

Last Update:

04/20/11 12:39 PM

Benefit Termination Letters

ZBNSO13

Publisher Information

File Name

r_ZBNSO13_Benefit Termination Letters.doc

Link 1

Link 2

Link 3

Link 4

Job Role

Insert Job Role rows as necessary.

Transaction	User Data		Description
ZBNSO13			Benefit Termination Letters
Client	Language	Doc Type	Job Role
		BPP	

Trigger:

Agency Benefits Specialist needs to generate Benefit Termination Letter for employees who have separated employment or who have lost benefit eligibility.

Business Process Procedure Overview

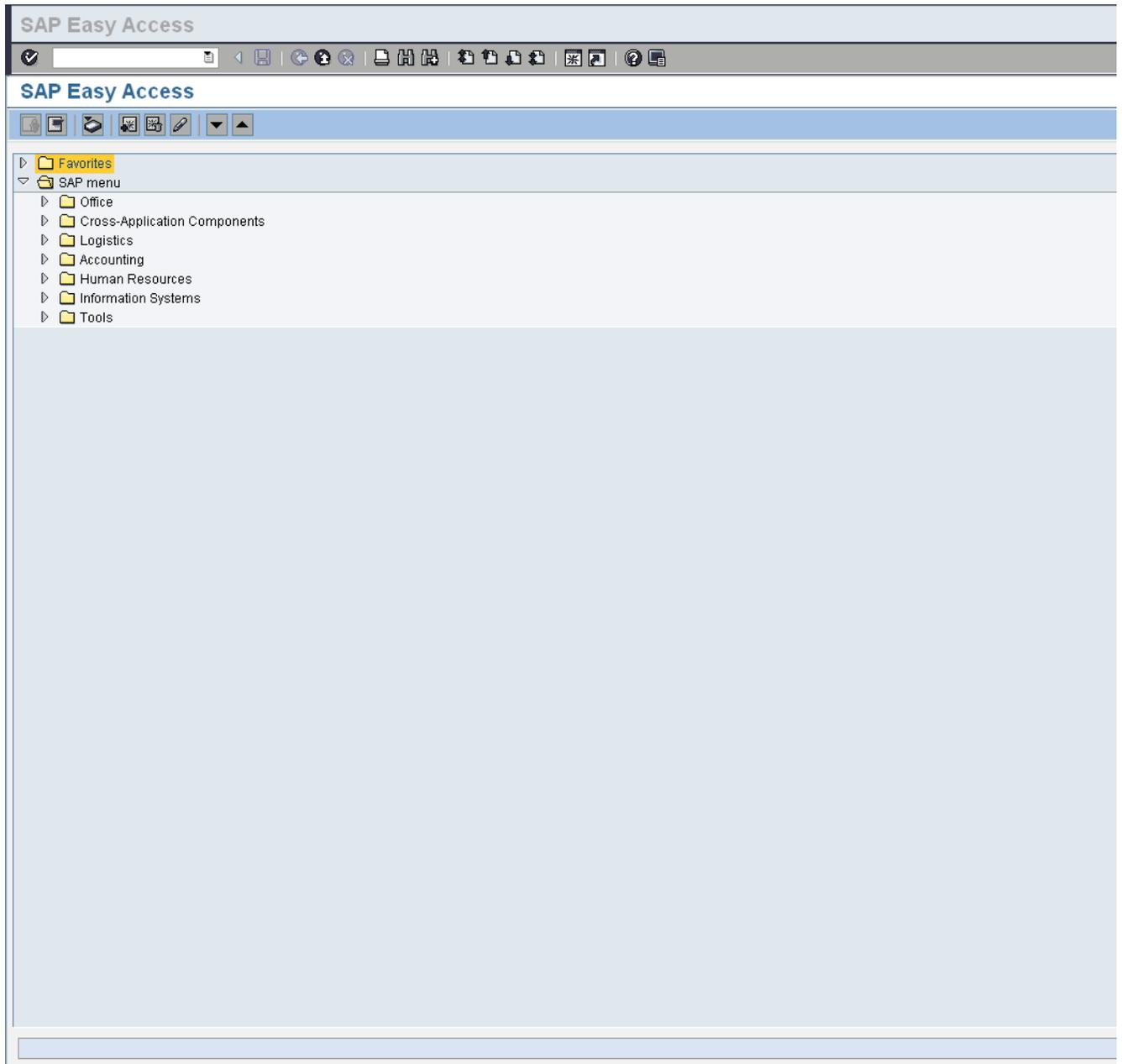
Transaction code ZBNS013 - Benefit Termination Letter allows Agency Benefit Specialist to create a system generated letter to send to employees who have lost benefit eligibility or who have separated from employment. The Benefit Termination Letter outlines the benefit plans the employee was enrolled in, notes the coverage end date and information on how (if allowed) to continue the plan after leaving employment or losing eligibility. The Benefit Termination Letter can be ran daily, weekly, or monthly, depending on the agency's needs. It is recommended to run the letters on a weekly basis with the prior week's dates.

