



Query Manual

September 2019

Query Manual for Edison

Table of Contents

(Click any of the underlined links on this page to jump straight to that section.)

Visual Step-by-Step Instructions

[Running Queries](#)

Page 3

Categories of Queries

[Benefit Coverage](#)

This set of queries show benefit information of the employees and dependents at your agency. (see also ESS - AE)

Page 55

[Billing](#)

This set of queries show billing information of the employees and dependents at your agency. (eg. LOA, Premium Deductions, etc.)

Page 60

[Demographics](#)

This set of queries show personal information of the employees and dependents at your agency in Edison. (eg. SSN, Address, etc.)

Page 67

[ESS and Annual Enrollment](#)

This set of queries show benefit information for new employees during regular enrollment and established employees during AE.

Page 81

[General](#)

This set of queries show misc. information that may be needed by your agency.

Page 88

[STATE ONLY](#)

This set of queries are for State Agencies Only.

Page 90

Running Queries

Running Queries allows you to view changes and discrepancies within Edison

This Applies to all Agencies

Navigate to the Query Viewer Page



Select NavBar

- Select the NavBar Icon.
- Select Navigator Icon.
- Select HCM Reporting Tools.
- Select Query.
- Select Query Viewer.

Navigate to the Query Viewer Page

The image displays three sequential screenshots of a web application's navigation bar, illustrating the steps to reach the Query Viewer page. Red arrows highlight the specific menu items to be selected.

Screenshot 1: NavBar

- Star icon: Edit My Links
- Document icon: Navigator** (highlighted with a red arrow)
- Star icon: My Links
- Document with gear icon: My Preferences
- Window icon: Fluid Home

Screenshot 2: NavBar: Navigator

- Star icon: Edit My Links
- Document icon: Navigator
- Star icon: My Links
- Document with gear icon: My Preferences
- Window icon: Fluid Home

HCM	>
ELM	>
FSCM	>
Reporting Tools	>
HCM Reporting Tools	>
ELM Reporting Tools	>
FSCM Reporting Tools	>
People Tools	>
EHD	>

Screenshot 3: NavBar: Navigator

- Star icon: Edit My Links
- Document icon: Navigator
- Star icon: My Links
- Document with gear icon: My Preferences
- Window icon: Fluid Home

← HCM Reporting Tools ↑	
Query	>
BI Publisher	>
Pivot Grid	>
Report Manager	>
Process Monitor	>

Navigate to the Query Viewer Page

NavBar: Navigator

← Query ↑

Edit My Links

Query Viewer

Schedule Query

Navigator

My Links

My Preferences

Fluid Home

Navigate to the Query Viewer Page

Query Viewer

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

*Search By begins with

[Advanced Search](#)

Enter **TN_BA** in the begins with field.



Query Viewer

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

*Search By begins with

[Advanced Search](#)

Click Search.

Query Viewer

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

*Search By begins with
 [Advanced Search](#)

Search Results

Too many items met your search criteria. Only the first 300 items displayed.

*Folder View

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
TN_BA01_DEPENDNT_DEMOG	Dependent Demographic	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA02_MEDICAL_DEP_ENR_TOT	Med & Medsup DEP Enrlmt Cnts	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA02_MEDICAL_EMPLOYEE_COUNT	Medical Enrl - Employee Cnts	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA02_MEDICAL_HOC_ENR_TOT	Med & Medsup HOC Enrlmt Cnts	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA102_VERIFY_LIFE_COVRG	Verify Life coverage Coverage	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA102_VERIFY_OPT_ADD_COVRG	Family w/o Dep, Single w/ Dep	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA103_CHILD_AGE_26	Child Tax Dep Approaching 26	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA104_ELIGIBLE_NO_MEDICAL	Active EE's Elig w/Waive Covrg	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA106_TERMS_DEA_WITH_FSA	EE's Deceased with FSA Balance	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA107_BENBILL_NEW_CUST	Benefits Billing New Customers	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA107_MISSING_NP_DEPT	Missing NonPayroll Depts	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite



Here you can view a list of the queries you can run.

A query can be run to HTML, Excel, or XML.

The query can also be **scheduled** to run.

(State Agencies need to use this option)

The Favorite link is used to save the selected query in your favorites.



Queries to Run Monthly

NOTE:

The following three (3) queries are required to be run monthly:

TN_BA142_TEMP_PRIMARY_NID_DEP - This query will show you all of the dependents that have a temporary Social Security Number and the name of the employee for that dependent. If you do not have the permanent SSN, you will need to get this information from the employee.

TN_BA142_TEMP_PRIMARY_NID_EMPL - This query will show you all of your employees that have a temporary Social Security Number. If you do not have the permanent SSN, you will need to get this information from the employee.

TN_BA313_ADDRESS_CHANGES - Shows all the addresses that have been updated for an agency.

Queries to Run Monthly

Query Viewer

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

*Search By begins with
 [Advanced Search](#)

Instructions
Click "Search".

NOTE: 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

Query Viewer

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

*Search By begins with
 [Advanced Search](#)

Then you can view a list of the queries you can run.

A query can be run 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)

Search Results

*Folder View

Query	Personalize	Find	View 100	First	1-30 of 185	Last			
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
TN_BA01_DEPENDNT_DEMOG	Dependent Demographic	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA103_CHILD_AGE_26	Child Tax Dep Approaching 26	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA103_CHILD_AGE_26_REVIS	Child Tax Dep Approaching 26	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA103_CHILD_AGE_26_RH	Child Tax Dep Approaching 26	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA103_CHILD_AGE_26_TEST	Child Tax Dep Approaching 26	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA104_ELIGIBLE_NO_MEDICAL	Active EE's Elig w/Waive Covrg	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA125_LVE_WOPAY_FOR_MT_22M	LOA without pay more than 22 m	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA125_LVE_WOPAY_FOR_MT_22MX	LOA without pay more than 22 m	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA125_REWRITE	TN_BA125_REWRITE	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA133_AUDIT_OPEN_ENRL_ESS	Audit OE Self-Service Changes	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA142_TEMP_PRIMARY_NID_DEP	Temp NID as primary for Dep	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA142_TEMP_PRIMARY_NID_EMPL	Temp NID as primary for Empl	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA142_TEMP_PRIM_NID_DEP_OLD	Temp NID as primary for Dep	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA15A_HOLD_COVERAGE_ARREARS	EE's with Arrears	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

TN_BA142_TEMP_PRIMARY_NID_DEP

Query Viewer

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

*Search By begins with

Search Results

*Folder View

Select the "Excel" button.

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
TN_BA01_DEPENDNT_DEMOG	Dependent Demographic	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA103_CHILD_AGE_26	Child Tax Dep Approaching 26	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA103_CHILD_AGE_26_REVIS	Child Tax Dep Approaching 26	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA103_CHILD_AGE_26_RH	Child Tax Dep Approaching 26	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA103_CHILD_AGE_26_TEST	Child Tax Dep Approaching 26	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA104_ELIGIBLE_NO_MEDICAL	Active EE's Elig w/Waive Covrg	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA125_LVE_WOPAY_FOR_MT_22M	LOA without pay more than 22 m	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA125_LVE_WOPAY_FOR_MT_22MX	LOA without pay more than 22 m	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA125_REWRITE	TN_BA125_REWRITE	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA133_AUDIT_OPEN_ENRL_ESS	Audit OE Self-Service Changes	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA142_TEMP_PRIMARY_NID_DEP	Temp NID as primary for Dep	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA142_TEMP_PRIMARY_NID_EMPL	Temp NID as primary for Empl	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA142_TEMP_PRIM_NID_DEP_OLD	Temp NID as primary for Dep	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA15A_HOLD_COVERAGE_ARREARS	EE's with Arrears	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA162_VIEW_PAYCHECK	Paycheck Deduction Information	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

TN_BA142_TEMP_PRIMARY_NID_DEP

Query Viewer

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

*Search By begins with

Search Results

*Folder View

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
TN_BA01_DEPENDNT_DEMOG	Dependent Demographic	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA103_CHILD_AGE_26	Child Tax Dep Approaching 26	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA103_CHILD_AGE_26_REVIS	Child Tax Dep Approaching 26	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA103_CHILD_AGE_26_RH	Child Tax Dep Approaching 26	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA103_CHILD_AGE_26_TEST	Child Tax Dep Approaching 26	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA104_ELIGIBLE_NO_MEDICAL	Active EE's Elig w/Waive Covrg	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA125_LVE_WOPAY_FOR_MT_22M	LOA without pay more than 22 m	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA125_LVE_WOPAY_FOR_MT_22MX	LOA without pay more than 22 m	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA125_REWRITE	TN_BA125_REWRITE	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA133_AUDIT_OPEN_ENRL_ESS	Audit OE Self-Service Changes	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA142_TEMP_PRIMARY_NID_DEP	Temp NID as primary for Dep	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA142_TEMP_PRIMARY_NID_EMP	Temp NID as primary for Empl	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA142_TEMP_PRIM_NID_DEP_OLD	Temp NID as primary for Dep	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA15A_HOLD_COVERAGE_ARREARS	EE's with Arrears	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA162_VIEW_PAYCHECK	Paycheck Deduction Information	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA164_INVALID_COUNTY	TN Employee	Public	INVALID	HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA172B_RETRO_DEDUCTIONS	Retro Dedu	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA172_RETRO_DEDUCTIONS	Retro Dedu EE	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

Click the "Open" button.
The Query will open in Excel format.

Do you want to open or save TN_BA142_TEMP_PRIMARY_NID_DEP_1383743569.xlsx (3.96 KB) from sso-uat.edison.tn.gov?

TN_BA142_TEMP_PRIMARY_NID_DEP

Temp NID as primary for Dep	Empl ID	Empl NID	Empl Name	Dep NID	Dep ID	Eff Date	Dep Name	Dep Birthdate	Addr Type	Address 1	City	State	Postal
	00XXXXXX	000000000	Doe, John	999999905		7/1/2018	Doe, Baby	8/8/2018	HOME	141 Church Avenue	Nashville	TN	37058-5051
	00XXXXXX			999999901		6/1/2018		7/10/2018	HOME		Nashville	TN	37203-5334
	00XXXXXX			999999903		3/1/2018		4/2/2018	HOME		Nashville	TN	38401-6720
	00XXXXXX			999999910		2/1/2018		3/13/2018	HOME		Linden	TN	37096-6658
	00XXXXXX			999999904		9/1/2017		10/18/2017	HOME		Nashville	TN	37128-5125
	00XXXXXX			999999902		6/1/2018		7/5/2018	HOME		Hendersonv	TN	37075-2567
	00XXXXXX			999999901		6/1/2018		7/27/2018	HOME		Knoxville	TN	37938-4056
	00XXXXXX			999999901		6/1/2018		7/27/2018	MAIL		Knoxville	TN	37938-4056
	00XXXXXX			999999904		11/1/2017		12/2/2017	HOME		Union City	TN	38261-4508
	00XXXXXX			999999903		4/1/2018		5/16/2018	HOME		Gallatin	TN	37066-1488
	00XXXXXX			999999903		4/1/2018		5/16/2018	MAIL		Gallatin	TN	37066-1488
	00XXXXXX			999999902		4/1/2018		5/31/2018	HOME		Whiteville	TN	38075-7558
	00XXXXXX			999999902		4/1/2018		5/31/2018	MAIL		Whiteville	TN	38075-7558
	00XXXXXX			999999903		3/1/2018		4/1/2018	HOME		Spring Hill	TN	37174-7450
	00XXXXXX			999999903		11/1/2017		12/18/2017	HOME		Nashville	TN	37205-3139
	00XXXXXX			999999904		7/1/2018		8/10/2018	HOME		Nashville	TN	37840-1819

The Dep NID block will have a generic number listed in it.

Example:
TN_BA142_TEMP_PRIMARY_NID_DEP
 Excel Format

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 begins with

Select the "Excel" button.

Search Results

*Folder View

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
TN_BA01_DEPENDNT_DEMOG	Dependent Demographic	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA103_CHILD_AGE_26	Child Tax Dep Approaching 26	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA103_CHILD_AGE_26_REVIS	Child Tax Dep Approaching 26	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA103_CHILD_AGE_26_RH	Child Tax Dep Approaching 26	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA103_CHILD_AGE_26_TEST	Child Tax Dep Approaching 26	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA104_ELIGIBLE_NO_MEDICAL	Active EE's Elig w/Waive Covrg	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA125_LVE_WOPAY_FOR_MT_22M	LOA without pay more than 22 m	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA125_LVE_WOPAY_FOR_MT_22MX	LOA without pay more than 22 m	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA125_REWRITE	TN_BA125_REWRITE	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA133_AUDIT_OPEN_ENRL_ESS	Audit OE Self-Service Changes	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA142_TEMP_PRIMARY_NID_DEP	Temp NID as primary for Dep	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA142_TEMP_PRIMARY_NID_EMPL	Temp NID as primary for Empl	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA142_TEMP_PRIM_NID_DEP_OLD	Temp NID as primary for Dep	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA15A_HOLD_COVERAGE_ARREARS	EE's with Arrears	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

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 begins with

Search Results

*Folder View

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
TN_BA01_DEPENDNT_DEMOG	Dependent Demographic	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA103_CHILD_AGE_26	Child Tax Dep Approaching 26	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA103_CHILD_AGE_26_REVIS	Child Tax Dep Approaching 26	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA103_CHILD_AGE_26_RH	Child Tax Dep Approaching 26	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA103_CHILD_AGE_26_TEST	Child Tax Dep Approaching 26	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA104_ELIGIBLE_NO_MEDICAL	Active EE's Elig w/Waive Covrg	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA125_LVE_WOPAY_FOR_MT_22M	LOA without pay more than 22 m	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA125_LVE_WOPAY_FOR_MT_22MX	LOA without pay more than 22 m	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA125_REWRITE	TN_BA125_REWRITE	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA133_AUDIT_OPEN_ENRL_ESS	Audit OE Self-Service Changes	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA142_TEMP_PRIMARY_NID_DEP	Temp NID as primary for Dep	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA142_TEMP_PRIMARY_NID_EMPL	Temp NID as primary for Empl	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA142_TEMP_PRIM_NID_DEP_OLD	Temp NID as primary for Dep	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA15A_HOLD_COVERAGE_ARREARS	EE's with Arrears	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA162_VIEW_PAYCHECK	Paycheck Deduction Information	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA164_INVALID_COUNTY	TN Employee	Public	INVALID						
TN_BA172B_RETRO_DEDUCTIONS	Retro Dedu								
TN_BA172_RETRO_DEDUCTIONS	Retro Dedu								

Select the "Open" button and the Query will open in Excel format.

Do you want to open or save **TN_BA142_TEMP_PRIMARY_NID_EMPL_554554113.xlsx** (3.54 KB) from **sso-uat.edison.tn.gov**?

