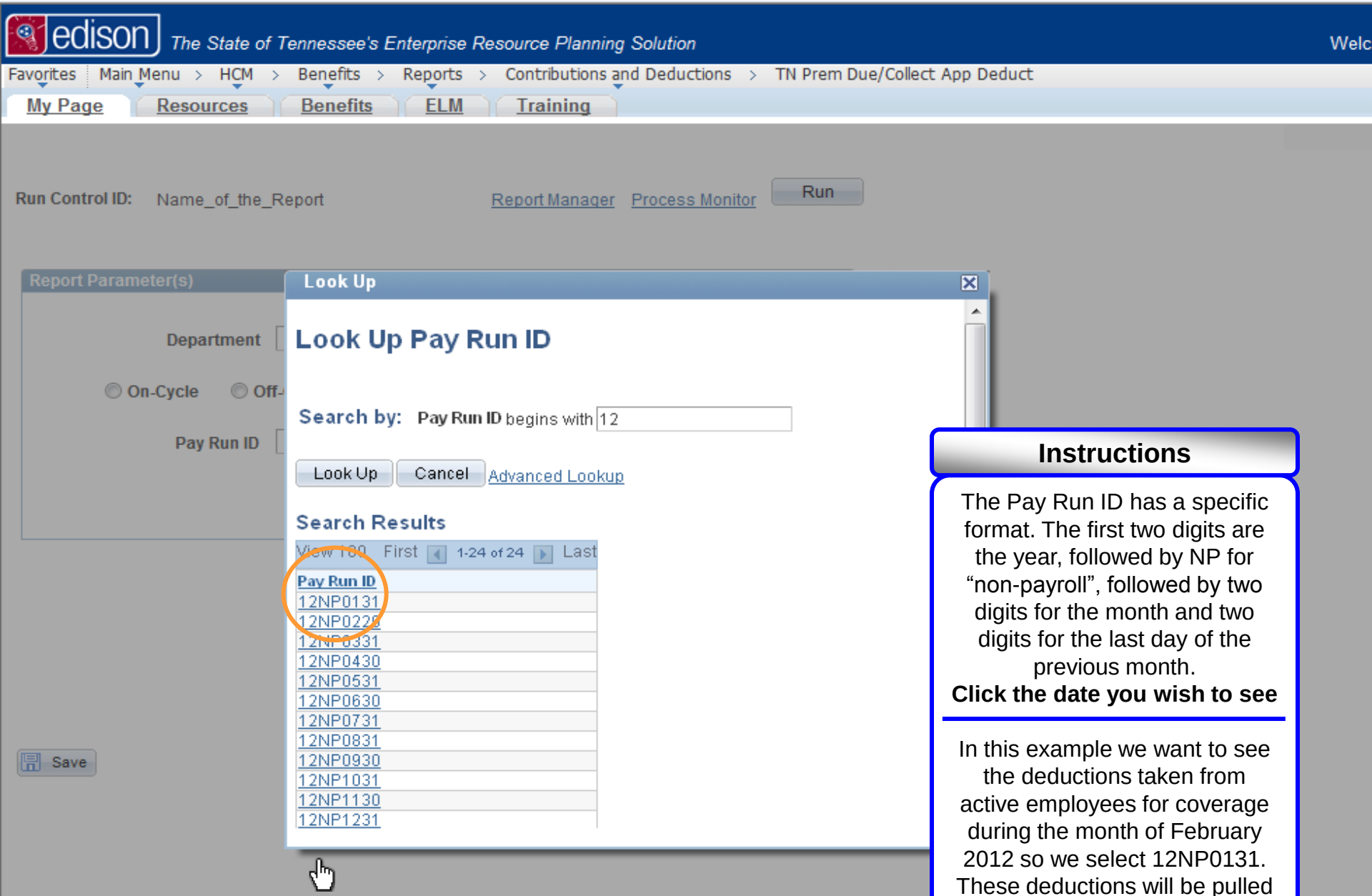
Click "Both"



Instructions

Click the magnifying glass to the right of the *Pay Run ID* field to select the month you wish to see

PARTNERS FOR HEALTH



Instructions

The Pay Run ID has a specific format. The first two digits are the year, followed by NP for "non-payroll", followed by two digits for the month and two digits for the last day of the previous month.

Click the date you wish to see

In this example we want to see the deductions taken from active employees for coverage during the month of February 2012 so we select 12NP0131. These deductions will be pulled via ACH from the agency's account on 2/15/2012.

edison The State of Tennessee's Enterprise Resource Planning Solution

Favorites | Main Menu > HCM > Benefits > Reports > Contributions and Deductions > TN Prem Due/Collect App Deduct

My Page | Resources | Benefits | ELM | Training

Run Control ID: Name_of_the_Report

Report Manager | Process Monitor | Run

Report Parameter(s)

Department 9123400000

On-Cycle | Off-Cycle | Both

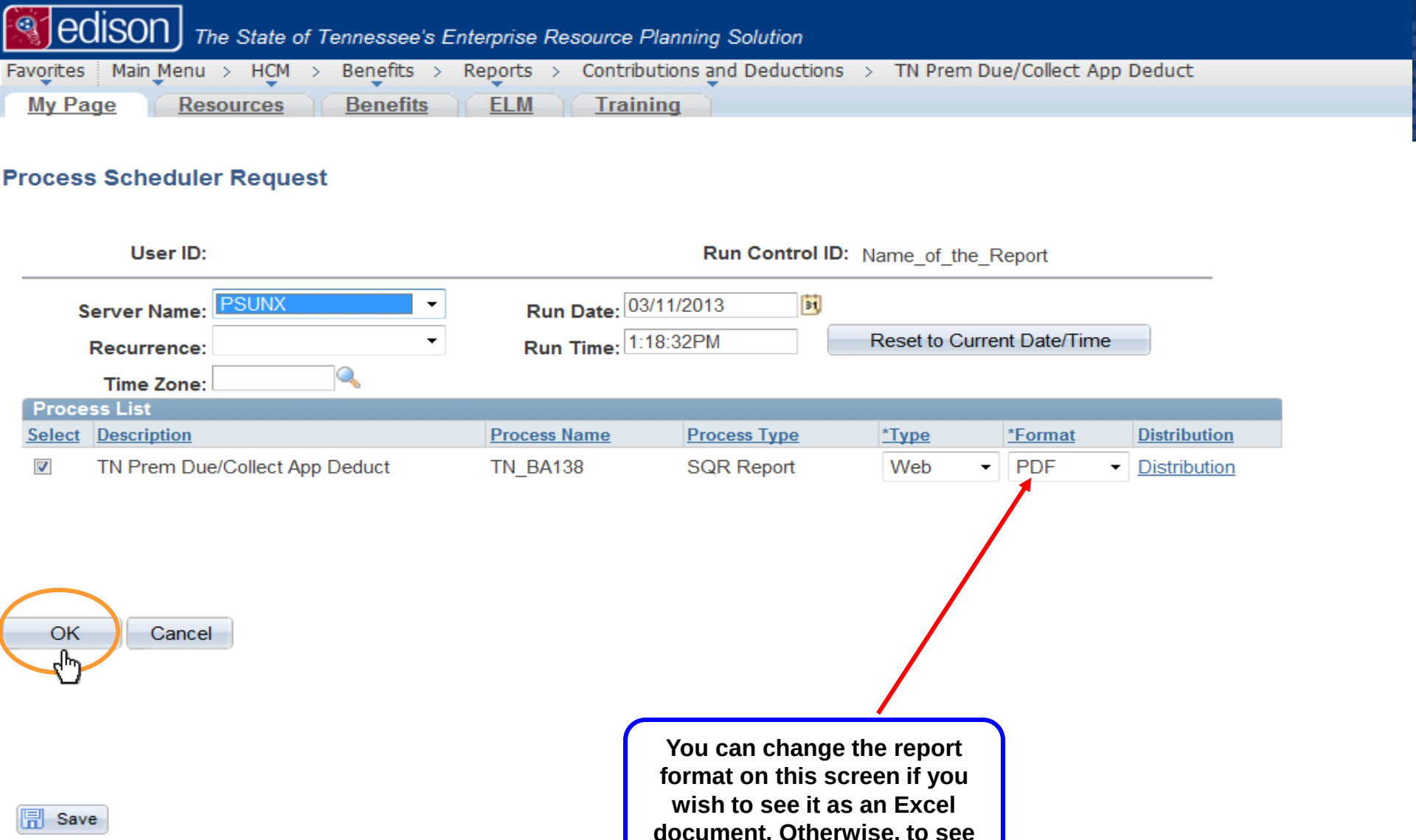
Pay Run ID 12NP0131

Save | Add | Update/Display

Instructions

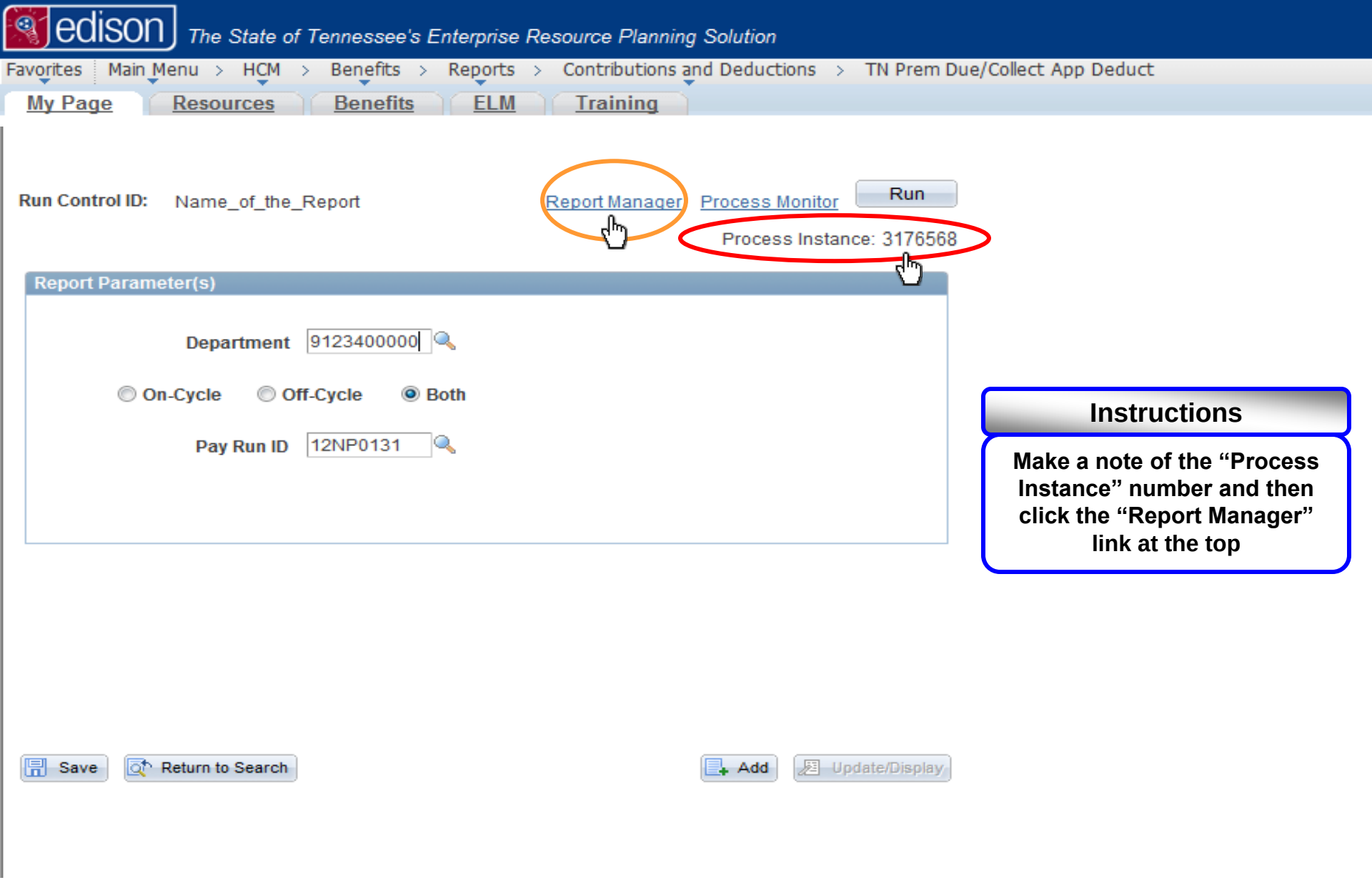
Click "Run" at the top right

PARTNERS FOR HEALTH



You can change the report format on this screen if you wish to see it as an Excel document. Otherwise, to see it as a PDF click "OK"

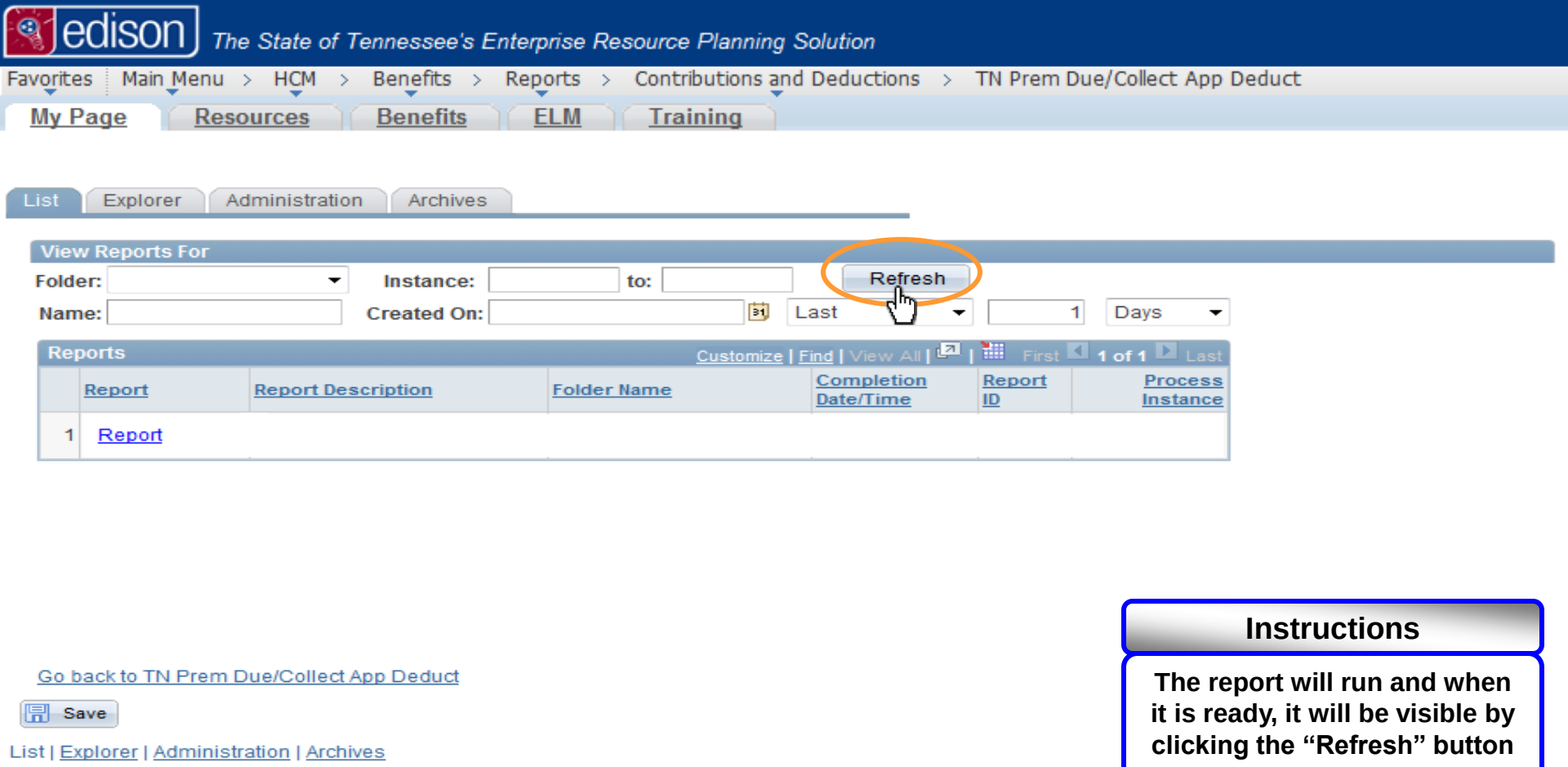
PARTNERS FOR HEALTH



Instructions

Make a note of the "Process Instance" number and then click the "Report Manager" link at the top

PARTNERS FOR HEALTH



Instructions

The report will run and when it is ready, it will be visible by clicking the "Refresh" button

The report generally only takes a minute or two to run.

PARTNERS FOR HEALTH

edison The State of Tennessee's Enterprise Resource Planning Solution

Favorites | Main Menu > HCM > Benefits > Reports > Contributions and Deductions > TN Prem Due/Collect App Deduct

My Page | Resources | Benefits | ELM | Training

List | Explorer | Administration | Archives

View Reports For

Folder: Instance: to: Refresh

Name: Created On: Last 1 Days

Reports Customize | Find | View All | First 1-5 of 5 Last

	Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1	TN_BA138	TN PREM DUE/COLLECT APP DEDUCT	General	03/11/13 2:12PM	1907468	3178771

Instructions

Click the "TN_BA138" link
The process instance for the report will appear on the right.

138 is just the number that Edison uses to refer to the "Premiums Due / Collections Applied" report.

Go back to TN Prem Due/Collect App Deduct

Save

List | Explorer | Administration | Archives

PARTNERS FOR HEALTH

edison The State of Tennessee's Enterprise Resource Planning Solution

Favorites | Main Menu > HCM > Benefits > Reports > Contributions and Deductions > TN Prem Due/Collect App Deduct

My Page | Resources | Benefits | ELM | Training

Report

Report ID: 1907468 **Process Instance:** 3178771 Message Log

Name: TN_BA138 **Process Type:** SQR Report

Run Status: Success

TN Prem Due/Collect App Deduct

Distribution Details

Distribution Node: hrtst **Expiration Date:** 04/11/2013

File List

Name	File Size (bytes)	Datetime Created
SQR_TN_BA138_3178771.log	1,683	03/11/2013 2:12:50.366223PM CDT
tn_ba138_3178771.PDF	10,849	03/11/2013 2:12:50.366223PM CDT
tn_ba138_3178771.out	984	03/11/2013 2:12:50.366223PM CDT

Distribute To

Distribution ID Type	*Distribution ID
User	

Instructions

Click the second link under "File List" ending in ".PDF" to view the report

The report will open in a separate window.

PARTNERS FOR HEALTH

Department:
Position Number:

State of Tennessee
Premiums Due Report
for February 2012 Coverage

Page: 1
Run Date 11-MAR-2013
Run Time 02:12:35.000000_PM

Last 4 of SSN	Emplid	Name	Plan Type	Benefit Plan	Benefit Plan Description	Coverage Level	Coverage Level Description	Employer Amount	Employee Amount	Total Amount	Employee Count
- xxxx	00	xxxx	Medical	PPOV1E	Standard PPO BCBS East	A	Single	0.00	663.85	663.85	
- xxxx	00	xxxx	Vision	VISEXP	Vision Expanded	A	Single	0.00	5.73	5.73	
- xxxx	00	xxxx	Medical	PPOV1E	Standard PPO BCBS East	A	Single	0.00	663.85	663.85	
- xxxx	00	xxxx	Medical	PPOV1E	Standard PPO BCBS East	A	Single	0.00	663.85	663.85	
- xxxx	00	xxxx	Dental	PDON	Delta Preferred	A	Single	0.00	20.46	20.46	
- xxxx	00	xxxx	Vision	VISEXP	Vision Expanded	A	Single	0.00	5.73	5.73	
- xxxx	00	xxxx	Medical	PPPV1E	Partnership PPO BCBS East	A	Single	0.00	638.85	638.85	
- xxxx	00	xxxx	Dental	PDON	Delta Preferred	A	Single	0.00	20.46	20.46	
- xxxx	00	xxxx	Vision	VISEXP	Vision Expanded	A	Single	0.00	5.73	5.73	
- xxxx	00	xxxx	Medical	PPPV1E	Partnership PPO BCBS East	A	Single	0.00	638.85	638.85	
- xxxx	00	xxxx	Dental	PDON	Delta Preferred	A	Single	0.00	20.46	20.46	
- xxxx	00	xxxx	Vision	VISEXP	Vision Expanded	A	Single	0.00	5.73	5.73	
Position Totals:								0.00	15,130.53	15,130.53	24

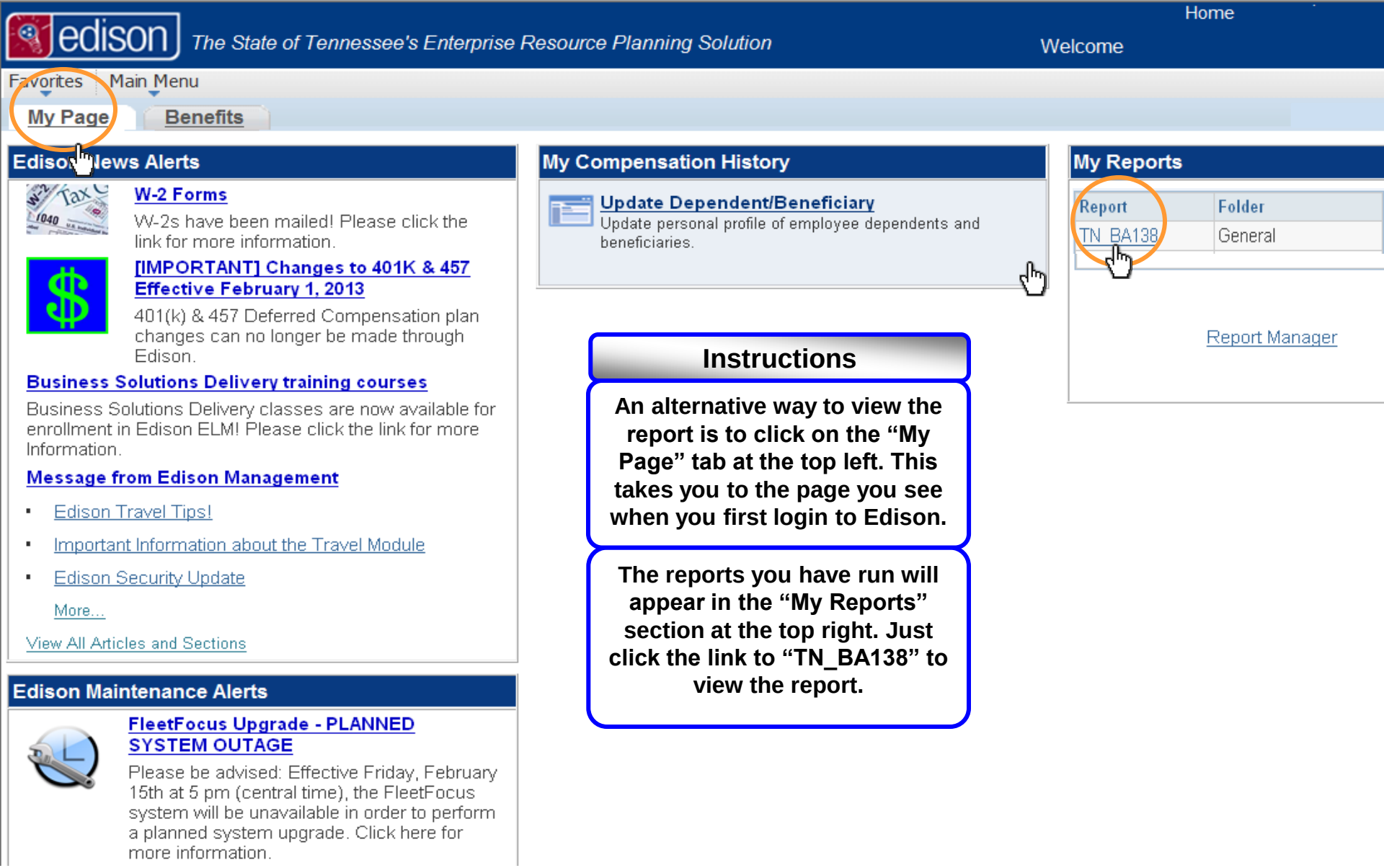
Notes

If you run the report for a date in the past it will be titled "Collections Applied" at the top. In this case, it was run for a future date so it is titled "Premiums Due." The Premiums Due report is an estimate whereas the Collections Applied report shows what BA will actually pull from your agency. The changeover date is usually one of the first few working days of the month and is listed on the calendar on the ABC website: http://www.tn.gov/finance/ins/abc.html

Instructions

The report shows the individual deductions for each employee. The total amount that will be charged to your agency is on the last page. Any refund will show as a minus sign before the amount.

PARTNERS FOR HEALTH



Instructions

An alternative way to view the report is to click on the "My Page" tab at the top left. This takes you to the page you see when you first login to Edison.

The reports you have run will appear in the "My Reports" section at the top right. Just click the link to "TN_BA138" to view the report.

PARTNERS FOR HEALTH

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Home

Welcome

Favorites | Main Menu > HCM > Benefits > Reports > Contributions and Deductions > TN Prem Due/Collect App Deduct

My Page | Resources | Benefits | ELM | Training

Report

Report ID: 1907468 **Process Instance:** 3178771 Message Log

Name: TN_BA138 **Process Type:** SQR Report

Run Status: Success

TN Prem Due/Collect App Deduct

Distribution Details

Distribution Node: hrtst **Expiration Date:** 04/11/2013

File List

Name	File Size (bytes)	Datetime Created
SQR_TN_BA138_3178771.log	1,683	03/11/2013 2:12:50.366223PM CDT
tn_ba138_3178771.PDF	10,849	03/11/2013 2:12:50.366223PM CDT
tn_ba138_3178771.out	984	03/11/2013 2:12:50.366223PM CDT

Distribute To

Distribution ID Type	*Distribution ID
User	

Instructions

Click the second link under "File List" ending in ".PDF" to view the report

The report will open in a separate window.

