



# HRIS Job Role Training

**One Page Benefits Statement**

Forms: BN242

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## **Introduction**

### ***Report Purpose***

The One Page Benefits Statement Report (BN242) can be run to print a report of benefit statements that estimate the total cost of an employee's benefits.

The report lists benefits by medical and dental benefits, income protection benefits, retirement benefits and other benefits. The statement can include estimates for workers compensation, unemployment benefits, Social Security and Medicare. The report lists each employee's total estimated annual benefits cost and the employee's total compensation including salary and estimated benefits.

### ***Report Criteria***

This report displays Employee Benefits Information. Required fields include: Company and As of Date. The remaining fields on the form are to add additional filter criteria to the report.

### ***Report Content***

The report results display a benefits statement for each individual Employee.

The Benefits Statement includes the Employees enrolled Benefit Plans and the costs associated to the Employee and the Employer. Benefit plans displayed include the Employee election for Medical and Dental, Basic Life, ASRS Participant LTD, Medical Flex Spending, and all other State of Arizona Benefit Plans.

The bottom of each statement includes a Value of the Employee's Benefits and Total Compensation for the Employee including his/her salary and estimated benefits.

### ***HRIS Users***

The report is available to the job role ADOA Central Benefits Admin.

# One Time Benefits Statement (BN242) – Main Tab

**HRIS State of Arizona** | Welcome [logout] | bn242

**15** One Page Benefits Statement (BN242)

Home | Pay | Add | Change | Delete | Previous | Inquire | Next | Inquire | Related Forms

Submit | Reports | Job Sched | Print Mgr

**2** Job Name

**3** Job Description

User Name

Data Area/ID PROD

**14** Parameters

Main | Income Protection | Retirement | Other | TA - 1 | TA - 2

**4** Company  1 STATE OF ARIZONA

**5** As of Date

**6** Process Level  STATE OF ARIZONA

**7** Department

**8** Location

**9** Employee Group

**10** Exclude or Include

**11** Status

**12** Employee Sequence

**13** Social Number  N No

	<b>HRIS Field</b>	<b>R / O</b>	<b>Step/Action</b>	<b>Expected Results</b>	<b>Notes/ Additional Information</b>
1	White Search Box	R	Type BN242 the White Search Box. Press Enter on the keyboard	The One Page Benefits Statement will open.	
2	<b>Job Name</b> Field	R	Enter name of the job		Maximum 10 characters – NO SPACES <ul style="list-style-type: none"> <li>Valid Job Name: BN242PI100</li> <li>Invalid Job Name: BN242 PI100</li> </ul>
3	<b>Job Description</b> Field	O	Enter description of the job		Maximum 30 characters Ex. BN242 FOR PI100
4	<b>Company</b> Field	R	Type '1' in Company field.	System will access information for Company 1.	All forms/actions must contain a 1 in the Company Field.
5	<b>As of Date</b> Field	R	Type in the date of the salary and benefits that you want used for the report.		To display the upcoming benefits for the 2005-2006 open enrollment, you would use the As of Date: 10/01/2005
6	<b>Process Level</b> Field	O	If applicable, type or select from the drop down menu the specific Process Level to include in the report.  If no Process Level is desired, skip this step.		If no process level is entered, the user will see all process levels he/she has access to view.
7	<b>Department</b> Field	O	If applicable, type or select from the drop down menu the specific Department to include in the report.  If no Department is desired, skip this step.		If no department is entered, the user will see all departments he/she has access to view.
8	<b>Location</b> Field	O	If applicable, type or select from the drop down menu the specific Location to include in the report.  If no Location is desired, skip this step.		If no location is entered, the user will see all location he/she has access to view.
9	<b>Employee Group</b> Field	O	If applicable, type or select from the drop down menu the specific Employee Group to include in the report.  If no Employee Group is desired, skip this step.		If no employee group is entered, the user will see all employee groups he/she has access to view.
10	<b>Exclude, Include</b>	O	If you decide to include specific		Valid Values are:

	<b>HRIS Field</b>	<b>R / O</b>	<b>Step/Action</b>	<b>Expected Results</b>	<b>Notes/ Additional Information</b>
	Field		<p>status codes in your report, type or select from the drop down menu whether or not you want to include or exclude those statuses.</p> <p>If this field is used, you will need to add one or more status codes in the Status Field.</p> <p>If all status codes should be displayed, skip this step.</p>		<ul style="list-style-type: none"> <li>• '1' – Include</li> <li>• '2' – Exclude</li> </ul>
11	<b>Status</b> Fields Boxes 1 – 10	O	<p>If applicable, type or select from the drop down menu the specific status codes to include/exclude in the report.</p> <p>If all status codes should be displayed, skip this step.</p>		<p>Whether a status code is included or excluded depends on what you put in the Exclude, Include Field.</p> <p>You may include up to 5 status codes if using this option.</p>
12	<b>Employee Sequence</b> Field	O	Type or select from the drop down menu how you want the report to sort the employees.		<p>Valid Values include:</p> <ul style="list-style-type: none"> <li>• 'A' – Alpha</li> <li>• 'N' – Numeric</li> </ul> <p>If no value is entered, the report will print in a predefined sequence setup for the State of Arizona. The State of Arizona uses Alpha.</p>
13	<b>Social Nbr</b> Field	O	<p>Type or select whether or not the report should display Social Security Numbers.</p> <p>User should input 'N' or select No from the drop down menu.</p>		Since the State of Arizona has replace the SSN with the Employee's EIN, agencies should not include an SSN with this report.
14	<b>Tabs</b> Income Protection Retirement Other TA – 1 TA – 2	N / A	The State of Arizona does not use fields on these related tabs, so these tabs should be left blank when running the BN242.		
15	<b>Add</b> button	R	Click Add to save your report	See 'Job Added' in the lower left corner.	To see results you must submit the report to HRIS to process.

After you have submitted your report to HRIS to process, you can view your results by accessing the Print Manager under Jobs and Reports Bookmark.

For additional instructions on how to submit and view reports, see the General Training for On Demand Reports.

### Results of the One Page Benefits Statement

HRIS State of Arizona | BN242.prt (Job BN242 - Step 1) | Welcome [logout] | hr170

Home | **Employ...** | Back | Print | Create CSV File | View Options

- Your Employee Services
- Jobs and Reports**
  - Job Schedule
  - Print Manager
  - Job List
- Change Password
- Control-D Web Reports

2010 Benefits Statement

Birthdate  
Hire Date

The following summary statement has been prepared for you to show each benefit cost. Actual values were used when possible while other amounts were estimated.

MEDICAL AND DENTAL BENEFITS:		COMPANY COST	YOUR COST
AVESIS VISION CARE	EE + FAMILY		202.32
UNITED HEALTHCARE EPO	EE + FAMILY	15,168.00	2,136.00
TOTAL DENTAL PLAN	EE+ PRETAX DEPS	164.40	168.00
INCOME PROTECTION BENEFITS:			
BASIC LIFE - HARTFORD	\$15,000.00	23.40	
THE HARTFORD SUPPLEMENTAL LIFE	\$135,000.00		226.80
THE HARTFORD DEPENDENT LIFE	\$		84.60
HARTFORD SHORT TERM DISABILITY			.70
ASRS PARTICIPANT LTD		.40	.40