



Agency Benefits Coordinator Meeting

Queries

August 2019

Queries to 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 as Needed

- **TN_BA302_PERSON_AND_JOB** -This query shows all personal and job information for all active employees in your agency

ESS and AE Queries (Descriptions and Prompts to Run)



TN_BA311_ESS_NEW_DEPENDENTS

| Prompts | When to Run | Intended Results |
|--|----------------|--|
| Class: ALL – State New Employees NHE – Higher Ed New Employees NHR - LE/LG New Employees 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)**

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

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

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

- You will use **01/01/2020** as the event date.

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

- You will use **01/01/2020** as the event date.

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



- You will use **19** for YY(year).

TN_BA219_DISABIL_COVERAGE

| Prompts | When to Run | Intended Results |
|---------------------------------|-------------|---|
| Coverage Begin Date: 01/01/YYYY | Monthly | Identifies the disability elections based on the coverage begin date. |

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

- Dept. ID
- Position Number
- Business Unit
- Employee ID
- National ID (Social Security Number)
- Name
- Plan Type
- Coverage Begin Date
- Description
- Plan



- You will use **01/01/2020** as the coverage begin date.