TN_BA142_TEMP_PRIMARY_NID_EMPL

	A	B	C	D	E
1	Temp NID as primary for Empl	6			
2	Dept ID	Eff Date	Empl ID	NID	Name
3	900XX01000	5/1/2015	00XXXXXX	999XXXXXX	Boop, Betty
4	900XX0X000	9/1/2016	00XXXXXX	999XXXXXX	
5	900XX0X000	8/1/2017	00XXXXXX	999XXXXXX	
6	900XX0X000	6/9/2017	00XXXXXX	999XXXXXX	
7	900XX0X000	5/1/2018	00XXXXXX	999XXXXXX	
8	900XXXX000	5/21/2018	00XXXXXX	999XXXXXX	

This indicates no records.

Example:
TN_BA142_TEMP_PRIMARY_NID_EMPL
Excel Format

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 begins with

Search

Advanced Search

Select the "Excel" button.

Search Results

*Folder View

Query	Personalize	Find	View	100	First	31-60 of 185	Last		
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
TN_BA209C_STATE_HLTH_PREM_INDV	Recon IND Bill Charges Med Act	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA209_HLTH_INS_PREM_AGENCY		Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA210_XXX	Demographic Information	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA216_BUDGET_QUERY	Query for Agency Budget Proj	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA219_AETP_FLEX_ENROLLMENTS		Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA219_AETP_INS_ELECTIONS		Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA219_MEDSUPP_ELECTIONS	Medsupp Changes	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA219_MED_DEN_COVERAGE	Med/Den Elect as of covg date	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA219_MED_DEN_ELECTIONS	Medical/Dental Changes	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA219_NEW_HIRE_ESS	New Hire ESS Not Submitted	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA219_OE_NOT_SUBMITTED	OE - Not Submitted	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA220_LIFE_NO_MED_ENRLMNT	Enrlmnts in Basic Life-No Med	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

TN_BA219_MED_DEN_COVERAGE

TN_BA219_MED_DEN_COVERAGE - Med/Den Elect as of covg date

Coverage Begin Dt 08/01/2018



This query has a prompt.
Enter the First Day of the Month of Coverage.

View Results

Dept ID	Position	Business Unit	ID	NID	Name	Plan Typ	Covg Bgn	Benefit Plan	Descr	Coverage Code	Descr
---------	----------	---------------	----	-----	------	----------	----------	--------------	-------	---------------	-------

Enter or click on the calendar icon to select the Coverage Begin Date.

Click the "View Results" button.

TN_BA219_MED_DEN_COVERAGE

	A	B	C	D	E	F	G	H	I	J	K	L
1	Med/Den Elect as of covg date											
2	Dept ID	Position	Business Unit	ID	NID	Name	Plan Typ	Covg Bgn	Benefit Plan	Descr	Coverage Code	Descr
3	30X0X0000X	00000XXX	XXXXX	00XXXXXX	XXXXXXXXXX	Doe, John	10	1/1/2018	PRPV1M	Premier PPO BCBS Middle	A	Single
4	30X0X0000X	00000XXX	XXXXX	00XXXXXX	XXXXXXXXXX	Doe, John	11	1/1/2017	PPDN	Pre-Paid	A	Single
5	30X0X0000X	00000XXX	XXXXX	00XXXXXX	XXXXXXXXXX	Doe, John	14	1/1/2017	VISBAS	Vision Basic	A	Single
6	30X0X0000X	00000XXX	XXXXX	00XXXXXX	XXXXXXXXXX	Duck, Daffy	10	1/1/2016	PPOV3M	Standard PPO Cigna LP Middle	A	Single
7	30X0X0000X	00000XXX	XXXXX	00XXXXXX	XXXXXXXXXX	Duck, Daffy	11	1/1/2011	PPDN	Pre-Paid	A	Single
8	30X0X0000X	00000XXX	XXXXX	00XXXXXX	XXXXXXXXXX	Duck, Daffy	14	1/1/2015	VISEXP	Vision Expanded	A	Single
9	30X0X0000X	00000XXX	XXXXX	00XXXXXX	XXXXXXXXXX	Runner, Road	10	1/1/2018	PRPV1E	Premier PPO BCBS East	A	Single
10	30X0X0000X	00000XXX	XXXXX	00XXXXXX	XXXXXXXXXX	Tim, Tiny	10	1/1/2018	PRPV3M	Premier PPO Cigna LP Middle	A	Single
11	30X0X0000X	00000XXX	XXXXX	00XXXXXX	XXXXXXXXXX	Tim, Tiny	11	1/1/2017	PDON	Dental Preferred Provider	A	Single
12	30X0X0000X	00000XXX	XXXXX	00XXXXXX	XXXXXXXXXX	Bird, Tweety	10	1/1/2018	PRPV1M	Premier PPO BCBS Middle	A	Single
13	30X0X0000X	00000XXX	XXXXX	00XXXXXX	XXXXXXXXXX	Bird, Tweety	11	2/1/2005	PDON	Dental Preferred Provider	A	Single
14	30X0X0000X	00000XXX	XXXXX	00XXXXXX	XXXXXXXXXX	Bird, Tweety	14	1/1/2018	VISEXP	Vision Expanded	A	Single
15	30X0X0000X	00000XXX	XXXXX	00XXXXXX	XXXXXXXXXX	Wayne, John	10	1/1/2018	PRPV1M	Premier PPO BCBS Middle	A	Single
16	30X0X0000X	00000XXX	XXXXX	00XXXXXX	XXXXXXXXXX	Wayne, John	11	3/1/2005	PPDN	Pre-Paid	A	Single
17	30X0X0000X	00000XXX	XXXXX	00XXXXXX	XXXXXXXXXX	Wayne, John	14	1/1/2017	VISEXP	Vision Expanded	A	Single

Example:
TN_BA219_MED_DEN_COVERAGE
Excel Format

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 begins with

Search

Advanced Search

Search Results

*Folder View

Select the "HTML" button.

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
TN_BA297_LOA_IN_BILLING	Active in billing for agency	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA302_PERSON_AND_JOB	Person and Job Information	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA308_SM_HIRED_AFTER_15TH	1st Deds will not Deduct	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA309_INELIG_FOR_PARTNER	List of ineligible for Partner	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA311_ESS_NEW_DEPENDENTS	New Dependents Added via ESS	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA312_WCP_WITH_ARREARS	Worker's Comp with Arrears	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA313_ADDRESS_CHANGES	Address Changes	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA313_ADDRESS_CHANGES_BK	Address Changes	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA313_ADDRESS_CHANGES_OLD	Address Changes	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA324_1450_EMPLOYEES	List of 1450 Employees	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA327_RGF_PTN_EMPLS	Grandfathered Participants	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

TN_BA313_ADDRESS_CHANGES

TN_BA313_ADDRESS_CHANGES - Address Changes

Effective Date From 08/01/2018 
Effective Date To 08/15/2018 

Enter or click on the calendar icon to select the From and To dates you want to search.

View Results

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

Rectangular Snip

Click the "View Results" button.

TN_BA313_ADDRESS_CHANGES

TN_BA313_ADDRESS_CHANGES - Address Changes

Effective Date From 08/01/2018

Effective Date To 08/15/2018

View Results

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

Click the "Open" button and the Query will open in Excel format.



TN_BA313_ADDRESS_CHANGES

TN_BA313_ADDRESS_CHANGES - Address Changes

Effective Date From 08/01/2018



Effective Date To 08/15/2018



View Results

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (2346 kb)

View All

First 1-100 of 2385 Last

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

Rectangular Snip

From here you can select to run your query in the following:
Excel Spreadsheet , CSV Text File, or XML File

NOTE: From here you have the capability to print in any download mode you select.

TN_BA313_ADDRESS_CHANGES

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Address Changes	19											
2	ID	NID	Name	Eff Date	Status	Address 1	City	County	State	Postal	Last Upd DtTm	by	Description
3	00XXXXXX	XXXXXXXXXX	Stones, Rolling	8/3/2018	A	0000 Rodeo Dr	Spring Hill	Williamson	TN	37174-3234	8/4/2018 19:00	SYSADM	CLEAN ADDRESS
4	00XXXXXX	XXXXXXXXXX	Brooks, Garth	8/8/2018	A	1020 Wellington B	Kingsport	Hawkins	TN	37660-1075	8/11/2018 19:01	SYSADM	CLEAN ADDRESS
5	00XXXXXX	XXXXXXXXXX	Moore, Demi	7/8/2018	A	600 Caldwell Dr	Goodlettsville	Sumner	TN	37072-3405	8/11/2018 19:01	SYSADM	CLEAN ADDRESS
6	00XXXXXX	XXXXXXXXXX	Sawyers, Tom	7/31/2018	A	5195 Flat Creek R	Spring Hill	Williamson	TN	37174-2707	8/1/2018 19:00	SYSADM	CLEAN ADDRESS
7	00XXXXXX	XXXXXXXXXX	Blue, Boy	8/2/2018	A	156 Copper Spring	Cookeville	Putnam	TN	38506-0618	8/4/2018 19:00	SYSADM	CLEAN ADDRESS
8	00XXXXXX	XXXXXXXXXX	Duncan,Hines	8/7/2018	A	1318 Mallard Dr	Spring Hill	Maury	TN	37174-5104	8/11/2018 19:00	SYSADM	CLEAN ADDRESS
9	00XXXXXX	XXXXXXXXXX	Doughboy, Pillsbury	8/8/2018	A	2405 Spring Creel	Cleveland	Bradley	TN	37311-0970	8/11/2018 19:01	SYSADM	CLEAN ADDRESS
10	00XXXXXX	XXXXXXXXXX	Wayne, John	8/10/2018	A	7502 Jackson Ber	Lenoir City	Loudon	TN	37772-4589	8/11/2018 19:01	SYSADM	CLEAN ADDRESS
11	00XXXXXX	XXXXXXXXXX	Mitler, Bette	8/2/2018	A	30427 Lipizzan Te	Mount Dora	Out of State	FL	32757-7841	8/4/2018 19:00	SYSADM	CLEAN ADDRESS
12	00XXXXXX	XXXXXXXXXX	Boone, Daniel	8/9/2018	A	9707 Frisco Ln	Knoxville	Knox	TN	37922-3563	8/11/2018 19:01	SYSADM	CLEAN ADDRESS
13	00XXXXXX	XXXXXXXXXX	Jackson, Michael	8/8/2018	A	1354 Willow Sprin	Johnson City	Washington	TN	37604-3275	8/11/2018 19:00	SYSADM	CLEAN ADDRESS
14	00XXXXXX	XXXXXXXXXX	Spielburg, Steven	8/13/2018	A	PO Box 316	Cumberland	Dickson	TN	37051-0316	8/13/2018 10:05	Access ID	CLEAN ADDRESS
15	00XXXXXX	XXXXXXXXXX	Jefferson, Thomas	8/3/2018	A	1602 Hicks Edgen	Pleasant View	Cheatham	TN	37146-7043	8/4/2018 19:00	SYSADM	CLEAN ADDRESS
16	00XXXXXX	XXXXXXXXXX	Lincoln, Abraham	8/8/2018	A	6505 Williamsburg	Jackson	Madison	TN	38305-5119	8/8/2018 10:48	Access ID	CLEAN ADDRESS
17	00XXXXXX	XXXXXXXXXX	Carey, Drew	8/1/2018	A	309 Woodfern Ct	Mount Juliet	Wilson	TN	37122-4648	8/1/2018 19:00	SYSADM	CLEAN ADDRESS
18	00XXXXXX	XXXXXXXXXX	Jackson, Andrew	8/6/2018	A	Dept of Health	Nashville	Davidson	TN	37243	8/6/2018 15:53	Access ID	CLEAN ADDRESS

Example:
TN_BA313_ADDRESS_CHANGES
 Query which was ran to **HTML**

Adding a Query as a Favorite

Query Viewer

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

*Search By begins with
 [Advanced Search](#)

Search Results Too many items met your search criteria. Only the first 300 items displayed.

*Folder View

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
TN_BA01_DEPENDNT_DEMOG	Dependent Demographic	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA02_MEDICAL_DEP_ENR_TOT	Med & Medsup DEP Enrlmt Cnts	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA02_MEDICAL_EMPLOYEE_COUNT	Medical Enrl - Employee Cnts	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA02_MEDICAL_HOC_ENR_TOT	Med & Medsup HOC Enrlmt Cnts	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA102_VERIFY_LIFE_COVRG	Verify Life coverage Coverage	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA102_VERIFY_OPT_ADD_COVRG	Family w/o Dep, Single w/ Dep	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA103_CHILD_AGE_26	Child Tax Dep Approaching 26	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA104_ELIGIBLE_NO_MEDICAL	Active EE's Elig w/Waive Covrg	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA106_TERMS_DEA_WITH_FSA	EE's Deceased with FSA Balance	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA107_BENBILL_NEW_CUST	Benefits Billing New Customers	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA107_MISSING_NP_DEPT	Missing NonPayroll Depts	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA108_LETTERS_APPROACH_65	Letters for EE's Approaching65	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA108_LETTERS_APPROACH_65_D	Letters for Deps Approaching65	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA109_BILLINGWITH_ACTIVEPAY	EE's in Billing and Payroll	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA110_HOC_DEPS	Search by Name EE or Dependnt	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA112_SSN_CHANGES	SSN Changes	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA113_SS_WAGES_FOR_RET	SS Wages Validation w/ address	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

Select the Query you wish to add to your favorites by clicking on “Favorites”.

My Favorite Queries

Query Viewer

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

*Search By begins with

Search

Advanced Search

My Favorite Queries

Personalize | Find | First 1 of 1 Last

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Remove
TN_BA01_DEPENDNT_DEMOG	Dependent Demographic	Public		HTML	Excel	XML	Schedule	Lookup References	

Clear Favorites List

You will see the query
TN_BA01_DEPENDNT_DEMOG
In your “**MY Favorites Queries**”.

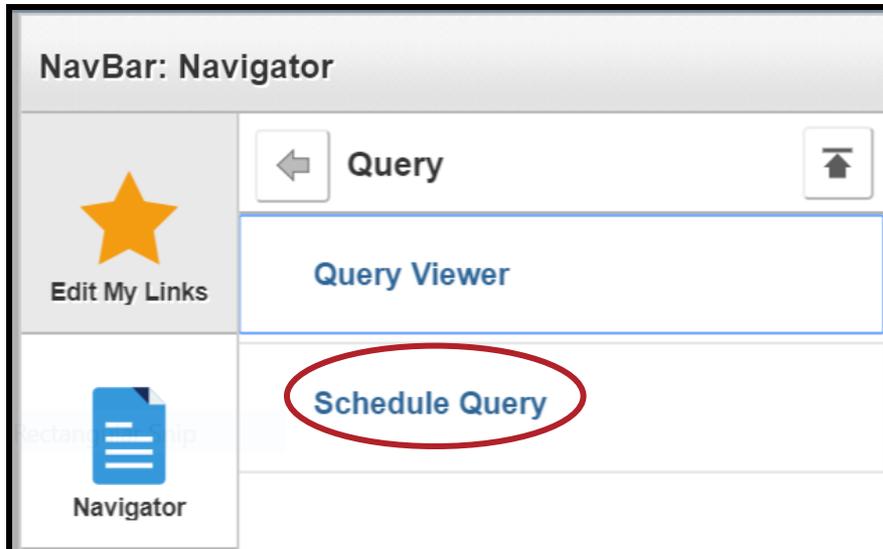
Scheduling Queries



**Allow you to schedule your queries
within Edison**

Schedule Queries

NavBar: Navigator



Query

Query Viewer

Schedule Query

Navigator

There are two ways in which you can Schedule Queries.