PARTNERS FOR HEALTH

External Agency Calendar

- Collections Applied Report – shows the amount to be pulled from agency bank account (ACH) on 15th of **current** month
- Premiums Due Report – shows an estimated amount to be pulled from agency bank account (ACH) on 15th of the **next** month

PARTNERS FOR HEALTH

External Agency Calendar

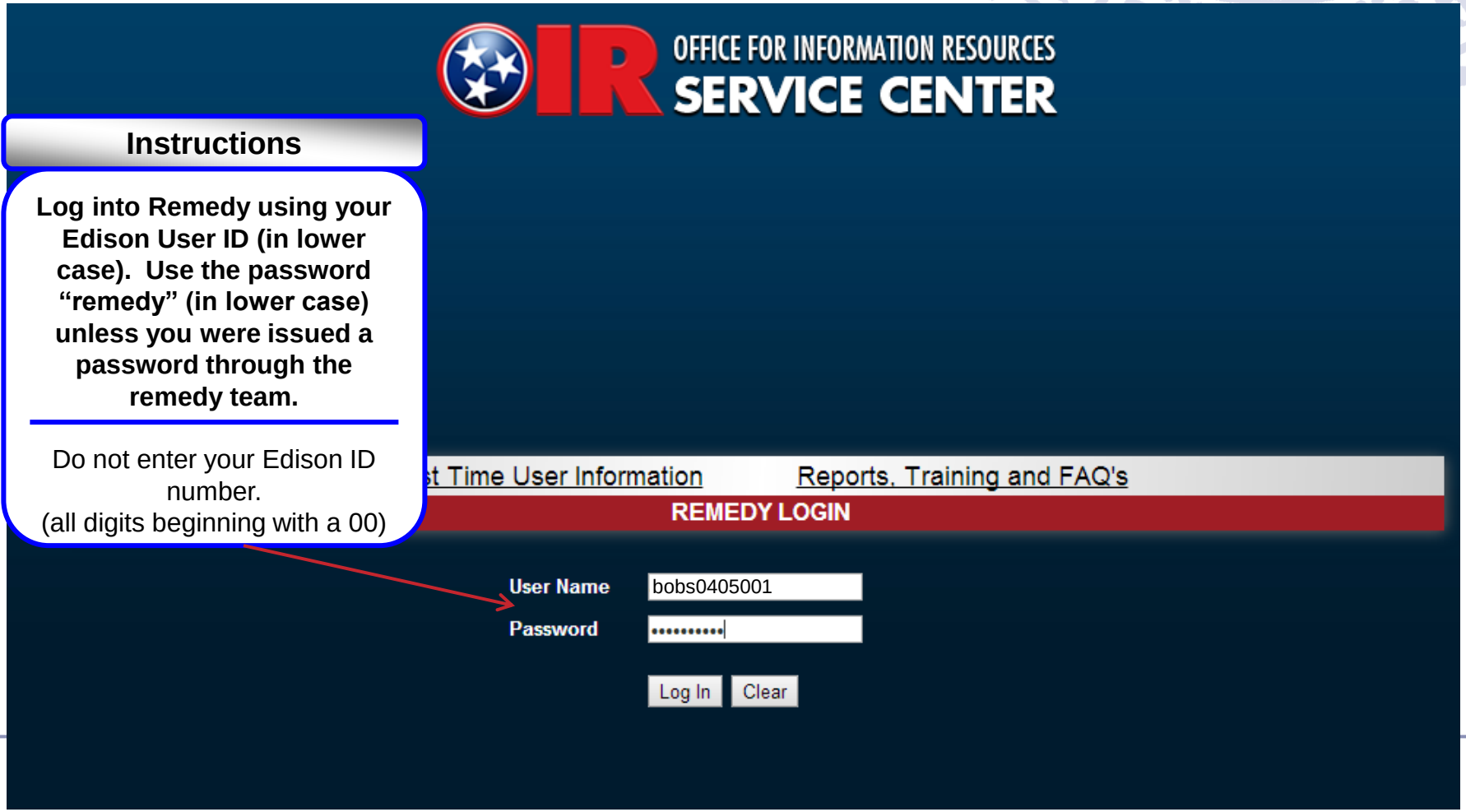
2013	JANUARY					2013
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Dec 30	Dec 31	1 HOLIDAY New Year's Day (Observed)	2 No Changes in "Job Data" in Edison	3 LE/LG/TBR Collections Applied report can be run for January coverage	4	5
6	7	8	9	10	11 LE/LG/TBR Premiums Due report can be run for February coverage	12
13	14	15 Noon cutoff for enrollment paperwork with February effective dates - Central State agencies	16	17	18	19
20	21 LE/LG/TBR - Updated Premiums Due Report can be run for February	22	23	24 Noon cutoff for enrollment paperwork with February effective dates - LE/LG/UT/TBR agencies	25	26
27	28 LE/LG/TBR - Updated Premiums Due Report can be run for February	29	30	31	Feb 01	

Remedy

- Benefits Administration uses remedy to track all of our phone calls and emails we receive.
- When BA receives a call or an email, a ticket/incident will need to be created.
  - If the analyst can resolve the issue, the incident will need to be listed as resolved in remedy.
  - If the issue can not be resolved while the analyst is on the phone, the incident will be sent to the BA service desk to be issued to the appropriate department that can answer the question or resolve the issue.
- BA strives to resolve the issue within 36 hours or less.
- Some examples of issues: billing questions, enrollment delays, eligibility questions, and/or general questions.

Remedy – ABC Web Page

- Remedy web link: http://myremedy.tn.gov



Instructions

Log into Remedy using your Edison User ID (in lower case). Use the password "remedy" (in lower case) unless you were issued a password through the remedy team.

Do not enter your Edison ID number.
(all digits beginning with a 00)

BMC Service Request Management

Welcome,

Request Service

Favorites | Popular | Browse

All Categories

- Benefits Administration
- New Category
- OIR Services

Available Requests

Benefits Incident

Benefits Incident

Description:
Benefits Incident

Add to Favorites | Request Now

My Requests

Show: Open and draft requests

1 - 1 of 1

Benefits Incident
Request ID: REQ000000000610
Submitted: 4/12/2013 3:14:01 PM
For:
Status: Submitted

Request Again | Cancel | Details

Instructions

Click "Request Now"

BMC Service Request Management

bmcsoftware

Welcome, Rikki Anderson

Request Service | Search REQ | My Profile | Favorites | Popular | Browse

My Requests | Show: Open and draft requests

All | Availab | Benefits

Benefits Incident

Requested By: John Doe
Requested For: John Doe
Phone: 1 615 741-3590
Email: John.Doe@tn.gov

Quantity: 1

Attachments:

Agency Name*
Select Classification*
Select Category*
Select Service*
HOC Edison Employee ID*
Enter HOC Edison Employee ID if reporting a member issue. Otherwise, use your Edison Employee ID.
HOC Employee Name*
HOC Employee Email Address*
Employee Status*
ABC Phone Number*
Format: 000-000-0000
ABC Email Address*
Detailed Description*
Provide details of the incident

Summary | Save As Draft | Submit

Your information will appear here

Instructions

Enter your Agency Name

☆ All fields with an asterisk are required

BMC Service Request Management

Welcome, Rikki Anderson

Request Service | Search REQ | My Profile | Popular | Browse

My Requests | Show: Open and draft requests

Benefits Incident

Requested By: John Doe
Requested For: John Doe
Phone: 1-615-741-3590
Email: John.Doe@tn.gov

Quantity: 1

Attachments:

Instructions

Select the correct classification based on your agency

Agency Name*

Select Classification*

Select Category*

Select Service*

State
Local Education
Local Government
UT/TBR
RET LE

option that starts with **Transfer** as these options are used internally by
nly.

HOC Edison Employee ID*

Enter HOC Edison Employee ID if reporting a member issue. Otherwise, use your Edison Employee ID.

HOC Employee Name*

HOC Employee Email Address

Employee Status*

ABC Phone Number*

Format: 000-000-0000

ABC Email Address*

Detailed Description*

Provide details of the incident

Summary | Save As Draft | Submit

BMC Service Request Management

Benefits Incident

Requested By: John Doe
Phone: ###
Requested For: John Doe
Email: John.Doe@tn.gov

Quantity: 1

Attachments:

Agency Name*

Select Classification*: State

Select Category*

Select Service*

Systems
HOC
Spouse
Child
ABC

option that starts with **Transfer** as these options are used internally by
nly.

HOC Edison Employee ID*

yee ID if reporting a member issue. Otherwise, use your Edison Employee

HOC Employee Name*

HOC Employee Email Address

Employee Status*

ABC Phone Number*

Format: 000-000-0000

ABC Email Address*

Detailed Description*

Provide details of the incident

Summary | Save As Draft | Submit

Instructions

Select the category that best describes the issue you will submit in the ticket

BMC Service R

Request Serv

All Categor

Bene

New

Available Reque

Benefits Incident

Benefits Incident

Requested By: John Doe
Requested For: John Doe
Phone: 1-615-741-3590
Email: John.Doe@tn.gov

Quantity: 1

Attachments:

Agency Name*

Select Classification*: State

Select Category*: HOC

Select Service*

STH Prescription
STH Waiver/Refused Coverage
STH Certificate of Coverage
STH Eligibiilty Question
STH Enrollment Error

with **Transfer** as these options are used internally by

HOC Edison Employee ID*

g a member issue. Otherwise, use your Edison Employee

HOC Employee Name*

HOC Employee Email Address

Employee Status*

ABC Phone Number*

Format: 000-000-0000

ABC Email Address*

Detailed Description*

Provide details of the incident

Summary | Save As Draft | Submit

Instructions

Select the Service that best describes the issue you will submit in the ticket

BMC Service Request Management

Benefits Incident

Requested By: John Doe
Requested For: John Doe
Phone: 1-615-741-3590
Email: John.Doe@tn.gov

Quantity: 1

Attachments:

Agency Name*

Select Classification*: State

Select Category*: HOC

Select Service*: STH Enrollment Error

Please do not select any option that starts with **Transfer** as these options are used internally by Benefits Administration only.

HOC Edison Employee ID*

Enter HOC Edison Employee ID if reporting a member issue. Otherwise, use your Edison Employee ID.

HOC Employee Name*

HOC Employee Email Address

Employee Status*

ABC Phone Number*

Format: 000-000-0000

ABC Email Address*

Detailed Description*

Provide details of the incident

Summary | Save As Draft | Submit

Instructions

Enter the Employee's Edison ID number, Employee Name, Employee Status

ABC Phone Number, ABC Email

BMC Service Request Management

Benefits Incident

Requested By: John Doe
Requested For: John Doe
Phone: 1-615-741-3590
Email: John.Doe@tn.gov

Quantity: 1

Attachments:

Agency Name*

Select Classification*: State

Select Category*: HOC

Select Service*: STH Enrollment Error

Please do not select any option that starts with **Transfer** as these options are used internally by Benefits Administration only.

HOC Edison Employee ID*

Enter HOC Edison Employee ID if reporting a member issue. Otherwise, use your Edison Employee ID.

HOC Employee Name*

HOC Employee Email Address

Employee Status*

ABC Phone Number*

Format: 000-000-0000

ABC Email Address*

Detailed Description*

Provide details of the incident

Instructions

Enter a Detailed Description of the issue

Summary | Save As Draft | Submit

BMC Service Request Management

Benefits Incident

Requested By: John Doe
Requested For: John Doe
Phone: 1-615-741-3590
Email: John.Doe@tn.gov

Quantity: 1

Attachments:

Agency Name*

Select Classification*: State

Select Category*: HOC

Select Service*: STH Enrollment Error

Please do not select any option that starts with **Transfer** as these options are used internally by Benefits Administration only.

HOC Edison Employee ID*: 00123456

Enter HOC Edison Employee ID if reporting a member issue. Otherwise, use your Edison Employee ID.

HOC Employee Name*: Jane Lane

HOC Employee Email Address:

Employee Status*: Active

ABC Phone Number*: 615-741-0000

Format: 000-000-0000

ABC Email Address*: jane.lane@tn.gov

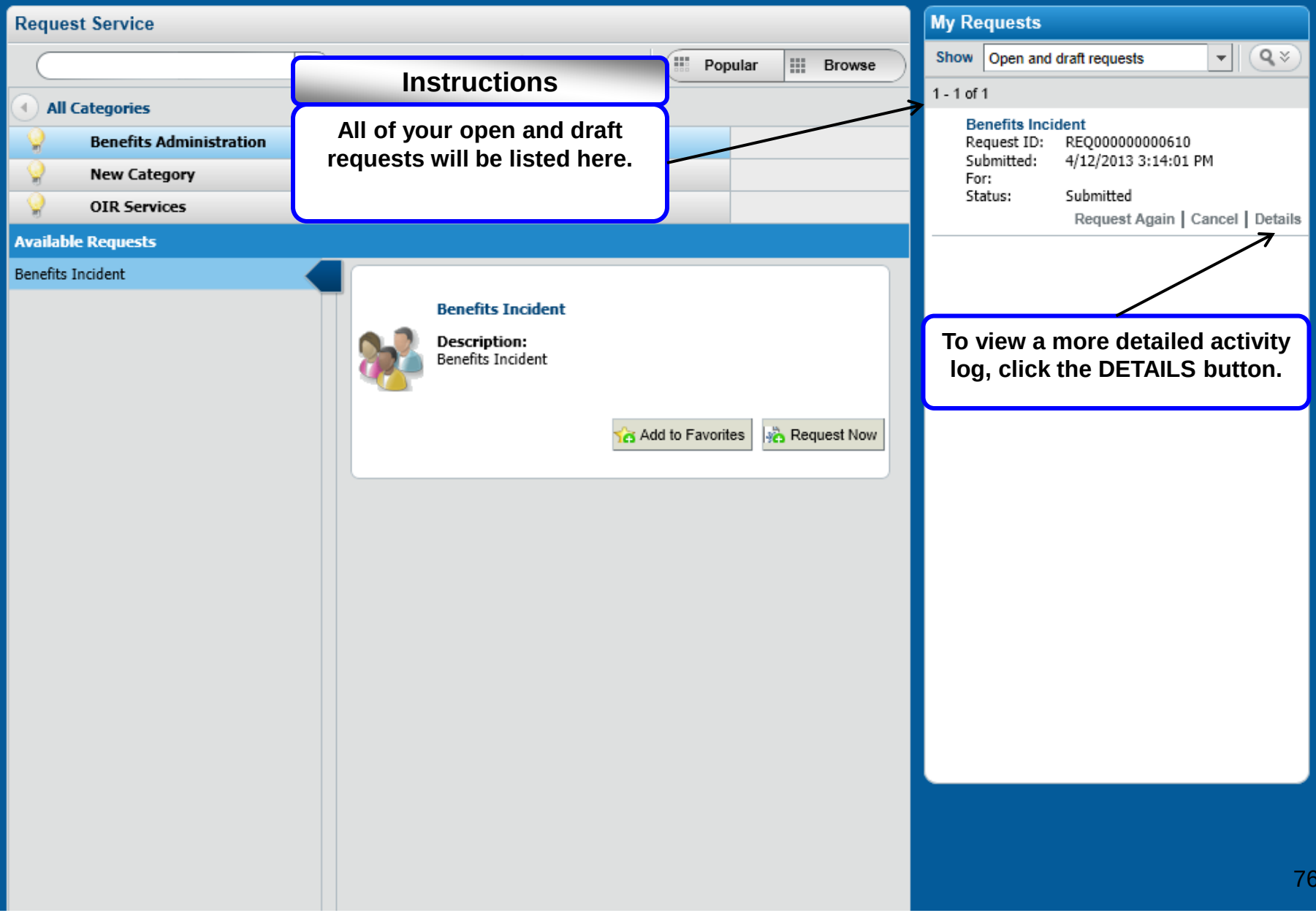
Detailed Description*: Detailed Description

Provide details of the incident

Instructions

When finished, click on the SUBMIT button

Summary | Save As Draft | Submit



Instructions

All of your open and draft requests will be listed here.

To view a more detailed activity log, click the DETAILS button.

BMC Service Request Management

Welcome,

Request Service

My Requests

Request Details

Details | Additional Details | Process View

Draft | Waiting Approval | Initiated | In Progress | Completed | Closed

General Information

Request Status:	Initiated
ID:	REQ000000000610
Title:	Benefits Incident
Quantity:	1
Submit Date:	4/12/2013 3:14:01 PM
Requested By:	
Requested For:	
Company:	F&A Benefits Administration
Phone:	1 865 329-3399
Email:	

Activity Log

4/12/2013 4:21:12 PM ; [illegible] (ag04i98)

This is another test. To see the notes.

4/12/2013 4:18:36 PM ; [illegible] (ag04i98)

This is a test.kjjj

<type your activity log text here>

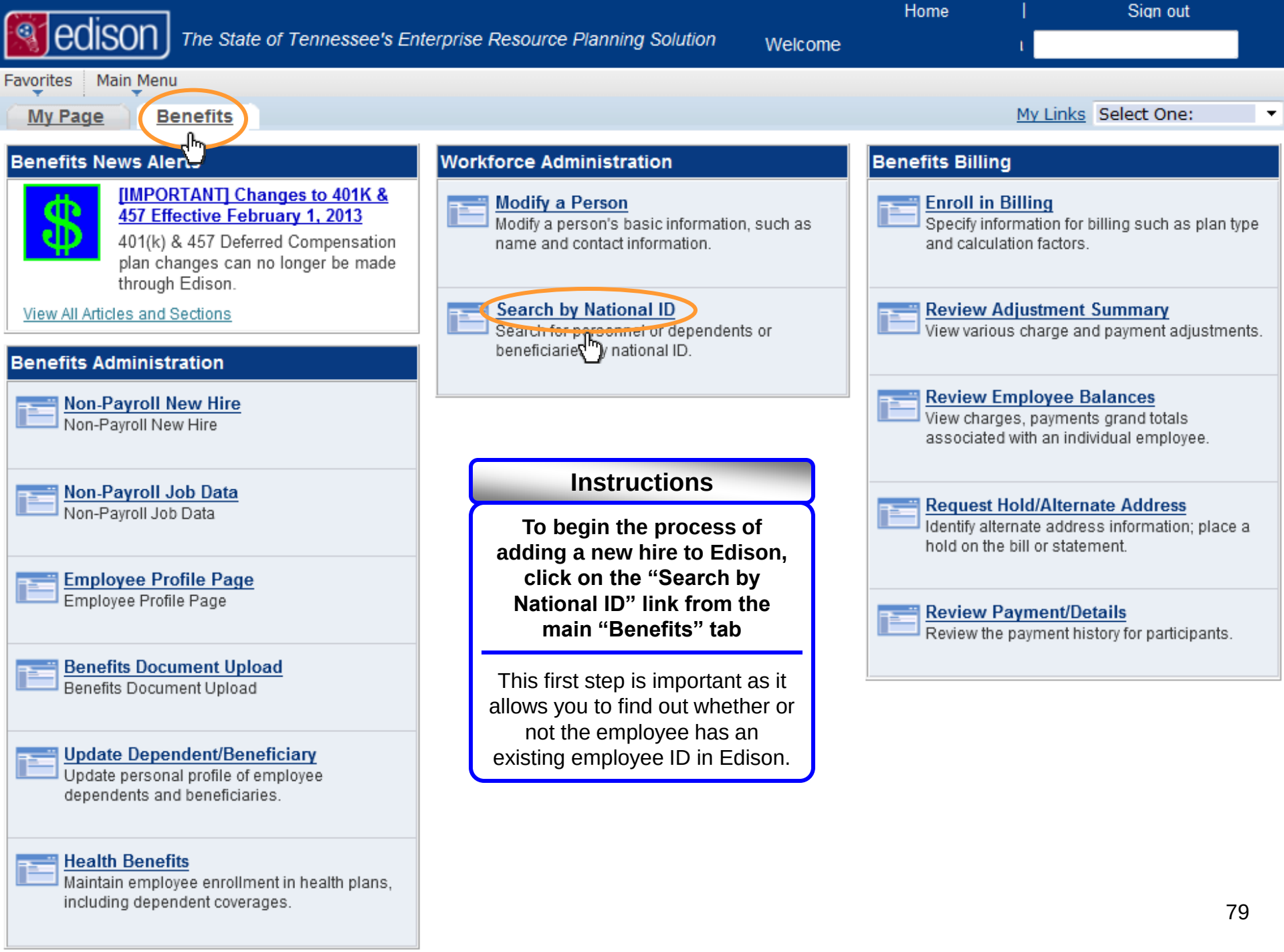
<File Name>

The notes will be listed in the Activity Log.

Request Again | Cancel Request | Close | Print

Hiring a New Employee Who Does Not Have an Existing Edison Employee ID

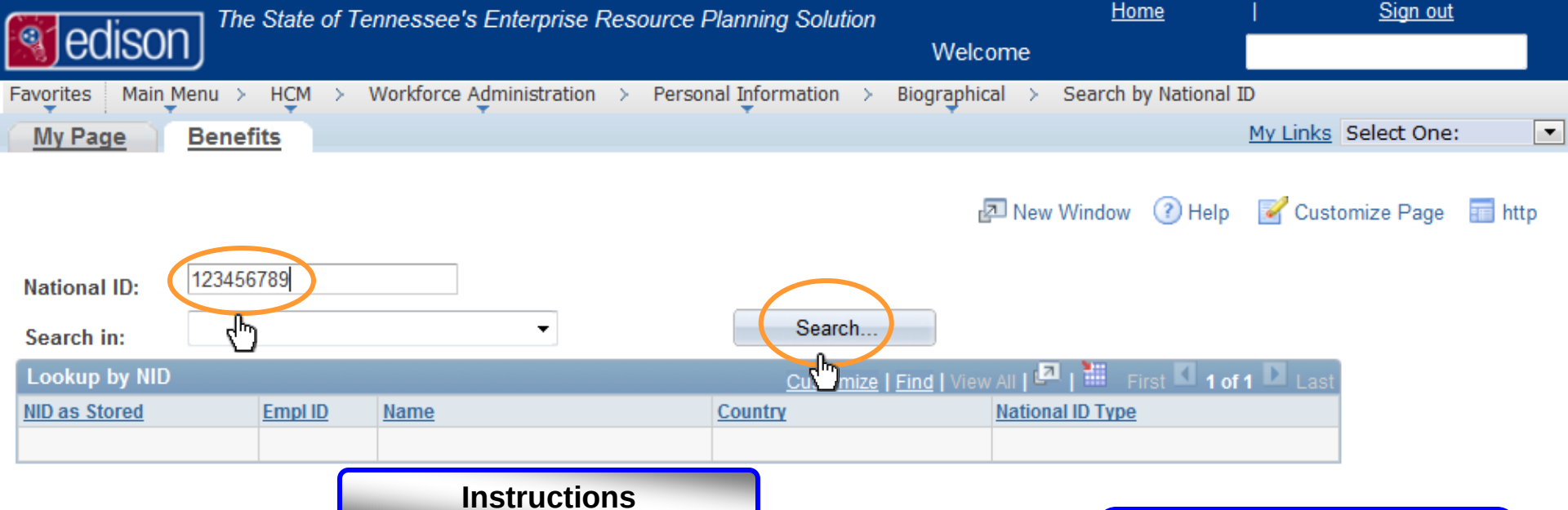
If a new employee has never been employed by an agency who participates in the State Plan, then they should not have an existing Edison employee ID.



Instructions

To begin the process of adding a new hire to Edison, click on the "Search by National ID" link from the main "Benefits" tab

This first step is important as it allows you to find out whether or not the employee has an existing employee ID in Edison.



Instructions

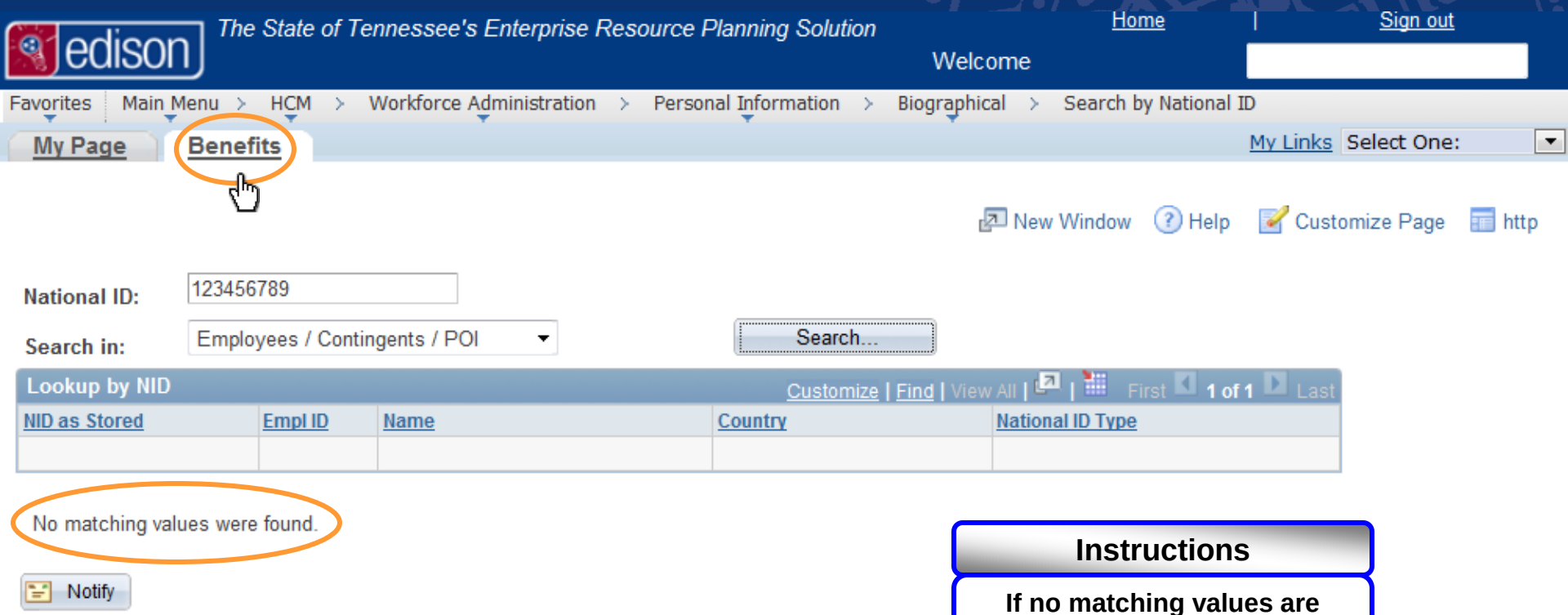
Click within the *National ID* field and enter the Social Security Number for the employee you are about to hire. (National ID is the same as Social Security Number)

Always search for the employee by SSN before beginning the hiring process, even if you think they have never been entered into Edison before. This is to prevent duplicate accounts from being created for an employee.

