BENEFIT TERMINATION LETTER

BPP BEN-8 | TRANSACTION ZBNS013

BN

The purpose of this Business Process Procedure is to explain how to generate a benefits termination letter in the Integrated HR-Payroll System.

Trigger: Agency Benefits Specialist needs to generate Benefit Termination Letters 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 Specialists 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 in which the employee was enrolled, notes the coverage end date and (if allowed) information on how to continue the plan after leaving employment or losing eligibility.

The Benefit Termination Letter can be run 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: This is a custom transaction created for the State of North Carolina. It is not in the SAP menu path. You need to type the transaction code in the Command field. (See Via Transaction Code below.)

Via Transaction Code: ZBNS013

Procedure
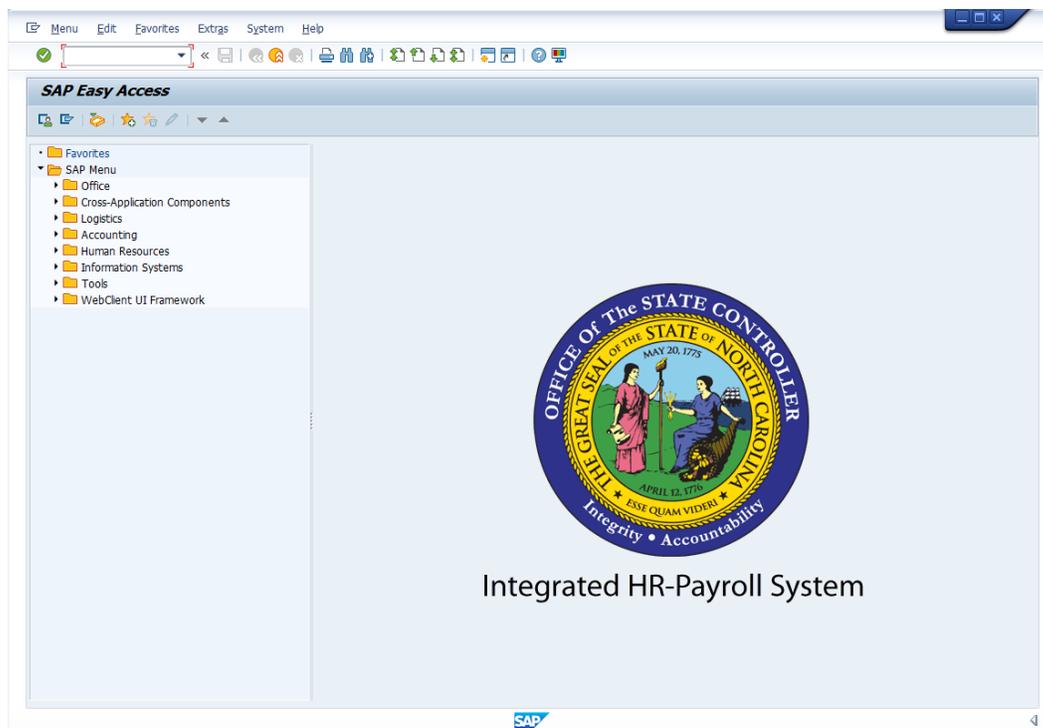
1. Update the following field:

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

2. Click **Enter** ✅ .

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![Information icon] **Information**	You many want to enter this transaction code in your Favorites folder. From the menu at the top of the screen: • Choose Favorites > Insert Transaction • Type in ZBNS013 • Click Enter To see the transaction code displayed in front of the link in your favorites from the menu at the top of the screen: • Choose Extras > Settings • Place a check next to Display Technical Names • Click Enter

The Date Selection date range is required. Users can run for a specific time period. For example, the letters can be run 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 also can be narrowed by other selection criteria such as payroll area or org. unit. These fields are optional.

3. Update the following fields:

Field Name	Description	Values
From	Effective date of the personnel action	Enter value in Command. Example: 09/01/2014
To	Ending date of the specified date range	Enter value in Command. Example: 09/08/2014

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

   A list of employees will display in a pop-up box for affected employees in the specified period. This allows the Health Benefits Representative to select the names for report printing.

