



## Benefit Initiator Forms and Reports

Form Name	Form#	Form or Report	Inquiry Only	Add	Change	Delete	Subform Info	Form Description
Plan Participant Report	BN230	Report	No	Yes	Yes	Yes		Prints a report of the benefit plan participants. The report sorts by plan type, plan, and plan participant.
Employee Benefit Entry	BN31.2	Form	No	Yes	N/A	N/A		Enroll an employee in benefit plans they are not currently enrolled in, i.e. new hires, change from one carrier within the plan type to another.
Beneficiaries Form	BN47.1	Form	No	Yes	Yes	N/A		Used to assign beneficiaries for an employee's life insurance benefits.
Current Plan Participants	BN50.1	Form	Yes	No	No	No		View employees who are currently enrolled in a benefit plan as of the system date.
Employee Benefit Summary	BN51.1	Form	Yes	No	No	No		Form is used to view the plans in which an employee is enrolled on a particular date.
Employee Benefit Detail	BN51.2	Form	Yes	No	No	No		View an employee's annual contribution and deductions for a benefit plan.
Plan Inquiry	BN52.1	Form	Yes	No	No	No		View the benefit plans set up for the State of Arizona.
Employee Master	HR11.1	Form	Yes	No	No	No		Employee Master file screen. Inquiry only.
Employee Dependent	XH13.1	Form	N/A	Yes	Yes	No		This form is used to enter/maintain information regarding the employee's dependents.
Dependents Form	XH13.2	Form	Yes	No	No	No		This form can be used to view a dependents enrollment in benefit plans.