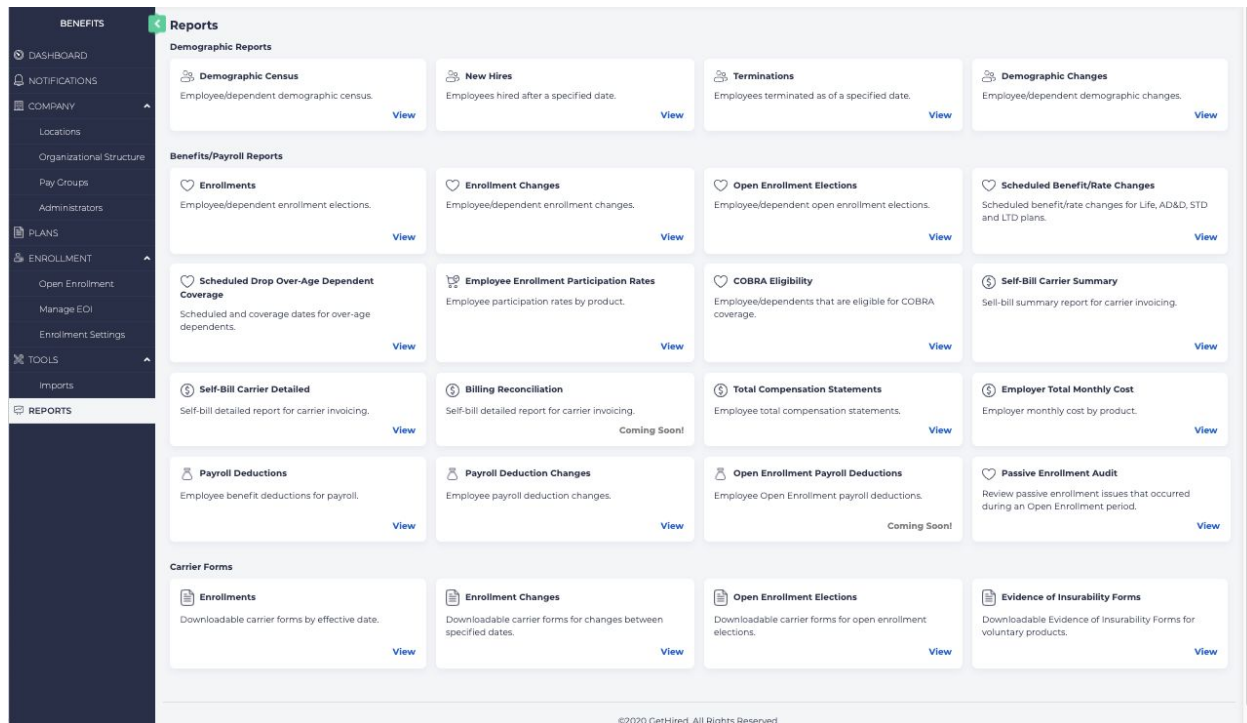


Extracting Enrollment and Deduction Data

Reports for Enrollments and Payroll Deductions can both be found in the Reports page.



- Reports can be downloaded for Payroll Deductions and Payroll Deduction Changes.
 - When pulling the Payroll report, be sure to set the date for the first day of the payroll that you wish to run.
- When extracting Enrollment Data, there are two methods you can use.
 - You can download an “Enrollments” or “Enrollment Changes” report as seen in the above Reports page. For these reports, you can select your date/date-range, filter by carrier, product, enrollment type, work locations, and Organizational Structure.
 - Enrollment Change Report will provide data of employee and dependent benefit election changes (new enrollments, ended enrollments, changed enrollments, etc.). This report provides information about the following types of election changes:
 - Plan
 - Coverage Level
 - Result of adding or dropping dependents from coverage
 - Employee Cost
 - Coverage Ended
 - Dependents added/dropped
 - *Not all scenarios of adding or dropping dependents mean a change in coverage level. Example: Employee already enrolled in family coverage (has 3 CH enrolled) then has*

QLE due to have a baby and another child is added to coverage. Wouldn't necessarily result in change to coverage level or cost, but change needs to be submitted to the carrier.

- Downloading the employee enrollment forms from their benefit personal benefit tab.
 - Simply go to the employee's profile, click on their benefits tab, and click the pdf icon to download their completed enrollment form


MM


Melissa McMurry
/ Full Time
Start Date: 09/16/2019




[Profile](#) [Benefits](#)

Actions ▾

Enrollment Window

 **New Hire** / Enrollment Status: **Completed**
Window Closes in 30 Days

 **Elected Benefits** ^

Product	Carrier	Plan	Coverage Level	Enrolled Members	Effective Date	Benefit Amount	Cost Per Pay	View
Medical	Kaiser Permanente	KP Platinum 90 HMO Q/10 + Child Dental	Family	Melissa McMurry Jonathan McMurry Daisy McMurry	10/01/2019		\$79.85	
Dental	Principal Financial Services	Dental POS	Family	Melissa McMurry Jonathan McMurry Daisy McMurry	10/01/2019		\$78.67	
Vision	Principal Financial Services	Vision	Employee + Spouse	Melissa McMurry Jonathan McMurry	10/01/2019		\$6.95	
Group Short Term Disability	Unum Group	Short Term Disability	Employee	Melissa McMurry	10/01/2019	\$552	\$0	
							TOTAL PER PAY COST: \$165.47	