Then click "Search"

If you hit "Enter" on your keyboard instead, the system won't process your request. You have to click "Search" from this screen.

PARTNERS FOR HEALTH



Instructions

If no matching values are found, then click on "Benefits" tab to start the process of adding the employee to Edison

PARTNERS FOR HEALTH

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Home | Sign out

Welcome

Favorites | Main Menu

My Page | Benefits

My Links Select One:

Benefits News Alerts

[IMPORTANT] Changes to 401K & 457 Effective February 1, 2013

401(k) & 457 Deferred Compensation plan changes can no longer be made through Edison.

View All Articles and Sections

Benefits Administration

Non-Payroll New Hire
Non-Payroll New Hire

Non-Payroll Job Data
Non-Payroll Job Data

Employee Profile Page
Employee Profile Page

Benefits Document Upload
Benefits Document Upload

Update Dependent/Beneficiary
Update personal profile of employee dependents and beneficiaries.

Health Benefits
Maintain employee enrollment in health plans, including dependent coverages.

Workforce Administration

Modify a Person
Modify a person's basic information, such as name and contact information.

Search by National ID
Search for personnel or dependents or beneficiaries by national ID.

Benefits Billing

Enroll in Billing
Specify information for billing such as plan type and calculation factors.

Review Adjustment Summary
View various charge and payment adjustments.

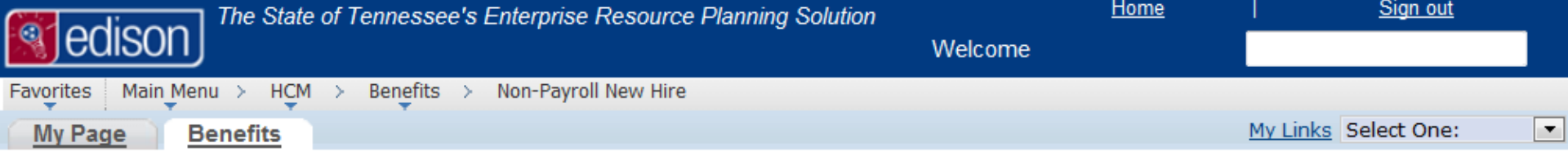
Review Employee Balances
View charges, payments grand totals associated with an individual employee.

Request Hold/Alternate Address
Identify alternate address information; place a hold on the bill or statement.

Review Payment/Details
Review the payment history for participants.

Instructions

Click "Non-Payroll New Hire"



Non-Payroll New Hire

Add a New Value

Empl ID: NEW

Add

The *Person ID* field should auto populate with the word "NEW."

Click ADD

PARTNERS FOR HEALTH

Non-Payroll New Hire Page

TN NP New Hire

Personal Information

*Effective Date: 03/08/2013

Name Information

*First Name:

Middle Name:

*Last Name:

Biographical Information

*Date of Birth:

*Gender:

*Marital Status:

*As of: 03/08/2013

*National ID:

Address Information

*Address 1:

Address 2:

Address 3:

*City: *State: *Postal:

*County:

*Home Phone:

The required fields are noted with an asterisk.

Job Information

*Effective Date: 03/08/2013

Action / Reason: HIR

*Position Number:

Regulatory Region:

Company:

Business Unit:

Department:

Location:

*Empl Class:

*Vision Offered Yes No

*Compensation Rate: 0.000000

Submit and Add Next

The department and position numbers are specific to your Agency. The department & position numbers are issued by the Edison Team.

There are four sections to the Non-Payroll New Hire Page that need to be entered. They are: Name Information, Biographical Information, Address Information, and Job Information.

PARTNERS FOR HEALTH

TN NP New Hire

Instructions

When the page appears, this effective date will appear as the current date. Leave this date as is unless the effective date is in the past. If the effective date is in the past use the job effective date.

Enter all the employee's personal information. (Name Information, Biographical information, & Address Information)

This Effective Date will also default to the current date. Enter the eligibility date of the employee here. Benefits will start the first day of the following month of the Effective Date listed here. If your agency has a probationary period, the date should be the first of the month prior to the start of benefits for the employee.

The easiest way to change the date is to click the calendar icon to the right of the field.

Personal Information

*Effective Date: 03/08/2013

Name Information

*First Name:

Middle Name:

*Last Name:

Biographical Information

*Date of Birth:

*Gender:

*Marital Status: *As of: 03/08/2013

*National ID:

Address Information

*Address 1:

Address 2:

Address 3:

*City: *State: *Postal:

*County:

*Home Phone:

*Effective Date: 04/01/2013

Action / Reason: HIR

*Position Number:

Regulatory Region:

Company:

Business Unit:

Department:

Location:

*Empl Class:

*Vision Offered Yes No

*Compensation Rate: 0.000000

Submit and Add Next

TN NP New Hire

Personal Information

*Effective Date: 03/08/2013

Name Information

*First Name:

Middle Name:

*Last Name:

Biographical Information

*Date of Birth:

*Gender:

*Marital Status:

*As of: 03/08/2013

*National ID:

Address Information

*Address 1:

Address 2:

Address 3:

*City: *State: *Postal:

*County:

*Home Phone:

Click on the spy glass to retrieve the correct Position Number.

The Region, Company, Business Unit, Department, and Location will automatically populate.

Instructions

Select "X-Benefits Employee Hire" in the *Reason* field under Job Information

Job Information

*Effective Date: 04/01/2013

Action / Reason: HIR

*Position Number:

Regulatory Region:

Company:

Business Unit:

Department:

Location:

*Empl Class:

*Vision Offered Yes No

*Compensation Rate: 0.000000

X-Benefits Employee Hire
X-Benefits Higher Educ Empl
X-Benefits Offline Hire
X-Benefits Retiree Hire

Select the employee class from this drop down box.

Employee class codes are located on page 12.

Submit and Add Next

PARTNERS FOR HEALTH

Employee Class Codes

Local Education		
Employee Type	With Dental	Without Dental
Teachers	TEA	TEN
Support Staff	TEO	TON
Local Government		
Employee Type	With Dental	Without Dental
Premium LVL 1	GA1	ND1
Premium LVL 2	GA2	ND2
Premium LVL 3	GA3	ND3

- ☆ University of Tennessee will always select **UTN**
- ☆ All other Higher Educations will select **TBR**

PARTNERS FOR HEALTH

TN NP New Hire

Personal Information

*Effective Date: 03/08/2013

Name Information

*First Name:

Middle Name:

*Last Name:

Biographical Information

*Date of Birth:

*Gender:

*Marital Status: *As of: 03/08/2013

*National ID:

Address Information

*Address 1:

Address 2:

Address 3:

*City: *State: *Postal:

*County:

*Home Phone:

Job Information

*Effective Date: 04/01/2013

Action / Reason: HIR

*Position Number:

Regulatory Region:

Company:

Business Unit:

Department:

Location:

*Empl Class:

*Vision Offered Yes No

*Compensation Rate: 0.000000

Submit and Add Next

Instructions

For *LE* & *LG*, select Yes or No depending whether state vision is offered to Employees

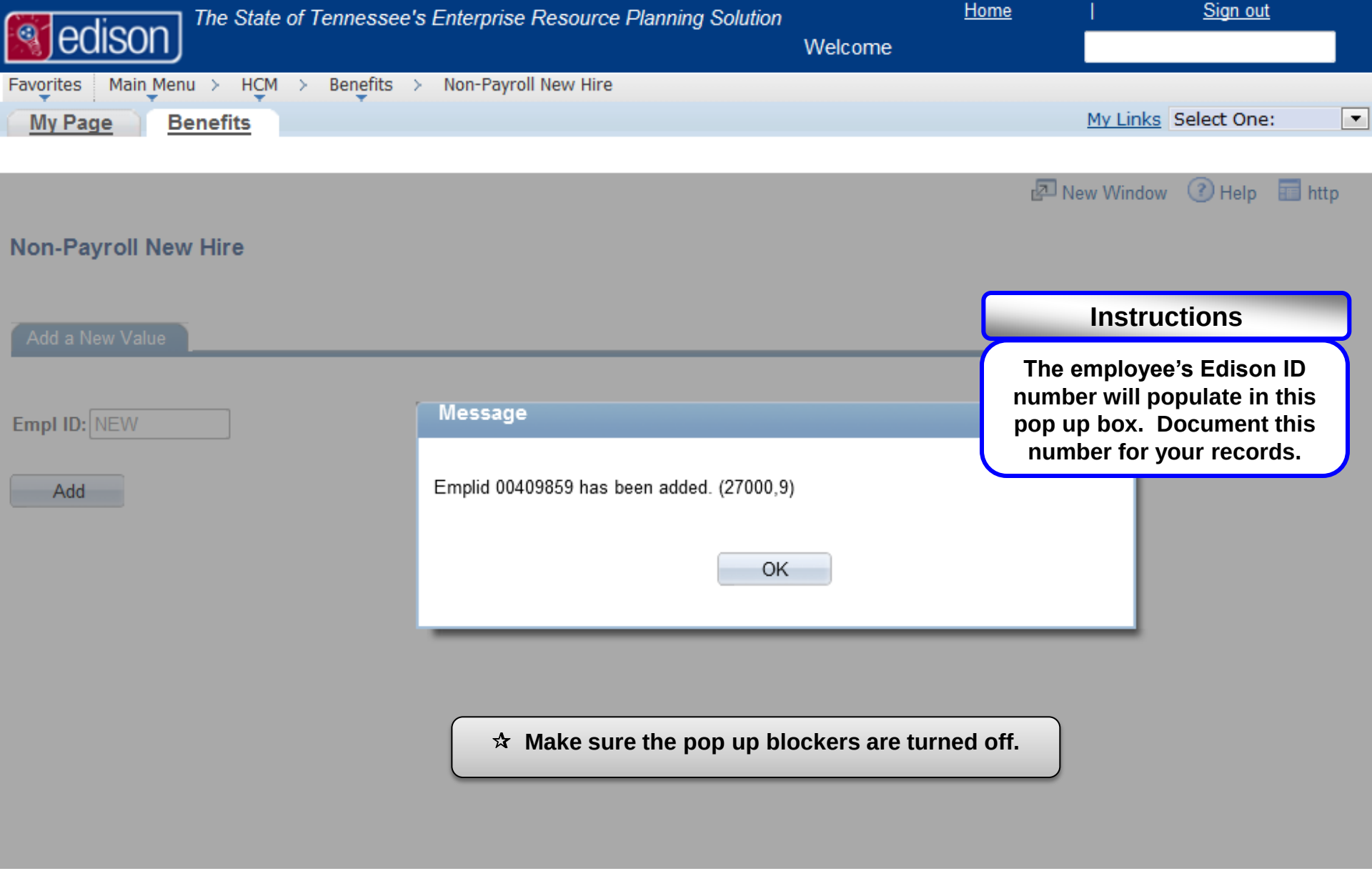
Higher Education always select Yes.

Compensation rate defaults to $50,000 for *LE* & *LG*.

For *Higher Education*, the life insurance coverage and premium rate is determined by this information. Enter the correct annual compensation rate.

When finished, click on the SUBMIT AND ADD NEXT button.

PARTNERS FOR HEALTH



Instructions

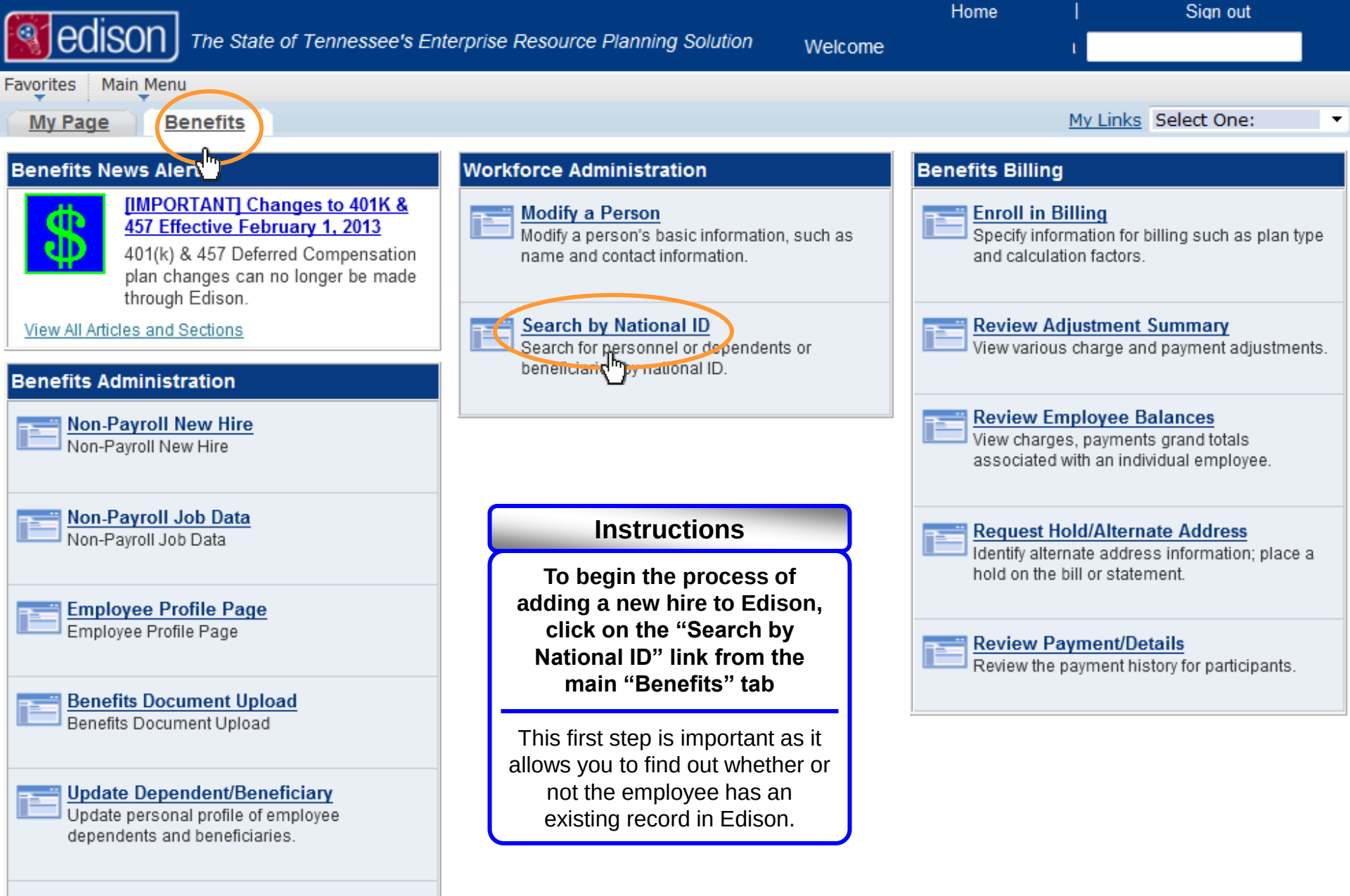
The employee's Edison ID number will populate in this pop up box. Document this number for your records.

☆ **Make sure the pop up blockers are turned off.**

PARTNERS FOR HEALTH

Hiring a New Employee Who Has An Existing Edison Employee ID

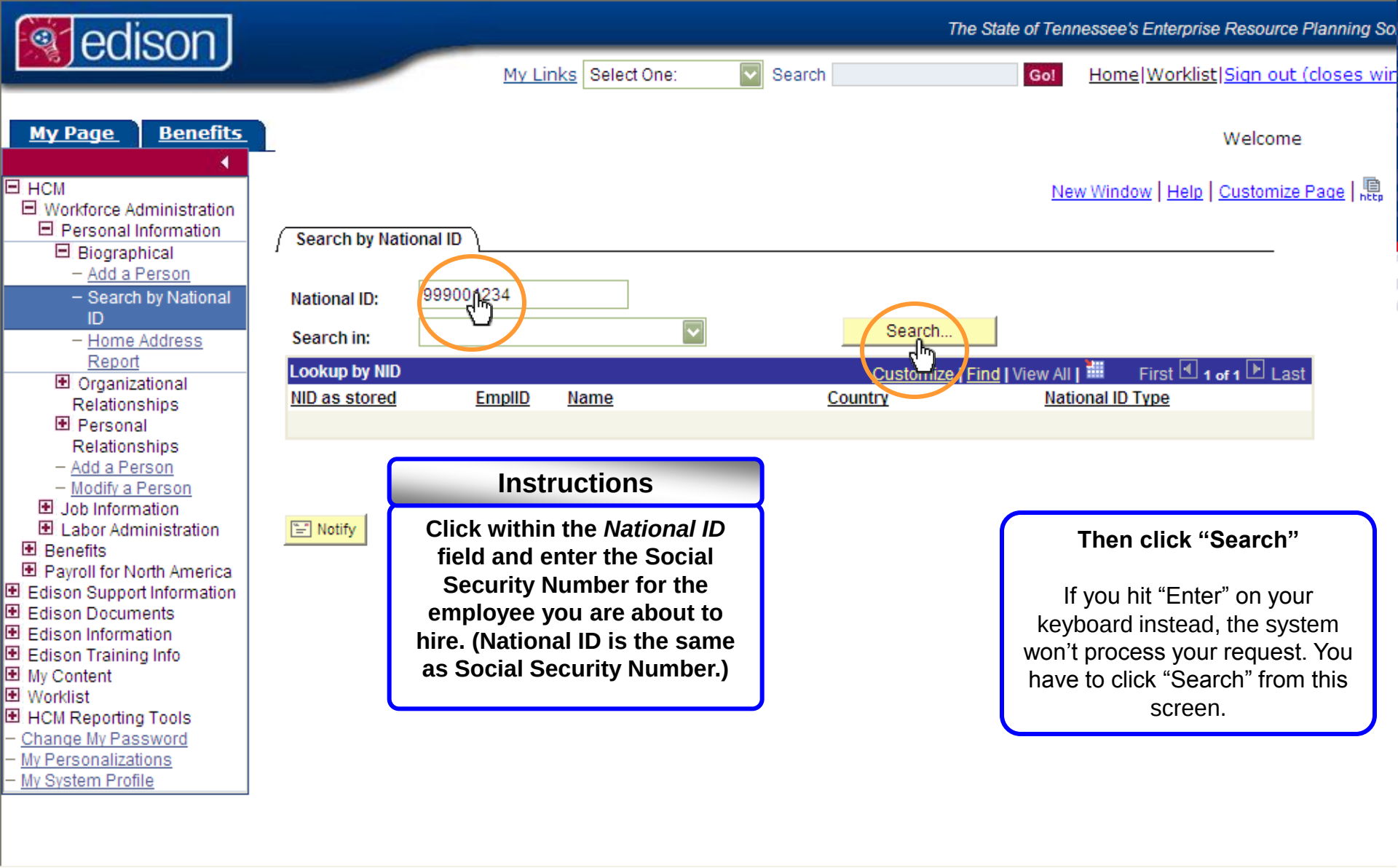
If an employee has worked for another agency participating in the State Plan, then he or she may have an existing Edison Employee ID.



Instructions

To begin the process of adding a new hire to Edison, click on the "Search by National ID" link from the main "Benefits" tab

This first step is important as it allows you to find out whether or not the employee has an existing record in Edison.

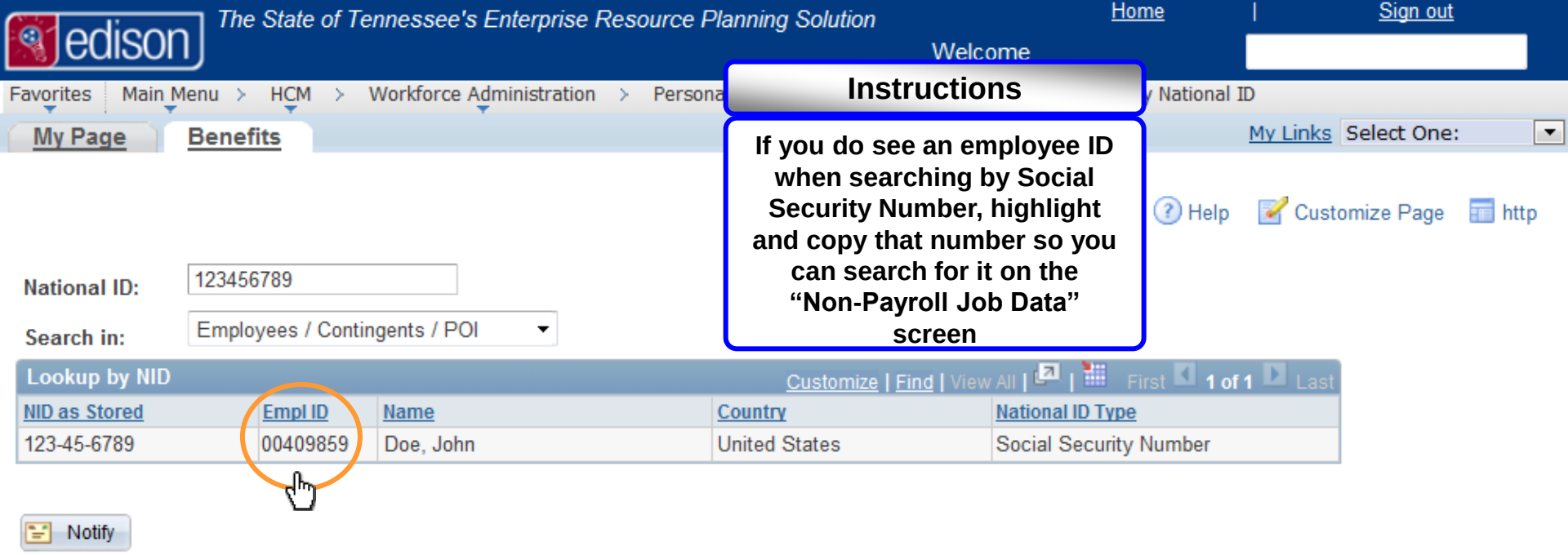


Instructions

Click within the *National ID* field and enter the Social Security Number for the employee you are about to hire. (National ID is the same as Social Security Number.)

Then click "Search"

If you hit "Enter" on your keyboard instead, the system won't process your request. You have to click "Search" from this screen.



Instructions

If you do see an employee ID when searching by Social Security Number, highlight and copy that number so you can search for it on the "Non-Payroll Job Data" screen

Due to security restrictions in Edison, if the employee has worked for another agency before, you will not be able to see his or her prior records in the system. An enrollment form will need to be submitted to Benefits Administration. BA will need to enter the employee information. Please make sure to include the employee ID on the enrollment form.

PARTNERS FOR HEALTH

Rehiring an Employee

This procedure allows you to rehire a former employee of your agency.

☆ **This applies to all entities with data entry access (Not State)**

edison The State of Tennessee's Enterprise Resource Planning Solution

Home | Sign out

Welcome

Favorites | Main Menu

My Page | Benefits

My Links Select One:

Benefits News Alerts

[IMPORTANT] Changes to 401K & 457 Effective February 1, 2013

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View All Articles and Sections

Benefits Administration

Non-Payroll New Hire
Non-Payroll New Hire

Non-Payroll Job Data
Non-Payroll Job Data

Employee Profile Page
Employee Profile Page

Benefits Document Upload
Benefits Document Upload

Update Dependent/Beneficiary
Update personal profile of employee dependents and beneficiaries.

Health Benefits
Maintain employee enrollment in health plans, including dependent coverages.

Workforce Administration

Modify a Person
Modify a person's basic information, such as name and contact information.

Search by National ID
Search for personnel or dependents or beneficiaries by national ID.

Benefits Billing

Enroll in Billing
Specify information for billing such as plan type and calculation factors.

Review Adjustment Summary
View various charge and payment adjustments.

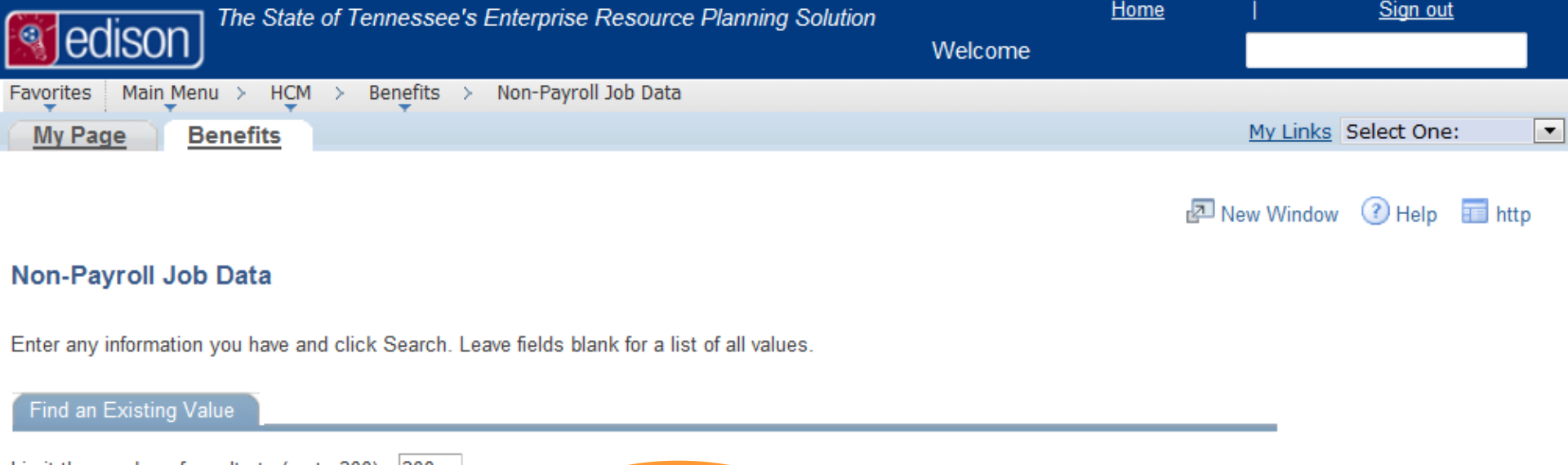
Review Employee Balances
View charges, payments grand totals associated with an individual employee.