Access Transaction:

Via Menu Path	There is no menu path. Type transaction code in command field.
Via Transaction Code	ZBNSO13

Procedure:

SAP Easy Access



1. Update the following **required** and **optional** fields:

Field Name	Description	R/O/C	Values
Command	White alphanumeric box in upper left corner used to input transaction codes	R	Enter value in Command. Example: ZBNS013

2. Click **Enter**  button.



Information: Date Selection is required. Users can run for a specific time period. For example, the letters can be ran for an entire month, day or week. It is recommended to run the Benefit Termination Letters each week with the previous week's dates in the date selection criteria. The selection can also be narrowed by other selection criteria such as payroll area or org. unit. These fields are optional.

3. Update the following **required** and **optional** fields:

Field Name	Description	R/O/C	Values
From	Effective date of the personnel action	R	Enter value in From. Example: 11012007
to	Ending date of the specified date range	R	Enter value in to. Example: 11302007

4. Click **Execute (F8)**  button.



Information: A list of the employees who have separated employment or lost benefit eligibility will be listed on the screen.

Benefits Termination Letter

System Help

Benefits Termination Letter

Benefits Termination Letters:

<input type="checkbox"/>	70230282	Annabelle Apple	Separation
<input type="checkbox"/>	92000021	Benefits011 S012 Reminder Lett	Separation
<input type="checkbox"/>	92000109	Allstate-Interface009 Cancer (Separation
<input type="checkbox"/>	92000123	Allstate-Interface023 Cancer (Separation
<input type="checkbox"/>	92000139	I116009 Prudential009	Separation
<input type="checkbox"/>	93000510	Charles INT16-1701-AC06-B-B1-1	Separation
<input type="checkbox"/>	95241029	Vivian INT36-2001-ED03-E-B1-2	Loss of Eligibility
<input type="checkbox"/>	95241541	Harry INT7-1601-NC01-A-A1-3	Separation
<input type="checkbox"/>	95301327	Ronald INT46-0801-NC01-K-A1-3	Separation
<input type="checkbox"/>	95301635	Franklyne INT46-0801-NC01-K-A1	Loss of Eligibility
<input type="checkbox"/>	96131245	Adam INT89-1501-NC08-Y-A1-1	Loss of Eligibility
<input type="checkbox"/>	97777777	Ing Test	Loss of Eligibility

5. Click **Select All (F7)**  button.



Information: The "Select All" button allows users to select all employees at one time. Or the user can select only certain employees by clicking on the box by their name.

6. Click **Letter** (Ctrl+F1)  button.

Benefits Termination Letter

The screenshot displays the 'Print' dialog box in SAP. The 'Output Device' is set to 'LOCL' and the 'Frontend Printer' is '\WSCOSC800\beacon7'. The 'Number of copies' is set to '1'. The 'Spool Request' section shows 'Name' as 'SCRIPT LOCL SRICHARDSON'. The 'Spool Control' section has 'Print immediately' unchecked, 'Delete After Output' checked, 'New Spool Request' checked, and 'Close Spool Request' unchecked. 'Spool retention pd' is set to '8 Day(s)' and 'Storage Mode' is '1 Print only'. The 'Cover Page Settings' section has 'SAP cover page' set to 'Do Not Print'. At the bottom, there are buttons for 'Print Preview', 'Print', and 'Cancel'.

7. Update the following **required** and **optional** fields:

Field Name	Description	R/O/C	Values
Output Device	Code identifying a printer or fax machine to which a document or report can be sent	R	Enter value in Output Device. Example: ZLOCL

8. Click **Print immediately** **Print immediately** checkbox.

Print:

The screenshot shows the SAP Print dialog box with the following fields and settings:

- Output Device:** ZLOCL
- Frontend Printer:** \\SCOSC800\beacon7
- Number of copies:** 1
- Page selection:** (empty)
- Spool Request:**
 - Name:** SCRIPT LOCL SRICHARDSON
 - Title:** (empty)
 - Authorization:** (empty)
- Spool Control:**
 - Print immediately
 - Delete After Output
 - New Spool Request
 - Close Spool Request
 - Spool retention pd:** 8 Day(s)
 - Storage Mode:** 1 Print only
- Cover Page Settings:**
 - SAP cover page:** Do Not Print (dropdown menu is open showing: Default (Printer Setting), Print, Do Not Print)
 - Recipient:** (empty)
 - Department:** (empty)

Buttons at the bottom: Print Preview, Print, Cancel

9. Select **Do Not Print** in the list box.



Information: Selecting "ZLOCL" as the output device will allow the header and footer information to print as designed. To expediate printing , click the "Print Immediately" button and select "Do Not Print" under the SAP cover page list to save paper.