1. You can select the “Schedule Query” button in “Query” folder.
2. You can select the “Schedule” button in the Query Viewer.

Query

Personalize | Find | View 100 | [?] | []

First 31-60 of 185 Last

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
TN_BA209C_STATE_HLTH_PREM_INDV	Recon IND Bill Charges Med Act	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA209_HLTH_INS_PREM_AGENCY		Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA210_XXX	Demographic Information	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA216_BUDGET_QUERY	Query for Agency Budget Proj	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA219_AETP_FLEX_ENROLLMENTS		Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA219_AETP_INS_ELECTIONS		Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA219_MEDSUPP_ELECTIONS	Medsupp Changes	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA219_MED_DEN_COVERAGE	Med/Den Elect as of covg date	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA219_MED_DEN_ELECTIONS	Medical/Dental Changes	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

Schedule Queries

Schedule Query

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

Find an Existing Value | **Add a New Value**

▼ Search Criteria

Search by: Run Control ID ▼ begins with

Case Sensitive

[Advanced Search](#)

Click the “Add a New Value” button if you have never run this query.

Find an Existing Value | Add a New Value

Schedule Queries

Schedule Query

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

[Find an Existing Value](#) [Add a New Value](#)

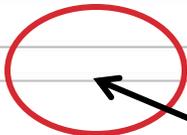
▼ **Search Criteria**

Search by: begins with

Case Sensitive

[Search](#) [Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)



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

Schedule Queries

Naming your Query

Schedule Query

Run Control ID:

Create a name for your query and type it in the “Run Control ID” field.
Name your query as it relates to the query.

Note: No spaces allowed in the name of the query.

[Find an Existing Value](#) | [Add a New Value](#)

Examples:

DoubleDedArrears – Acceptable
double ded arrears - Unacceptable

Scheduled Query

Schedule Query

Find an Existing Value

Add a New Value

Run Control ID:

Add

After naming your query,
Click Add.

Find an Existing Value | Add a New Value

Scheduled Query

TN_BA278_DOUBLE_DED_ARREARS

Schedule Query

Run Control ID: doublededarrears

Report Manager

Process Monitor

Run

Query Name:

Search

*Description:

Save

Add

Update/Display

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

Scheduled Query

TN_BA278_DOUBLE_DED_ARREARS

Schedule Query

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

Find an Existing Value

Add a New Value

▼ Search Criteria

Search by: Run Control ID ▼ begins with **TN_BA278**

Case Sensitive

Search

Advanced Search

Find an Existing Value | Add a New Value

Enter the Selected Query Name (**TN_BA278**)
Click the “Search” button.

Example: **TN_BA278**.

Scheduled Query

TN_BA278_DOUBLE_DED_ARREARS

Scheduled Query Search Page

*Query Type:

Query:

Search

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

TN_BA278_DOUBLE_DED_ARREARS EP's with double deductions	Public
---	--------

Return

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

Scheduled Query

TN_BA278_DOUBLE_DED_ARREARS

Schedule Query

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

Find an Existing Value

Add a New Value

▼ Search Criteria

Search by: Run Control ID ▼ begins with TN_BA278

Case Sensitive

Search

Advanced Search

Search Results

View All First 1 of 1 Last

Run Control ID	Description	Query Name
TN_BA278_DOUBLE_DED_ARREARS	EE's with double deductions	TN_BA278_DOUBLE_DED_ARREARS

Find an Existing Value

Add a New Value

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

Select the Pay Period End Date



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	20180615

Save Return to Search

Add Update/Display

Enter the "Pay Period End Date"

Scheduled Query

TN_BA278_DOUBLE_DED_ARREARS

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	20180615

Save Return to Search

Add Update/Display

Click the "Run" button at the top right.

Scheduled Query

TN_BA278_DOUBLE_DED_ARREARS

Process Scheduler Request

User ID

Run Control ID DoubleDedArrears

Server Name

Run Date



Recurrence

Run Time

Reset to Current Date/Time

Time Zone



Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	PSQUERY	PSQUERY	Application Engine	Web	TXT	Distribution

OK

Cancel

HTM
PDF
XFORM
XLS
XML
XMLP

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

Scheduled Query

TN_BA278_DOUBLE_DED_ARREARS



Process Scheduler Request

User ID

Run Control ID DoubleDedArrears

Server Name

Run Date

Recurrence

Run Time

Reset to Current Date/Time

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	PSQUERY	PSQUERY	Application Engine	Web	XLS	Distribution

OK

Cancel

We selected to use XLS for the excel document format.

Click the "OK" button.

Scheduled Query

TN_BA278_DOUBLE_DED_ARREARS

Schedule Query

Run Control ID DoubleDedArrears

Query Name TN_BA278_DOUBLE_DED_ARREARS

Search

*Description EE's with double deductions

Update Parameters

Prompt Name	Value
PAY_END_DT	20180615

Save Return to Search

Add Update/Display

Report Manager

Process Monitor

Run

Process Instance:7453501

State ABC's Only
Click the "Process Monitor" button.

Non Payroll ABC's
Click the "Report Manager" button.

Make a note of the "Process Instance" Number. This number is helpful if there is an issue in the future when retrieving this query.

Scheduled Query

TN_BA278_DOUBLE_DED_ARREARS

The screenshot shows a web application interface with a navigation menu at the top containing 'List', 'Explorer', 'Administration', and 'Archives'. The 'Administration' tab is highlighted with a red circle. Below the navigation menu is a 'View Reports For' section with a 'Folder' dropdown menu, an 'Instance' field, a 'to' field, and a 'Refresh' button. Below this is a 'Name' field, a 'Created On' field, and a 'Last' dropdown menu. Below the 'View Reports For' section is a 'Reports' table with columns for 'Report', 'Report Description', 'Folder Name', 'Completion Date/Time', 'Report ID', and 'Process Instance'. The table shows '1 Report'.

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 Report					

After clicking the Report Manager button, this page appears. To see the query, select the “Administration” button.

[Go back to Schedule Query](#)

Save

List | Explorer | Administration | Archives

Scheduled Query

TN_BA278_DOUBLE_DED_ARREARS

List | Explorer | Administration | Archives

View Reports For

User ID: _____ Type: _____ Last: _____ 1 Days: _____ Refresh

Status: _____ Folder: _____ Instance: _____ to: _____

Report List Personalize | Find | View All | First 1-3 of 3 Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	4675366	7453501	EE's with double deductions	08/22/2018 11:21:30AM	Microsoft Excel Files (*.xls)	Posted	Details

The report may take a minute to run. Continue to click the Refresh button until the Distribution Status shows "Posted".

Click the Description: "EE's with double deductions" button in the Report List.

Notice the Process Instance Number matches the one you wrote down earlier.

Scheduled Query

TN_BA278_DOUBLE_DED_ARREARS

List | Explorer | Administration | Archives

View Reports For

User ID Type Last 1 Days Refresh

Status Folder Instance to

Report List Personalize | Find | View All | First 1-3 of 3 Last

Select	Report ID	Prct Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	4675366	7453501	EE's with double deductions	08/22/2018 11:21:30AM	Microsoft Excel Files (*.xls)	Posted	Details

Click Details.

Scheduled Query

TN_BA278_DOUBLE_DED_ARREARS

Report Detail

Report

Report ID 4675366 **Process Instance 7453501** [Message Log](#)

Name PSQUERY Process Type Application Engine

Run Status Success

Again you will notice your process instance number from earlier.

EE's with double deductions

Distribution Details

Distribution Node HRP RD Expiration Date 09/22/2018

File List

Name	File Size (bytes)	Datetime Created
AE_PSQUERY_7453501.log	166	08/22/2018 11:22:23.780458AM CDT
TN_BA278_DOUBLE_DED_ARREARS-7453501.xls	54,272	08/22/2018 11:22:23.780458AM CDT

Click the second link under "File List" ending in ".PDFX" or ".XLSX" to view the Query.

Distribute To

Distribution ID Type *Distribution ID

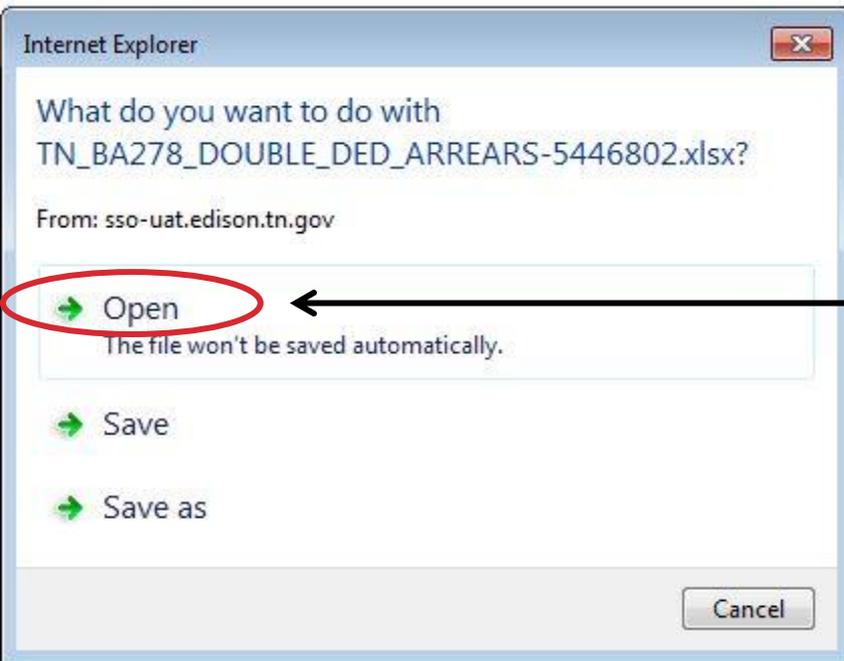
User

OK Cancel

NOTE: *The query will open in a separate window.*

Scheduled Query

TN_BA278_DOUBLE_DED_ARREARS



After clicking on the query name in the file list this windows appears. Click the "Open" button.

Scheduled Query

TN_BA278_DOUBLE_DED_ARREARS

EE's with double deductions															
Co	Pay Period End	ID	Dept ID	Plan Typ	Plan	Descr	Dedn Class	Curr Dedn	Curr Paybk	Last	First Name	Middle	Address 1	City	State Postal
TN	6/15/2018	00XXXXXX		Vision	VISBAS	Vision Basic	Before-Tax	11.89	2.88						TN
TN	6/15/2018	00XXXXXX		Basic Life and AD and D	FB09BU	Family Basic Life and ADD	After-Tax	14.98	7.49						TN
TN	6/15/2018	00XXXXXX		Medical	PRPV1M	Premier PPO BCBS Middle	Before-Tax	553.00	164.00						TN
TN	6/15/2018	00XXXXXX		Dental	PDON	Dental Preferred Provider	Before-Tax	150.76	64.98						TN
TN	6/15/2018	00XXXXXX		Vision	VIEXP	Vision Expanded	Before-Tax	26.81	10.46						TN
TN	6/15/2018	00XXXXXX		Basic Life and AD and D	FB10BU	Family Basic Life and ADD	After-Tax	24.15	16.10						TN
TN	6/15/2018	00XXXXXX		Medical	PRPV1M	Premier PPO BCBS Middle	Before-Tax	717.00	328.00						TN
TN	6/15/2018	00XXXXXX		Dental	PDON	Dental Preferred Provider	Before-Tax	69.54	46.36						TN
TN	6/15/2018	00XXXXXX		Dental	PDON	Dental Preferred Provider	Before-Tax	118.27	32.49						TN
TN	6/15/2018	00XXXXXX		Vision	VIEXP	Vision Expanded	Before-Tax	21.58	5.23						TN
TN	6/15/2018	00XXXXXX		Basic Life and AD and D	FB10BU	Family Basic Life and ADD	After-Tax	16.10	8.05						TN
TN	6/15/2018	00XXXXXX		Medical	PRPV1M	Premier PPO BCBS Middle	Before-Tax	553.00	164.00						TN
TN	6/15/2018	00XXXXXX		Basic Life and AD and D	FB10BU	Family Basic Life and ADD	After-Tax	16.10	8.05						TN
TN	6/15/2018	00XXXXXX		Medical	PRPV1M	Premier PPO BCBS Middle	Before-Tax	553.00	164.00						TN
TN	6/15/2018	00XXXXXX		Dental	PPDN	Pre-Paid	Before-Tax	26.88	13.44						TN
TN	6/15/2018	00XXXXXX		Vision	VIEXP	Vision Expanded	Before-Tax	11.12	5.56						TN
TN	6/15/2018	00XXXXXX		Basic Life and AD and D	FB10AU	Employee Basic Life and AD	After-Tax	12.48	6.24						TN

This is a
TN_BA278_Double_DED_Arrears
 Query which was ran to Excel.

Schedule TN_BA278_Double_DED_ARREARS from the Query Viewer

Query Viewer

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

*Search By begins with

Search

Advanced Search

To Schedule a query from the Query Viewer.
Click the "Schedule" button.

Search Results

*Folder View

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
TN_BA209C_STATE_HLTH_PREM_INDV	Recon IND Bill Charges Med Act	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA209_HLTH_INS_PREM_AGENCY		Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA210_XXX	Demographic Information	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA216_BUDGET_QUERY	Query for Agency Budget Proj	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA219_AETP_FLEX_ENROLLMENTS		Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA219_AETP_INS_ELECTIONS		Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA219_MEDSUPP_ELECTIONS	Medsupp Changes	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA219_MED_DEN_COVERAGE	Med/Den Elect as of covg date	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA219_MED_DEN_ELECTIONS	Medical/Dental Changes	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA278_DOUBLE_DED_ARREARS	EE's with double deductions	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

Scheduled Query

Add a New Value

Scheduled Query

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

Find an Existing Value **Add a New Value**

▼ Search Criteria

Private Query: begins with ▼ N

Query Name: begins with ▼ TN_BA278_DOUBLE_DEI

Run Control ID: begins with ▼

Description: begins with ▼

Case Sensitive

Search Clear Basic Search  Save Search Criteria

Click the “Add a New Value” button if you have never run this query.

Find an Existing Value | Add a New Value

Scheduled Query

Create a name for your Query

Scheduled Query

Private Query:

Query Name:

Run Control ID:

Create a name for your query and type it in the "Run Control ID" field. Name your query as it relates to the query. No spaces allowed in the name of the query.

Example:
DoubleDedArrears - Acceptable
Double Ded Arrears - Unacceptable

|

Scheduled Query Adding a Run Control ID

Scheduled Query

[Find an Existing Value](#) [Add a New Value](#)

Private Query:
Query Name:
Run Control ID:

After naming your query,
Click Add.

