Benefit Event Status Report Overview

This report lists all participants in a particular process status or set of status levels.

Benefit Events go through four steps; (1) Assign Benefit Program, (2) Prepare Options, (3) Enter Elections, and (4) Finalize Enrollment. A Benefit Event's process status indicates what step the Benefit Event is on and whether any errors have occurred for that step. For example, a status of "Assigned" indicates that the Benefit Event has assigned a Benefit Program to the employee, but has not yet prepared the employee's benefit options, entered elections for the employee, or finalized the employee's enrollment. A status of "Prepare Error" indicates that the Benefit Event assigned a Benefit Program to the employee but encountered an error when preparing the employee's benefit options.

This report should be run regularly by the Benefit Administrators to check on Open Benefit Events and those Benefit Events with a Processing Error. This report can also be used to monitor Benefit Events that were initiated by employees through Employee-Self Service (ESS).
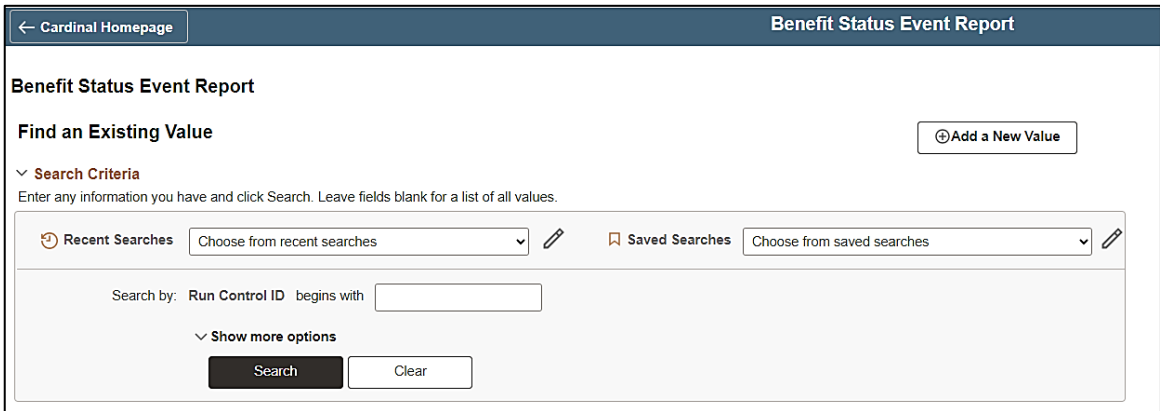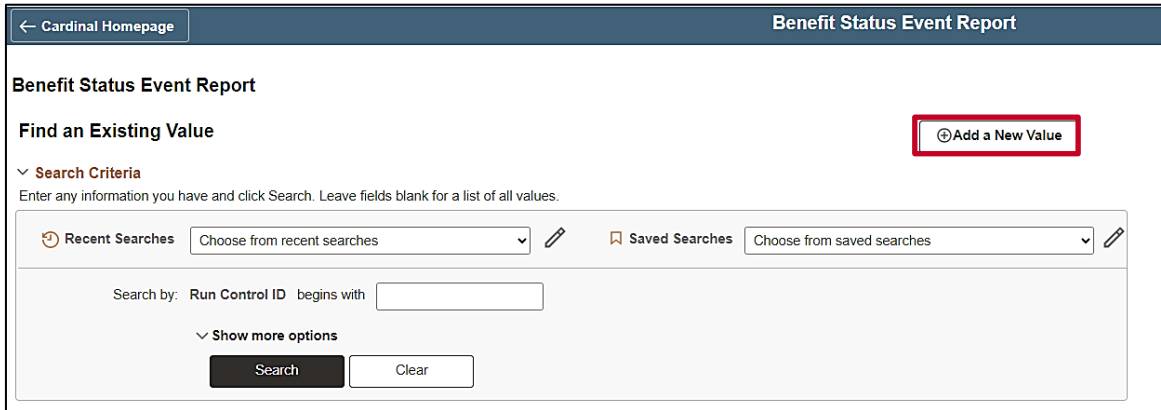
Table of Contents
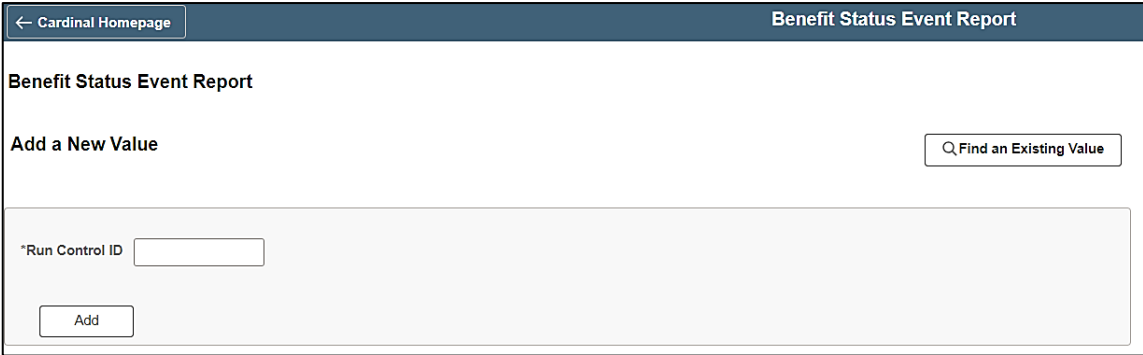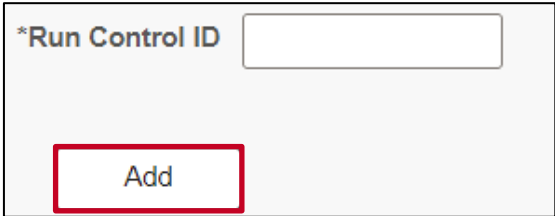
Revision History