Request Hold/Alternate Address
Identify alternate address information; place a hold on the bill or statement.

Review Payment/Details
Review the payment history for participants.

Instructions

Retrieve the Edison employee ID of the employee you wish to rehire and then click on the "Non-Payroll Job Data" link from the main "Benefits" tab



Instructions

Enter the employee ID in the *EmplID* field

Then click "Search"

PARTNERS FOR HEALTH

edison The State of Tennessee's Enterprise Resource Planning Solution Home | Sign out

Welcome

Favorites | Main Menu > HCM > Benefits > Non-Payroll Job Data

My Page | Benefits | My Links | Select One:

New Window | Help | Customize Pa

Non-Payroll Job Data Change

John Doe EMP ID: 00409859 Empl Record:

Job Information

*Effective Date: 04/01/2013

*Action: *Reason

*Position Number: 99001851

Regulatory Region: USA

Company: NP

Business Unit: LGGA2

Department: 9239700000

Location Code: NP047

*Empl Class: GA2

*Vision Offered Yes No

*Comp Rate: 50000.000000

Job History Customize | Find | View All | First 1-2 of 2 Last

	Effective Date	EFF SEQ	Action	Reason
1	03/15/2013	0	Terminatn	BenResign
2	03/08/2013	0	Hire	NonPayEmpl

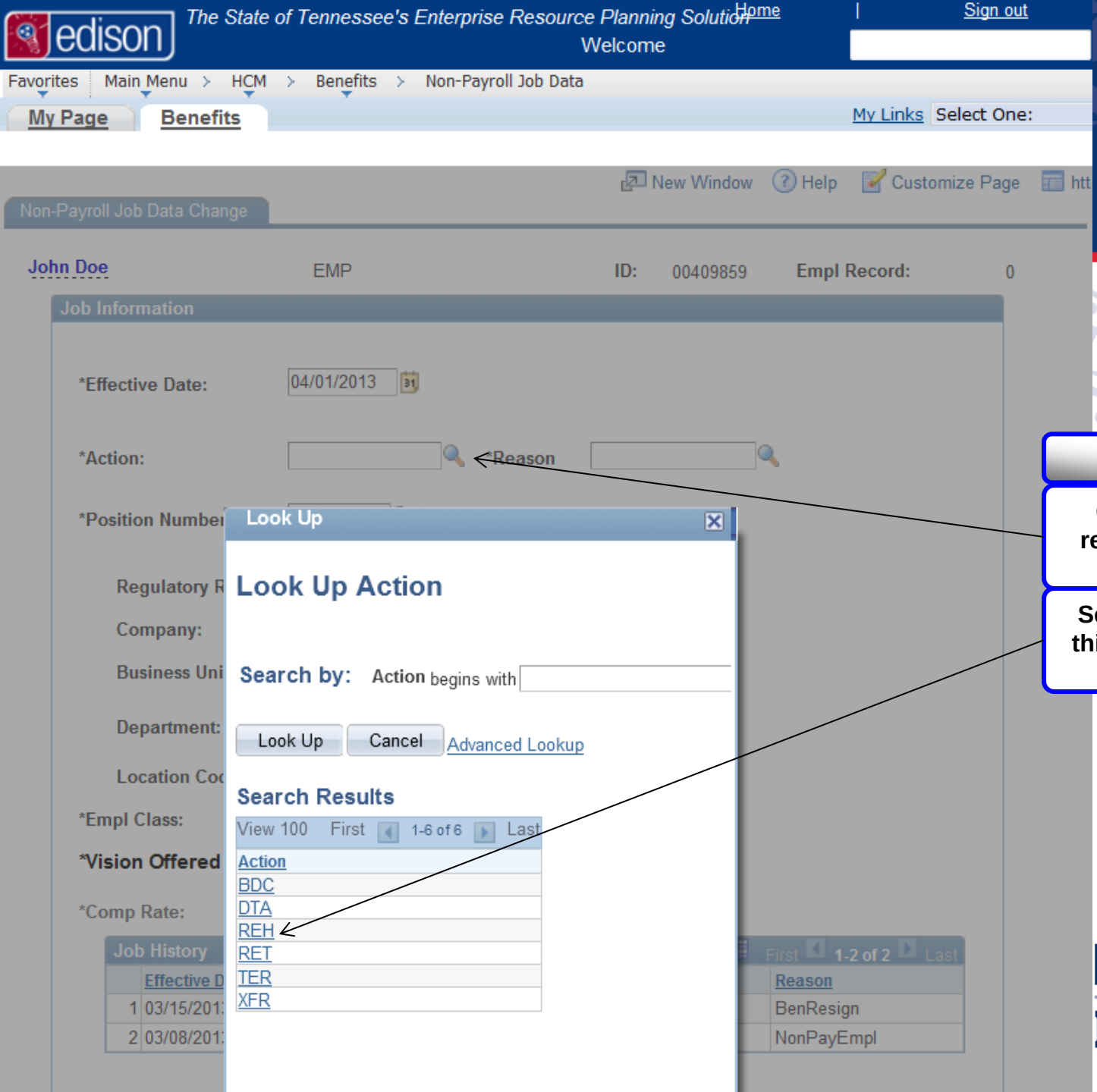
Submit

Instructions

The effective date will default to the current date. Enter the eligibility date of the employee. Benefits will start the first day of the following month of the Effective Date listed here.

If your agency has a probationary period, the date should be the first of the month prior to the start of benefits for the employee.

PARTNERS FOR HEALTH

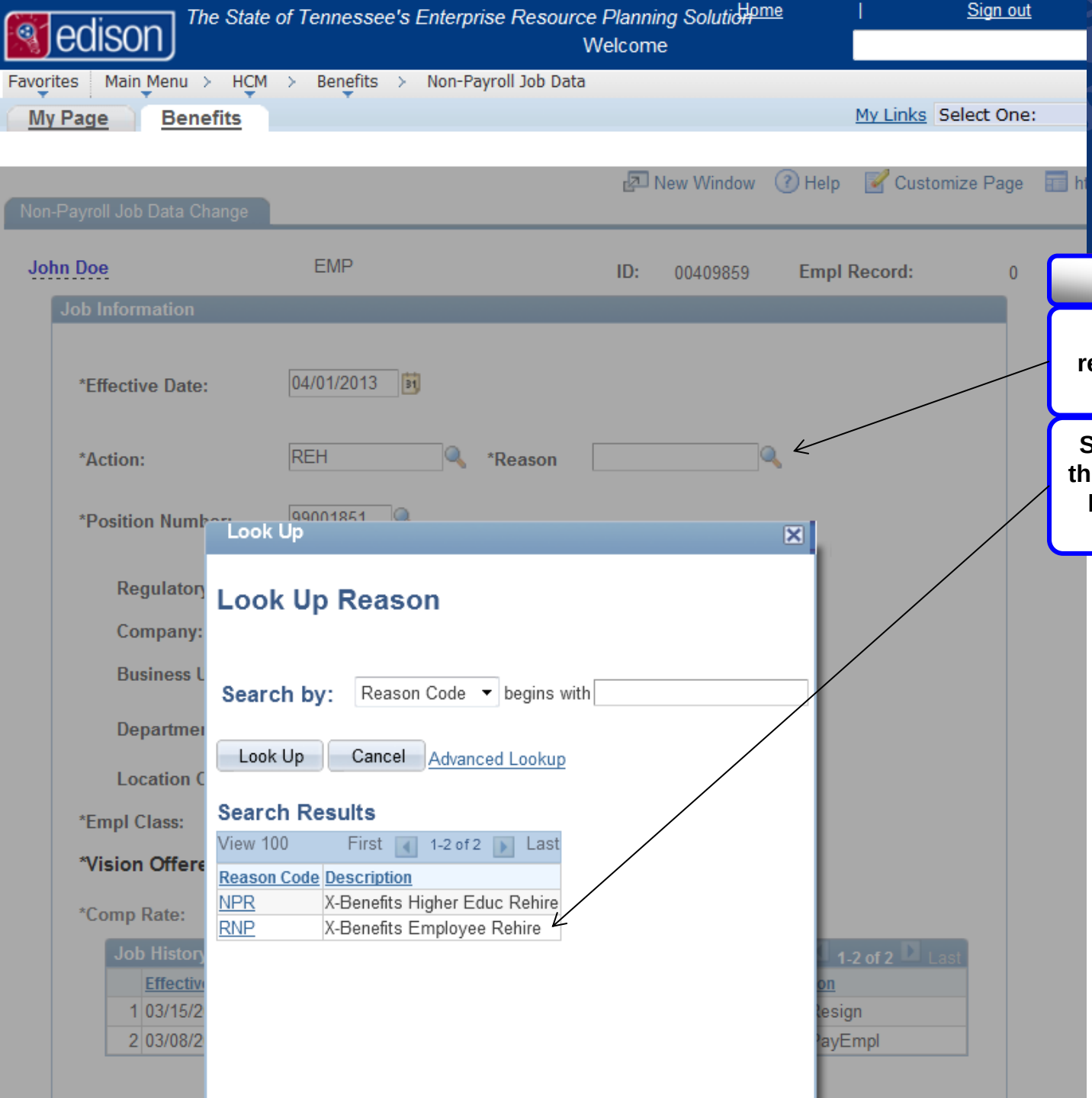


Instructions

Click on the spy glass to retrieve the code for Rehire

Select the correct action for this job data change - "REH"

PARTNERS FOR HEALTH



Instructions

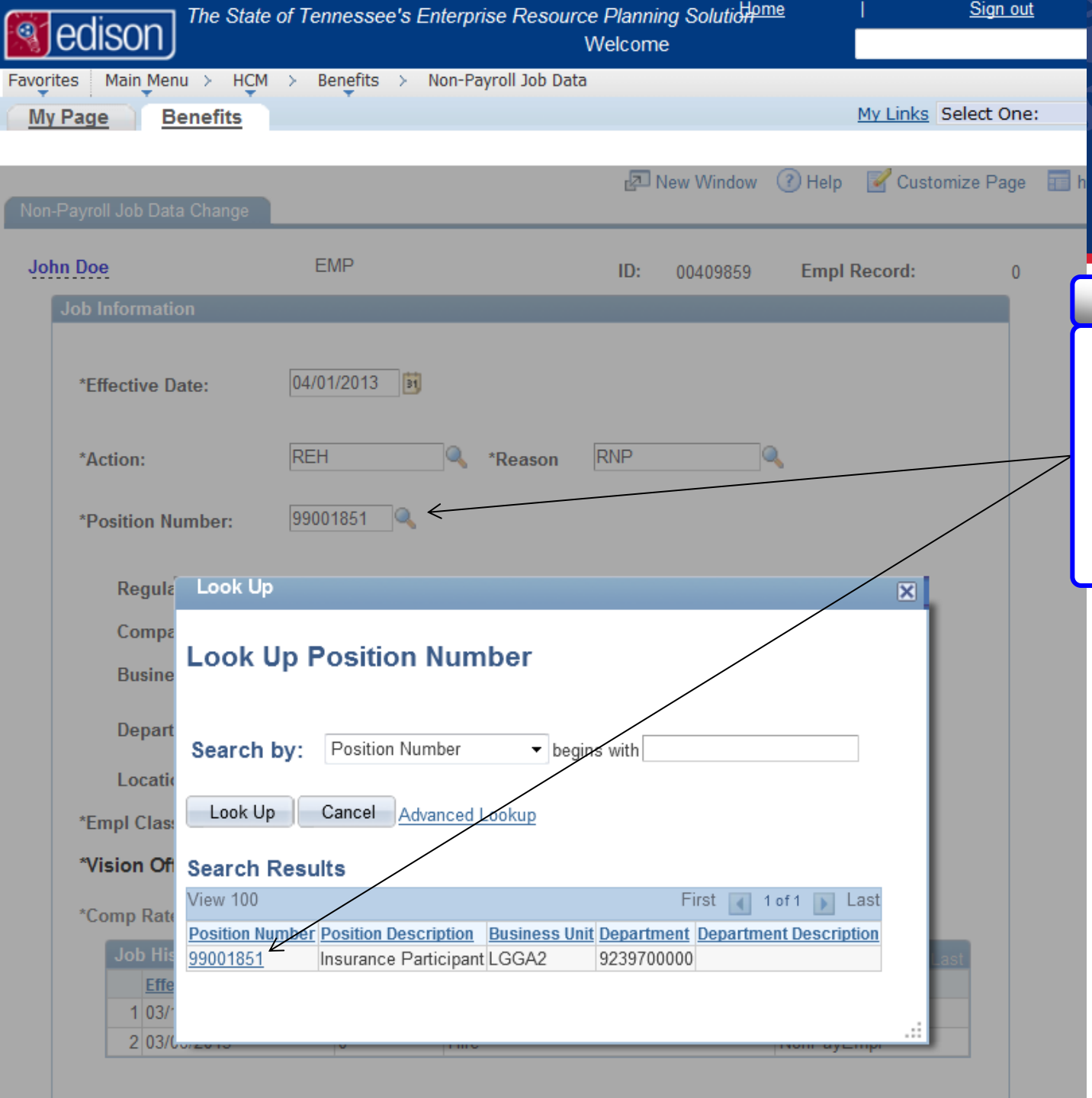
Click on the spy glass to retrieve the code for the type of rehire

Select the correct reason for this job data change - "RNP/X-Benefits Employee Rehire"

PARTNERS FOR HEALTH

Non-Payroll Job Data
Action & Reason

Action	Reason
BDC – Benefits Data Change	**FPT** – Full to Part Time
	PFT – Part to Full Time
DTA – Data Change	**NPD** – X-Benefits Emp Data Change
REH – Rehire	**NPR** – X-Benefits Higher Educ Rehire
	RNP – X-Benefits Employee Rehire
RET – Retirement	**XRT** – X-Benefits Employee Retirement
TER – Termination	**XDE** – X-Benefits Employee Death
	XIT – X-Benefits Emp Involunt Term
	XMC – X-Benefits Gross Misconduct
	XRS – X-Benefits Emp Resignation
XFR – Transfer	**XNP** – X-Benefits Employee Transfer



Instructions

Click on the spy glass to retrieve the correct Position Number.

The Region, Company, Business Unit, Department, and Location will automatically populate.

PARTNERS FOR HEALTH

edison The State of Tennessee's Enterprise Resource Planning Solution Home | Sign out

Welcome

Favorites | Main Menu > HCM > Benefits > Non-Payroll Job Data

My Page | Benefits | My Links | Select One:

New Window | Help | Customize Page

Non-Payroll Job Data Change

John Doe EMP ID: 00409859 Empl Record: 0

Job Information

*Effective Date: 04/01/2013

*Action: REH *Reason RNP

*Position Number: 99001851

Regulatory Region: USA

Company: NP

Business Unit: LGGA2

Department: 9239700000

Location Code: NP047

*Empl Class: GA2

*Vision Offered Yes No

*Comp Rate: 50000.000000

Job History Customize | Find | View All | First 1-2 of 2 Last

	Effective Date	EFFSEQ	Action	Reason
1	03/15/2013	0	Terminatn	BenResign
2	03/08/2013	0	Hire	NonPayEmpl

Submit

Instructions

Select the employee class from this drop down box.

Employee class codes are located on page 12.

For *LE* & *LG*, select Yes or No depending whether state vision is offered to Employees

***Higher Education* always select Yes.**

PARTNERS FOR HEALTH

edison The State of Tennessee's Enterprise Resource Planning Solution Home | Sign out

Welcome

Favorites | Main Menu > HCM > Benefits > Non-Payroll Job Data

My Page | Benefits | My Links | Select One:

New Window | Help | Customize Page | http

Non-Payroll Job Data Change

John Doe EMP ID: 00409859 Empl Record: 0

Job Information

*Effective Date: 04/01/2013

*Action: REH *Reason RNP

*Position Number: 99001851

Regulatory Region: USA

Company: NP

Business Unit: LGGA2

Department: 9239700000

Location Code: NP047

*Empl Class: GA2

*Vision Offered Yes No

*Comp Rate: 50000.000000

Job History Customize | Find | View All | First 1-2 of 2 Last

	Effective Date	EFFSEQ	Action	Reason
1	03/15/2013	0	Terminatn	BenResign
2	03/08/2013	0	Hire	NonPayEmpl

Submit

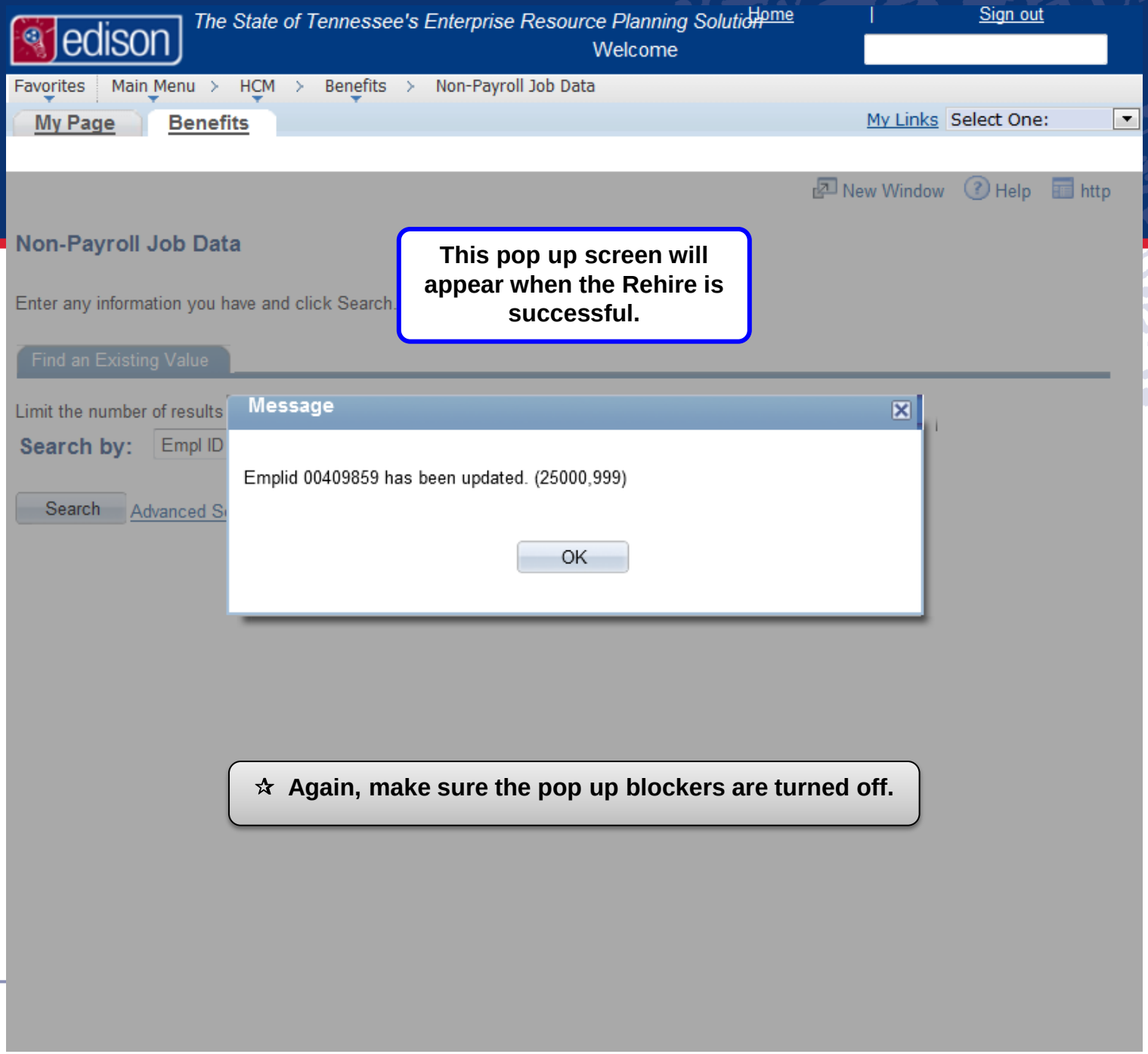
Instructions

Compensation rate defaults to $50,000 for *LE* & *LG*.

For *Higher Education*, the life insurance coverage and premium rate is determined by this information. Enter the correct annual compensation rate.

When finished, click on the SUBMIT button.

PARTNERS FOR HEALTH



This pop up screen will appear when the Rehire is successful.

☆ **Again, make sure the pop up blockers are turned off.**

Terminating an Employee

This procedure allows you to terminate an employee in Edison for any reason including resignation, involuntary termination, and retirement.

☆ **This applies to all entities with data entry access (Not State)**

edison The State of Tennessee's Enterprise Resource Planning Solution

Home | Sign out

Welcome

Favorites | Main Menu

My Page | Benefits

My Links Select One:

Benefits News Alerts

[IMPORTANT] Changes to 401K & 457 Effective February 1, 2013

401(k) & 457 Deferred Compensation plan changes can no longer be made through Edison.

View All Articles and Sections

Benefits Administration

Non-Payroll New Hire
Non-Payroll New Hire

Non-Payroll Job Data
Non-Payroll Job Data

Employee Profile Page
Employee Profile Page

Benefits Document Upload
Benefits Document Upload

Update Dependent/Beneficiary
Update personal profile of employee dependents and beneficiaries.

Health Benefits
Maintain employee enrollment in health plans, including dependent coverages.

Workforce Administration

Modify a Person
Modify a person's basic information, such as name and contact information.

Search by National ID
Search for personnel or dependents or beneficiaries by national ID.

Benefits Billing

Enroll in Billing
Specify information for billing such as plan type and calculation factors.

Review Adjustment Summary
View various charge and payment adjustments.

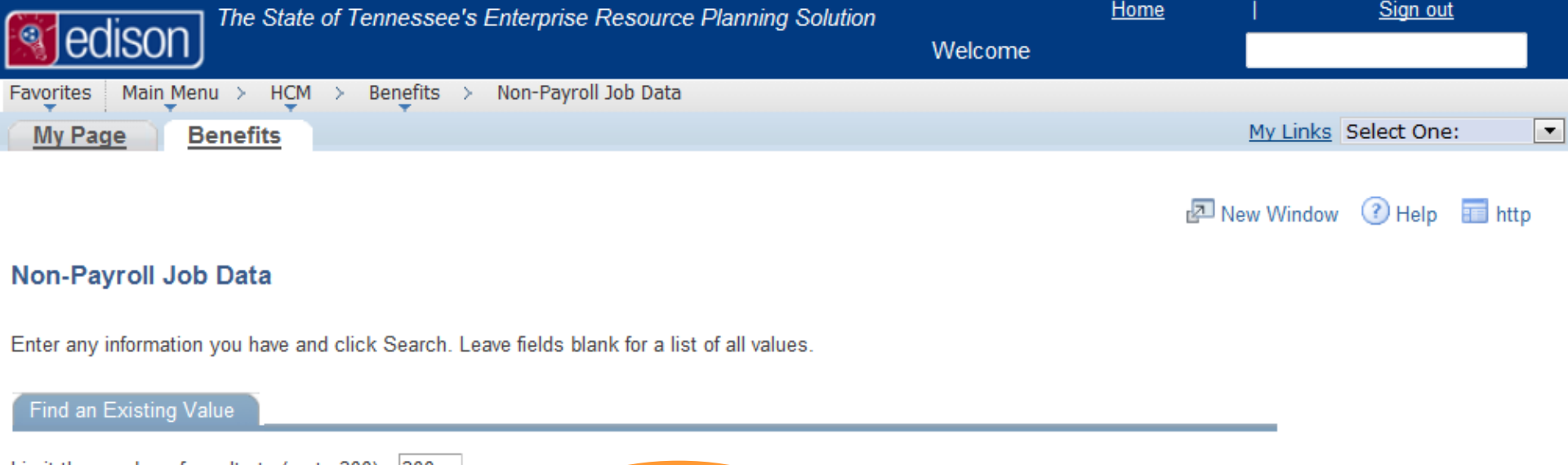
Review Employee Balances
View charges, payments grand totals associated with an individual employee.

Request Hold/Alternate Address
Identify alternate address information; place a hold on the bill or statement.

Review Payment/Details
Review the payment history for participants.