[Find an Existing Value](#) | [Add a New Value](#)

Schedule TN_BA278_Double_DED_ARREARS From the Query Viewer

Scheduled Query Search Page

*Query Type:

Query:

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

TN_BA278_DOUBLE_DED_ARREARS EE's with double deductions Public

TN_BA278_DOUBLE_DED_ARREARS

Pay Period End Date:

From here you will continue running this query as previously discussed.

1	Benefits Queries for Agencies	196
2	Query Name	Description
3	TN_BA01_DEPENDNT_DEMOG	Dependent Demographic
4	TN_BA103_CHILD_AGE_26	Child Tax Dep Approaching 26
5	TN_BA103_CHILD_AGE_26_REVISD	Child Tax Dep Approaching 26
6	TN_BA103_CHILD_AGE_26_RH	Child Tax Dep Approaching 26
7	TN_BA103_CHILD_AGE_26_TEST	Child Tax Dep Approaching 26
8	TN_BA104_ELIGIBLE_NO_MEDICAL	Active EE's Elig w/Waive Covrg
9	TN_BA125_LVE_WOPAY_FOR_MT_22M	LOA without pay more than 22 m
10	TN_BA125_LVE_WOPAY_FOR_MT_22MX	LOA without pay more than 22 m
11	TN_BA125_REWRITE	TN_BA125_REWRITE
12	TN_BA130_PASS_THR_PMNT_BENBILL	Pass Thru Payments Ben Billing
13	TN_BA130_PASS_WGS_PMNT_BENBILL	Pass Through Pymts Ind Bill
14	TN_BA133_AUDIT_OPEN_ENRL_ESS	Audit OE Self-Service Changes
15	TN_BA133_AUD_DEP_BIRTHDATE_1RH	Audit dependents birthdate
16	TN_BA133_AUD_DEP_BIRTHDATE_RH	Audit dependents birthdate
17	TN_BA142_TEMP_PRIMARY_NID_DEP	Temp NID as primary for Dep
18	TN_BA142_TEMP_PRIMARY_NID_EMPL	Temp NID as primary for Empl
19	TN_BA142_TEMP_PRIM_NID_DEP_OLD	Temp NID as primary for Dep
20	TN_BA15A_HOLD_COVERAGE_ARREARS	EE's with Arrears
21	TN_BA162_VIEW_PAYCHECK	Paycheck Deduction Information
22	TN_BA164_INVALID_COUNTY	TN Employees w/ invalid county
23	TN_BA172B_RETRO_DEDUCTIONS	Retro Deductions for State EE
24	TN_BA172_RETRO_DEDUCTIONS	Retro Deductions-NonPayroll EE
25	TN_BA174_FTD_LIFE_INS_COUNTS	Ft.Dbrn Life Insurance Counts
26	TN_BA174_FTD_LIFE_INS_CTS_OLD	Ft.Dbrn Life Insurance Counts
27	TN_BA185_ADR_WITH_HIPAA_DELIMS	Addresses with Hipaa Delimeter
28	TN_BA185_ADR_W_HIPAA_DELIMS_R2	Addresses with Hipaa Delimeter
29	TN_BA185_ADR_W_HIPAA_DELIMS_RH	Addresses with Hipaa Delimeter
30	TN_BA185_ADR_W_HIPAA_DELIMS_RX	Addresses with Hipaa Delimeter
31	TN_BA185_ADR_W_HIPAA_DEL_RH2	Addresses with Hipaa Delimeter
32	TN_BA185_ADR_W_HIPAA_DEL_RH3	Addresses with Hipaa Delimeter
33	TN_BA201_SECURITY_BY_BUS_UNIT	Security access by business un
34	TN_BA207_DEP_TERMS	Dep Terms - Div,Mar,Age,Cancel
35	TN_BA207_IND_EVENTS	Ineligible Dependent Events
36	TN_BA208_BAS003_REPORT_NO_INST	Preparation and Elect Errors



This query shows a list of queries ABCs can run.

Benefit Coverage Queries

<u>TN_BA103_CHILD_AGE_26</u>	Page 56
<u>TN_BA207_DEP_TERMS</u>	Page 57
<u>TN_BA219_MED_DEN_COVERAGE</u>	Page 58
<u>TN_BA219_MED_DEN_ELECTIONS</u>	Page 59

TN_BA103_CHILD_AGE_26

Prompts	When to Run	Intended Results
<p>From date: MM/DD/YYYY To date: MM/DD/YYYY</p>	<p>Quarterly</p>	<p>This query is the age off query that shows ABCs dependents approaching their 26th birthday at which time they will be removed from the plan. ABC's can specify a date range, such as 60 or 90 days.</p>

This information will be returned with the Header Title at the Top of the query:

- Employee ID
- NID (SSN)
- Dep/Benef. (number)
- Name
- Relation (to Employee)
- Birthdate
- Student (not used by Benefits)
- Student Last Date
- Plan Type (Medical, Dental, Vision, etc.)
- Coverage elected (East, Middle, or West)
- Plan (Premier Cigna, BCBS, etc.)
- Disabled
- Benefits Program (HED, LG, LE, State)

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Child Tax Dep Approaching 26												
2	ID	NID	Dep/Benef	Name	Relation	Birthdate	Student	StdntLstDt	Plan Typ	Covrg Elec	Plan	Disabled	Ben Progm
3	00897890	789456123	02	Smith, Bob	CN	1/4/1987	N		11	E	PDON	N	HED
4													
5													

TN_BA207_DEP_TERMS

Prompts	When to Run	Intended Results
Keyed Since Date: MM/DD/YYYY	Quarterly	This query shows all dependents terminated for any reason from the date you enter in the prompt.

This information will be returned with the Header Title at the Top of the query:

- Employee ID
- Name (First & Last)
- NID (SSN)
- Employee Record
- Event Class
- Event Description
- Plan Type (Medical, Dental, Vision, etc.)
- Coverage Code
- Deduction Begin Date
- Coverage Begin Date
- Election Date

Dep Terms - Div,Mar,Age,Cancel											
Empl ID	Last	First Name	NID	Empl Record	Event Class	Event Descr	Plan Type	Coverage Code	Deduction Begin Date	Coverage Termination Date	Elect Date
00XXXXXX	Doe	Jane	XXXXXXXXXX	0	D26	Dependent Age-Out 26	Medical	A	8/1/2018	9/1/2018	8/9/2018
00XXXXXX	Lynn	Loretta	XXXXXXXXXX	0	D26	Dependent Age-Out 26	Medical	A	8/1/2018	9/1/2018	8/9/2018
00XXXXXX	Green	Giant	XXXXXXXXXX	0	D26	Dependent Age-Out 26	Dental	A	8/1/2018	9/1/2018	8/9/2018
00XXXXXX	Rubber	Maid	XXXXXXXXXX	0	D26	Dependent Age-Out 26	Dental	A	8/1/2018	9/1/2018	8/9/2018
00XXXXXX	Cobbleston	Tim	XXXXXXXXXX	0	D26	Dependent Age-Out 26	Vision	A	8/1/2018	9/1/2018	8/9/2018
00XXXXXX	Bryant	Kobe	XXXXXXXXXX	0	D26	Dependent Age-Out 26	Vision	A	8/1/2018	9/1/2018	8/9/2018
00XXXXXX	Johnson	Magic	XXXXXXXXXX	0	D26	Dependent Age-Out 26	EAP	H	6/1/2018	7/23/2018	8/2/2018

TN_BA219_MED_DEN_COVERAGE

Prompts	When to Run	Intended Results
Coverage Begin Date: MM/01/YYYY	As Needed	This query will show any new coverage that is effective MM/01/YYYY. This query can be run throughout the year for new hire enrollments or changes for special qualifying events. This query also includes vision.

This information will be returned with the Header Title at the Top of the query:

- Department ID
- Position Number
- Business Unit
- Employee ID
- NID (SSN)
- Name (First & Last name)
- Plan Type (Medical, Dental, Vision, etc.)
- Benefit Plan (Premier Cigna, BCBS, etc.)
- Description (Benefit Plan)
- Coverage Code
- Description (Coverage Code)

	A	B	C	D	E	F	G	H	I	J	K	L
1	Med/Den Elect as of covg date											
2	Dept ID	Position	Business Unit	ID	NID	Name	Plan Typ	Covg Bgn	Benefit Plan	Descr	Coverage Code	Descr
3	30X0X0000X	00000XXX	XXXXX	00XXXXXX	XXXXXXXXXX	Doe, John	10	1/1/2018	PRPV1M	Premier PPO BCBS Middle	A	Single
4	30X0X0000X	00000XXX	XXXXX	00XXXXXX	XXXXXXXXXX	Doe, John	11	1/1/2017	PPDN	Pre-Paid	A	Single
5	30X0X0000X	00000XXX	XXXXX	00XXXXXX	XXXXXXXXXX	Doe, John	14	1/1/2017	VISBAS	Vision Basic	A	Single
6	30X0X0000X	00000XXX	XXXXX	00XXXXXX	XXXXXXXXXX	Duck, Daffy	10	1/1/2016	PPOV3M	Standard PPO Cigna LP Middle	A	Single
7	30X0X0000X	00000XXX	XXXXX	00XXXXXX	XXXXXXXXXX	Duck, Daffy	11	1/1/2011	PPDN	Pre-Paid	A	Single
8	30X0X0000X	00000XXX	XXXXX	00XXXXXX	XXXXXXXXXX	Duck, Daffy	14	1/1/2015	VIEXP	Vision Expanded	A	Single
9	30X0X0000X	00000XXX	XXXXX	00XXXXXX	XXXXXXXXXX	Runner, Road	10	1/1/2018	PRPV1E	Premier PPO BCBS East	A	Single

TN_BA219_MED_DEN_ELECTIONS

Prompts	When to Run	Intended Results
Keyed From Date: MM/DD/YYYY Keyed To Date: MM/DD/YYYY	As Needed	This query will show all elections made in Edison between a specific date range.

This information will be returned with the Header Title at the Top of the query:

- Business Unit
- Department ID
- Position Number
- Employee ID
- NID (SSN)
- Name (First & Last Name)
- Plan Type (Medical, Dental, Vision, etc.)
- Coverage Election (Elect, Terminate, etc.)
- Benefit Plan (Premier Cigna, BCBS, etc.)
- Description (Benefit Plan)
- Coverage Code
- Description (Coverage Code)
- Date Keyed
- Coverage Begin Date

Med/Den Elect as of covg date											
Dept ID	Position	Business Unit	ID	NID	Name	Plan Typ	Covg Bgn	Benefit Plan	Descr	Cov erag	Descr
XXXXXXXXXX	XXXXXXXX	XXXXX	00XXXXXX	XXXXXXXXXX	Doe, John	10	1/1/2018	PRPV1M	Premier PPO BCBS Middle	A	Single
XXXXXXXXXX	XXXXXXXX	XXXXX	00XXXXXX	XXXXXXXXXX	Runner, Road	11	1/1/2017	PPDN	Pre-Paid	A	Single
XXXXXXXXXX	XXXXXXXX	LETEA	00XXXXXX	XXXXXXXXXX	Duck, Donald	14	1/1/2017	VISBAS	Vision Basic	A	Single
XXXXXXXXXX	XXXXXXXX	XXXXX	00XXXXXX	XXXXXXXXXX	Church, Street	10	1/1/2016	PPOV3M	Standard PPO Cigna LP Middle	A	Single
XXXXXXXXXX	XXXXXXXX	XXXXX	00XXXXXX	XXXXXXXXXX	Church,Street	11	1/1/2011	PPDN	Pre-Paid	A	Single
XXXXXXXXXX	XXXXXXXX	XXXXX	00XXXXXX	XXXXXXXXXX	Church,Street	14	1/1/2015	VISEXP	Vision Expanded	A	Single

Billing Queries

<u>TN_BA125_LVE_WOPAY_FOR_MT_22M</u>	Page 61
<u>TN_BA162_VIEW_PAYCHECK</u>	Page 62
<u>TN_BA172_RETRO_DEDUCTIONS</u>	Page 63
<u>TN_BA209_HLTH_INS_PREM_AGENCY</u>	Page 64
<u>TN_BA216_BUDGET_QUERY</u>	Page 65
<u>TN_BA_LOA_IN_BILLING</u>	Page 66

TN_BA125_LVE_WOPAY_FOR_MT_22M

Prompts	When to Run	Intended Results
NONE	Quarterly	This query will show those employees who have been on Leave of Absence for more than 22 months.

This information will be returned with the Header Title at the Top of the query:

- Employee ID
- Employee Record #
- Pay Status
- Effective Date

	A	B	C	D	E
1	LOA without pay more than 22 m				
2	ID	Empl Rcd#	Pay Status	Eff Date	
3					
4					
5					

TN_BA162_VIEW_PAYCHECK

Prompts	When to Run	Intended Results
Edison Employee ID: 00xxxxxx From Period End Date: MM/DD/YYYY To Period End Date: MM/DD/YYYY	As Needed	This query will show the deductions that an employee has for a specific time frame.

This information will be returned with the Header Title at the Top of the query:

- Employee ID
- Department ID
- Pay Run ID (based on date)
- Company (TN or INS)
- Group
- Pay Period End Date
- Plan Type (Medical, Dental, Vision, etc.)
- Benefit Plan (Premier Cigna, BCBS, etc.)
- Deduction Code
- Deduction Class
- Current Deduction
- Current Paycheck
- Current Refund
- Net Taken

Paycheck Deduction Information														36
ID	Dept ID	Pay Run ID	Co	Group	Pay Period End	Plan Type	Plan	Deductn Cd	Dedn Class	Curr Dedn	Curr Paybk	Cur Refund	Not Taken	
00XXXXXX	XXXXXXXXXX	18SM0831	TN	7SS	8/15/2018	20	FB10AU	FDL	N	4.16	0.00	0.00	0.00	
00XXXXXX	XXXXXXXXXX	18SM0831	TN	7SS	8/15/2018	27	FO13A9	OSA13	A	2.10	0.00	0.00	0.00	
00XXXXXX	XXXXXXXXXX	18SM0831	TN	7SS	8/15/2018	40	401KS	401K	B	40.00	0.00	0.00	0.00	
00XXXXXX	XXXXXXXXXX	18SM0831	TN	7SS	8/15/2018	40	401KS	401K	P	25.00	0.00	0.00	0.00	
00XXXXXX	XXXXXXXXXX	18SM0831	TN	7SS	8/15/2018	20	FB10AU	FDL	A	6.24	0.00	0.00	0.00	
00XXXXXX	XXXXXXXXXX	18SM0831	TN	7SS	8/15/2018	14	VISEXP	VISN	B	5.56	0.00	0.00	0.00	
00XXXXXX	XXXXXXXXXX	18SM0831	TN	7SS	8/15/2018	70	RET021	RETIRE	N	373.08	0.00	0.00	0.00	
00XXXXXX	XXXXXXXXXX	18SM0831	TN	7SS	8/15/2018	10	PRPV1M	PRPV1M	N	599.00	0.00	0.00	0.00	
00XXXXXX	XXXXXXXXXX	18SM0831	TN	7SS	8/15/2018	10	PRPV1M	PRPV1M	B	150.00	0.00	0.00	0.00	

TN_BA172_RETRO_DEDUCTIONS

Prompts	When to Run	Intended Results
RP Pend. Dt: MM/DD/YYYY	Monthly	(LG, LE, UT/TBR ONLY) This query lists all employees that will have a retro deduction listed on the Collections Applied Report. The retro can be positive or negative depending on the situation.

