

Reviewing Benefit Reports

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Benefits Menu

The following sections cover the options available in the Benefits menu.

Benefit Plans

The options available here are dependent on your individual security permissions. This menu allows you to view and manage your employees' benefit plans. You can view and edit one employee at a time with the row icons or can select multiple employees and use the buttons at the top of the page and scroll through the employee selections.

The row icons allow you to view an employee's benefit plan, delete a plan, navigate to their employee profile, use the employee quick links, view a benefit plan deduction, or view a benefit plan earning.

Many of the columns contain data with hyperlinks that will open and allow viewing and/or editing. The page contains all the standard report options available on most report pages in the system.

Employee ID	First Name	Last Name	Employee ID#	Employee Status	Benefit Type	Benefit Plan Name	Coverage Name
AA119	Ryan	12454	Default	Active	Medical	MF Medical Test	Employee Plus Family
AA114	Erin	Benett	Default	Active	Basic Life	QTL	QTL
AA114	Erin	Benett	Default	Active	Medical	Medical Plan HMO	Employee Only
AA114	Erin	Benett	Default	Active	Medical	Medical Benefit PPO	Waived
AA114	Erin	Benett	Default	Active	Basic Life	Life by # Units Test	Waived
AA114	Erin	Benett	Default	Active	Dental	Dental High	Level 1
AA114	Erin	Benett	Default	Active	Basic Life	Life by # Units Test 2	Unit Based Life
AA114	Erin	Benett	Default	Active	FSA	FSA	FSA All

Benefit Plan Details

You can view the details of an employee benefit plan. After selecting the menu option, you will choose an employee. Additional options will then display in drop-down selection lists. You can select Past, Current, Future, All, Waived, and All Waived to determine the kind of benefit plan and time period you wish to review. The other drop-down-list allows you to select benefit groups that may be associated with an employee's benefit plan.

When the benefit plans display, each benefit type contains a **Details** link and when selected will display all the details of that plan. In the ellipsis icon is an option to print the benefit plans.

Benefits > Benefit Plan Details

← Benefit Plans

Rachel K. Green

All

03/17/2015

12/31/1999

Employee Contribution

Company Contribution

Deduction Effective From: 03/17/2015

Deduction Effective To: 12/31/1999

Details

Life & Accident Insurance

Life and accident insurance provides financial protection in case of death or injury. Kronos pays the full cost of your basic life and business travel accident insurance coverage. You can buy additional coverage for yourself and coverage for your dependents.

Who Is Eligible

Full-time employees scheduled to work 30 hours or more per week are eligible to participate on their first day of employment.

How It Works

All eligible employees get Basic Life and Basic AD&D Insurance under the CIGNA Group Term Life Plan. Coverage is provided for 1x base pay up to a maximum of \$250,000 at no cost to you. You don't need to do anything to obtain these benefits. Click here for the certificate of coverage document and benefit summary document.

You can also buy optional Supplemental Universal Life Insurance coverage.

- **Coverage for you.** You're eligible to enroll with no need to provide proof of good health during your first 31 days of continuous employment. You can choose minimum coverage of \$20,000 if your base salary is \$20,000 or less. Or you can choose coverage of 1x, 2x, or 3x your base annual salary rounded up to the next \$5,000 up to \$500,000. You can also choose coverage of 4x your base annual salary, but may need to provide proof of good health.

During an annual enrollment period, current participants can increase coverage by 1x with no medical evidence up to 3x or \$500,000 and new participants can enroll with medical evidence provided. Maximum coverage is \$1,000,000.

Court Mandated Benefit Coverage

This functionality allows you to manage benefits for employees under a court order who are required to provide certain

types of benefits to their dependents.

Dependents

This menu allows you to view and manage your employees' dependents attached to their benefit plans.

The row icons allow you to view an employee's benefit plan, delete a plan, navigate to their employee profile, use the employee quick links, view a benefit plan deduction, or view a benefit plan earning.

Many of the columns contain data with hyperlinks that will open and allow viewing and/or editing. The page contains all the standard report options available on most report pages in the system.

Employee ID	First Name	Last Name	Employee EIN	Employee Status	Benefit Type	Benefit Plan Name	Coverage Name	Effective Date
18	David	Freese	Default	Active	Medical	Cigna	HSA-Cigna Choice Fund	03/17/20
18	David	Freese	Default	Active	Medical	Cigna	HSA-Cigna Choice Fund	03/17/20
18	David	Freese	Default	Active	Medical	Cigna	HSA-Cigna Choice Fund	03/17/20
2	Rachel	Green	Default	Active	Basic Life	Basic Life	Basic Life EE Only	03/17/20

Enrollment Requests

This menu contains report pages and actions to help you manage benefit open enrollment or life change events for benefits enrollment.