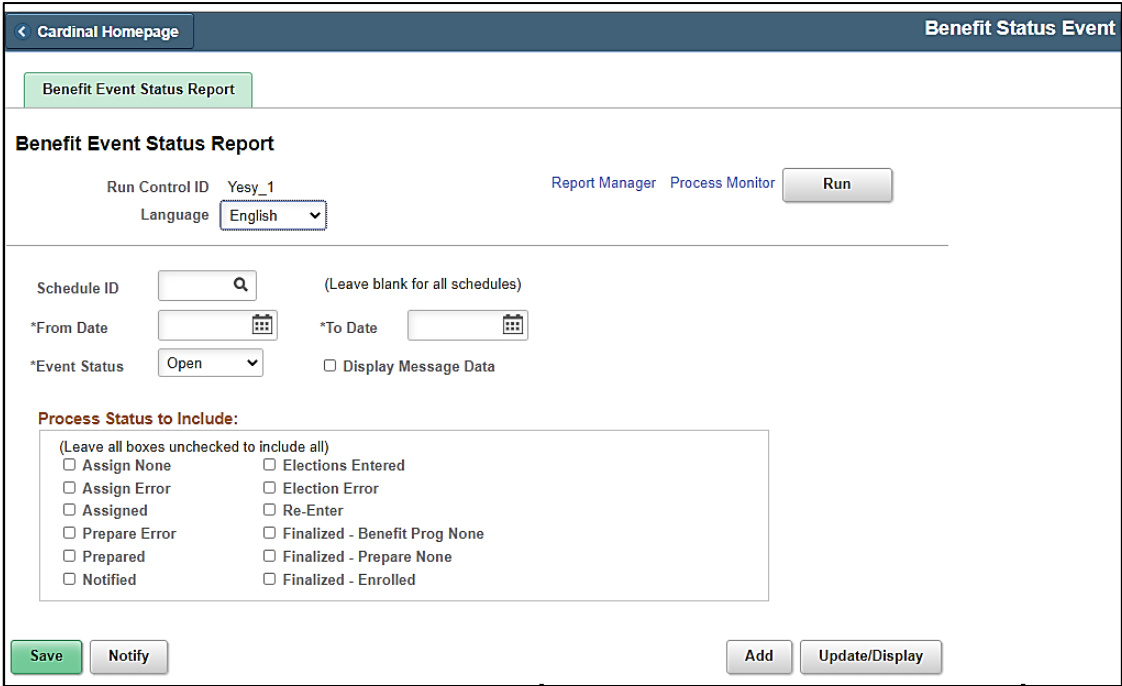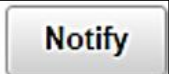| Revision Date	Summary of Changes
3/1/2025	Updated the screenshots of the Search pages (Section 1, after Step 1 and 2). Added reference information to the Overview of the Cardinal HCM Search Pages Job Aid.
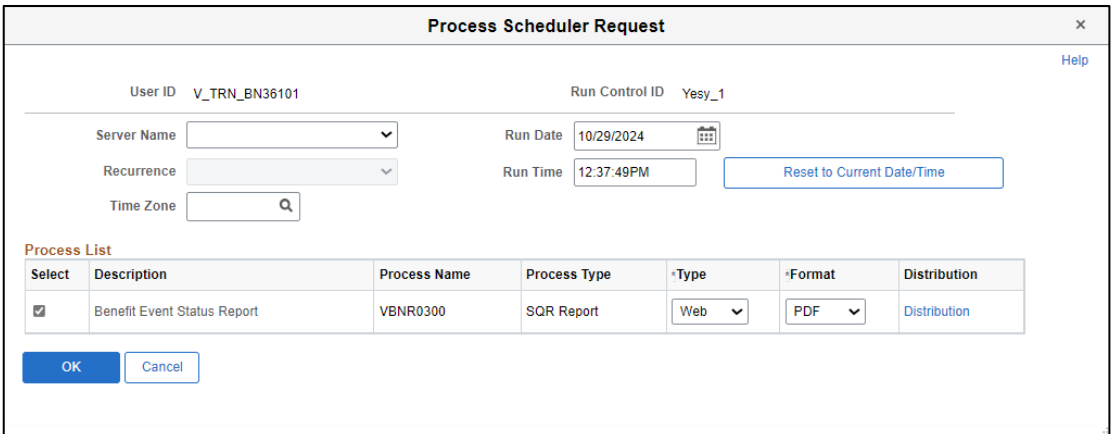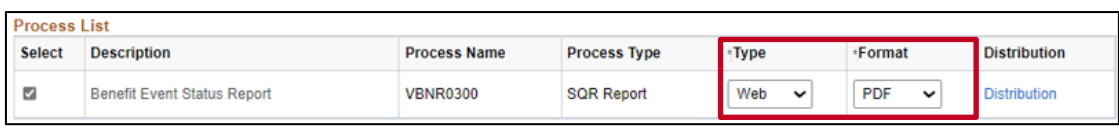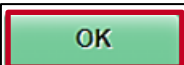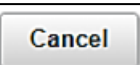