This information will be returned with the Header Title at the Top of the query:

- Retro/Deduction Effective Date
- Reprocess End Date
- Company
- Group (TN or INS)
- Unit (LETEA, LGGA1, etc.)
- Department ID
- Pay Period End Date
- NID (SSN)
- Employee ID
- Name
- Benefit Program (GA1, TEA, TEO, etc.)
- Plan Type (Medical, Dental, Vision, etc.)
- Plan (BCBS, Cigna, etc.)
- Deduction Code
- Deduction Class
- Deduction Amount
- New Amount to be deducted
- Amount Override
- Retro Amount
- Process Flag

Retro Deductions for State EE																			
RD Eff Dt	RP EEnd Dt	Co	Group	Unit	Dept ID	Pay Period End	NID	ID	LN, FN	Ben Program	Plan Typ	Plan	Deductn Cd	Dedn Class	Deduct Amt	New Amount	Amt. Ovr.	Retro Amt.	Proc Flag
5/1/2018	7/31/2018	TN	7SS	XXXXX	XXXXXXXXXX	5/15/2018	XXXXXXXXXX	00XXXXXXXX	Lee, General	CSA	11	PPDN	PPDN	B	0.00	32.76	0.00	32.76	Loaded PS
5/1/2018	7/31/2018	TN	7SS	XXXXX	XXXXXXXXXX	6/15/2018	XXXXXXXXXX	00XXXXXXXX	Lee, General	CSA	11	PPDN	PPDN	B	0.00	32.76	0.00	32.76	Loaded PS
5/1/2018	7/31/2018	TN	7SS	XXXXX	XXXXXXXXXX	7/15/2018	XXXXXXXXXX	00XXXXXXXX	Lee, General	CSA	11	PPDN	PPDN	B	0.00	32.76	0.00	32.76	Loaded PS
6/16/2018	7/31/2018	TN	7SS	XXXXX	XXXXXXXXXX	7/15/2018	XXXXXXXXXX	00XXXXXXXX	Broadway, Saint	CSA	11	PDON	PDON	B	0.00	85.78	0.00	85.78	Loaded PS
7/1/2018	7/31/2018	TN	7SS	XXXXX	XXXXXXXXXX	7/15/2018	XXXXXXXXXX	00XXXXXXXX	Giles, Greta	CSA	10	PPOV1M	PPOV1M	B	0.00	215.00	0.00	215.00	Loaded PS
7/1/2018	7/31/2018	TN	7SS	XXXXX	XXXXXXXXXX	7/15/2018	XXXXXXXXXX	00XXXXXXXX	Giles, Greta	CSA	10	PPOV1M	PPOV1M	N	0.00	1258.00	0.00	1258.00	Loaded PS
7/1/2018	7/31/2018	TN	7SS	XXXXX	XXXXXXXXXX	7/15/2018	XXXXXXXXXX	00XXXXXXXX	Giles, Greta	CSA	20	FB10BU	FDL	A	0.00	8.05	0.00	8.05	Loaded PS
7/1/2018	7/31/2018	TN	7SS	XXXXX	XXXXXXXXXX	7/15/2018	XXXXXXXXXX	00XXXXXXXX	Giles, Greta	CSA	20	FB10BU	FDL	N	0.00	4.16	0.00	4.16	Loaded PS

TN_BA209_HLTH_INS_PREM_AGENCY

Prompts	When to Run	Intended Results
<p>Date From: MM/DD/YYYY Date To: MM/DD/YYYY Business Unit: STATE - First 5 digits of Dept. # HETBR - TN Board of Regents HEUTN - UT LETEA - LE Active Teachers LETEO - LE Active Support Staff LGGA1 - LG Active level 1 LGGA2 - LG Active level 2 LGGA3 - LG Active level 3 NP/TN: NP - Non Payroll Members TN - Payroll Members</p>	As Needed	This query will show the specific total deduction amount for each budget code, Employee portion and Employer portion. This is used as a budgeting tool for agencies.

This information will be returned with the Header Title at the Top of the query:

- Business Unit
- Budget Code
- Deduction Source (Employee or Employer)
- Deduction Amount

	A	B	C	D
1	TN_BA209_HLTH_INS_PREM_AGENCY			
2	Business Unit	Budget Cd	Deduction Source	Deduction Amount
3	LGGA1	50501	EMPLOYEE	1364.81
4	LGGA1	50503	EMPLOYEE	10284.80
5	LGGA1	50510	EMPLOYEE	4018.91
6	LGGA1	50518	EMPLOYEE	29649.00
7	LGGA1	50523	EMPLOYEE	19658.05
8				

TN_BA216_BUDGET_QUERY

Prompts	When to Run	Intended Results
Business Unit: STATE - First 5 digits of Dept. # HETBR - TN Board of Regents HEUTN - UT LETEA - LE Active Teachers LETEO - LE Active Support Staff LGGA1 - LG Active level 1 LGGA2 - LG Active level 2 LGGA3 - LG Active level 3	As Needed	This query will show the specific deduction for each individual in your agency, Employee portion and Employer portions. This is used as a budgeting tool for agencies.

This information will be returned with the Header Title at the Top of the query:

- Employee ID
- Position Number
- Department ID
- Last Name
- First Name
- Coverage Code (Employee, Family, etc.)
- Employer Rate
- Employee Rate

	A	B	C	D	E	F	G	H
1	Query for Agency Budget Proj							
2	ID	Position	DeptID	Last	First Name	Covrg Cd	Employer Rate	Employee Rate
3	00987654	99000709	9059200000	Doe	Jon	B	0.00	1331.30
4	00963852	99000709	9059200000	Jones	Rob	B	0.00	1371.30
5	00959896	99000709	9059200000	Jobs	Bob	C	0.00	1038.48
6	00979491	99000709	9059200000	Smith	Jane	A	0.00	532.04
7	00939291	99000709	9059200000	James	Tom	C	0.00	1088.48
8								

TN_BA297_LOA_IN_BILLING

Prompts	When to Run	Intended Results
NONE	Monthly	This query will allow you to see anyone actively enrolled in billing.

This information will be returned with the Header Title at the Top of the query:

- Employee ID
- First Name
- Last Name
- Effective Date
- Plan Type (Medical, Dental, Vision, etc.)
- Billing Status (A is Active)

Active in billing for agency					
ID	First Name	Last	Eff Date	Plan Typ	Bill Stat
00XXXXXX	Mark	Twain	8/1/2011	10	A
00XXXXXX	Mark	Twain	8/1/2011	11	A
00XXXXXX	Mark	Twain	12/1/2015	14	A
00XXXXXX	Charleigh	Giles	12/1/2014	10	A
00XXXXXX	Daniel	Boone	12/1/2016	14	A
00XXXXXX	Daniel	Boone	12/1/2016	10	A
00XXXXXX	Daniel	Boone	12/1/2016	11	A
00XXXXXX	Betty	Boop	5/1/2017	27	A
00XXXXXX	Lucille	Ball	5/1/2012	11	A
00XXXXXX	Julia	Roberts	5/1/2018	14	A
00XXXXXX	Julia	Roberts	5/1/2018	10	A
00XXXXXX	Julia r	Roberts	5/1/2018	11	A
00XXXXXX	Blanche	Devereaux	11/1/2016	10	A
00XXXXXX	Sally	Fields	12/1/2015	14	A
00XXXXXX	Sally	Fields	12/1/2015	10	A
00XXXXXX	Sally	Fields	12/1/2015	11	A
00XXXXXX	Betty	White	12/1/2016	10	A

Demographic Queries

<u>TN BA01 DEPENDNT DEMOG</u>	Page 68
<u>TN BA142 TEMP PRIMARY NID DEP</u>	Page 70
<u>TN BA142 TEMP PRIMARY NID EMPL</u>	Page 71
<u>TN BA164 INVALID COUNTY</u>	Page 72
<u>TN BA222 ADDRESS VERIFICATION</u>	Page 73
<u>TN BA233 MISSING HOME ADDRESS</u>	Page 74

<u>TN BA242 RELATIONSHIP TYPE</u>	Page 75
<u>TN BA282_INVALID EMAIL</u>	Page 76
<u>TN HR156 SYSTEM PERSONAL EMAIL</u>	Page 77
<u>TN BA302 PERSON AND JOB</u>	Page 78
<u>TN BA313 ADDRESS CHANGES</u>	Page 79
<u>TN BA77 LE 5 DIGIT ZIP</u>	Page 80

TN_BA01_DEPENDNT_DEMOG

(Due to the size of the spreadsheet it has been split)

Prompts	When to Run	Intended Results
Business Unit: STATE - First 5 digits of Dept.# HETBR - TN Board of Regents HEUTN - UT LETEA - LE Active Teachers LETEO - LE Active Support Staff LGGA1 - LG Active level 1 LGGA2 - LG Active level 2 LGGA3 - LG Active level 3	As Needed	This query will show all of an employee's dependent demographics including the date of the last update.

This information will be returned with the Header Title at the Top of the query:

- Employee ID
- Employee Record
- NID (SSN)
- Employee Name
- Action (HIR)
- Reason (NPE)
- Pay Status
- HR Status
- Business Unit
- Department ID
- Job Code
- Benefit Program Effective Date
- Benefit Program (GA1, GA2, TEO, etc.)
- CBR Event ID
- Dependent ID
- Dependent Name
- Same Address as Employee (Y or N)
- Postal
- Relationship to Employee
- Dependent Beneficiary Type
- Marital Status of Dependent
- Marital Status Date
- Sex
- Birthdate of Dependent
- Death Date
- Student (Y or N)
- Disabled (Y or N)
- Medicare Date
- COBRA Date
- CSB Eligible
- CBR Action
- CBR Employee ID
- Student Date
- Court Ordered Dependent
- FEHB
- Federal Plan
- Same Phone Number as Employee
- Type of Phone
- Address Type
- Eligible Leave
- Certificate Verification
- Dependent Employee ID
- Civil Service Status
- Employer Name
- Same Public Service
- Date of last Update

TN_BA01_DEPENDNT_DEM (Cont.)

(Due to the size of the spreadsheet it has been split)

Dependent Demographic																	
Empl ID	Empl Record	NID	Empl Name	Empl Last Name	Empl First Name	Empl Middle Name	Action	Reason	Pay Status	HR Status	Unit	Dept ID	Job Code	Ben Prog Eff Date	Ben Progrm	CBR Evt ID	Dep/ Benef ID
00XXXXXX	1	XXXXXXXXXX	Full Name, First, Middle, Last	Jett	Joan	A	DTA	EC3	A	A	LGGA1	9253900000	INSPAR	12/1/2010	GA1	0	02
00XXXXXX	1	XXXXXXXXXX	Full Name, First, Middle, Last	Houston	Whitney	A	DTA	EC3	A	A	LGGA1	9253900000	INSPAR	12/1/2010	GA1	0	03
00XXXXXX	1	XXXXXXXXXX	Full Name, First, Middle, Last	Rogers	Kenny	M	REH	RNP	A	A	LGGA1	9208900000	INSPAR	3/31/2010	GA1	1	01
00XXXXXX	1	XXXXXXXXXX	Full Name, First, Middle, Last	Straight	George	M	REH	RNP	A	A	LGGA1	9208900000	INSPAR	9/1/2008	GA1	0	01

Ben Progm	CBR Evt ID	Dep/ Benef ID	Dep NID	Dep Name	Dep Last Name	Dep First Name	Dep Middle Name	Same Addr	Postal	Relation	Dependent Beneficiary Type	Mar Status	Mar StatDt	Sex	Birthdate	Death Date	Student	Disabled	Medicare Dt
GA1	0	02	XXXXXXXXXX	Work,Beth J	Work	Beth	J	Y		CN	O	S		F	12/18/1993		N	N	
GA1	0	03		Wooten,Harry A	Wooten	Harry	A	Y		SP	O	M	5/13/1978	M	12/8/1950		N	N	
GA1	1	01		Box,Harriet F	Box	Harriett	F	Y		CN	O	S		F	2/25/1999		N	N	
GA1	0	01		Box,Harriet F	Box	Harriett	F	Y		CN	O	S		F	2/25/1999		N	N	

COBRA Dt	CSB Elig	CBR Action	CBR Emplid	StdntL stDt	Court Order Fl	FEHB	Fed Pln	Same Phone	Type	Addr Type	Elig Par Leave	Certificate Ver	Dep Empl ID	CivSer Stat	Employer Name	Same Public Sce	Dt. of last upd
					N	N		Y	HOME	HOME	N	N		N		N	9/1/2008
					N	N		Y	HOME	HOME	N	N		N		N	9/1/2008
					N	N		Y	HOME	HOME	N	N		N		N	9/1/2008
					N	N		Y	HOME	HOME	N	N		N		N	9/1/2008

TN_BA142_TEMP_PRIMARY_NID_DEP

Prompts	When to Run	Intended Results
NONE	Monthly	This query will show you all of the dependents that have a temporary Social Security Number and the name of the employee for that dependent. If you do not have the permanent SSN, you will need to get this information from the employee.

This information will be returned with the Header Title at the Top of the query:

- Department Number
- Employee ID
- Employee NID (SSN)
- Employee Name
- Dependent NID (SSN needs to be updated)
- Dependent ID
- Effective Date
- Dependent Name
- Dependent Birthdate

Temp NID as primary for Dep	Empl ID	Empl NID	Empl Name	Dep NID	Dep ID	Eff Date	Dep Name	Dep Birthdate	Addr Type	Address 1	City	State	Postal
	00XXXXXX	000000000	Doe, John	9999999	05	7/1/2018	Doe, Baby	8/8/2018	HOME	141 Church Avenue	Nashville	TN	37058-5051
	00XXXXXX			9999999	01	6/1/2018		7/10/2018	HOME		Nashville	TN	37203-5334
	00XXXXXX			9999999	03	3/1/2018		4/2/2018	HOME		Nashville	TN	38401-6720
	00XXXXXX			9999999	10	2/1/2018		3/13/2018	HOME		Linden	TN	37096-6658
	00XXXXXX			9999999	04	9/1/2017		10/18/2017	HOME		Nashville	TN	37128-5125
	00XXXXXX			9999999	02	6/1/2018		7/5/2018	HOME		Hendersonv	TN	37075-2567
	00XXXXXX			9999999	01	6/1/2018		7/27/2018	HOME		Knoxville	TN	37938-4056
	00XXXXXX			9999999	01	6/1/2018		7/27/2018	MAIL		Knoxville	TN	37938-4056

TN_BA142_TEMP_PRIMARY_NID_EMPL

Prompts	When to Run	Intended Results
NONE	Monthly	This query will show you all of your employees that have a temporary Social Security Number. If you do not have the permanent SSN, you will need to get this information from the employee.