Instructions

Retrieve the Edison employee ID of the employee you wish to rehire and then click on the "Non-Payroll Job Data" link from the main "Benefits" tab



Instructions

Enter the employee ID in the *EmplID* field

Then click "Search"

edison The State of Tennessee's Enterprise Resource Planning Solution Home | Sign out

Welcome

Favorites | Main Menu > HCM > Benefits > Non-Payroll Job Data

My Page | Benefits | My Links | Select One:

New Window | Help | Customize Pag

Non-Payroll Job Data Change

John Doe EMP ID: 00409859 Empl Record:

Job Information

*Effective Date: 03/31/2014

*Action:

*Reason

*Position Number: 99001851

Regulatory Region: USA

Company: NP

Business Unit: LGGA2

Department: 9239700000

Location Code: NP047

*Empl Class: GA2

*Vision Offered Yes No

*Comp Rate: 50000.000000

Job History Customize | Find | View All | First 1 of 1 Last

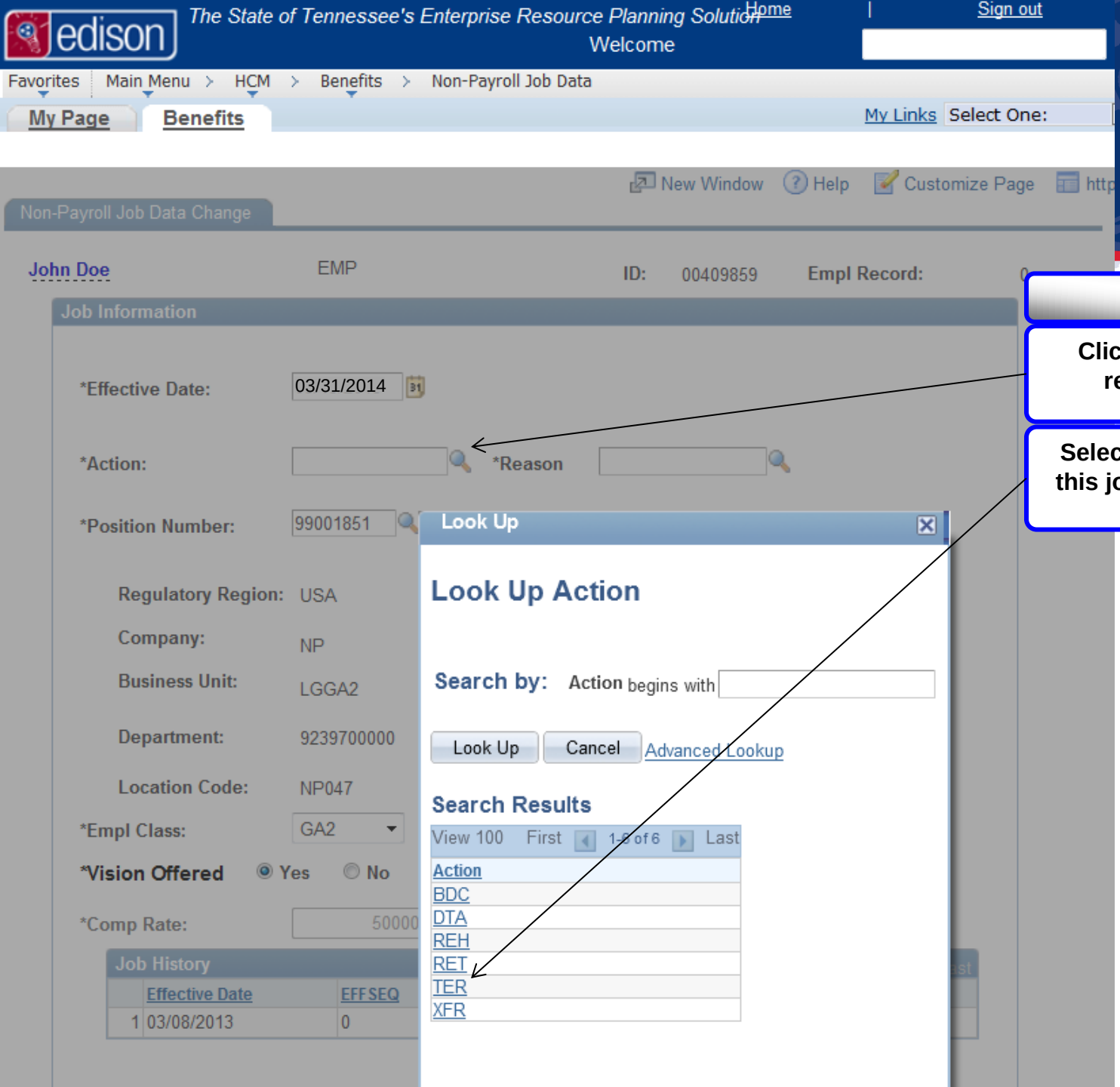
	Effective Date	EFFSEQ	Action	Reason
1	03/08/2013	0	Hire	NonPayEmpl

Submit

Instructions

Enter the termination effective date. The termination effective date is the last day of the month prior to the benefit termination date.

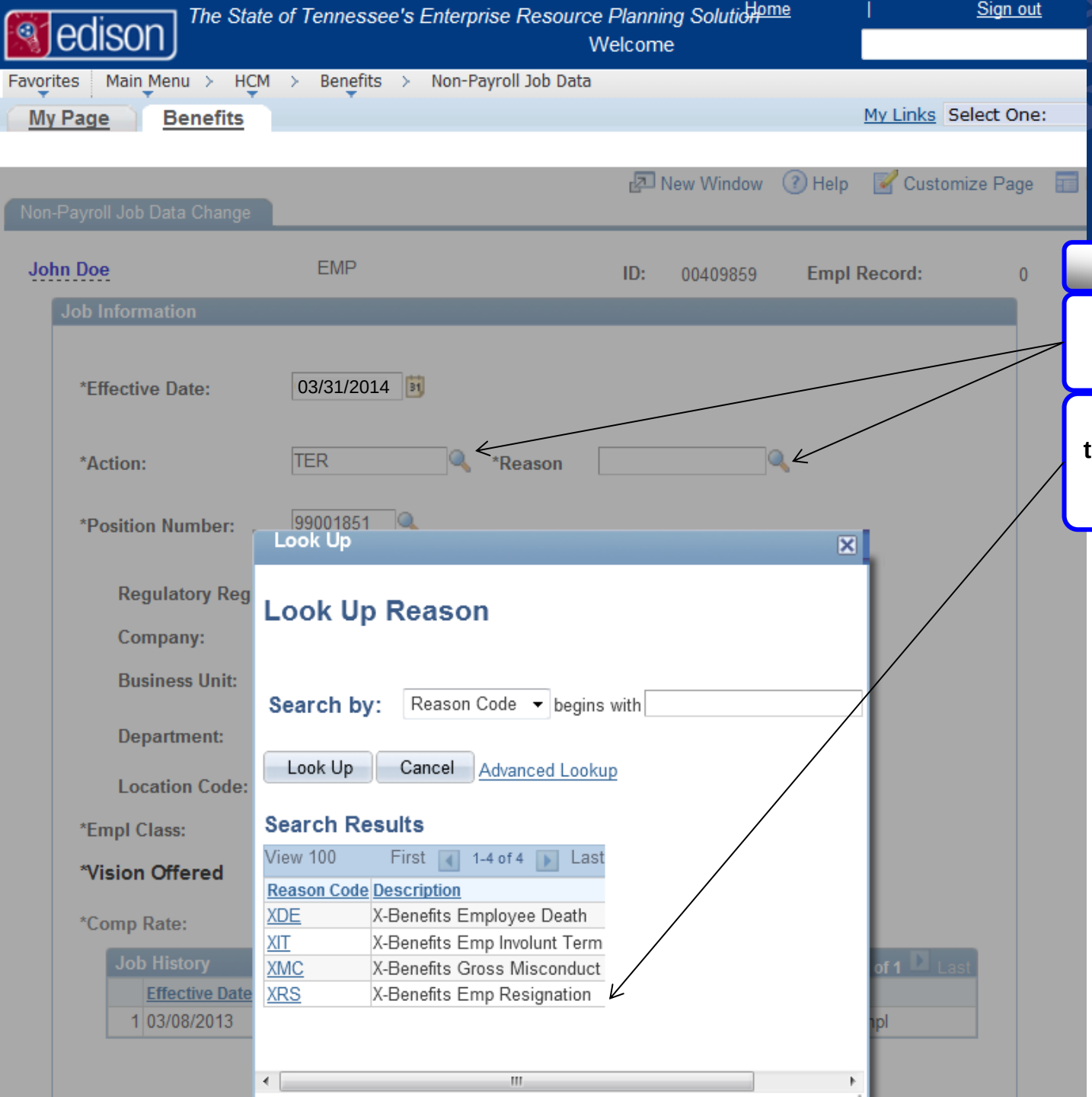
PARTNERS FOR HEALTH



Instructions

Click on the spy glass to retrieve the code for Termination

Select the correct action for this job data change - "TER"



Instructions

Click on the spy glass to retrieve the code for the type of termination

Select the correct reason for this job data change - "XRS/X-Benefits Emp Resignation"

PARTNERS FOR HEALTH

edison The State of Tennessee's Enterprise Resource Planning Solution Home | Sign out

Welcome

Favorites | Main Menu > HCM > Benefits > Non-Payroll Job Data

My Page | Benefits | My Links | Select One:

New Window | Help | Customize Page

Non-Payroll Job Data Change

John Doe EMP ID: 00409859 Empl Record: 0

Job Information

*Effective Date: 03/31/2014

*Action: TER *Reason XRS

*Position Number: 99001851

Regulatory Region: USA

Company: NP

Business Unit: LGGA2

Department: 9239700000

Location Code: NP047

*Empl Class: GA2

*Vision Offered Yes No

*Comp Rate: 50000.000000

Job History Customize | Find | View All | First 1 of 1 Last

	Effective Date	EFF SEQ	Action	Reason
1	03/08/2013	0	Hire	NonPayEmpl

Submit

Instructions

When finished, click SUBMIT

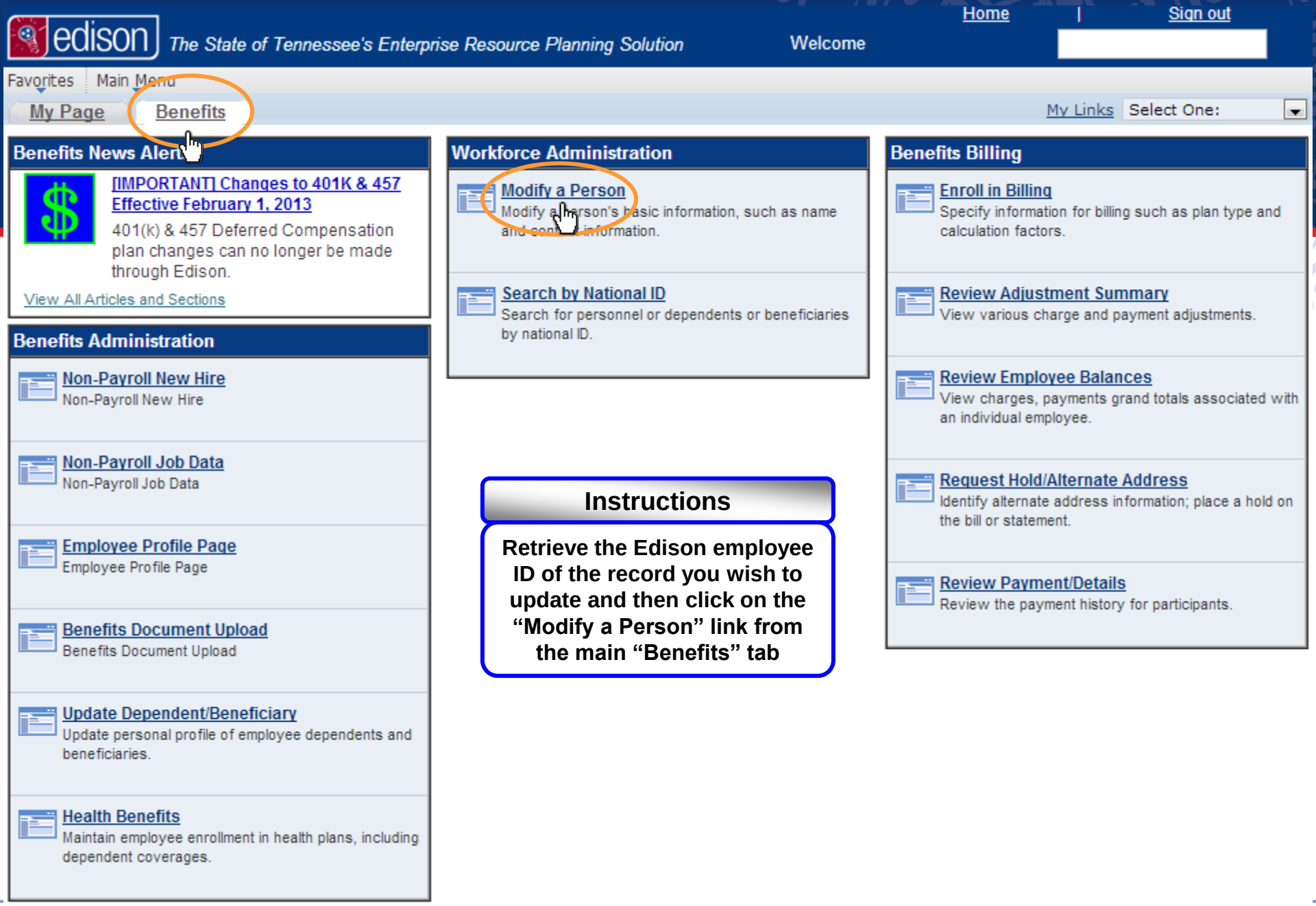
PARTNERS FOR HEALTH

This pop up screen will appear when the termination is successful.

If you key the termination in Edison, you do not need to send in an enrollment change form. The benefits will automatically terminate each night.

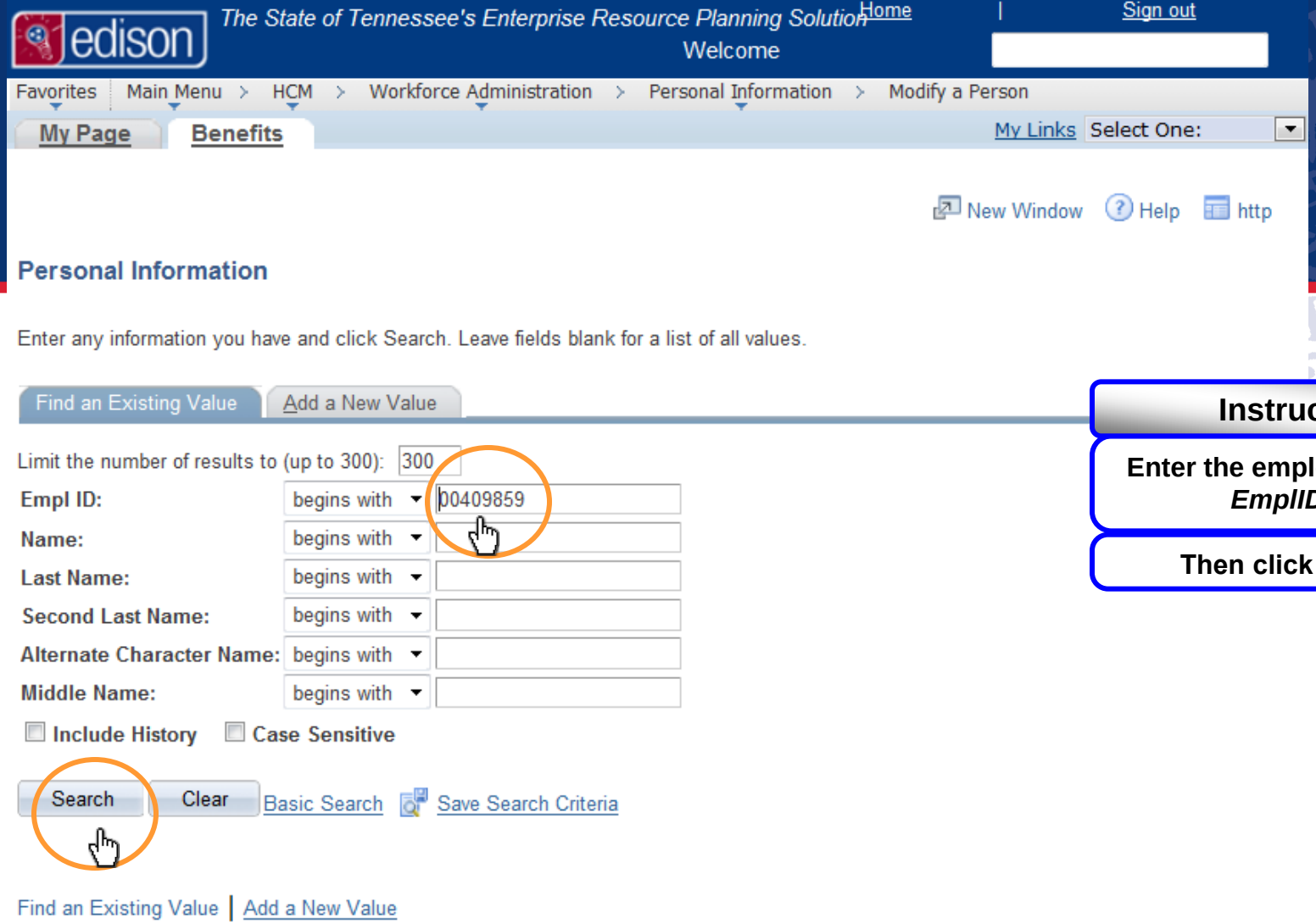
Changing Name and/or Marital Status

This procedure shows you how to update an employee's name and/or marital status.



Instructions

Retrieve the Edison employee ID of the record you wish to update and then click on the "Modify a Person" link from the main "Benefits" tab



Instructions

Enter the employee ID in the *EmplID* field

Then click "Search"

Favorites | Main Menu > HCM > Workforce Administration > Personal Information > Modify a Person

My Page | Benefits | My Links | Select One:

New Window | Help | Customize Page

Biographical Details | Contact Information | Regional

John Doe

Person ID: 00409859

Name — Find | View All | First 1 of 1 Last

Effective Date: 03/08/2013

Format Type: English

Display Name: Johnie Doe

View Name

Biographic Information

*Date of Birth: 03/01/1990 — 23 Years 0 Months

Date of Death:

Birth Country:

Birth Location:

Waive Data Protection

Biographical History — Find | View All | First 1 of

*Effective Date: 03/08/2013

*Gender: Female

*Highest Education Level: A-Not Indicated

*Marital Status: Single — As of: 03/08/2013

Language Code: English

Alternate ID:

Full-Time Student

National ID — Customize | Find | View All | First 1 of 1 Last

*Country	*National ID Type	National ID	Primary ID
USA	Social Security Number	456-78-1728	☑

Save | Return to Search | Notify | Refresh | Add | Update/Display | Include History

Biographical Details | Contact Information | Regional

Instructions

To change the name of an employee, click the + sign at the top right to add a row to the "Name" section

"Adding a row" just means you are creating a new record that you can make changes to and save, which then updates the record for that employee.

Favorites | Main Menu > HCM > Workforce Administration > Personal Information > Modify a Person

My Page | Benefits | My Links | Select One:

John Doe

Person ID: 00409859

Name — Find | View All — First 1 of 2 Last

*Effective Date: 03/11/2013

*Format Type: English

Display Name: Johnie Doe

Edit Name

Biographic Information

*Date of Birth: 03/01/1990 — 23 Years 0 Months

Date of Death:

Birth Country:

Birth Location:

Waive Data Protection

Biographical History — Find | View All — First 1

*Effective Date: 03/08/2013

*Gender: Female

*Highest Education Level: A-Not Indicated

*Marital Status: Single — As of: 03/08/2013

Language Code: English

Alternate ID:

Full-Time Student

National ID — Customize | Find | View All | First 1 of 1 Last

*Country	*National ID Type	National ID	Primary ID
USA	Social Security Number	456-78-1728	☑

Save | Return to Search | Notify | Refresh | Add | Update/Display | Include History

Biographical Details | Contact Information | Regional

Instructions

Click the calendar icon next to the *Effective Date* field

This will allow you to change the effective date to the day the change took place. In this example, the employee got married on 3/12/2013.

Favorites | Main Menu > HCM > Workforce Administration > Personal Information > Modify a Person

My Page | Benefits | My Links | Select One:

John Doe

Person ID: 00409859

Name — Find | View All | First 1 of 2 Last

*Effective Date: 03/12/2013

*Format Type: English

Display Name: Johnie Doe

Edit Name

Biographic Information

*Date of Birth: 03/01/1990 — 23 Years 0 Months

Date of Death:

Birth Country:

Birth Location:

Waive Data Protection

Biographical History — Find | View All | First 1

*Effective Date: 03/08/2013

*Gender: Female

*Highest Education Level: A-Not Indicated

*Marital Status: Single — As of: 03/08/2013

Language Code: English

Alternate ID:

Full-Time Student

National ID — Customize | Find | View All | First 1 of 1 Last

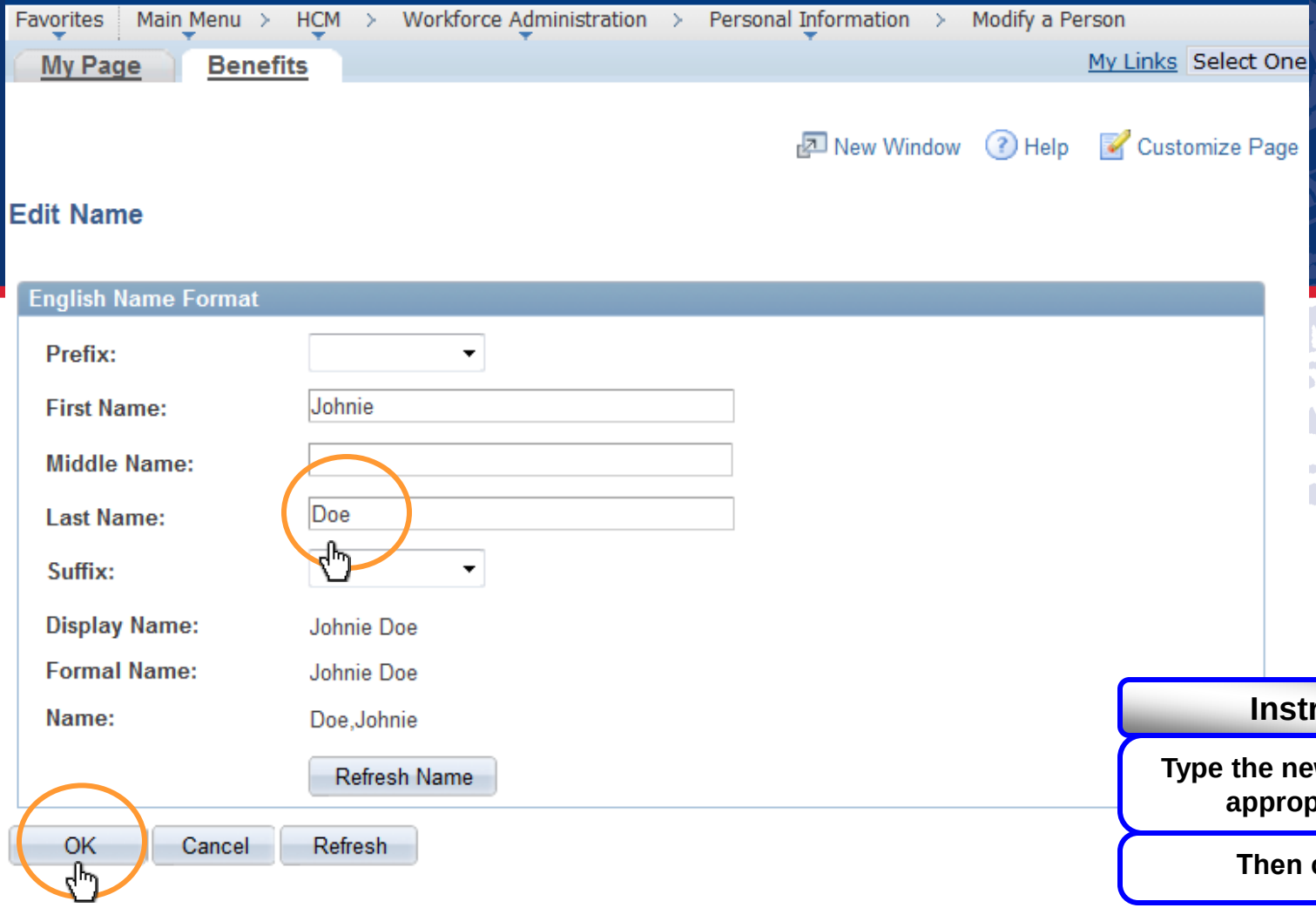
*Country	*National ID Type	National ID	Primary ID
USA	Social Security Number	456-78-1728	☑

Save | Return to Search | Notify | Refresh | Add | Update/Display | Include History

Biographical Details | Contact Information | Regional

Instructions

Click "Edit Name"



Instructions

Type the new name into the appropriate fields

Then click "OK"

Favorites | Main Menu > HCM > Workforce Administration > Personal Information > Modify a Person

My Page | Benefits | My Links Select One:

New Window | Help | Cu

Biographical Details | Contact Information | Regional

Johnie Smith — Person ID: 00409859

Name — Find | View All First

*Effective Date: 03/12/2013

*Format Type: English

Display Name: Johnie Smith — Edit Name

Biographic Information

*Date of Birth: 03/01/1990 — 23 Years 0 Months

Date of Death:

Birth Country:

Birth Location: — Waive Data Protection

Biographical History — Find | View All First 1 of 1 Last

*Effective Date: 03/08/2013

*Gender: Female

*Highest Education Level: A-Not Indicated

*Marital Status: Single — As of: 03/08/2013

Language Code: English

Alternate ID:

Full-Time Student

National ID — Customize | Find | View All | First 1 of 1 Last

*Country	*National ID Type	National ID	Primary ID
USA	Social Security Number	456-78-1728	☑

Save | Return to Search | Notify | Refresh | Add | Update/Display | Include History

Biographical Details | Contact Information | Regional

Instructions

If you are only changing the employee's name, you can click "Save" at the bottom left and stop here. To change the marital status of the employee, click the + sign on the right to add a row to the "Biographical History" section.

Favorites | Main Menu > HCM > Workforce Administration > Personal Information > Modify a Person

My Page | Benefits | My Links | Select One:

New Window | Help | Customize Page

Biographical Details | Contact Information | Regional

Johnie Smith — Person ID: 00409859

Name — Find | View All

*Effective Date: 03/12/2013

*Format Type: English

Display Name: Johnie Smith — Edit Name

Biographic Information

*Date of Birth: 03/01/1990 — 23 Years 0 Months

Date of Death:

Birth Country:

Birth Location: — Waive Data Protection

Biographical History — Find | View All — First 1 of 2 Last

*Effective Date: 03/11/2013

*Gender: Female

*Highest Education Level: A-Not Indicated

*Marital Status: Single — As of: 03/08/2013

Language Code: English

Alternate ID:

Full-Time Student

National ID — Customize | Find | View All — First 1 of 1 Last

*Country	*National ID Type	National ID	Primary ID
USA	Social Security Number	456-78-1728	☑

Save | Return to Search | Notify | Refresh | Add | Update/Display | Include History

Biographical Details | Contact Information | Regional

Instructions

Click the calendar icon next to the *Effective Date* field

This will allow you to change the effective date to the day the change took place.