How to Run the Benefit Event Status Report
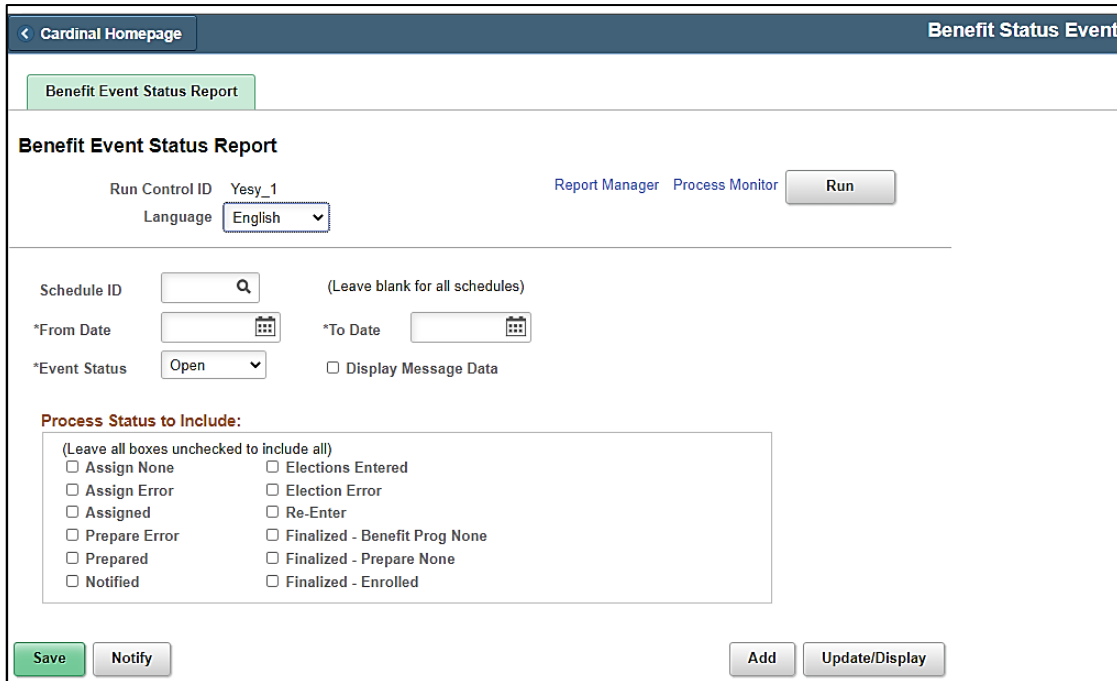
Run the Benefit Event Status Report to locate Benefit Events in the various statuses. Research the Benefit Event in question and intervene as applicable, so that the Benefit Event can continue to move through the Ben Admin process during the next run of Ben Admin.