Benefits Termination Letter

Benefits Termination Letters:
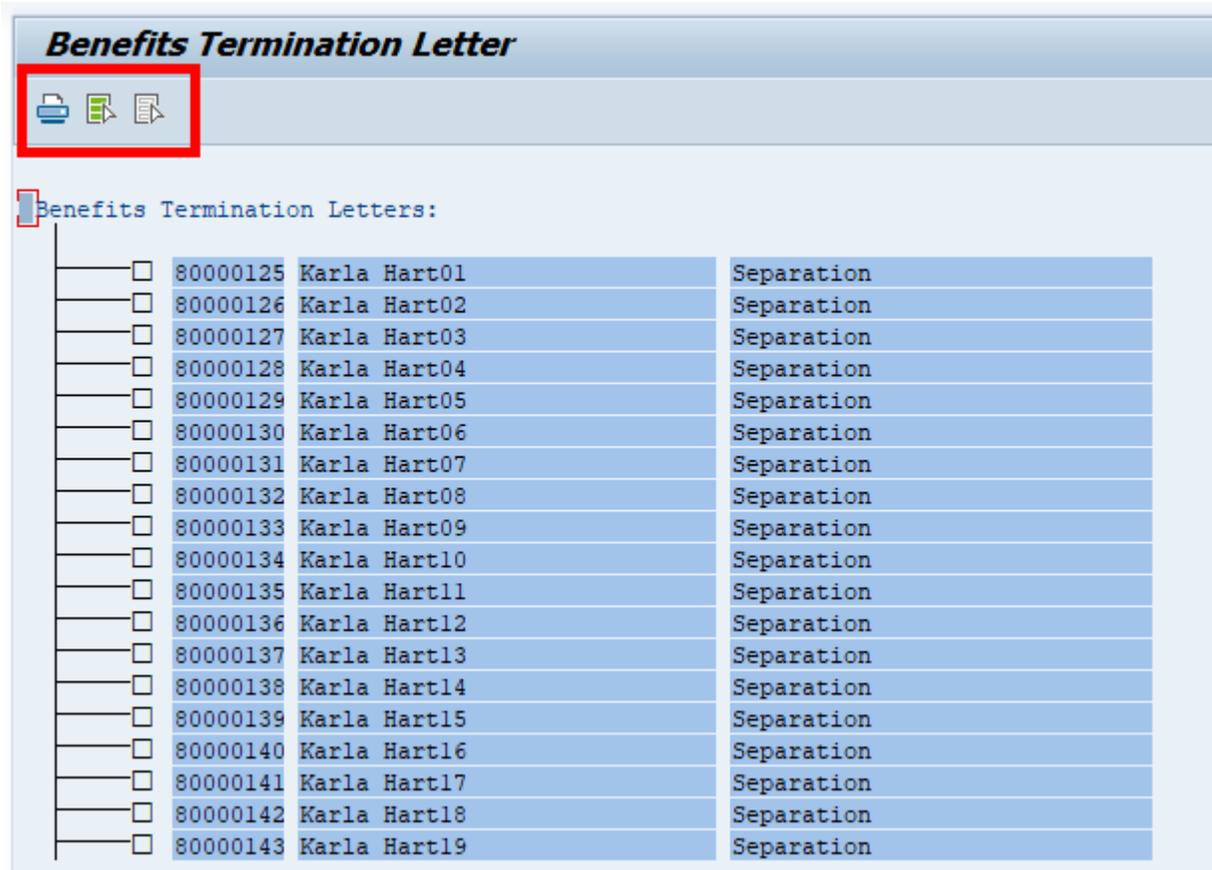
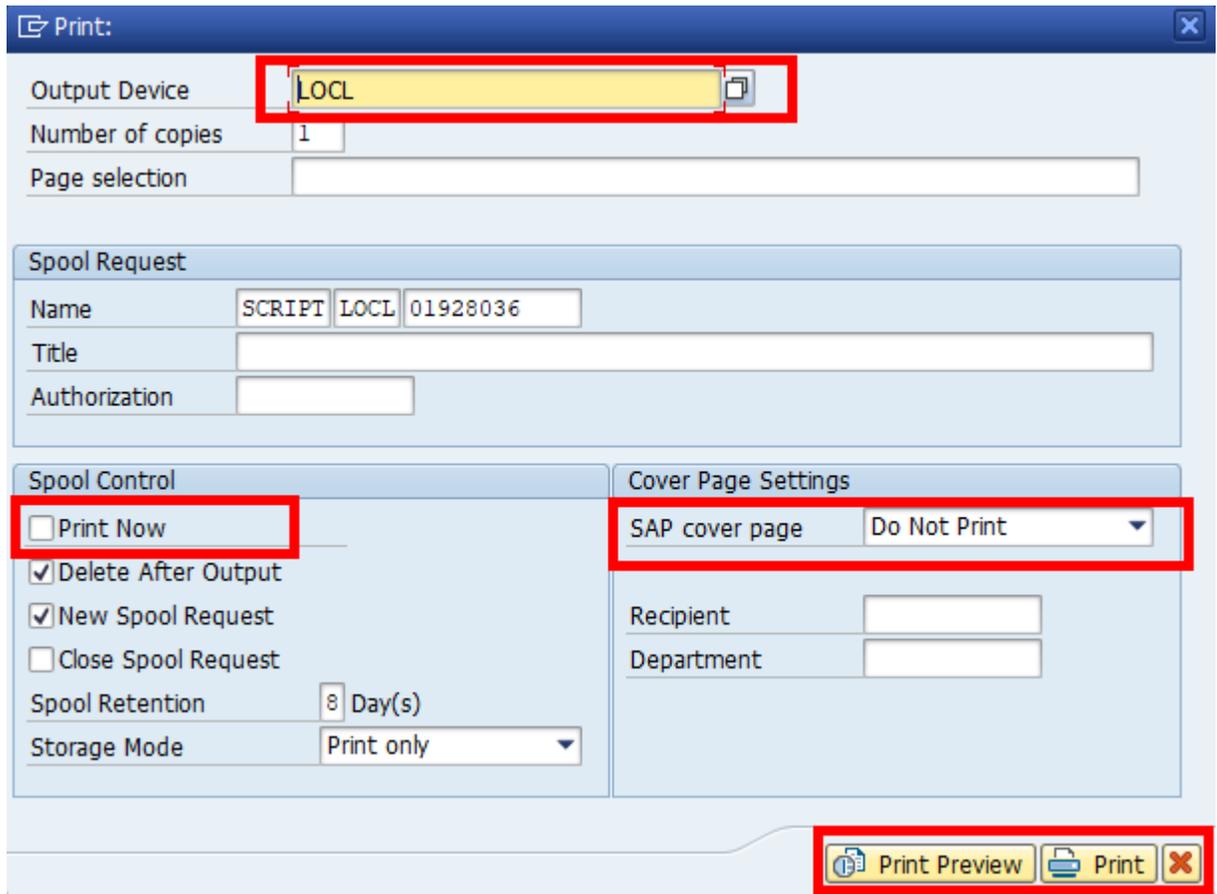|		
☐ 80000125	Karla Hart01	Separation
☐ 80000126	Karla Hart02	Separation
☐ 80000127	Karla Hart03	Separation
☐ 80000128	Karla Hart04	Separation
☐ 80000129	Karla Hart05	Separation
☐ 80000130	Karla Hart06	Separation
☐ 80000131	Karla Hart07	Separation
☐ 80000132	Karla Hart08	Separation
☐ 80000133	Karla Hart09	Separation
☐ 80000134	Karla Hart10	Separation
☐ 80000135	Karla Hart11	Separation
☐ 80000136	Karla Hart12	Separation
☐ 80000137	Karla Hart13	Separation
☐ 80000138	Karla Hart14	Separation
☐ 80000139	Karla Hart15	Separation
☐ 80000140	Karla Hart16	Separation
☐ 80000141	Karla Hart17	Separation
☐ 80000142	Karla Hart18	Separation
☐ 80000143	Karla Hart19	Separation