Then select the date the change occurred

Favorites | Main Menu > HCM > Workforce Administration > Personal Information > Modify a Person

My Page | Benefits | My Links | Select One:

Johnie Smith

Person ID: 00409859

Name — Find | View All — First 1 of 2 Last

*Effective Date: 03/12/2013

*Format Type: English

Display Name: Johnie Smith — Edit Name

Biographic Information

*Date of Birth: 03/01/1990 — 23 Years 0 Months

Date of Death:

Birth Country:

Birth Location:

Waive Data Protection

Biographical History — Find | View All — First 1 of 2 Last

*Effective Date: 03/12/2013

*Gender: Female

*Highest Education Level: A-Not Indicated

*Marital Status: Single — As of: 03/08/2013

Language Code: English

Alternate ID:

Full-Time Student

National ID — Customize | Find | View All — First 1 of 1 Last

*Country	*National ID Type	National ID	Primary ID
USA	Social Security Number	456-78-1728	☑

Save | Return to Search | Notify | Refresh | Add | Update/Display | Include History

Biographical Details | Contact Information | Regional

Instructions

Change the *Marital Status* field to "Married"

Favorites | Main Menu > HCM > Workforce Administration > Personal Information > Modify a Person

My Page | Benefits | My Links | Select One:

New Window | Help | Customize Page | http

Biographical Details | Contact Information | Regional

Johnie Smith — Person ID: 00409859

Name — Find | View All — First 1 of 2 Last

*Effective Date: 03/12/2013

*Format Type: English

Display Name: Johnie Smith — Edit Name

Biographic Information

*Date of Birth: 03/01/1990 — 23 Years 0 Months

Date of Death:

Birth Country:

Birth Location:

Waive Data Protection

Biographical History — Find | View All — First 1 of 2 Last

*Effective Date: 03/12/2013

*Gender: Female

*Highest Education Level: A-Not Indicated

*Marital Status: Married — As of: 03/08/2013

Language Code: English

Alternate ID:

Full-Time Student

National ID — Customize | Find | View All — First 1 of 1 Last

*Country	*National ID Type	National ID	Primary ID
USA	Social Security Number	456-78-1728	☑

Save | Return to Search | Notify | Refresh | Add | Update/Display | Include History

Biographical Details | Contact Information | Regional

Instructions

Change the date in the *As of* field to the same as the effective date

Favorites | Main Menu > HCM > Workforce Administration > Personal Information > Modify a Person

My Page | Benefits | My Links | Select One:

New Window | Help | Customize Page

Biographical Details | Contact Information | Regional

Johnie Smith — Person ID: 00409859

Name — Find | View All — First 1 of 2 Last

*Effective Date: 03/12/2013

*Format Type: English

Display Name: Johnie Smith — Edit Name

Biographic Information

*Date of Birth: 03/01/1990 — 23 Years 0 Months

Date of Death:

Birth Country:

Birth Location: — Waive Data Protection

Biographical History — Find | View All — First 1 of 2

*Effective Date: 03/12/2013

*Gender: Female

*Highest Education Level: A-Not Indicated

*Marital Status: Married — As of: 03/12/2013

Language Code: English

Alternate ID:

Full-Time Student

National ID — Customize | Find | View All — First 1 of 1 Last

*Country	*National ID Type	National ID	Primary ID
USA	Social Security Number	456-78-1728	☑

Save | Return to Search | Notify | Refresh | Add | Update/Display | Include History

Biographical Details | Contact Information | Regional

Instructions

Click the "Save" button at the bottom left

Always hit "Save" after completing your changes in Edison. Otherwise all your changes will be lost.

Changing Address

This procedure shows you how to update an employee's address.

Favorites | Main Menu > HCM > Workforce Administration > Personal Information > Modify a Person

My Page | Benefits | My Links | Select One:

New Window | Help | Customize Page

Biographical Details | Contact Information | Regional

Johnie Smith

Person ID: 00409859

Name — Find | View All | First 1 of 2 Last

*Effective Date: 03/12/2013

*Format Type: English

Display Name: Johnie Smith

Edit Name

Biographic Information

*Date of Birth: 03/01/1990 23 Years 0 Months

Date of Death:

Birth Country:

Birth Location:

Waive Data Protection

Biographical History — Find | View All | First 1 of 2

*Effective Date: 03/12/2013

*Gender: Female

*Highest Education Level: A-Not Indicated

*Marital Status: Married As of: 03/12/2013

Language Code: English

Alternate ID:

Full-Time Student

National ID — Customize | Find | View All | First 1 of 1 Last

*Country	*National ID Type	National ID	Primary ID
USA	Social Security Number	456-78-1728	☑

Save | Return to Search | Notify | Refresh | Add | Update/Display | Include History

Biographical Details | Contact Information | Regional

Instructions

Click the "Contact Information" tab on the "Modify a Person" page to access the address screen

Favorites | Main Menu > HCM > Workforce Administration > Personal Information > Modify a Person

My Page | Benefits | My Links | Select One:

New Window | Help | Customize Page

Biographical Details | Contact Information | Regional

Johnie Smith Person ID: 00409859

Current Addresses — Customize | Find | View All | First 1 of 1 Last

Address Type	As Of Date	Status	Address	
Home	03/09/2013	A	123 Lovers Lane Nashville, TN 37217 Davidson	Edit/View Address Detail

Phone Information — Customize | Find | View All | First 1 of 1 Last

*Phone Type	Telephone	Extension	Preferred
Home	615/253-9921		☑

Email Addresses — Customize | Find | View All | First 1 of 1 Last

*Email Type	*Email Address	Preferred
		☐

Instant Message IDs — Customize | Find | View All

*Network ID	*IM Protocol	*IM Domain

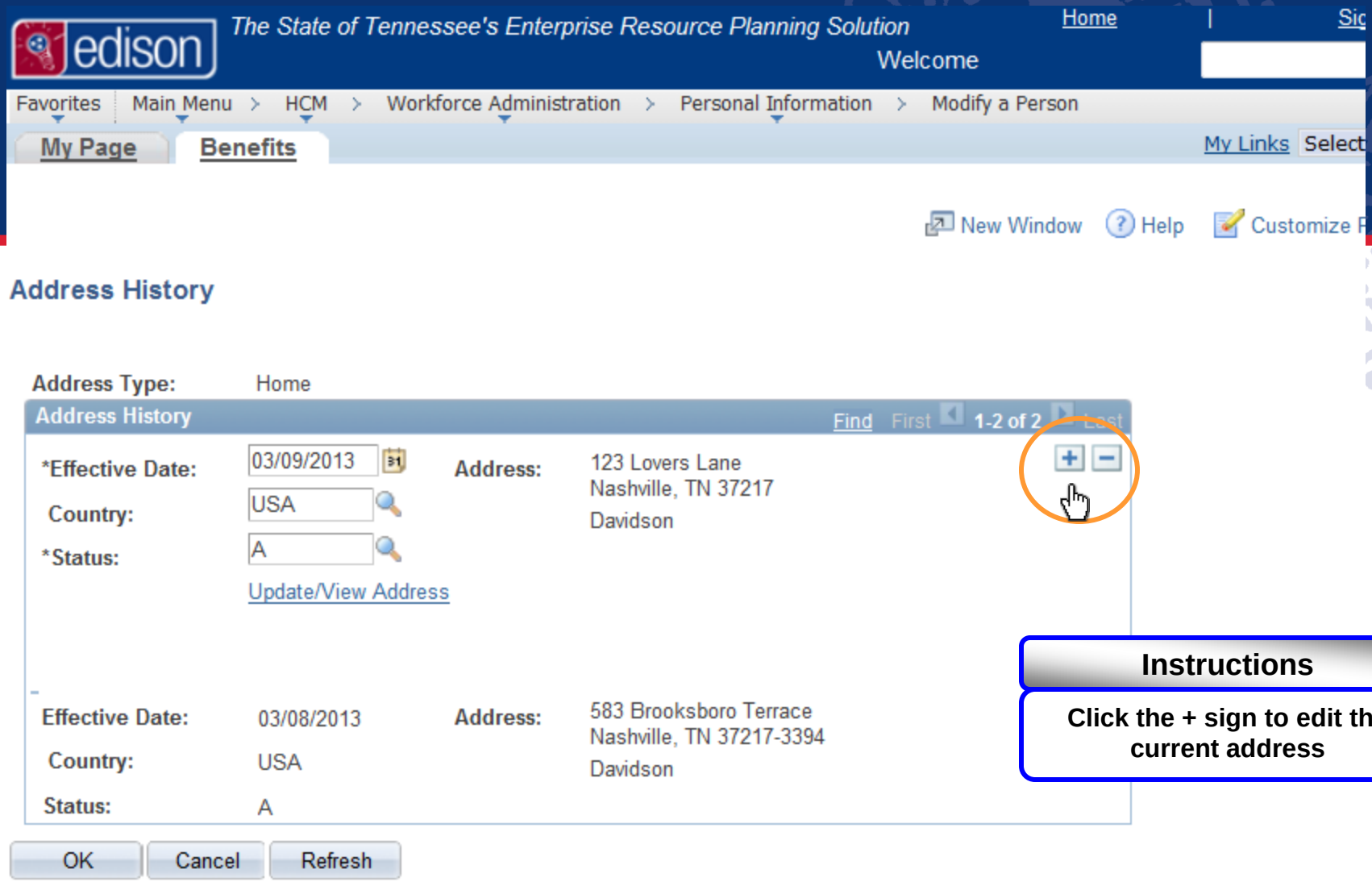
Instructions

Click "Edit/View Address Detail"

If you click the + sign on this screen, it will allow you to add an address to the record (such as a temporary mailing address) but will not allow you to edit the current address.

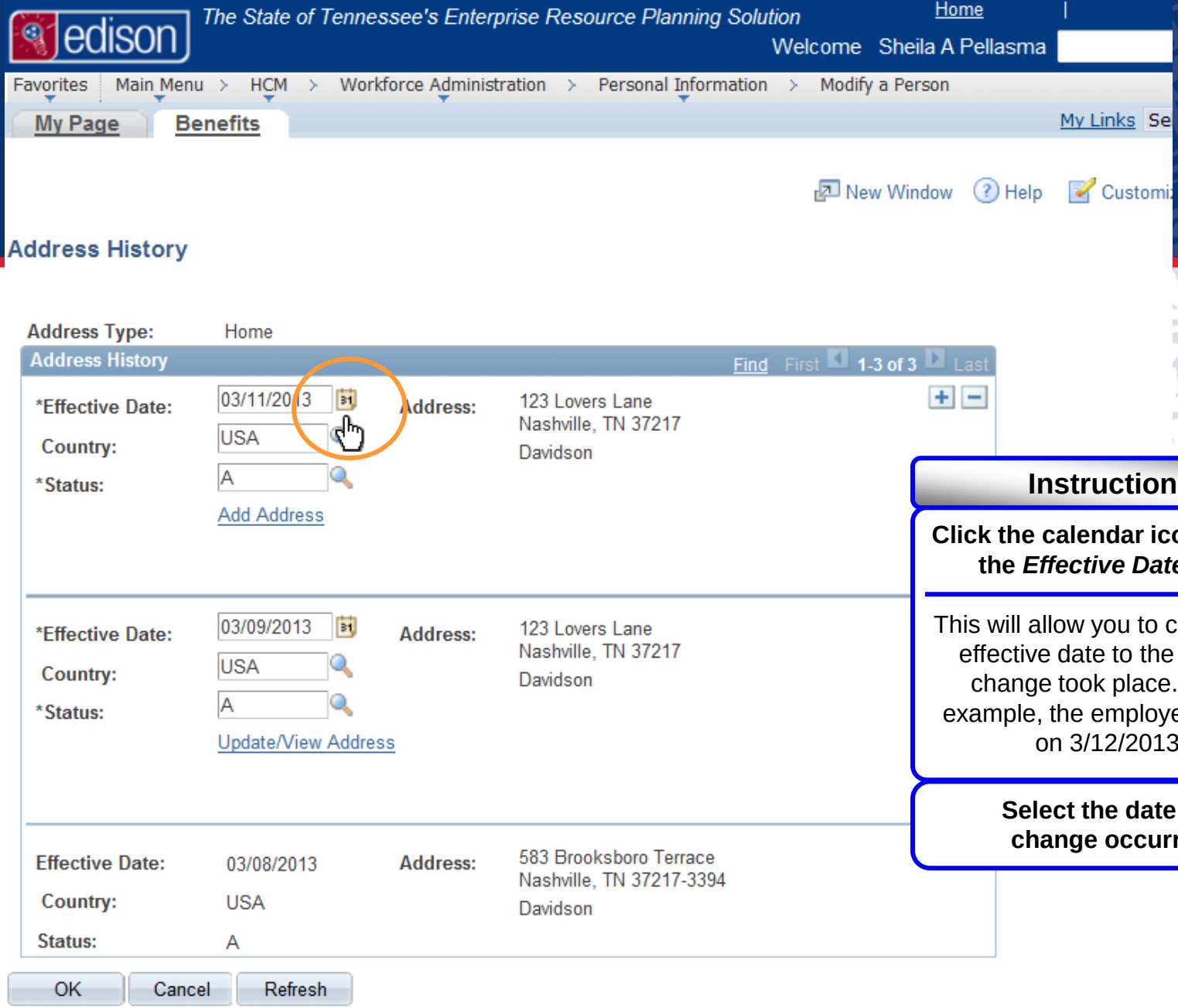
Save | Return to Search | Notify | Refresh | Add | Update/Display | Inc

Biographical Details | Contact Information | Regional



Instructions

Click the + sign to edit the current address

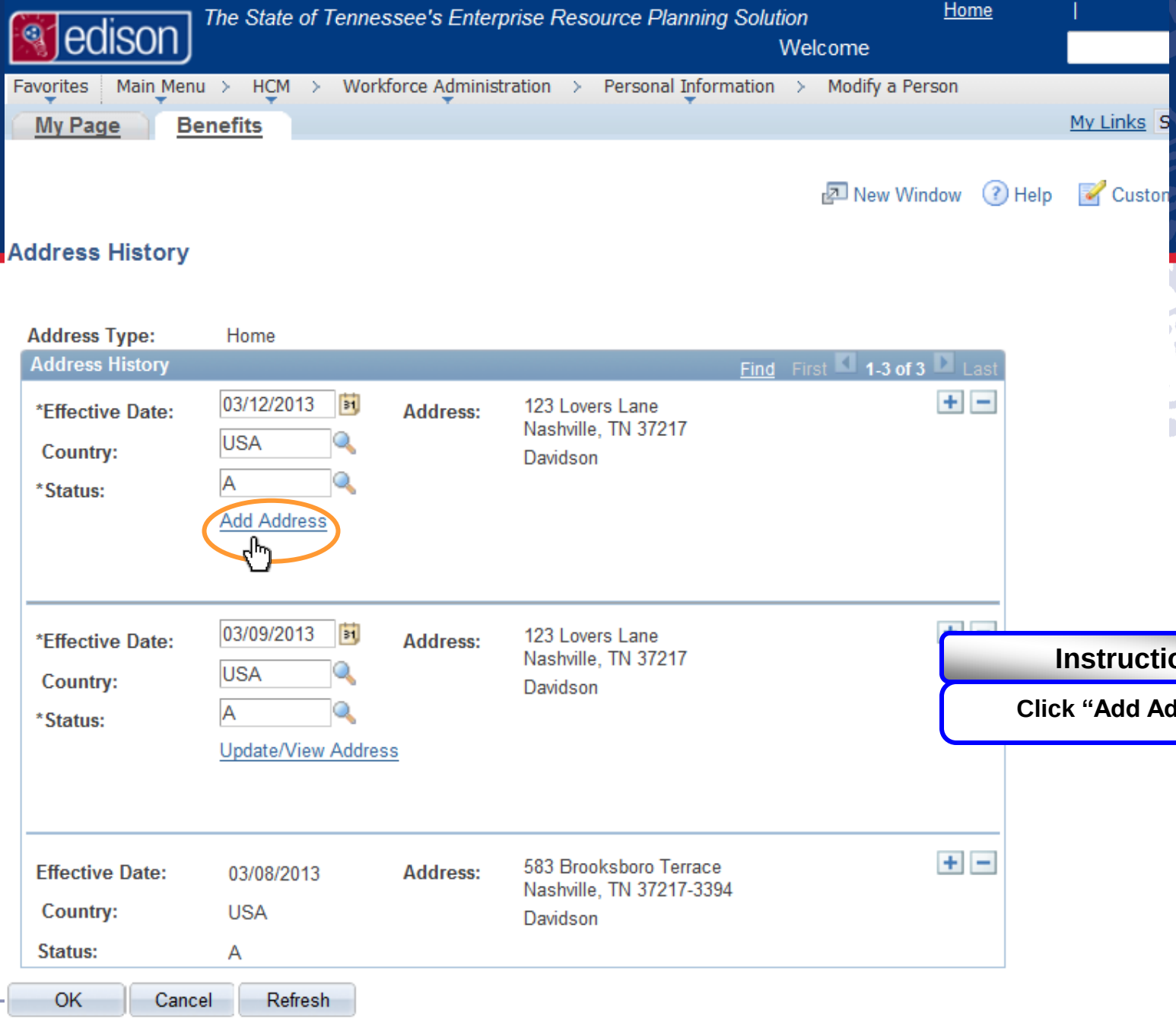


Instructions

Click the calendar icon next to the *Effective Date* field

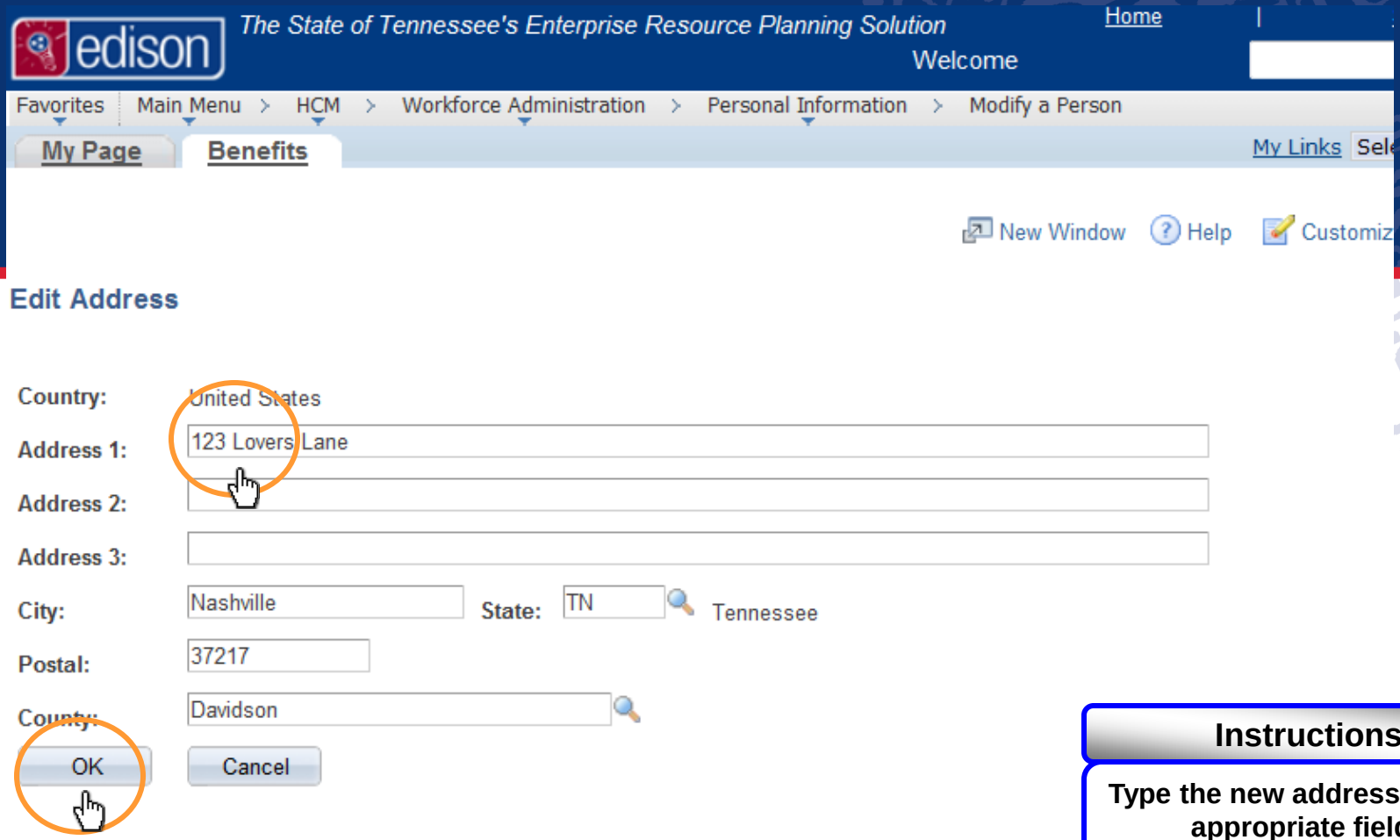
This will allow you to change the effective date to the day the change took place. In this example, the employee moved on 3/12/2013.

Select the date the change occurred



Instructions

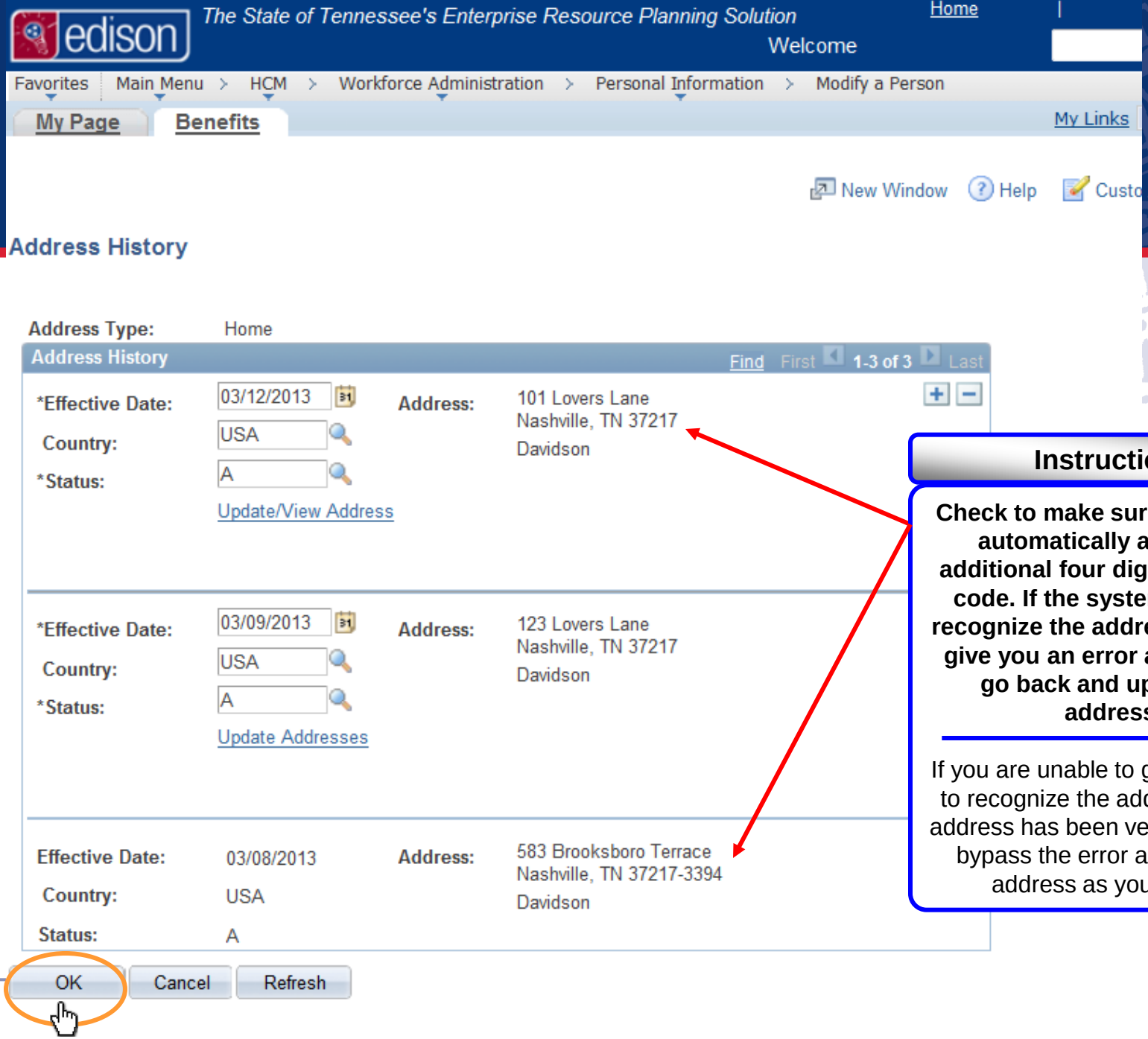
Click "Add Address"



Instructions

Type the new address into the appropriate fields

Then click "OK"



Instructions

Check to make sure the system automatically added the additional four digits to the zip code. If the system does not recognize the address, it should give you an error and you can go back and update the address.

If you are unable to get the system to recognize the address and the address has been verified, you can bypass the error and save the address as you have it.

edison The State of Tennessee's Enterprise Resource Planning Solution

Home | Sign out

Welcome

Favorites | Main Menu > HCM > Workforce Administration > Personal Information > Modify a Person

My Page | Benefits | My Links Select One:

New Window | Help | Customize Page | http

Biographical Details | Contact Information | Regional

Johnie Smith

Person ID: 00409859

Current Addresses Customize | Find | View All | First 1 of 1 Last

Address Type	As Of Date	Status	Address	
Home	03/09/2013	A	123 Lovers Lane Nashville, TN 37217 Davidson	Edit/View Address Detail

Phone Information Customize | Find | View All | First 1 of 1 Last

*Phone Type	Telephone	Extension	Preferred
Home	615/253-9921		☑

Email Addresses Customize | Find | View All | First 1 of 1 Last

*Email Type	*Email Address	Prefe

Instant Message IDs Customize | Find | View All |

*Network ID	*IM Protocol	*IM Domain	Prefe

Instructions

Click the "Save" button at the bottom left

Always hit "Save" after completing your changes in Edison. Otherwise all your changes will be lost.

Save | Return to Search | Notify | Refresh | Add | Update/Display | Incl

Biographical Details | Contact Information | Regional

Questions?

Thank you for participating in Day 2 of the Benefits Administration Training webinar. We hope this information was informative and helpful.

If you have questions regarding a specific employee or issue, contact our service center at 1-800-253-9981 or create a Remedy ticket. If you know what your option is and get tired of listening to the long BA greetings, you can make your choice as soon as the greeting comes up:

- State: push option 6 then option 4
- Local Ed; push option 6 then option 2
- Local Gov: push option 6 then 3
- UT/TBR: push option 6 then option 1

This will put you in line immediately and save you time every time you call.

