

## Open Enrollment Reporting

Prior to open enrollment starting all employee have their login status changed to incomplete. When they have completed Open Enrollment, either on-line or by calling the BAC, their login status will be changed to completed. Remember to change this flag too, if you complete the enrollment in the admin portal on your employees behalf for accurate reporting.

(<https://www.benefitsCONNECT.net/archofno>)



Change to 'Complete' once the OE changes have been made -

<b>Status change Effective Date</b>	<input type="text" value="6/15/2019"/>	mm/dd/yyyy
Date COBRA Notification Mailed	<input type="text"/>	mm/dd/yyyy
<b>Final Payroll Date</b>	<input type="text"/>	mm/dd/yyyy
<b>System Access Expiration Date</b>	<input type="text"/>	mm/dd/yyyy
<b>Employee Login Status</b>	<input type="text" value="Incomplete"/>	
<b>Employee Login Disabled</b>	<input type="text" value="No"/>	
<b>Show Disclaimer</b>	<input type="text" value="Yes"/>	
<b>This is a TEST Employee</b>	<input type="text" value="Yes"/>	

## Who has completed Open Enrollment?

There are two ways to report who is complete and who is incomplete -  
In the enrollment portal (<https://enroll.benefitsconnect.net/archofno>)



Company: **The Archdiocese of New Orleans - 13420**

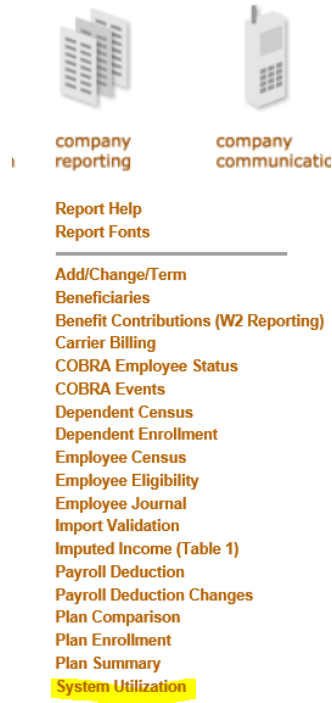


Under Employee Reports



The report in the enrollment portal updates once per day so won't include employees who have completed the same day the report is run. However, this report will also include employees who may have started but not completed their enrollment as it'll list the last page accessed including the date and time

The report in the admin portal will report who has completed up to the moment that the report is run (<https://www.benefitsCONNECT.net/archofno>)



Run the System Utilization report for the current month and choose users who have not logged in -

Report Date Span: April 1 2021 to April 30 2021

Select Divisions: All Divisions, AN101 - Archdiocese of NO Chancery FG00

Select Employee Categories: All Employee Categories, ArchBishop, ArchPriest, Bishop, Continuation of Benefits

Detail By: Summary

Select User Types: All, Employees, Company Users

Show Login Status: All users who have logged in, All users who have not logged in, All users

Display Report Cover: All users who have not logged in, All users

SELECT CANCEL

## What deductions have changed?

Once Open Enrollment is completed a payroll deduction changes report will show any changes and allow you to audit this against the deductions in the payroll system –

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Report Help  
Report Fonts

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Add/Change/Term  
Beneficiaries  
Benefit Contributions (W2 Reporting)  
Carrier Billing  
COBRA Employee Status  
COBRA Events  
Dependent Census  
Dependent Enrollment  
Employee Census  
Employee Eligibility  
Employee Journal  
Import Validation  
Imputed Income (Table 1)  
Payroll Deduction  
Payroll Deduction Changes  
Plan Comparison

When running this report use June 30<sup>th</sup> as the start date and July 1<sup>st</sup> as the end date for the effective period to capture the 7/1/2021 changes -

### Payroll Deduction Changes Report

Report Date Span    to

Date Type

Select Divisions

Turning off the Display Subtotals makes the report easier to read -

Report Debugging

Display Subtotals

Test Employees

## Who made plan changes?

You can also see who made changes during Open Enrollment. The Plan Comparison report can be run on each benefit and will show the old plan and the new plan. Use the June 30<sup>th</sup> start date and July 1<sup>st</sup> end date again to capture the changes effective 7/1/2021 -

### Plan Comparison Report

<b>Report Date Span</b>	June	30	2021	to
	July	1	2021	
<b>Select Divisions</b>	All Divisions			
	AN101 - Archdiocese of NO Chancery FG00			

Run the report for one benefit at a time -

<b>Select Benefit Plan Types</b>	All Benefit Plan Types
	Health
	Group Accident
	Employee Critical Illness
	Spouse Critical Illness

Including the Employee Login Status will also show if they have completed Open Enrollment –

Employee Columns	Available Columns		Selected Columns	
	Government Visa No.	>	Employee Name	Move Up
	EEO Ethnic Code		>>	
	EEO Job Category	<	Employment Status	Move Down
	Gender		<<	
	Tobacco User		Date of Employment	
	Street Address		No. of Dependents	
	Street Address 2		Home Phone	
	City		Employee Login Status	

Turning off the Display Subtotals makes the report easier to read -

<b>Report Debugging</b>	No
<b>Display Subtotals</b>	No
<b>Test Employees</b>	Exclude Test Employees