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

   The Select All button (displayed above) allows users to select all employees at one time. Or if preferred, the user can select only certain employees by clicking in the box in front of the employee's name.

Information	You may also click the **checkbox** ☐ 80000125 to print an individual LOA Notice Letter.

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

7. Update the following field:

Field Name	Description	Values
Output Device	Code identifying a printer or fax machine to which a document or report can be sent	Enter value in Command. Example: LOCL

ⓘ **Information**	Optional: Selecting ZLOCL as the output device will allow the header and footer information to print as designed.

8. Click the **Print Now** ☐ Print Now checkbox.

   To expedite printing, use the Print Immediately option.

9. Make sure that Do Not Print is the displayed selection for the SAP cover page field.

   The Do Not Print option under the SAP cover page list saves paper.

10. Click the **Print** 🖶 Print button.

Also, you can select Print Preview to view the form prior to printing.

11. The system task is complete.

Change Record

- 9/29/16 – New BPP format, updated all screen captures due to SAP upgrade to SAPGUI 7.40

  o Access Transaction: Added explanatory text in Via Menu Path field.

  o Step 4 – added new explanatory text

  o Step 5 screen capture - added red indicator around the Print button that is called the Letters button by SAP.

- 2/25/21 – Updated format, assigned reference number, and made accessible – C. Ennis

- 6/18/21 – Updated images, added alt text, and corrected document information merger errors. -L.Lee