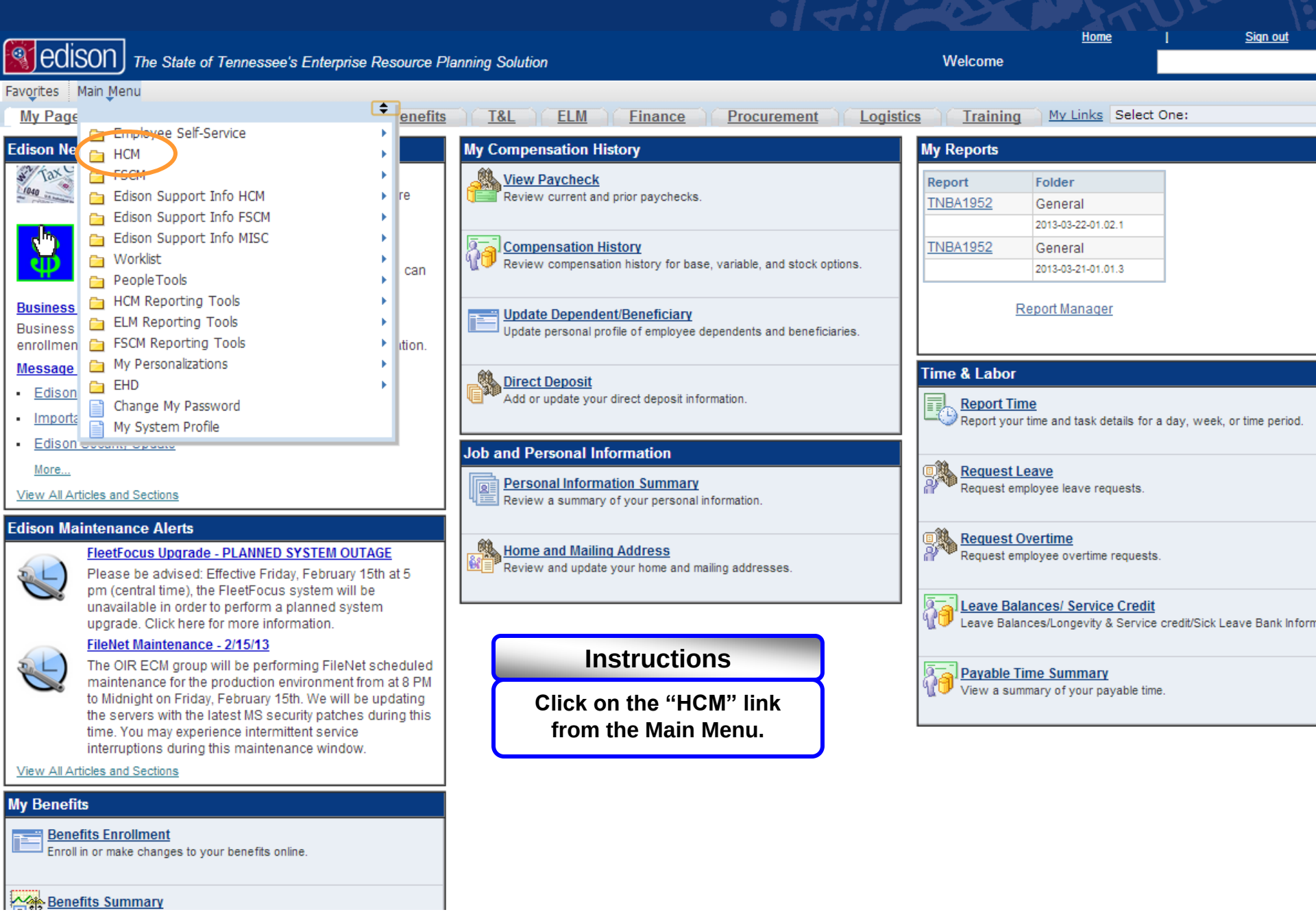
PARTNERS FOR HEALTH

Running the TN Enrollment and Collections Report

This procedure allows you to run the TN Enrollment and Collections Report which shows you the monthly deductions/refunds for each employee of your agency

☆ This applies State Agencies only

PARTNERS FOR HEALTH



Instructions

Click on the "HCM" link from the Main Menu.

edison The State of Tennessee's Enterprise Resource Planning Solution

Home | Sign out

Welcome

Favorites Main Menu

My Page | enefits | T&L | ELM | Finance | Procurement | Logistics | Training | My Links | Select One:

- Employee Self-Service
- HCM
- FSCM
- Edison Support Info HCM
- Edison Support Info FSCM
- Edison Support Info MISC
- Worklist
- PeopleTools
- HCM Reporting Tools
- ELM Reporting Tools
- FSCM Reporting Tools
- My Personalizations
- EHD
- Change My Password
- My System Profile

- Workforce Administration
- Benefits
- Compensation
- Payroll for North America
- Organizational Development
- Set Up HRMS

Edison Ne

Business
Business enrollmen ...tion.
Message
- Edison
- Importa
- Edison

More...

View All Articles and Sections

Edison Maintenance Alerts

FleetFocus Upgrade - PLANNED SYSTEM OUTAGE

Please be advised: Effective Friday, February 15th at 5 pm (central time), the FleetFocus system will be unavailable in order to perform a planned system upgrade. Click here for more information.

FileNet Maintenance - 2/15/13

The OIR ECM group will be performing FileNet scheduled maintenance for the production environment from at 8 PM to Midnight on Friday, February 15th. We will be updating the servers with the latest MS security patches during this time. You may experience intermittent service interruptions during this maintenance window.

View All Articles and Sections

My Benefits

Benefits Enrollment
Enroll in or make changes to your benefits online.

Benefits Summary

History

...k
and prior paychecks.

...n History
...sation history for base, variable, and stock options.

Update Dependent/Beneficiary
Update personal profile of employee dependents and beneficiaries.

Direct Deposit
Add or update your direct deposit information.

Job and Personal Information

Personal Information Summary
Review a summary of your personal information.

Home and Mailing Address
Review and update your home and mailing addresses.

My Reports

Report	Folder
TNBA1952	General
	2013-03-22-01.02.1
TNBA1952	General
	2013-03-21-01.01.3

Report Manager

Time & Labor

Report Time
Report your time and task details for a day, week, or time period.

Request Leave
Request employee leave requests.

Request Overtime
Request employee overtime requests.

Leave Balances/ Service Credit
Leave Balances/Longevity & Service credit/Sick Leave Bank Infor

Payable Time Summary
View a summary of your payable time.

Instructions

Click the "Benefits" link from the HCM menu.

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Welcome

Favorites Main Menu

My Page | Benefits | T&L | ELM | Finance | Procurement | Logistics | Training | My Links | Select One:

- Employee Self-Service
- HCM
- FSCM
- Edison Support Info HCM
- Edison Support Info FSCM
- Edison Support Info MISC
- Worklist
- PeopleTools
- HCM Reporting Tools
- ELM Reporting Tools
- FSCM Reporting Tools
- My Personalizations
- EHD
- Change My Password
- My System Profile

- Workforce Administration
- Benefits
- Compensation
- Payroll for North America
- Organizational Developme
- Set Up HRMS

- Employee/Dependent Information
- Review Employee Benefits
- Enroll In Benefits
- Manage Automated Enrollment
- Maintain Primary Jobs
- Reports
- Interface with Providers
- Monitor Savings Pln Extensions
- Administer COBRA Benefits
- Benefits Billing
- Admin Flex Spending Acct US
- New Employment Instance
- Benefits Document Upload
- Non-Payroll New Hire
- Non-Payroll Job Data

Home and Mailing Address
Review and update your home and mailing addresses.

Edison Maintenance Alerts

FleetFocus Upgrade - PLANNED SYSTEM OUTAGE
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Instructions

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- Administer COBRA Benefi
- Benefits Billing
- Admin Flex Spending Acc
- New Employment Instanc
- Benefits Document Uploa
- Non-Payroll New Hire
- Non-Payroll Job Data

- Audits
- Regulatory and Compliance
- Contributions and Deductions
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- TN Surviving Spouse Letter
- TN BA Letter Archiving
- TN Six Months Free Cov Letter
- TN Approaching 64 Yr 11 Mo Ltr
- TN RFL Notification Letter
- Def Comp Extraction Data
- TN Dependent Age-Out Ltr
- TN Retire Dental COBRA to Retr

Edison Ne

Business

Business enrollmen

Message

- Edison
- Importa
- Edison

More...

View All Articles and Sections

History

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Home and Mailing Addr

Review and update your h

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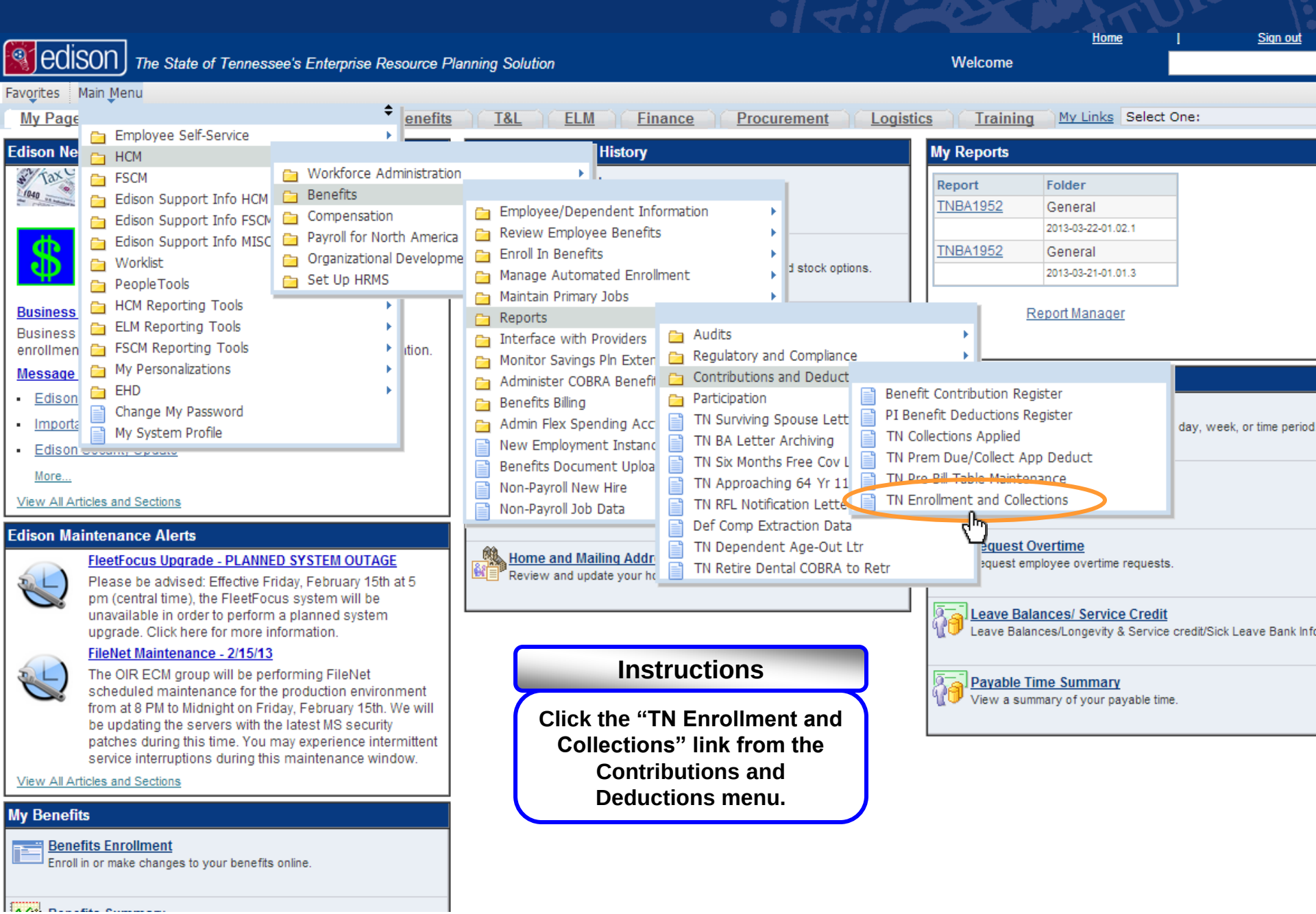
Enroll in or make changes to your benefits online.

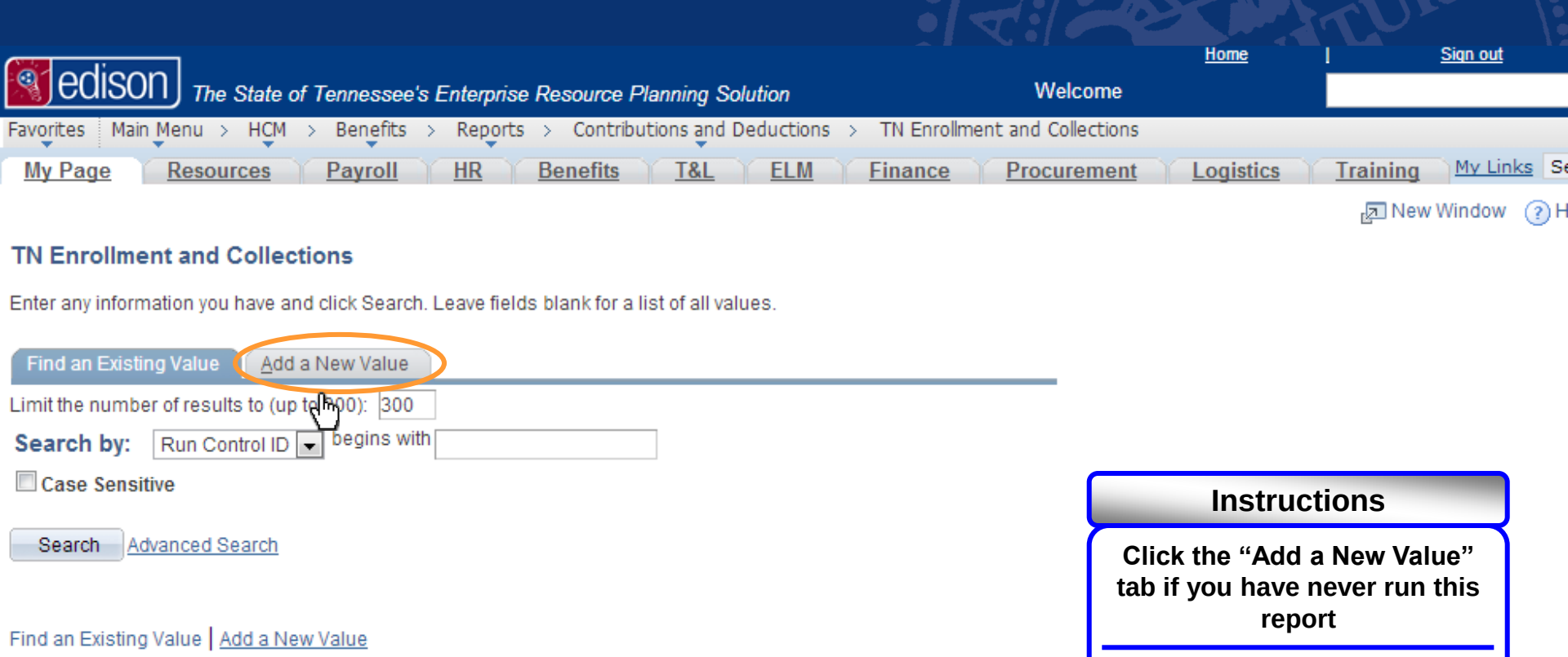
Instructions

Click the "Contributions and Deductions" link from the Reports menu.



Instructions

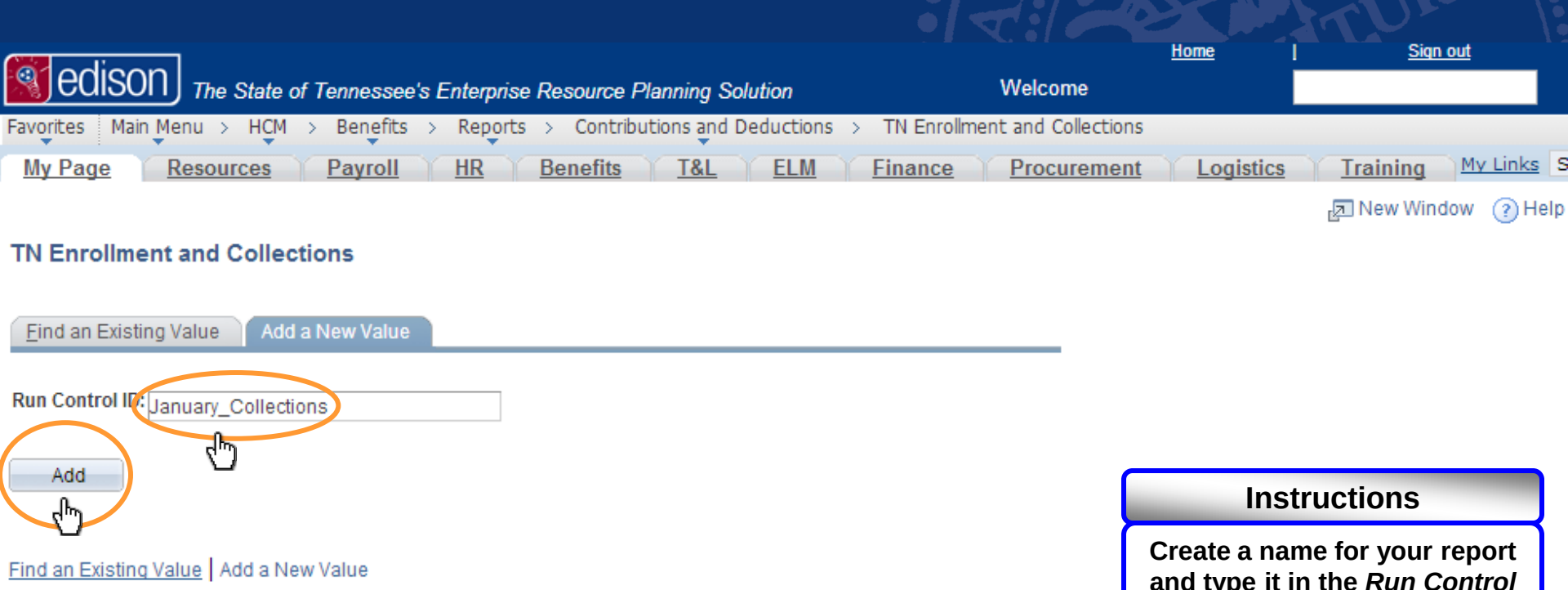
Click the "TN Enrollment and Collections" link from the Contributions and Deductions menu.



Instructions

Click the "Add a New Value" tab if you have never run this report

Once you have created the Run Control ID, you can simply type the name of the Run Control ID on this screen and click "Search."

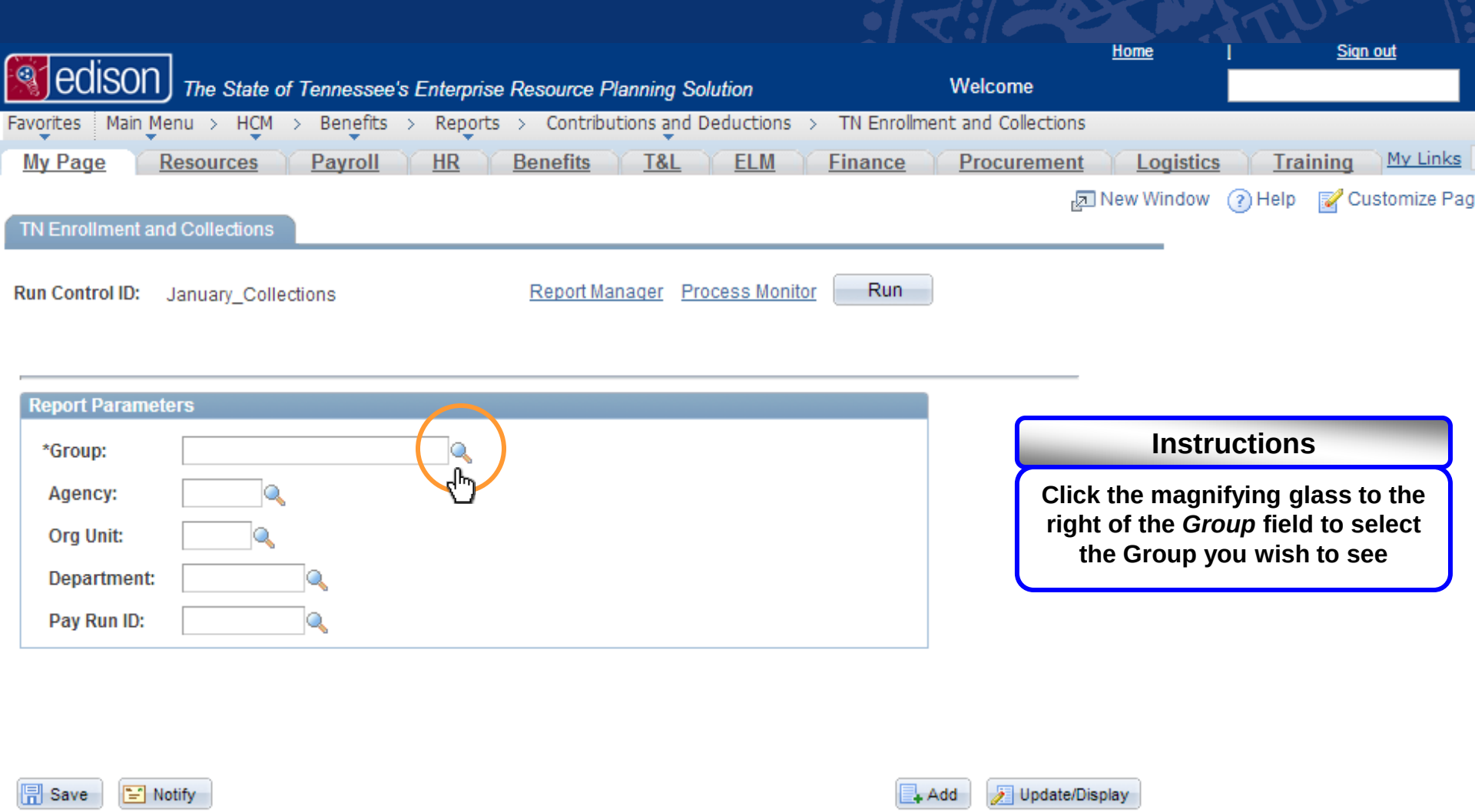


Instructions

Create a name for your report and type it in the *Run Control ID* field.

Note: No spaces allowed.