Benefits Termination Letter

The screenshot shows the SAP Print dialog box for a document titled "Benefits Termination Letter". The dialog is divided into several sections:

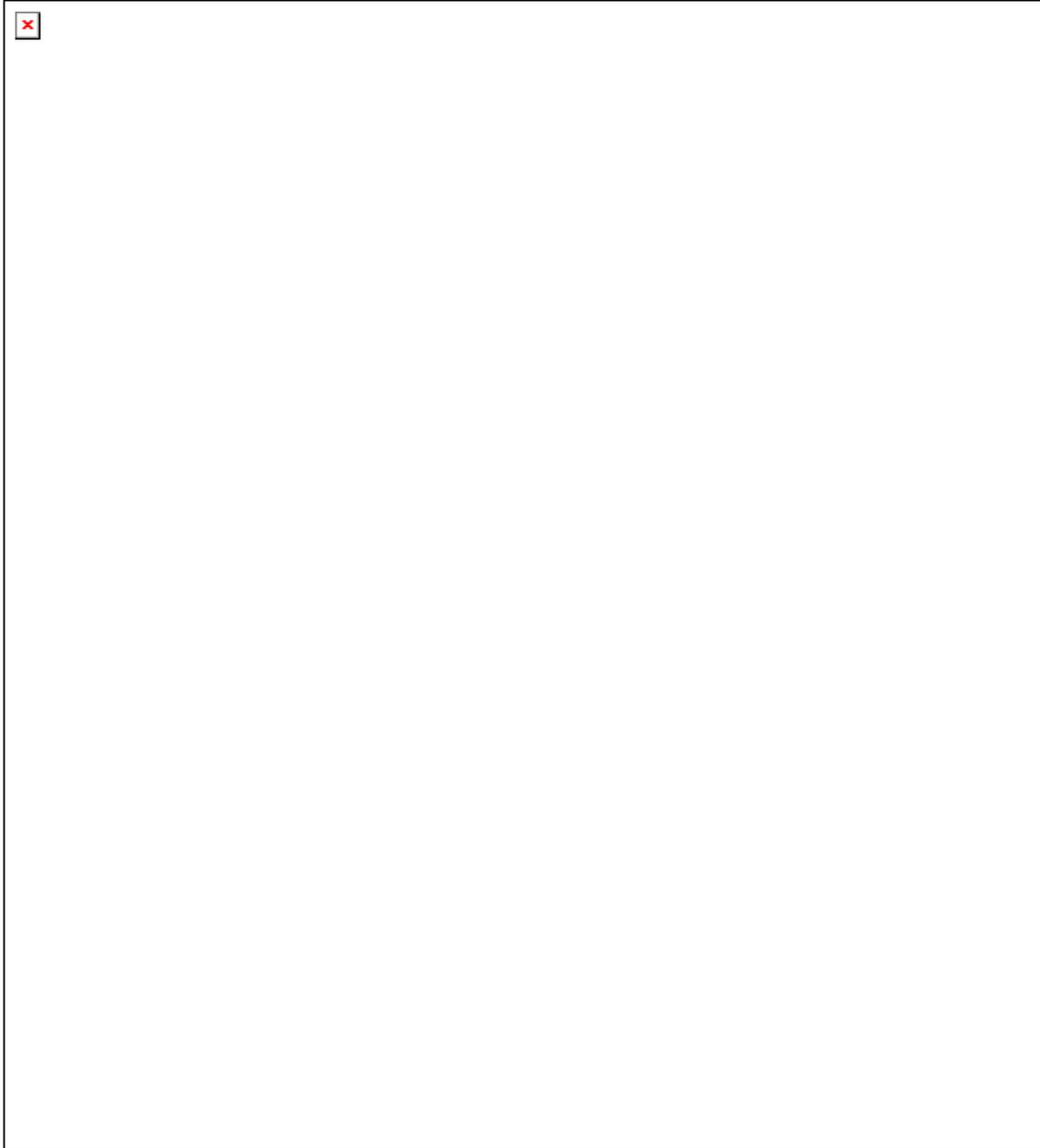
- Print:** Contains fields for "Output Device" (ZLOCL), "Frontend Printer" (\WSCOSC800\beacon7), "Number of copies" (1), and "Page selection".
- Spool Request:** Contains fields for "Name" (SCRIPT LOCL SRICHARDSON), "Title", and "Authorization".
- Spool Control:** Contains checkboxes for "Print immediately", "Delete After Output", and "New Spool Request". It also has a "Close Spool Request" checkbox, "Spool retention pd" (8 Day(s)), and "Storage Mode" (1 Print only).
- Cover Page Settings:** Contains a dropdown for "SAP cover page" (Do Not Print), and fields for "Recipient" and "Department".

At the bottom of the dialog are three buttons: "Print Preview", "Print", and "Cancel".

10. Click **Print**  button.



Information: Below is a sample of what a Benefit Termination Letter looks like:



11. The system task is complete.

Launch WEB HELP