Auto-Enrollment Requests

This report page shows employees who have enrolled in benefits via auto-enrollment processes. Users with proper security permissions can view and/or delete auto-enrollment requests.

Row options are available to view/delete individual auto-enrollment requests, as well as icons linking you to the employee's account and quick links.

Within the report, some contents provide a hyperlink to open other areas of the application related to either the employee or the auto-enrollment process. Options include links to EINs, the Request Benefit Profile, and the workflow associated with the auto-enrollment in read-only format. Your ability to edit the areas of the application for any of these options is also dependent on your security permissions.

Selecting the **View Account Benefit Plans** button will open the **Employee Benefit Plans** report page where you can view or manage employee benefit plans.

Employee ID	First Name	Last Name	Employee EIN	Employee Status	Workflow	Request Benefit Profile	Date Sub.	Date Canceled	Closed
3022	Selene	Black	Default	Active	Submitted	Auto Enrollment Benefit...	10/21/2020		
3024	Seneca	Williams	Default	Active	Submitted	Auto Enrollment Benefit...	10/21/2020		
3022	Tony	Felipe	Default	Active	Submitted	Auto Enrollment Benefit...	12/21/2019		
4120	Steven	Burns	Default	Active	Submitted	Auto Enrollment Benefit...	04/16/2019		
4767	Shawna	Green	Default	Active	Submitted	Auto Enrollment Benefit...	04/16/2019		
3623	Brad	White	Default	Active	Submitted	Auto Enrollment Benefit...	04/16/2019		
3223	Steven	Frost	Default	Active	Submitted	Auto Enrollment Benefit...	04/16/2019		

Change Requests Details

This report page shows the change request details for benefits by employee. Each change request is listed by employee and the affected benefit. Grouping by employee will pull all the benefit plans for an employee into rows for easy viewing.

Some of the columns contain hyperlinked data and when selected will open the maintenance pages for that column where you can view and possibly edit, depending on your security permissions.

When checking one or more rows, you can select the **View Selected** button to view the details of the benefit change request. The button also has other options.

The **View Account Benefit Plans** option will open the **Employee Benefit Plans** report page.

The **View Change Request Summary** option will open the **Benefits Change Requests Summary** report page.

Change Requests Summary

This report page has options to view summarized information around benefit change requests. Row level actions are available to view the employee's change request and also have options to open the employee's account or use employee quick links.

The EIN column data contains a hyperlink and when selected will open the maintenance page for the column where you can view and possibly edit, depending on your security permissions.

You can select multiple employees and select the **View Selected** to scroll through the selections and view their change requests. Other options under this button include:

The **Delete** option will remove the selected entries from the report page.

The **View Account Benefit Plans** option will open the Employee Benefit Plans report page.

The **View Change Request Detail** option will open the **Benefits Change Requests Detail** report page.

Reports

Benefit Census Report

This report shows, by an employee, details of each employee's assigned benefit plans, along with multiple employee profile fields.

Benefit New Hire Status

This report shows the benefits enrollment status as new employees are hired. The columns will show those employees who have not started benefits enrollment, those in progress, completed, rejected, and the enrollment status.

Benefit Open Enrollment Status

This report shows the benefits enrollment status of all employees. The columns will show those employees who have not started benefits enrollment, those in progress, completed, or rejected, and the enrollment status.

Employee ID	First Name	Last Name	Employee Status	Employee ID#	Not Started	In Progress	Completed	Rejected	Enrollment Status
AA000	John	Levi	Active	000001	Y				Not Started
AA000	John	Levi	Active	000001	Y				Not Started
AA000	John	Levi	Active	000001	Y				Not Started
AA000	John	Levi	Active	000001	Y				Not Started
AA000	John	Levi	Active	000001	Y				Not Started
AA000	John	Levi	Active	000001	Y				Not Started
AA000	John	Levi	Active	000001	Y				Not Started

Benefit Questionnaire Answers

This report shows the answers employees have given to benefit questionnaires. To make the report easier to read, it is recommended that you group the report by employee. It will show the question label, question answer, answer type and date completed. Additional columns can be added.

Question Label	Question Answer	Answer Type	Date Completed
Radio Button	N	Default	
Text Area		Default	
Employee Field - Many choices here - this is correct	Healthy Network	Default	
Label alignment top		Default	
% of cost	Employee	Default	
Account Status	SE0000	Default	