Then click "Add"



Instructions

Click the magnifying glass to the right of the *Group* field to select the Group you wish to see

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Favorites | Main Menu > HCM > Benefits > Reports > Contributions and Deductions > TN Enrollment and Collections

My Page | Resources | Payroll | HR | Benefits | T&L | ELM | Finance | Procurement | Logistics | Training | My Links

New Window | Help | Customize Page

TN Enrollment and Collections

Run Control ID: January_Collections

Report Manager | Process Monitor | Run

Report Parameters

*Group: State

Agency:

Org Unit:

Department:

Pay Run ID:

Save | Notify

Look Up

Look Up Group

Search by: Rule Name begins with

Look Up | Cancel | Advanced Lookup

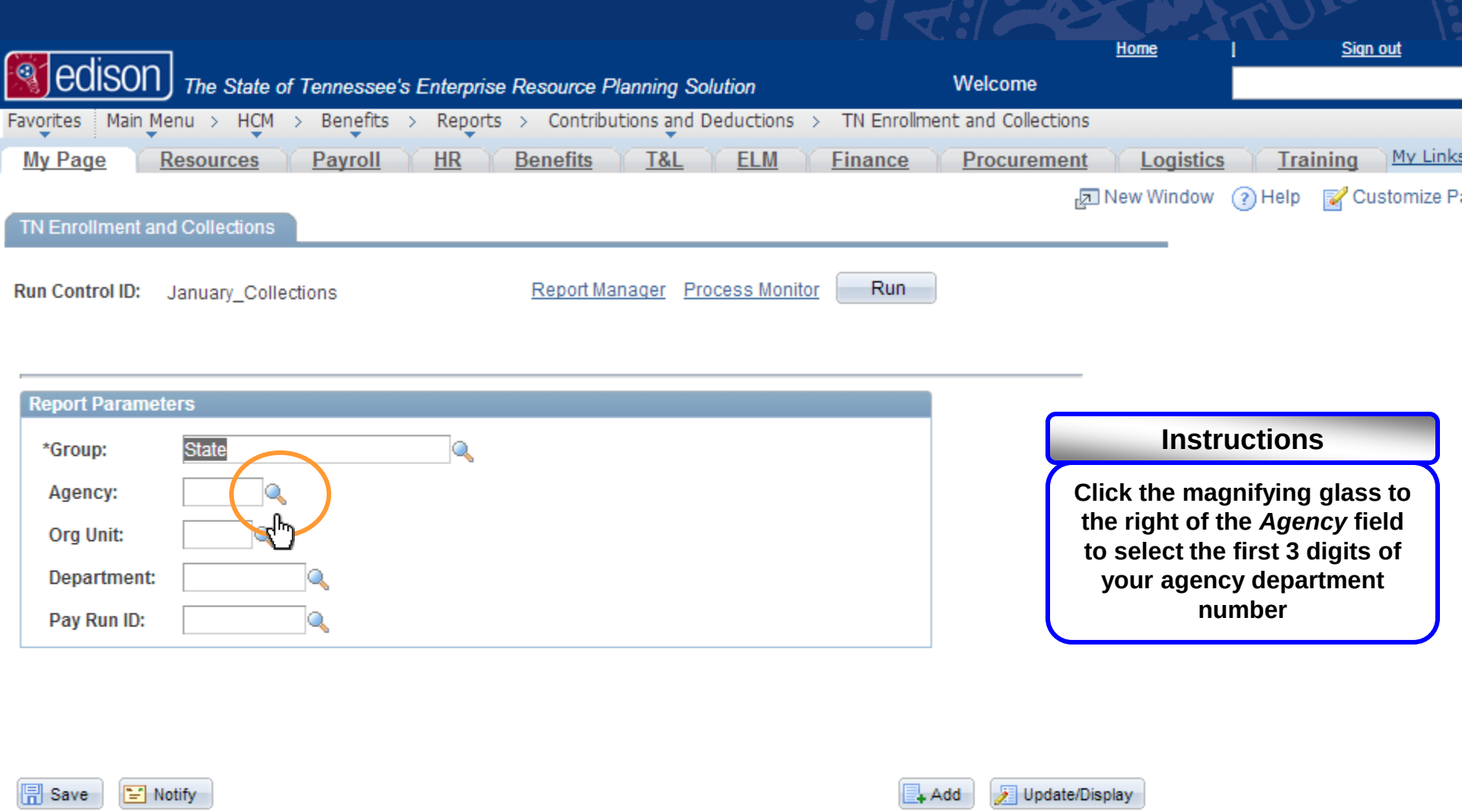
Search Results

View 100 First 1-3 of 3 Last

Rule Name
Local Education
Local Government
State

Instructions

Click the "State" link



Instructions

Click the magnifying glass to the right of the *Agency* field to select the first 3 digits of your agency department number

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TN Enrollment and Collections

Run Control ID: January_Collections

Report Manager | Process Monitor | Run

Report Parameters

*Group: State

Agency:

Org Unit:

Department:

Pay Run ID:

Save | Notify

Look Up

Look Up Agency

Search by: Agency begins with

Look Up | Cancel | Advanced Lookup

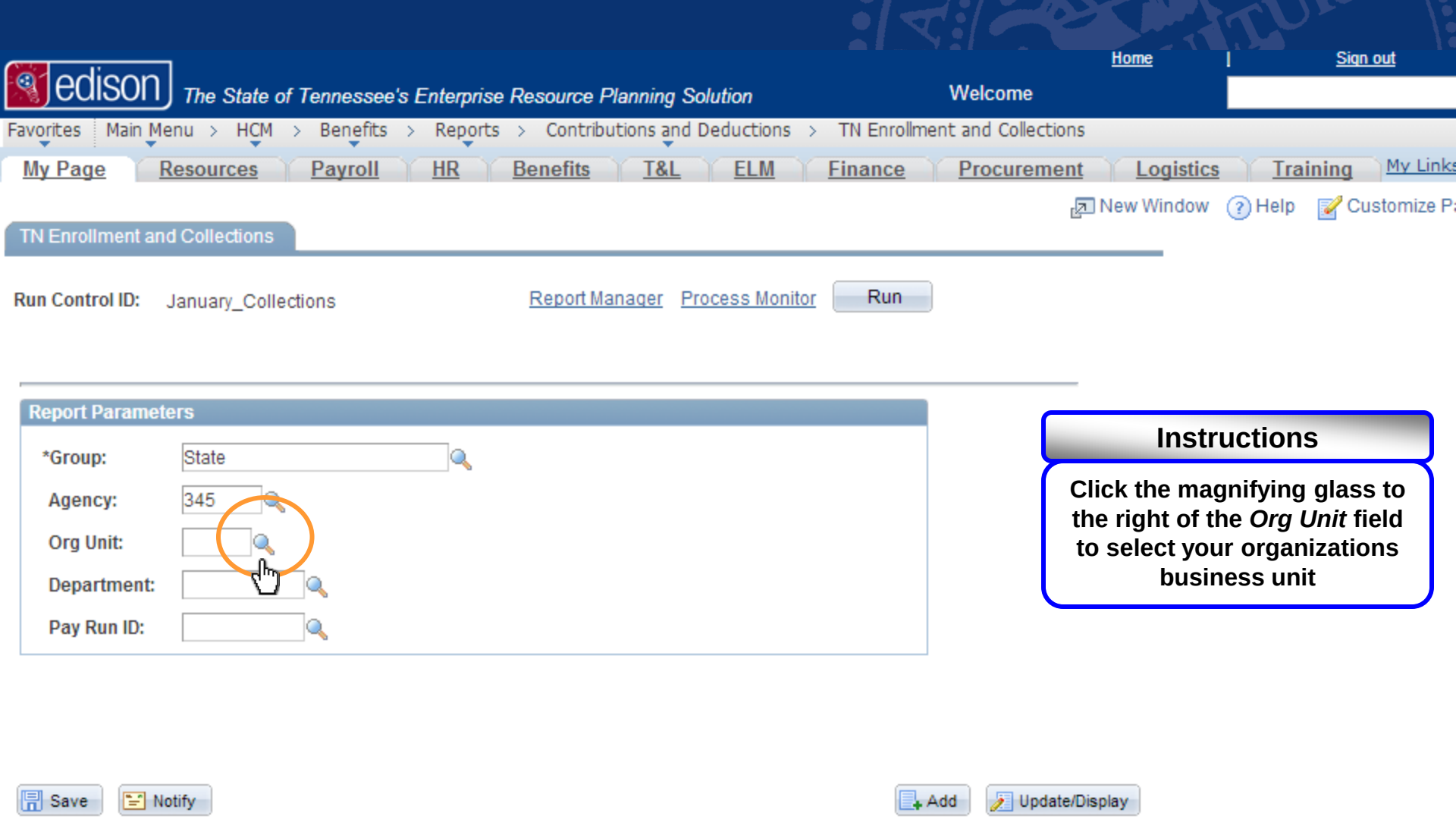
Search Results

View 100 First 1-42 of 42 Last

Agency
301
302
303
304
305
306
307
308
309
315

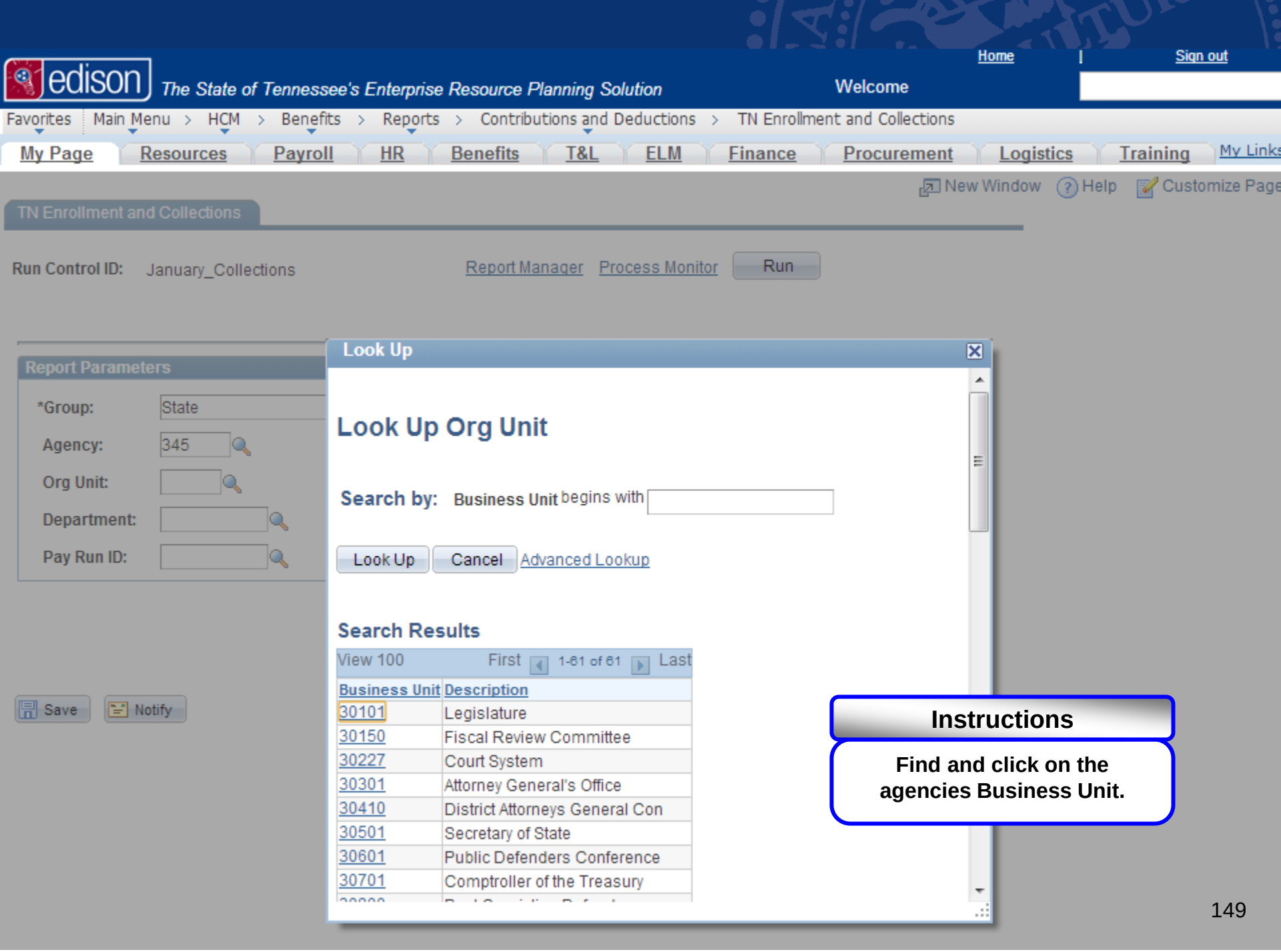
Instructions

Find and click on the agencies first 3 digits of your department number



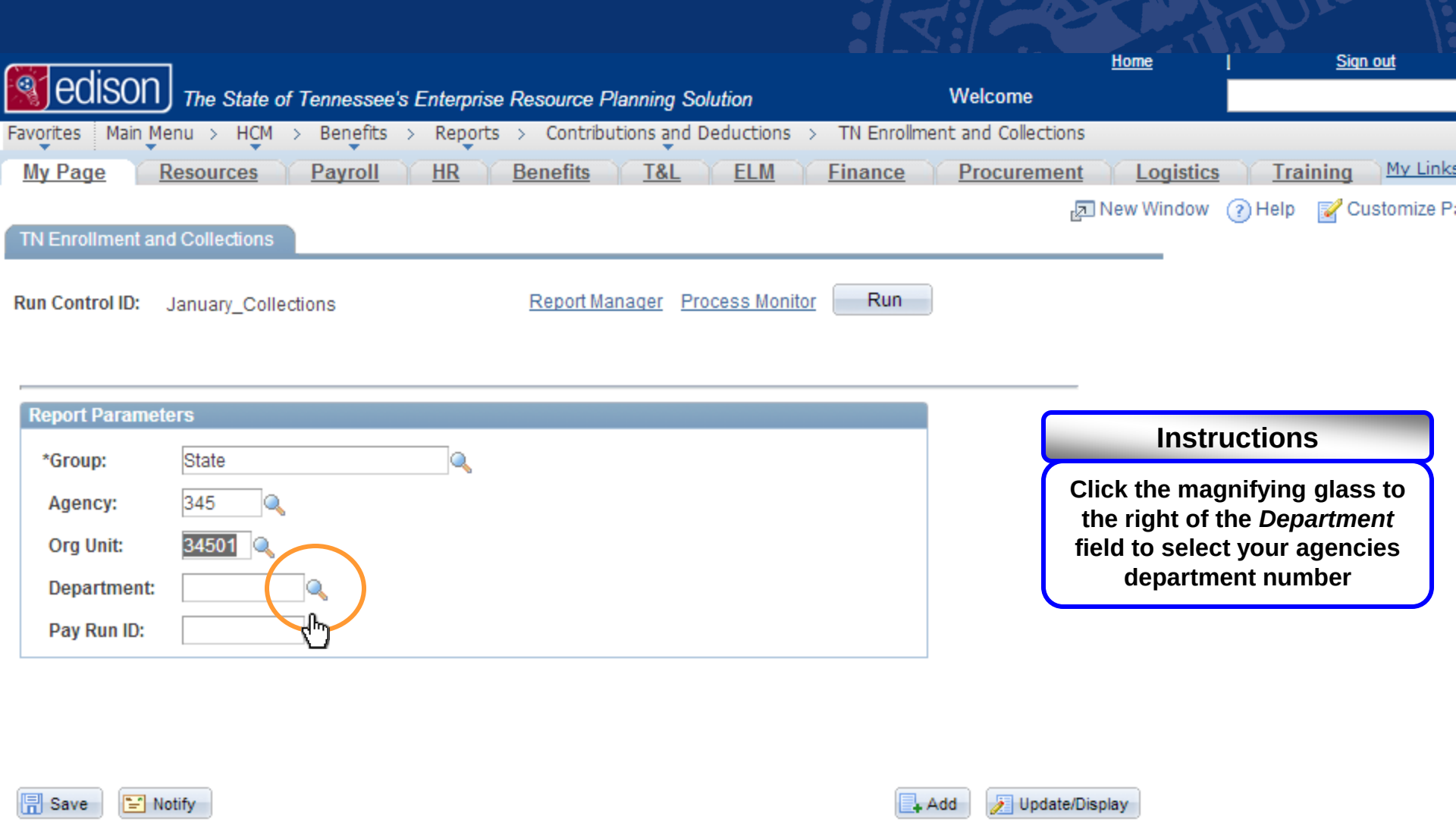
Instructions

Click the magnifying glass to the right of the *Org Unit* field to select your organizations business unit



Instructions

Find and click on the agencies Business Unit.



Instructions

Click the magnifying glass to the right of the *Department* field to select your agencies department number

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TN Enrollment and Collections

Run Control ID: January_Collections

Report Manager | Process Monitor | Run

Report Parameters

*Group: State

Agency: 345

Org Unit: 34501

Department:

Pay Run ID:

Save | Notify

Look Up

Look Up Department

Search by: Department begins with

Look Up | Cancel | Advanced Lookup

Search Results

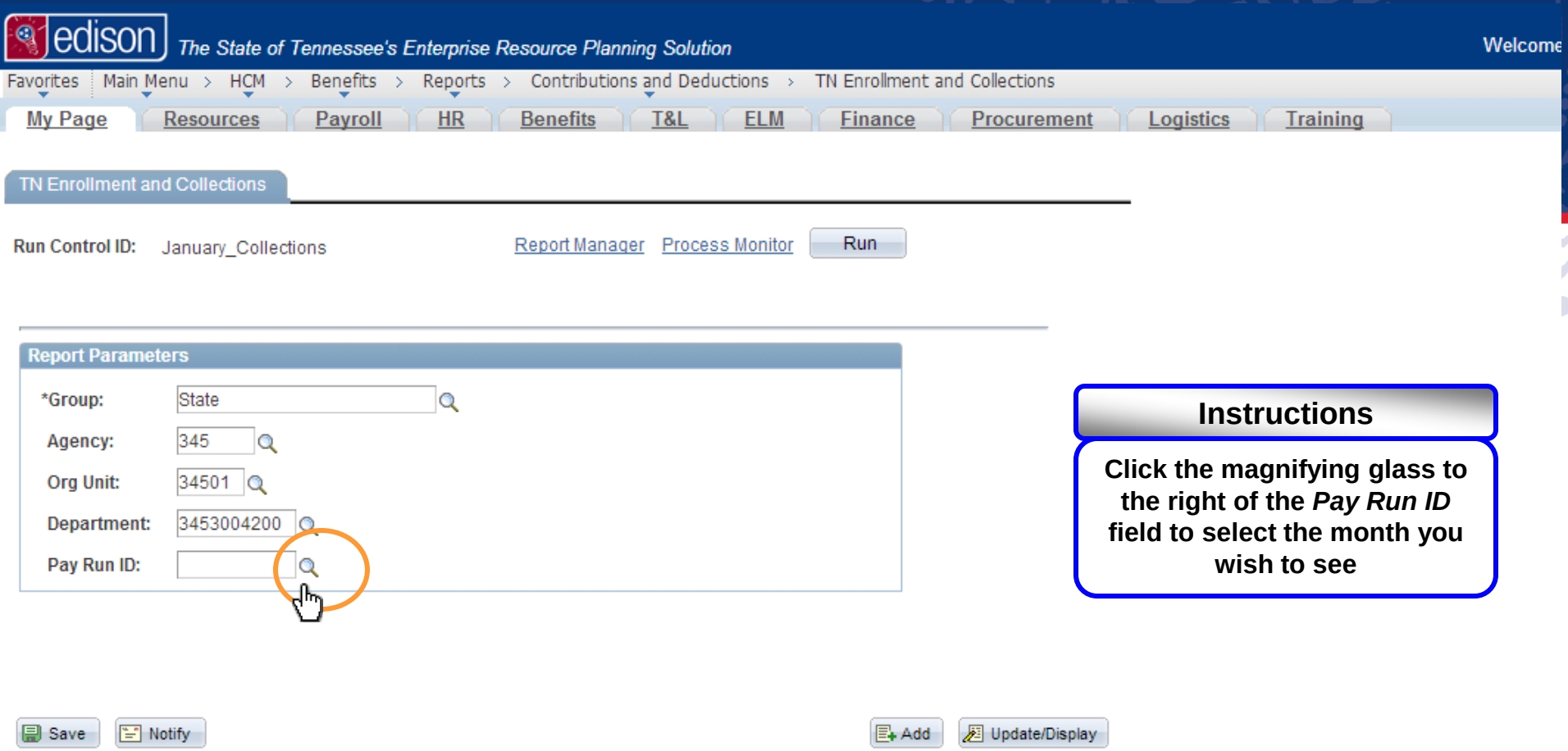
Only the first 300 results can be displayed.

View 100 First 1-300 of 300 Last

Department	Description
3010100001	Legislative Administration
3010100002	Legislative Office Building
3010100003	Legislative Internship Program
3010100004	Legislative Copier Services
3010700001	House Legislative Expense
3010700002	Office of the Speaker
3010700003	Office of the Chief Clerk
3010700004	Office of the Chief Eng. Clerk

Instructions

Find and click on the agencies department number



Instructions

Click the magnifying glass to the right of the *Pay Run ID* field to select the month you wish to see

PARTNERS FOR HEALTH

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orites | Main Menu > HCM > Benefits > Reports > Contributions and Deductions > TN Enrollment and Collections

ly Page | Resources | Payroll | HR | Benefits | T&L | ELM | Finance | Procurement | Logistics | Training | My Links | Select C

New Window | Hel

N Enrollment and Collections

n Control ID: January_Collections

Report Parameters

*Group: State

Agency: 345

Org Unit: 34501

Department: 3453004200

Pay Run ID:

Save | Notify

Look Up

Look Up Pay Run ID

Search by: Pay Run ID begins with 12SM

Look Up | Cancel | Advanced Lookup

Search Results

View 100 First 1-24 of 24 Last

Pay Run ID	Description
12SM0115	SemiMonthly PD 01/13/2012
12SM0131	SemiMonthly PD 01/31/2012
12SM0215	SemiMonthly PD 02/15/2012
12SM0229	SemiMonthly PD 02/29/2012
12SM0315	SemiMonthly PD 03/15/2012
12SM0331	SemiMonthly PD 03/30/2012
12SM0415	SemiMonthly PD 04/13/2012
12SM0430	SemiMonthly PD 04/30/2012

Instructions

The Pay Run ID has a specific format. The first two digits are the year, followed by SM for "Semimonthly", followed by two digits for the month and two digits for the last day of the previous month.

Click the date you wish to see

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New Window | Help

TN Enrollment and Collections

Run Control ID: January_Collections

Report Manager | Process Monitor | Run

Report Parameters

*Group: State

Agency: 345

Org Unit: 34501

Department: 3453004200 Clarksville Service Center

Pay Run ID: 12SM0115

Save | Notify | Add | Update/Display

Instructions

Click "Run" at the top right

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New Window | Help | Custom

Process Scheduler Request

User ID: shera0904001 Run Control ID: January_Collections

Server Name: Run Date: 04/23/2013

Recurrence: Run Time: 1:54:48PM Reset to Current Date/Time

Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	TN Enrollment and Collections	TNBA083	SQR Report	Web	PDF	Distribution

OK Cancel

Instructions

You can change the report format on this screen if you wish to see it as an Excel document. Otherwise, to see it as a PDF click "OK"

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TN Enrollment and Collections

Run Control ID: January_Collections

Report Manager | Process Monitor | Run

Process Instance:3338054

Report Parameters

*Group: State

Agency: 345

Org Unit: 34501

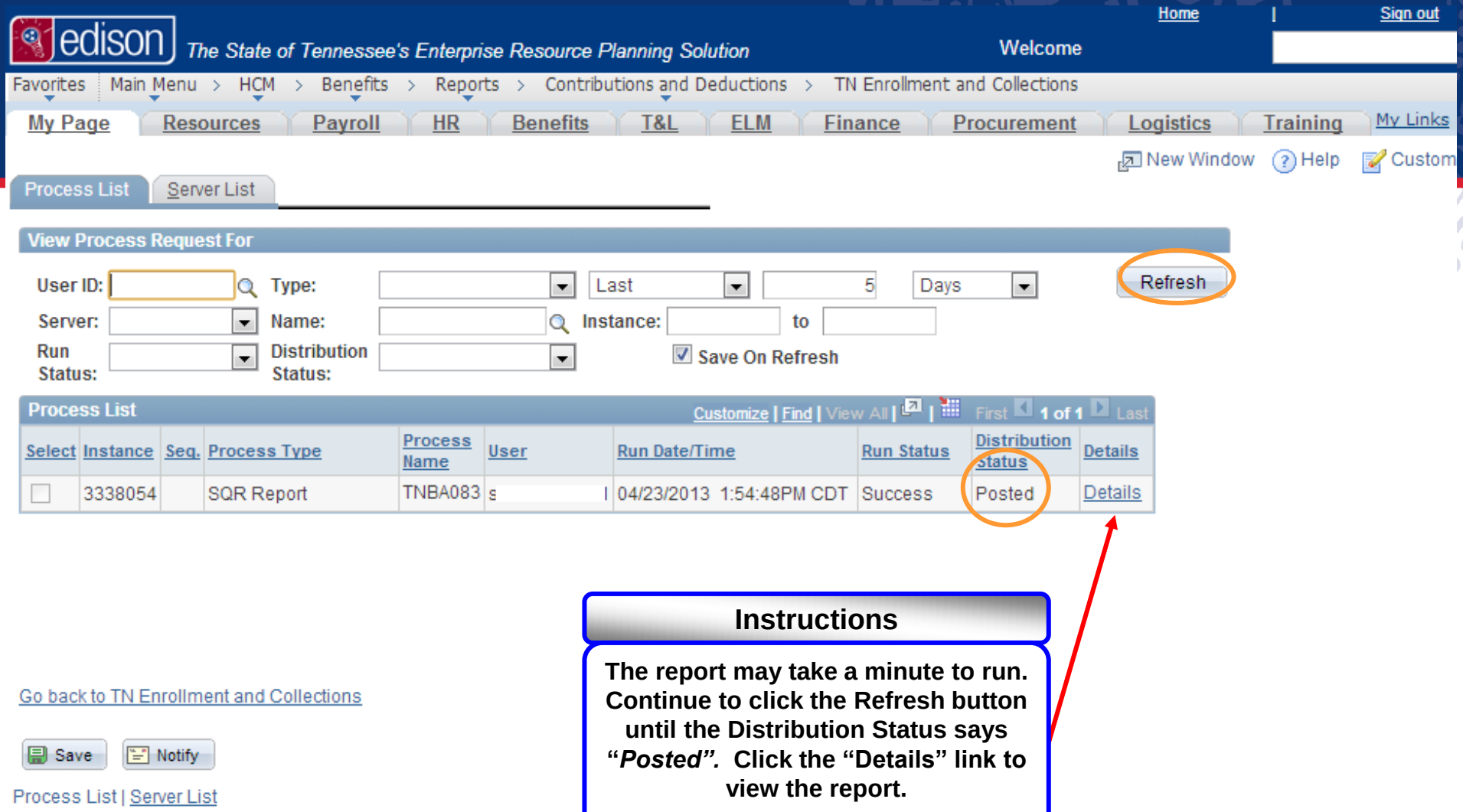
Department: 3453004200 Clarksville Service Center

Pay Run ID: 12SM0115

Save | Notify | Add | Update/Display

Instructions

Make a note of the "Process Instance" number and then click the "Process Manager" link at the top



Instructions

The report may take a minute to run. Continue to click the Refresh button until the Distribution Status says "*Posted*". Click the "Details" link to view the report.

The process instance for the report will appear on the left.

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Process Detail

Process

Instance: 3338054

Type: SQR Report

Name: TNBA083

Description: TN Enrollment and Collections

Run Status: Success

Distribution Status: Posted

Run

Run Control ID: January_Collections

Location: Server

Server: PSUNX

Recurrence:

Update Process Details

Date/Time

Request Created On: 04/23/2013 1:56:18PM CDT

Run Anytime After: 04/23/2013 1:54:48PM CDT

Began Process At: 04/23/2013 1:56:34PM CDT

Ended Process At: 04/23/2013 1:57:20PM CDT

Actions

Parameters

Transfer

Message Log

Batch Timings

View Log/Trace

Instructions

Click the "View Log/Trace" link

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View Log/Trace

Report

Report ID: 2035961 Process Instance: 3338054 Message Log

Name: TNBA083 Process Type: SQR Report

Run Status: Success

TN Enrollment and Collections

Distribution Details

Distribution Node: HRPRD Expiration Date: 05/24/2013

File List

Name	File Size (bytes)	Datetime Created
SQR_TNBA083_3338054.log	1,671	04/23/2013 1:57:20.717681PM CDT
tnba083_3338054.PDF	23,905	04/23/2013 1:57:20.717681PM CDT
tnba083_3338054.out	388	04/23/2013 1:57:20.717681PM CDT

Distribute To

Distribution ID Type	*Distribution ID
User	

Instructions

Click the second link under "File List" ending in ".PDF" to view the report

The report will open in a separate window.

PARTNERS FOR HEALTH

TN Enrollment and Collections Report

Report ID: TNBA083
Check Date: 01/13/2012

Run Date 02/15/2013

Group: State
Agency:
Org Unit:
Budget Code:

Deptid	Employee Name	SSN	Emplid	Plan Type	Plan	Coverage Cd	Employee Amount	Employer Amount
Report Total								
				401(k)	401KS	88	2035.00	1070.00
				Plan Type 401(k)		88	2035.00	1070.00
				457	457	3	155.00	0.00
				Plan Type 457		3	155.00	0.00
				FSA Depnd	FSAD	1	20.00	0.00
				Plan Type FSA Depnd		1	20.00	0.00
				FSA Health	FSAM	5	295.00	0.00
				Plan Type FSA Health		5	295.00	0.00
				PERS	RET021	61	0.00	11205.05
				Plan Type PERS		61	0.00	11205.05

The report shows the individual deductions for each employee. The total amount that will be charged to your agency is on the last page. Any refund will show as a minus sign before the amount.