This information will be returned with the Header Title at the Top of the query:

- Department Number
- Effective Date
- Employee ID
- NID (SSN to be changed)
- Name

	A	B	C	D	E
1	Temp NID as primary for Empl	6			
2	Dept ID	Eff Date	Empl ID	NID	Name
3	900XX01000	5/1/2015	00XXXXXX	999XXXXXX	Boop, Betty
4	900XX0X000	9/1/2016	00XXXXXX	999XXXXXX	
5	900XX0X000	8/1/2017	00XXXXXX	999XXXXXX	
6	900XX0X000	6/9/2017	00XXXXXX	999XXXXXX	
7	900XX0X000	5/1/2018	00XXXXXX	999XXXXXX	
8	900XXXX000	5/21/2018	00XXXXXX	999XXXXXX	

TN_BA164_INVALID_COUNTY

Prompts	When to Run	Intended Results
NONE	Quarterly	This query will show you if any of your employee's have been entered into Edison with an invalid county.

This information will be returned with the Header Title at the Top of the query:

- HR Status
- Company
- Employee ID
- Address Type
- County Listed in Address

	A	B	C	D	E
1	TN Employees w/ invalid county				
2	HR Status	Co	ID	Addr Type	County
3	A	TN	00999901	BUSN	
4	A	TN	00999902	MAIL	
5	A	TN	00999903	MAIL	
6	A	TN	00999904	HOME	
7					

TN_BA222_ADDRESS_VERIFICATION

Prompts	When to Run	Intended Results
Business Unit: STATE - First 5 digits of Dept. # HETBR - TN Board of Regents HEUTN - UT LETEA - LE Active Teachers LETEO - LE Active Support Staff LGGA1 - LG Active level 1 LGGA2 - LG Active level 2 LGGA3 - LG Active level 3	As Needed	This query will show all of your employee's addresses.

This information will be returned with the Header Title at the Top of the query:

- **Business Unit**
- **Department ID**
- **Description of Department**
- **NID (SSN)**
- **Employee ID**
- **Name**
- **HR Status**
- **Address**

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Address Query for Agencies												
2	Unit	Dept ID	Descr	NID	ID	Name	HR Status	Address 1	Address 2	City	County	State	Postal
3	LGGA2	9250700000	Community Foundation	999888777	00999981	Doe, John	Active	123 Doe Road		Nashville	DAVIDSON	TN	37216-3822
4	LGGA2	9250700000	Community Foundation	888999777	00999982	Smith, John	Active	123 Smith Road		Nashville	Davidson	TN	37214-2709
5	LGGA2	9250700000	Community Foundation	989898989	00999983	James, Bob	Inactive	123 James Road		Nashville	Davidson	TN	37204-2127

TN_BA233_MISSING_HOME_ADDRESS

Prompts	When to Run	Intended Results
NONE	Quarterly	This query will show you all of your employee's that are missing a home address in Edison

This information will be returned with the Header Title at the Top of the query:

- Employee ID
- Employee Record #
- Employee Name
- Business Unit
- Department ID
- Mail Drop

	A	B	C	D	E	F
1	Emps w/out Home Address					
2	ID	Empl Rcd#	Employee Name	Unit	DeptID	Mail Drop
3	00999888	0	Doe, Jon J.	LETEA	905280000	99024
4						

TN_BA242_RELATIONSHIP_TYPE

Prompts	When to Run	Intended Results
Relationship to Employee: (Use spy-glass to select correct relationship)	As Needed	This query will show all Dependents listed as a certain Relationship. You will select the relationship you would like to audit when prompted.

This information will be returned with the Header Title at the Top of the query:

- **Relationship to Employee (Your Selection)**
- **Employee ID**
- **Head of Contract Name (Employee)**
- **Address**
- **Dependent Number**
- **Dependent Name**
- **Dependent Birthdate**

	A	B	C	D	E	F	G	H	I	J	K
1	Deps & Beneficiaries by Type										
2	Relationship to Employee	ID	HOC Name	Address 1	Address 2	City	State	Postal	Dep/Benef	Dep Name	Dep Birthdate
3	CD	00999981	Doe, John	123 Doe Lane		Nashville	TN	37204	02	Doe, Alex	1/16/1996
4	CD	00999981	Doe, John	123 Doe Lane		Nashville	TN	37204	01	Doe, Jane	1/16/1996
5	CD	00999982	Smith, Jane	123 Smith Drive		Portland	TN	37148	03	Smith, John	6/28/2000
6	CD	00999982	Smith, Jane	123 Smith Drive		Portland	TN	37148	05	Smith, Faith	7/11/2005
7	CD	00999982	Smith, Jane	123 Smith Drive		Portland	TN	37148	02	Smith, James	10/17/2005
8	CD	00999982	Smith, Jane	123 Smith Drive		Portland	TN	37148	01	Smith, Joan	4/26/2007
9	CD	00999982	Smith, Jane	123 Smith Drive		Portland	TN	37148	04	Smith, Sam	7/16/2002

TN_BA282_INVALID_EMAIL

Prompts	When to Run	Intended Results
NONE	Quarterly	This query will show who does not have an email address listed or if the email listed appears to be invalid.

This information will be returned with the Header Title at the Top of the query:

- Business Unit
- Department ID
- Employee ID
- Employee Name
- User ID of Employee
- Email Address
- Last Date Address was updated
- Last User who updated Email

	A	B	C	D	E	F	G	H
1	Invalid or Blank Email Address							
2	Busn Unit	Dept ID	EmplID	Employee Name	UserID/OperID	Email ID	Last Upd DtTm	Last Upd User
3	LGGA2	9250700000	00999990	Jon Jones	Jonj0531001		8/1/2018 4:22	shera0904001
4	LGGA2	9250700000	00999991	Bob White	bobw0904001		8/1/2018 3:20	ERP_BATCH
5	LGGA2	9250700000	00999992	Jane Doe	janed0630001		8/1/2018 3:20	ERP_BATCH
6								

TN_HR156_SYSTEM_PERSONAL_EMAIL

Prompts	When to Run	Intended Results
Business Unit	As needed	<ul style="list-style-type: none"> This query will show you the employees' names, current email addresses and Edison IDs Pulls retiree info Shows If no email address is on file

This information will be returned with the Header Title at the Top of the query:

- Employee ID
- Employee Name
- Business Unit
- Department Number
- Email Address

	A	B	C	D	E	F	G	H
1	Personal Emaillesses/No Email Addresses							
2	EmplID	Name	BusnUnit	Dept ID		Email		
3	C0000	Howard Doe	LETEA	900000000		No email on file		
4	00000000	Sarah Edens	LETEA	900000000		sedens@att.net		
5	00000000	Lisa Veteran	LETEA	900000000		No email on file		
6								

TN_BA302_PERSON_AND_JOB

Prompts	When to Run	Intended Results
NONE	As Needed	This query shows all personal and job information for all active employees in your agency.

This information will be returned with the Header Title at the Top of the query:

- Employee ID
- Name
- Birthdate
- Sex
- Marital Status
- NID (SSN)
- Address of Employee
- Phone Number
- Email Address
- Department ID
- Position Number
- Compensation Frequency
- Compensation Rate

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Person and Job Information																		
2	ID	Name	Birthdate	Sex	Mar Status	NID	Address 1	Address 2	Address 3	City	County	State	Postal	Phone	Email Address	Dept ID	Position	Comp Freq	Comp Rate
3	00999888	Smith, John	3/13/1980	M	S	987654321	123 Smith Road			Nashville	Davidson	TN	37217-4633		Email@email.com	9250700000	99002024	M	
4	00999889	Jones, Joe	9/7/1970	M	W	987987987	123 Jones Road			Nashville	Davidson	TN	37214-2709		Email@email.com	9250700000	99002024	M	
5	00999890	Doe, Jane	6/15/1975	F	M	654654654	123 Doe Road			Nashville	Davidson	TN	37215-1208			9250700000	99002024	M	

TN_BA313_ADDRESS_CHANGES

Prompts	When to Run	Intended Results
Effective Date From: MM/DD/YYYY Effective Date To: MM/DD/YYYY	Monthly	Shows all the addresses that have been updated for an agency.

This information will be returned with the Header Title at the Top of the query:

- Employee ID
- NID (SSN)
- Name
- Effective Date
- Status of Address
- Address
- Last Date address was updated
- Login of Who Updated Address
- Description of the login

Address Changes	19												
ID	NID	Name	Eff Date	Status	Address 1	City	County	State	Postal	Last Upd DtTm	by	Description	
00XXXXXX	XXXXXXXXXX	Stones, Rolling	8/3/2018	A	0000 Rodeo Dr	Spring Hill	Williamson	TN	37174-3234	8/4/2018 19:00	SYSADM	CLEAN ADDRESS	
00XXXXXX	XXXXXXXXXX	Brooks, Garth	8/8/2018	A	1020 Wellington B	Kingsport	Hawkins	TN	37660-1075	8/11/2018 19:01	SYSADM	CLEAN ADDRESS	
00XXXXXX	XXXXXXXXXX	Moore, Demi	7/8/2018	A	600 Caldwell Dr	Goodlettsville	Sumner	TN	37072-3405	8/11/2018 19:01	SYSADM	CLEAN ADDRESS	
00XXXXXX	XXXXXXXXXX	Sawyers, Tom	7/31/2018	A	5195 Flat Creek R	Spring Hill	Williamson	TN	37174-2707	8/1/2018 19:00	SYSADM	CLEAN ADDRESS	
00XXXXXX	XXXXXXXXXX	Blue, Boy	8/2/2018	A	156 Copper Spring	Cookeville	Putnam	TN	38506-0618	8/4/2018 19:00	SYSADM	CLEAN ADDRESS	
00XXXXXX	XXXXXXXXXX	Duncan,Hines	8/7/2018	A	1318 Mallard Dr	Spring Hill	Maury	TN	37174-5104	8/11/2018 19:00	SYSADM	CLEAN ADDRESS	
00XXXXXX	XXXXXXXXXX	Doughboy, Pillsbury	8/8/2018	A	2405 Spring Creel	Cleveland	Bradley	TN	37311-0970	8/11/2018 19:01	SYSADM	CLEAN ADDRESS	
00XXXXXX	XXXXXXXXXX	Wayne, John	8/10/2018	A	7502 Jackson Ber	Lenoir City	Loudon	TN	37772-4589	8/11/2018 19:01	SYSADM	CLEAN ADDRESS	
00XXXXXX	XXXXXXXXXX	Mitler, Bette	8/2/2018	A	30427 Lipizzan Te	Mount Dora	Out of State	FL	32757-7841	8/4/2018 19:00	SYSADM	CLEAN ADDRESS	
00XXXXXX	XXXXXXXXXX	Boone, Daniel	8/9/2018	A	9707 Frisco Ln	Knoxville	Knox	TN	37922-3563	8/11/2018 19:01	SYSADM	CLEAN ADDRESS	
00XXXXXX	XXXXXXXXXX	Jackson, Michael	8/8/2018	A	1354 Willow Sprin	Johnson City	Washington	TN	37604-3275	8/11/2018 19:00	SYSADM	CLEAN ADDRESS	
00XXXXXX	XXXXXXXXXX	Spielburg, Steven	8/13/2018	A	PO Box 316	Cumberland	Dickson	TN	37051-0316	8/13/2018 10:05	Access ID	CLEAN ADDRESS	

TN_BA77_LE_5_DIGIT_ZIP

Prompts	When to Run	Intended Results
NONE	Quarterly	This query will identify invalid ZIP codes.

This information will be returned with the Header Title at the Top of the query:

- **Company**
- **Department ID**
- **Description of Department**
- **Group**
- **Employee ID**
- **NID (Last 4 digits of SSN)**
- **Name**
- **Address Type**
- **Address (with Zip Code)**

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Query to Identify invalid zip												
2	Co	Dept ID	Descr	Group	ID	National ID	Name	Addr Type	Address 1	Address 2	City	State	Postal
3	NP	9056800000	Monroe Co Bd Ed	INS	00206359	XXX-XX-9999	Jones, John	HOME	123 John Lane		Tellico Plains	TN	37385
4	NP	9054200000	Henderson S Ins	INS	00206361	XXX-XX-9991	Doe, Jane	HOME	123 Jane Lane		Lexington	TN	38351
5	NP	9054200000	Henderson S Ins	INS	00206664	XXX-XX-9992	Doe, John	HOME	123 Doe Lane		Reagan	TN	38368
6	NP	9052300000	Dekalb Co Bd Ed	INS	00206827	XXX-XX-9993	Jones, Jill	HOME	123 Jill Lane		Baxter	TN	38544
7	NP	9050700000	Bledsoe C Bd Ed	INS	00207320	XXX-XX-9994	Smith, Jack	HOME	123 Smith Lane		Pikeville	TN	37367
8	NP	9053000000	Fentress Bd Ed	INS	00207440	XXX-XX-9995	Smith, Joe	HOME	123 Joseph Lane		Jamestown	TN	38556
9													

ESS and AE Queries

(Employee Self Service and Annual Enrollment)

<u>TN BA133 AUDIT OPEN ENRL ESS</u>	Page 82
<u>TN BA219 AETP INS ELECTIONS</u>	Page 83
<u>TN BA219 NEW HIRE ESS</u>	Page 84
<u>TN BA219 OE NOT SUBMITTED</u>	Page 85
<u>TN BA265 OE ELECTIONS IN ESS</u>	Page 86
<u>TN BA311 ESS NEW DEPENDENTS</u>	Page 87

TN_BA133_AUDIT_OPEN_ENRL_ESS

Prompts	When to Run	Intended Results
Edison Employee ID: 00xxxxxx	During/After AE	This query will show all of an employee's elections made through ESS with a date/time stamp. If the employee submits the enrollment multiple times, all of the activity will show on this report.

This information will be returned with the Header Title at the Top of the query:

- Employee ID
- Employee Record
- Dependent Number
- Employee or Dependent Name
- Plan Type (Medical, Dental, Vision, etc.)
- Election (Elect or Waive)
- Plan (BCBS, Cigna, etc.)
- Description of Plan
- Coverage Code
- Annual Pledge (only for State Flex)
- Schedule ID (Open Enrollment or New Hire)
- Date and Time of Election
- Election after Submit

Audit OE Self-Service	9												
ID	Empl Record	Dep/ Benef	Emp or Dep Name	Plan Type	Election	Plan	Descr	Covg Cd	Annl Pledg	Sched ID	Date/Time	Elect After Submit	
00289867	1	00	Doe, John Wayne	10	Elect	PRPV1M	Premier PPO BCBS Middle	A	0.00	OES17	10/9/2017 17:23		
00289867	1	00	Doe, John Wayne	14	Elect	VIEXP	Vision Expanded	A	0.00	OES17	10/9/2017 17:23		
00289867	1	00	Doe, John Wayne	10	Elect	PRPV1M	Premier PPO BCBS Middle	A	0.00	OES17	10/9/2017 7:40		
00289867	1	00	Doe, John Wayne	14	Elect	VIEXP	Vision Expanded	A	0.00	OES17	10/9/2017 7:40		
00289867	1	00	Doe, John Wayne	14	Elect	VIEXP	Vision Expanded	A	0.00	OES17	10/9/2017 7:39	Y	
00289867	1	00	Doe, John Wayne	14	Waive				0.00	OES16	10/11/2016 13:42		
00289867	1	01	Doe, Jane L	14	Elect	VIEXP	Vision Expanded	C	0.00	OES12	10/18/2012 13:05		
00289867	1	00	Doe, John Wayne	14	Elect	VIEXP	Vision Expanded	C	0.00	OES12	10/18/2012 13:05		
00289867	1	00	Doe, John Wayne	10	Elect	PPPV1M	Partners Promise BCBS Middle	A	0.00	OES10	10/6/2010 13:55		

TN_BA219_AETP_INS_ELECTIONS

Prompts	When to Run	Intended Results
Event Date: 01/01/YYYY	During AE	This query will show who has made changes to their health insurance during AE. It will show the old coverage and the new coverage.

