The purpose of this Business Process Procedure is to explain the process for generating Health Plan Not Yet Enrolled Letter in the Integrated HR-Payroll System.

Trigger: Agency Benefit Specialist creates a system-generated letter for employees who have not yet enrolled in a health plan. The Benefit Specialist sends the letter to eligible employees as a reminder seven days prior to the end of the employee's initial eligibility event.

Business Process Procedure Overview:
Agency Benefit Specialist creates the ZBNS012 - Health Plan: Not Yet Enrolled Letter as a reminder to send to employees who have not yet enrolled in a state sponsored health plan. The letter is generated seven days prior to the end of the employee's initial eligibility event as a new hire.
The recommended business practice is to run the letters daily or weekly and distribute to employees. It may be beneficial to generate the letters to follow up with the employee after the employee's Benefit Orientation has been conducted within the agency.
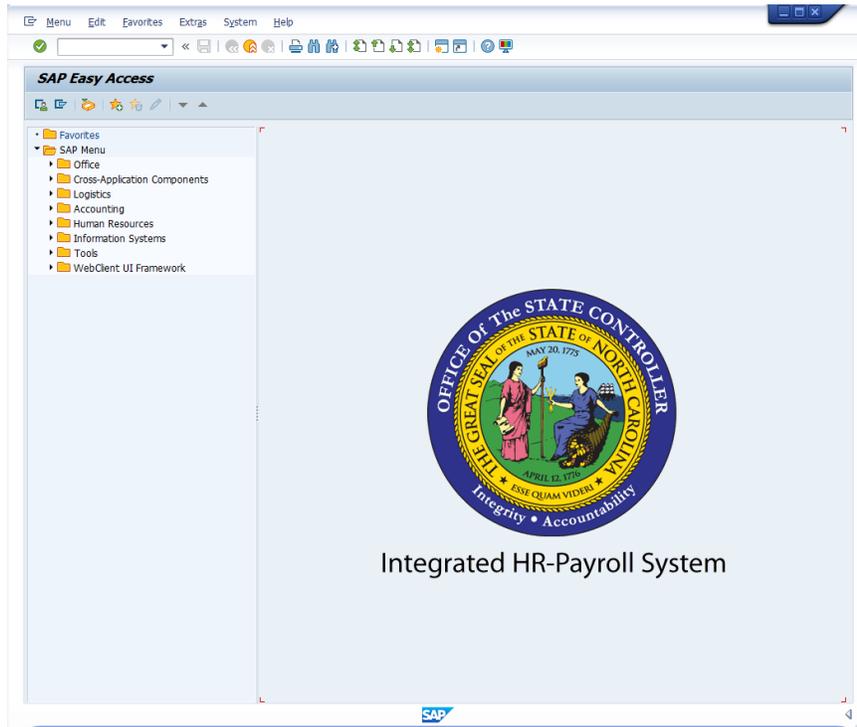Selecting a date range for the letters is required.

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: ZBNS012

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: ZBNS012

2. Click the Enter ✓ button.

Information	You may 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 ZBNS012 • 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 Reminder Dates and Expiration Days will default into the selection screen Reminder Dates fields. The Not Yet Enrolled letters are generated for employees seven (7) days prior to the end of their eligibility event from Today's date. If needed, the user can alter the defaulted criteria for their business needs. It is recommended to run the letters with the system defaulted Reminder Dates and Expiration Days.

Health Plan: Not Yet Enrolled

Employee(s) Not Enrolled From: 06/14/2021 – 06/28/2021

☐	10000011 Jimmy10 Chonez10
☐	10000012 Jimmy11 Chonez11
☐	10000013 Jimmy12 Chonez12
☐	10000014 Jimmy13 Chonez13
☐	10000015 Jimmy14 Chonez14
☐	10000016 Jimmy15 Chonez15
☐	10000017 Jimmy16 Chonez16
☐	10000018 Jimmy17 Chonez17
☐	10000019 Jimmy18 Chonez18
☐	10000020 Jimmy19 Chonez19
☐	10000021 Jimmy20 Chonez20
☐	10000022 Jimmy01 Chonez01

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

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

   The Select All button allows users to select all employees at one time. Or if preferred, the user can select only certain employees by clicking in the checkbox in front of the employee's name ☐ 10000102 Gina Lynn Naylor12 .

5. Click **Letter** (Ctrl+F1) Print button.

Print:

Output Device	LOCL
Number of copies	1
Page selection	

Spool Request

Name	SCRIPT LOCL 01928036
Title	
Authorization	

Spool Control

☑ Print Now
☑ Delete After Output
☑ New Spool Request
☐ Close Spool Request
Spool Retention 8 Day(s)
Storage Mode Print only

Cover Page Settings

SAP cover page   Do Not Print

Recipient
Department

Print Preview   Print   ✖

6. 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: ZLOCL

Selecting LOCL as the output device will allow the header and footer information to print as designed.

7. Click the Print Now ☑ Print Now checkbox.

To expedite printing, use the Print Now option.

8. 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.

9. Click the Print 🖨 Print button.

You can also select Print Preview to view the form prior to printing.

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, access transaction – added explanatory text in Via Menu Path field – L. Brown
- 3/15/21 – Updated format, assigned reference number, and made accessible – C. Ennis
- 6/21/21 – Updated images and added alt text. – L. Lee