This information will be returned with the Header Title at the Top of the query:

- Business Unit
- Employee ID
- Benefit Record
- Name
- Benefit Program
- Plan Type (Medical, Dental, Vision, etc.)
- Coverage Begin Date
- New Benefit Plan (BCBS, MetLife, etc.)
- New Coverage Code (Single, etc.)
- Old Benefit Plan
- Old Coverage Code
- Election Source

	A	B	C	D	E	F	G	H	I	J	K	L
1	TN_BA219_AETP_INS_ELECTIONS											
2	Business Unit	Empl ID	Ben Record	Name	Benefit Program	Plan Type	Coverage Begin Date	New Benefit Plan	New Covrg Cd	Old Benefit Plan	Old Covrg Cd	Elect Source
3	40100	00999981	0	Doe, John	CSA	10	8/1/2018	PPOV1M	D	PPOV1M	A	Central BA
4	34101	00999982	0	Jones, Jill	CSA	10	8/1/2018	PPPV1E	B			ESS
5	34501	00999983	0	James, Bob	CSA	10	8/1/2018	PPPV1E	A	PPPV1W	A	ESS
6	32901	00999984	0	Smith, Tim	CSA	10	8/1/2018	PPOV1M	A	PPOV1M	D	Central BA

TN_BA219_NEW_HIRE_ESS

Prompts	When to Run	Intended Results
From Coverage Begin Date: MM/DD/YYYY To Coverage Begin Date: MM/DD/YYYY	Monthly	This query will show everyone who has not submitted an enrollment, including those who have made changes in ESS but have not submitted their enrollment. They will need to go back and submit for the changes to take effect.

This information will be returned with the Header Title at the Top of the query:

- Employee ID
- Last and First Name
- Email
- Department ID
- Department Description
- Reason Not Submitted
- County

	A	B	C	D	E	F	G	H
1	New Hire ESS Not Submitted							
2	Empl ID	Last Name	First Name	Email	Dept ID	Dept Descr	Reason	County
3	00789456	Doe	John	AnyEmail@gmail.com	3596200000	Benefits Administration	MISSING DOCUMENTATION	Davidson
4	00987654	James	James	AnyEmail@gmail.com	3596200000	Benefits Administration	NOT SUBMITTED	Davidson
5	00897845	Smith	Bob	AnyEmail@gmail.com	3596200000	Benefits Administration	MISSING DOCUMENTATION	Davidson
6	00999999	Jones	Jane	AnyEmail@gmail.com	3596200000	Benefits Administration	NOT SUBMITTED	Davidson

TN_BA219_OE_NOT_SUBMITTED

Prompts	When to Run	Intended Results
Event Date: 01/01/20YY	Weekly During AE	This query will show everyone who has not submitted an enrollment, including those who have made changes in ESS but have not submitted their enrollment. They will need to go back and submit for the changes to take effect. Look for the employees with "SAVED" in the "Saved but not Submitted" column in the query.

This information will be returned with the Header Title at the Top of the query:

- Employee ID
- Last and First Name
- Email
- Department ID
- Department Description
- Reason Not Submitted
- County

	A	B	C	D	E	F	G	H
1	New Hire ESS Not Submitted							
2	Empl ID	Last Name	First Name	Email	Dept ID	Dept Descr	Reason	County
3	00789456	Doe	John	AnyEmail@gmail.com	3596200000	Benefits Administration	MISSING DOCUMENTATION	Davidson
4	00987654	James	James	AnyEmail@gmail.com	3596200000	Benefits Administration	NOT SUBMITTED	Davidson
5	00897845	Smith	Bob	AnyEmail@gmail.com	3596200000	Benefits Administration	MISSING DOCUMENTATION	Davidson
6	00999999	Jones	Jane	AnyEmail@gmail.com	3596200000	Benefits Administration	NOT SUBMITTED	Davidson

TN_BA265_OE_ELECTIONS_IN_ESS

Prompts	When to Run	Intended Results
Schedule ID: OEGYY - Local Government OEHYY - Higher Education OESYY - State OETYY - Local Education	During/After AE	This query is an audit of all elections made by your employees during AE. If they submit an enrollment multiple times, each enrollment they submit will show with a date and time stamp.

This information will be returned with the Header Title at the Top of the query:

- **Department ID**
- **Employee ID**
- **Employee Record**
- **Name**
- **Plan Type (Medical, Dental, Vision, etc.)**
- **Election**
- **Plan (BCBS, Dental, Vision, etc.)**
- **Plan Description**
- **Coverage Code (Single, etc.)**
- **Annual Pledge (State Flex only)**
- **Schedule ID**
- **Date and Time of Submission**
- **Elect After Submission**

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	OE Self-Service Elections												
2	Dept ID	ID	Empl Record	Name	Plan Typ	Election	Plan	Descr	Covg Cd	Annl Pledg	Sched ID	Date/Time	Elect After Submit
3	9063200000	00999921	1	Smith, John	10	Elect	PPLV2W	PPO Limited Cigna West	D	0.00	OES17	10/9/2017 17:23	
4	9059500000	00999922	0	Jones, Bob	14	Elect	VISEXP	Vision Expanded	B	0.00	OES17	10/9/2017 17:23	Y
5	9055200000	00999923	0	James, Jill	11	Elect	PDON	Delta Preferred	D	0.00	OES17	10/9/2017 7:40	
6	9055200000	00999923	0	James, Jill	11	Elect	PDON	Delta Preferred	D	0.00	OES17	10/9/2017 7:40	Y

TN_BA311_ESS_NEW_DEPENDENTS

Prompts	When to Run	Intended Results
Class: ALL - State/Higher Ed. New Hires NHR - LE/LG New Hires OE - AE for All Agencies Beginning Event Date: MM/DD/YYYY Ending Event Date: MM/DD/YYYY	Monthly	This query will show you all new dependents that were added by the employee through ESS. This can be used for new hires or during AE.

This information will be returned with the Header Title at the Top of the query:

- Department ID
- Position Number
- Class (You selected this)
- Schedule ID
- Event Date
- Employee ID
- Employee Record
- Employee Name
- Benefit Program (GA1, GA2, TEA, etc.)
- Plan Type (Medical, Dental, Vision, etc.)
- Dependent Number
- Dependent Name
- Proof Received (Dependent Verification)

New Dependents Added via ESS												
Dept ID	Position	Class	Sched ID	Event Date	ID	Empl Record	Employee Name	Ben Program	Plan Typ	Dep/ Benef	Dependent Name	Proof Rcvd?
900XXXXXXXX	99XXXXXXXX	NHR	EVENTM	8/1/2018	00XXXXXXXX	1	Boyce Creep	RCS	10	03	Boyce Creep	Y
900XXXXXXXX	99XXXXXXXX	NHR	EVENTM	8/1/2018	00XXXXXXXX	1	Glenn Campbell	RCS	11	01	Glenda Campbell	Y
900XXXXXXXX	99XXXXXXXX	NHR	EVENTM	8/1/2018	00XXXXXXXX	1	Glenn Campbell	RCS	1V	01	Glenda Campbell	Y
900XXXXXXXX	99XXXXXXXX	NHR	EVENTM	8/1/2018	00XXXXXXXX	1	Gary Wright	RCS	10	03	Kelly Wright	Y
900XXXXXXXX	99XXXXXXXX	NHR	EVENTM	8/1/2018	00XXXXXXXX	1	Gary Wright	RCS	14	03	Kelly Wright	Y

General Queries

TN BA AGENCY QUERY LIST

Page 89

TN_BA_AGENCY_QUERY_LIST

Prompts	When to Run	Intended Results
NONE	Quarterly	This query will show you all of the queries that an ABC has access to run.

This information will be returned with the Header Title at the Top of the query:

- Query Name
- Description of Query

	A	B
1	Benefits Queries for Agencies	
2	Query Name	Description
3	TN_BA01_DEPENDNT_DEMOG	Dependent Demographic
4	TN_BA103_CHILD_AGE_26	Child Tax Dep Approaching 26
5	TN_BA125_LVE_WOPAY_FOR_MT_22M	LOA without pay more than 22 m
6	TN_BA130_PASS_THR_PMNT_BENBILL	Pass Thru Payments Ben Billing
7	TN_BA133_AUDIT_OPEN_ENRL_ESS	Audit OE Self-Service Changes
8	TN_BA142_TEMP_PRIMARY_NID_DEP	Temp NID as primary for Dep
9	TN_BA142_TEMP_PRIMARY_NID_EMPL	Temp NID as primary for Empl
10	TN_BA15A_HOLD_COVERAGE_ARREARS	EE's with Arrears
11	TN_BA162_VIEW_PAYCHECK	Paycheck Deduction Information
12	TN_BA164_INVALID_COUNTY	TN Employees w/ invalid county
13	TN_BA172B_RETRO_DEDUCTIONS	Retro Deductions for State EE
14	TN_BA172_RETRO_DEDUCTIONS	Retro Deductions-NonPayroll EE

State Queries

(Queries that are run by Central State Agencies only)

<u>TN BA15A HOLD COVERAGE ARREARS</u>	Page 91
<u>TN BA172B RETRO DEDUCTIONS</u>	Page 92
<u>TN BA219 AETP FLEX ENROLLMENTS</u>	Page 93
<u>TN BA220 LIFE NO MED ENRLMNT</u>	Page 94
<u>TN BA229 COUNT 120 DAY EMPLS</u>	Page 95
<u>TN BA229 COUNT DEFFERD COMP</u>	Page 96
<u>TN BA229 COUNT NOT IN DEF COMP</u>	Page 97
<u>TN BA229 DEF COMP DED BY EMPL</u>	Page 98

<u>TN BA229 LIST NOT IN DEF COMP</u>	Page 99
<u>TN BA266 EMPLS IN DEF COMP</u>	Page 100
<u>TN BA266 EMPL NOT IN DEF COMP</u>	Page 101
<u>TN BA278 DOUBLE DED ARREARS</u>	Page 102
<u>TN BA308 SM HIRED AFTER 15TH</u>	Page 103
<u>TN BA312 WCP WIT ARREARS</u>	Page 104
<u>TN BA324 1450 EMPLOYEES</u>	Page 105

TN_BA15A_HOLD_COVERAGE_ARREARS

Prompts	When to Run	Intended Results
NONE	Monthly	This query will show a list of employees who are on payroll and are past due that BA plans on canceling if they do not pay.

This information will be returned with the Header Title at the Top of the query:

- Employee ID
- Company
- Group (INS, TN, BIL, etc.)
- Department ID
- Plan Type (Medical, Dental, Vision, etc.)
- Plan (BCBS, Cigna, etc.)
- Deduction Code
- Deduction Class
- Arrears Amount
- HR Status

	A	B	C	D	E	F	G	H	I	J
1	EE's with Arrears									
2	ID	Co	Group	DeptID	Plan Typ	Plan	Deductn Cd	Ded Class	Arrears	HR Status
3	00999888	NP	BIL	9003900000	10	PPPV1E	PPPV1E	B	496.49	A
4	00998877	NP	BIL	9003900000	11	PPRN	PPRN	B	18.23	A
5	00887799	NP	BIL	9003900000	11	PDRN	PDRN	B	46.75	A
6	00999988	NP	BIL	9003900000	11	PPRN	PPRN	B	10.59	A
7	00999989	NP	INS	9000200000	11	PDON	PDON	B	52.24	I
8										

TN_BA172B_RETRO_DEDUCTIONS

Prompts	When to Run	Intended Results
RP Pend. Dt: MM/DD/YYYY Unit: STATE first 5 digits of Dept. #	Monthly	This query lists all employees that will have a retro deduction listed on the paycheck. The retro can be positive or negative depending the situation.

This information will be returned with the Header Title at the Top of the query:

- Retro/Deduction Effective Date
- Reprocess End Date
- Company
- Group (TN or INS)
- Unit (First 5 digits of Dept. #)
- Department ID
- Pay Period End Date
- NID (SSN)
- Employee ID
- Name
- Benefit Program (GA1, TEA, TEO, etc.)
- Plan Type (Medical, Dental, Vision, etc.)
- Plan (BCBS, Cigna, etc.)
- Deduction Code
- Deduction Class
- Deduction Amount
- New Amount to be Deducted
- Amount Override
- Retro Amount
- Process Flag

Retro Deductions for State EE																			
RD Eff Dt	RP PEnd Dt	Co	Group	Unit	Dept ID	Pay Period End	NID	ID	LN, FN	Ben Progrm	Plan Typ	Plan	Deductn Cd	Dedn Class	Deduct Amt	New Amount	Amt. Ovr.	Retro Amt.	Proc Flag
12/1/2017	1/31/2018	TN	MLN	30XXX	30XXXXXXXXXX	12/31/2017	XXXXXXXXXX	00XXXXXXX	Richie, Rich	CSA	30	STD-A	STD	A	0.00	38.83	0.00	38.83	Loaded PS
12/1/2017	1/31/2018	TN	MLN	30XXX	30XXXXXXXXXX	12/31/2017	XXXXXXXXXX	00XXXXXXX	Richie, Rich	CSA	31	LTD-04	LTD	A	0.00	5.51	0.00	5.51	Loaded PS
12/1/2017	1/31/2018	TN	MLN	30XXX	30XXXXXXXXXX	12/31/2017	XXXXXXXXXX	00XXXXXXX	Mandrell, Barbara	CSA	31	LTD-01	LTD	A	0.00	24.38	0.00	24.38	Loaded PS
12/1/2017	1/31/2018	TN	MLN	30XXX	30XXXXXXXXXX	12/31/2017	XXXXXXXXXX	00XXXXXXX	Underwood, Carri	CSA	31	LTD-03	LTD	A	0.00	18.94	0.00	18.94	Loaded PS
12/1/2017	1/31/2018	TN	MLN	30XXX	30XXXXXXXXXX	12/31/2017	XXXXXXXXXX	00XXXXXXX	McBride, Martina	CSA	31	LTD-01	LTD	A	0.00	23.12	0.00	23.12	Loaded PS

TN_BA219_AETP_FLEX_ENROLLMENTS

Prompts	When to Run	Intended Results
Event Date: 01/01/YYYY	As Needed	This query will show who is enrolled in flexible benefits. If you want to see who is enrolled in flex benefits for 2017 so you can remind them to re-enroll for 2018 use the date Jan. 1, 2015.

This information will be returned with the Header Title at the Top of the query:

- Business Unit
- Employee ID
- Benefits Record #
- Name
- Benefits Program
- Plan Type
- Benefit Plan
- Coverage Begin Date
- Election Source

	A	B	C	D	E	F	G	H	I
1	TN_BA219_AETP_FLEX_ENROLLMENTS								
2	Business Unit	Empl ID	Ben Rcd#	Name	Benefit Program	Plan Type	Benefit Plan	Coverage Begin Date	Elect Source
3	31701	00998877	0	Doe, John S	CSA	60	FSAM	1/1/2018	ESS
4	34901	00998878	0	Smith, John	CSA	60	FSAM	1/1/2018	ESS
5	34800	00998879	0	James, John	CSA	60	FSAM	1/1/2018	ESS
6									

TN_BA220_LIFE_NO_MED_ENRLMNT

Prompts	When to Run	Intended Results
Business Unit: STATE First 5 digits of Dept. # HETBR - TN Board of Regents HEUTN - UT Keyed Since Date: MM/DD/YYYY	As Needed	This query will list all of your employees that have basic life insurance - not medical. It shows the plan type and the election date.

This information will be returned with the Header Title at the Top of the query:

- **Business Unit**
- **Employee ID**
- **Name**
- **Plan Type**
- **Coverage Election**
- **Plan**
- **Election Date**

Enrlmnts in Basic Life-No Med						
	5					
Unit	ID	Display Name	Plan Typ	Covrg Elec	Plan	Elect Date
30XXX	00XXXXXX	Carrie Fisher	20	E	BL20U	7/18/2018
30XXX	00XXXXXX	Jamie Jones	20	E	BL20U	7/20/2018
30XXX	00XXXXXX	Bobby Bones	20	E	BL20U	7/18/2018
30XXX	00XXXXXX	Katie Perry	20	E	BL20U	8/2/2018
30XXX	00XXXXXX	Tina Turner	20	E	BL20U	8/23/2018

TN_BA229_COUNT_120_DAY_EMPLS

Prompts	When to Run	Intended Results
As of Date: MM/DD/YYYY	As Needed	This query will show the number of 120 day employees in each agency.

This information will be returned with the Header Title at the Top of the query:

- Business Unit
- Department ID
- Description of Department
- Plan
- Count (Number of Employees)

	A	B	C	D	E
1	Count of 120 Day Employees				
2	Business Unit	Dept ID	Descr	Plan	Count
3	30101	3010700005	Sgt. At Arms and Pages		4
4	30101	3011600003	Leg Info. Services and Sales		1
5	30227	3021200000	Verbatim Transcripts		1
6	30227	3022700510	Indigent Defense		1
7					

TN_BA229_COUNT_DEFFERD_COMP

Prompts	When to Run	Intended Results
As of Date: MM/DD/YYYY	As Needed	This query will show you the number of employees in each agency that is in Deferred Comp. This list does not show any names of those employees.

This information will be returned with the Header Title at the Top of the query:

- Business Unit
- Department ID
- Description of Department
- Plan Type
- Count (Number of Employees)

	A	B	C	D	E
1	Count of Empls in Deferred Cmp				
2	Business Unit	Dept ID	Descr	Plan Typ	Count
3	35910	3595006559	CO NE CPS Investigation Unit	401(k)	7
4	35910	3595006560	CO Special Investigations	401(k)	16
5	35910	3595006560	CO Special Investigations	457	2
6	35910	3595006610	CO Foster Care & Adoptions	401(k)	17
7	35910	3595006610	CO Foster Care & Adoptions	457	1
8	35910	3595006620	CO Permanency Planning	401(k)	7
9	35910	3595006620	CO Permanency Planning	457	1
10	35910	3595006640	CO Recruitment Retention	401(k)	1
11	35910	3595006660	Independent Living Services	401(k)	21
12	35910	3595006660	Independent Living Services	457	2
13	35910	3595006700	Office of Child Health	401(k)	3
14					

TN_BA229_COUNT_NOT_IN_DEF_COMP

Prompts	When to Run	Intended Results
As of Date: MM/DD/YYYY	As Needed	This query will show you the number of employees in each agency that is NOT in Deferred Comp. This query does not show any names of those Employees.

This information will be returned with the Header Title at the Top of the query:

- **Business Unit**
- **Department ID**
- **Description of Department**
- **County**
- **Count (Number of Employees)**

	A	B	C	D	E	F
1	Count Empls Not in Def Comp					
2	Business Unit	Dept ID	Descr	County	Count	
3	32701	3271204800	Norris Dam	Anderson County	24	
4	32701	3271204900	Old Stone Fort	Coffee County	3	
5	32701	3271205000	Panther Creek	Hamblen County	5	
6	32701	3271205100	Paris Landing	Henry County	82	
7	32701	3271205200	Pickett	Pickett County	6	
8	32701	3271205300	Pickwick Landing	Hardin County	66	
9	32701	3271205400	Pinson Mounds	Madison County	3	
10						

TN_BA229_DEF_COMP_DED_BY_EMPL

Prompts	When to Run	Intended Results
Edison Employee ID: 00xxxxxx	As Needed	This query will show all an employee's Deferred Compensation deductions.

This information will be returned with the Header Title at the Top of the query:

- Employee ID
- Employee Record
- Name
- Department ID
- Check Date
- Plan Type
- Benefit Plan
- Deduction Class (Employee or Employer)
- Current Deduction

	A	B	C	D	E	F	G	H	I
1	Def Comp Deductions by Empl ID								
2	Empl ID	Empl Record	Name	Dept ID	Check Dt	Plan Typ	Benefit Plan	Ded Class	Curr Dedn
3	00999999	0	Jones, John	3170400002	6/30/2018	401(k)	401KS	Employee	100.00
4	00999999	0	Jones, John	3170400002	6/30/2018	401(k)	401KS	Employer Match	25.00
5	00999999	0	Jones, John	3170400002	6/13/2018	401(k)	401KS	Employer Match	25.00
6	00999999	0	Jones, John	3170400002	6/13/2018	401(k)	401KS	Employee	100.00
7									

TN_BA229_LIST_NOT_IN_DEF_COMP

Prompts	When to Run	Intended Results
As of Date: MM/DD/YYYY	As Needed	This query shows all state employee's that are not participating in Deferred Compensation. Your results will only show your agency information.

This information will be returned with the Header Title at the Top of the query:

- Business Unit
- Department ID
- Description of Department
- Last, First, & Middle Name
- Full or Part time
- Severance Months
- Email Address

	A	B	C	D	E	F	G	H	I
1	List Empls Not in Def Comp								
2	Business Unit	Dept ID	Descr	Last	First Name	Middle	Full/Part	Serv Mnths	Email ID
3	30410	3040100010	10th District Criminal Div	Jones	Jon	B	F	66	Email@Tn.gov
4	30410	3040100010	10th District Criminal Div	Smith	Joe	S	F	33	
5	30410	3040100010	10th District Criminal Div	Doe	John	D	F	1	
6	30410	3040100011	11th District Criminal Div	Doe	Jane	E	F	0	
7									

TN_BA266_EMPLS_IN_DEF_COMP

Prompts	When to Run	Intended Results
As of Date: MM/DD/YYYY	As Needed	This query list all of the employees participating in the Deferred Compensation Program.

This information will be returned with the Header Title at the Top of the query:

- Employee ID
- Employee Record
- Name
- Business Unit
- Department ID
- Plan Type (401k or 457)
- Plan

	A	B	C	D	E	F	G
1	Empls in Deferred Cmp						
2	ID	Empl Record	Name	Business Unit	Dept ID	Plan Typ	Plan
3	00999998	0	Doe, John	30101	3010100001	401(k)	401KM
4	00999988	0	Smith, John	30101	3010100001	401(k)	401KM
5	00999981	0	James, Bob	30301	3030126000	457	457
6	00999981	0	James, Bob	30301	3030126000	401(k)	401KM
7							

TN_BA266_EMPL_NOT_IN_DEF_COMP

Prompts	When to Run	Intended Results
As of Date: MM/DD/YYYY	As Needed	This query list all of the employees NOT participating in the Deferred Compensation Program.

This information will be returned with the Header Title at the Top of the query:

- Employee ID
- Employee Record
- Name
- Business Unit
- Department ID

	A	B	C	D	E
1	Empls Not in Def Comp				
2	ID	Empl Record	Name	Business Unit	Dept ID
3	00999981	0	Doe, John	34501	3453005000
4	00999982	0	James, Bob	32901	3291800100
5	00999983	0	Smith, James	34401	3441200001
6	00999984	0	Jones, Jill	34101	3410200000

TN_BA278_DOUBLE_DED_ARREARS

Prompts	When to Run	Intended Results
Pay Period End Date: MM/DD/YYYY	7 days before payday	This query will identify the people who will be double deducted for benefits coverage. Once you run the query, the field called Current Payback will show the additional amount that will be deducted.

This information will be returned with the Header Title at the Top of the query:

- Company
- Pay Period End Date
- Employee ID
- Department ID
- Plan Type
- Plan
- Plan Description
- Deduction Class (Before or After-tax)
- Current Deduction
- Current Payback
- Last, First, and Middle Name
- Address

EE's with double deductions																
Co	Pay Period End	ID	Dept ID	Plan Typ	Plan	Descr	Dedn Class	Curr Dedn	Curr Paybk	Last	First Name	Middle	Address 1	City	State	Postal
TN	6/15/2018	00XXXXXX		Vision	VISBAS	Vision Basic	Before-Tax	11.89	2.88						TN	
TN	6/15/2018	00XXXXXX		Basic Life and AD and D	FB09BU	Family Basic Life and ADD	After-Tax	14.98	7.49						TN	
TN	6/15/2018	00XXXXXX		Medical	PRPV1M	Premier PPO BCBS Middle	Before-Tax	553.00	164.00						TN	
TN	6/15/2018	00XXXXXX		Dental	PDON	Dental Preferred Provider	Before-Tax	150.76	64.98						TN	
TN	6/15/2018	00XXXXXX		Vision	VISEXP	Vision Expanded	Before-Tax	26.81	10.46						TN	
TN	6/15/2018	00XXXXXX		Basic Life and AD and D	FB10BU	Family Basic Life and ADD	After-Tax	24.15	16.10						TN	
TN	6/15/2018	00XXXXXX		Medical	PRPV1M	Premier PPO BCBS Middle	Before-Tax	717.00	328.00						TN	
TN	6/15/2018	00XXXXXX		Dental	PDON	Dental Preferred Provider	Before-Tax	69.54	46.36						TN	
TN	6/15/2018	00XXXXXX		Dental	PDON	Dental Preferred Provider	Before-Tax	118.27	32.49						TN	
TN	6/15/2018	00XXXXXX		Vision	VISEXP	Vision Expanded	Before-Tax	21.58	5.23						TN	
TN	6/15/2018	00XXXXXX		Basic Life and AD and D	FB10BU	Family Basic Life and ADD	After-Tax	16.10	8.05						TN	
TN	6/15/2018	00XXXXXX		Medical	PRPV1M	Premier PPO BCBS Middle	Before-Tax	553.00	164.00						TN	
TN	6/15/2018	00XXXXXX		Basic Life and AD and D	FB10BU	Family Basic Life and ADD	After-Tax	16.10	8.05						TN	
TN	6/15/2018	00XXXXXX		Medical	PRPV1M	Premier PPO BCBS Middle	Before-Tax	553.00	164.00						TN	

TN_BA308_SM_HIRED_AFTER_15TH

Prompts	When to Run	Intended Results
Coverage Begin Date: MM/DD/YYYY 16th of the Month: MM/DD/YYYY Last Day of the Month: MM/DD/YYYY	Monthly	This query shows everyone hired after the 15th of the month. They will be billed for their first month's premium on the 15th of the following month. If they start too late in the month to have enough money to deduct their premiums, they will be double-deducted at the end of the month.

This information will be returned with the Header Title at the Top of the query:

- Group
- Employee Record
- Employee ID
- Name
- Last Start
- Coverage Begin Date
- Effective Date
- Election Date
- Plan Type
- Plan
- Coverage Code

1st Deds will not Deduct	5.00									
Group	Empl Record	ID	Name	Last Start	Covg Bgn	Eff Date	Elect Date	Plan Typ	Plan	Coverage Code
7SF	0	00XXXXXX	Temple, Shirley	6/1/2018	6/1/2018	5/1/2018	5/24/2018	1Y	EAP	H
7SS	0	00XXXXXX	Smith, Jaclyn	6/1/2018	6/1/2018	5/1/2018	5/17/2018	1Y	EAP	H
7SS	0	00XXXXXX	Bozo, Clyde	6/1/2018	6/1/2018	5/1/2018	5/11/2018	1Y	EAP	H
7SS	0	00XXXXXX	Bay, Layla	6/1/2018	6/1/2018	5/1/2018	5/3/2018	1Y	EAP	H
7SS	0	00XXXXXX	Stripe, Lee	6/1/2018	6/1/2018	5/1/2018	4/10/2018	1Y	EAP	H

TN_BA312_WCP_WITH_ARREARS

Prompts	When to Run	Intended Results
NONE	Monthly	This query will show all Workers Comp. employee's with Arrears on their account. The amount of arrears is listed on the query.

This information will be returned with the Header Title at the Top of the query:

- Employee ID
- Company
- Group
- Department ID
- Plan Type (Medical, Dental, Vision, etc.)
- Plan (BCBS, MetLife, etc.)
- Deduction Code
- Deduction Class
- Arrears (Amount owed)
- HR Status
- Benefit Program

	A	B	C	D	E	F	G	H	I	J	K
1	Worker's Comp with Arrears										
2	ID	Co	Group	Dept ID	Plan Typ	Plan	Deductn Cd	Dedn Class	Arrears	HR Status	Ben Progm
3	00999921	TN	7SS	3294500220	11	PDON	PDON	B	21.07	A	WCP
4	00999922	TN	7SS	3457002100	14	VISEXP	VISN	B	5.73	A	WCP
5	00999923	TN	7SS	4041071000	10	PPOV2E	PPOV2E	B	346.62	A	WCP
6	00999924	TN	7SS	4041071000	20	FB03BU	FDL	A	1.51	A	WCP
7											

TN_BA324_1450_EMPLOYEES

Prompts	When to Run	Intended Results
NONE	As Needed	This query will identify the employees that have been identified and approved as 1450 employees.

This information will be returned with the Header Title at the Top of the query:

- **Business Unit**
- **NID (SSN)**
- **Employee ID**
- **Last and First Name**

	A	B	C	D	E
1	List of 1450 Employees				
2	Unit	NID	ID	Last	First Name
3	32701	999888777	00999921	Jones	Bob
4	33701	999888778	00999922	Smith	John
5	33701	999888779	00999923	Doe	John
6	32701	999888780	00999924	James	Paul
7					

**For Questions Contact:
Benefits Administration**



**800.253.9981 or 615.741.3590
Monday – Friday, 8 - 4:30 CST or
create a Zendesk Ticket**