Step	Action
1.	Navigate to the Benefit Event Status Report using the following path: **NavBar > Menu > Benefits > Managed Automated Enrollment >Investigate Exceptions > Benefit Event Status Report**
	The **Benefit Status Event Report Find an Existing Value** page displays.
ⓘ	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled "Overview of the Cardinal HCM Search Pages". This Job Aid is located on the Cardinal Website in **Job Aids** under **Learning**.
ⓘ	If the BA has a saved Run Control ID, skip to Step 5.
2.	Click the **Add a New Value** button.

Step	Action
	The **Benefit Status Event Report Add a New Value** page displays. ← Cardinal Homepage **Benefit Status Event Report** **Benefit Status Event Report** **Add a New Value** 🔍 Find an Existing Value *Run Control ID [＿＿＿＿＿＿] Add
3.	Enter a new Run Control ID in the **Run Control ID** field. *Run Control ID [＿＿＿＿＿＿＿] Add
4.	Click the **Add** button. *Run Control ID [＿＿＿＿＿＿＿] Add

Step	Action
	The **Benefit Status Event Report** parameters display.
5.	Click the **Schedule ID Look Up** icon and select the applicable Schedule ID. Most of the time it will be "EM00" unless working with Open Enrollment Benefit Events (Schedule ID "OE##" in this case).
6.	Select a from date and a to date using the **From Date Calendar** icon and the **To Date Calendar** icon.
7.	Click the **Event Status** dropdown button and select the applicable Event Status.

Step	Action
ℹ	The BA can also select one or several **Process Statuses** to include in the report by clicking the corresponding checkbox options within the **Process Status to Include** section. **Process Status to Include:** (Leave all boxes unchecked to include all) ☐ Assign None ☐ Elections Entered ☐ Assign Error ☐ Election Error ☐ Assigned ☐ Re-Enter ☐ Prepare Error ☐ Finalized - Benefit Prog None ☐ Prepared ☐ Finalized - Prepare None ☐ Notified ☐ Finalized - Enrolled
8.	Click the **Save** button. Save Notify
9.	Click the **Run** button. Run
	The **Process Scheduler Request** page displays in a pop-up window. **Process Scheduler Request** User ID V_TRN_BN36101 Run Control ID Yesy_1 Server Name ____ ▾ Run Date 10/29/2024 📅 Recurrence ____ ▾ Run Time 12:37:49PM Reset to Current Date/Time Time Zone ____ 🔍 **Process List** | Select	Description	Process Name	Process Type	Type	Format	Distribution
---	---	---	---	---	---	---
☑	Benefit Event Status Report	VBNR0300	SQR Report	Web ▾	PDF ▾	Distribution	 OK Cancel
10.	Select the type and format to run the report in using the **Type** and **Format** fields. **Process List** | Select	Description	Process Name	Process Type	Type	Format	Distribution
---	---	---	---	---	---	---
☑	Benefit Event Status Report	VBNR0300	SQR Report	Web ▾	PDF ▾	Distribution	
11.	Click the **OK** button. OK Cancel

Step	Action
	The **Benefit Event Status Report** parameters page redisplays.
12.	Click the **Process Monitor** link.

Step	Action
	The **Process Monitor** page displays.

13.	Click the **Refresh** button periodically until the Run Status for the report is "Success" and the Distribution Status is "Posted".

14.	Click on the **Details** link.

Step	Action
	The **Process Detail** page displays.

Process Detail

Process

Instance	1322133	Type	SQR Report
Name	VBNR0300	Description	Benefit Event Status Report
Run Status	Success	Distribution Status	Posted

Run

Run Control ID Yesy_1
Location Server
Server PSUNX1
Recurrence

Update Process

○ Hold Request
○ Queue Request
○ Cancel Request
☐ Delete Request
○ Re-send Content   ○ Restart Request

Date/Time

Request Created On 12/06/2021 2:45:41PM EST
Run Anytime After 12/06/2021 2:43:50PM EST
Began Process At 12/06/2021 2:45:55PM EST
Ended Process At 12/06/2021 2:46:05PM EST

Actions

Parameters   Transfer
Message Log
Batch Timings
View Log/Trace

[OK]   [Cancel]

Step	Action
15.	Click the **View Log/Trace** link.

Date/Time

Request Created On 12/06/2021 2:45:41PM EST
Run Anytime After 12/06/2021 2:43:50PM EST
Began Process At 12/06/2021 2:45:55PM EST
Ended Process At 12/06/2021 2:46:05PM EST

Actions

Parameters   Transfer
Message Log
Batch Timings
View Log/Trace

[OK]   [Cancel]

Step	Action
	The **View Log/Trace** page displays. **View Log/Trace** ✕ Help **Report** Report ID 761478 Process Instance 1322133 Message Log Name VBNR0300 Process Type SQR Report Run Status Success Benefit Event Status Report **Distribution Details** Distribution Node hrpytrn Expiration Date 01/05/2022 **File List** | Name	File Size (bytes)	Datetime Created
------	------	------
SQR_VBNR0300_1322133.log	2,180	12/06/2021 2:46:05.625818PM EST
vbnr0300_1322133.PDF	3,512	12/06/2021 2:46:05.625818PM EST
vbnr0300_1322133.out	139	12/06/2021 2:46:05.625818PM EST | **Distribute To** | Distribution ID Type	*Distribution ID
------	------
User	V_TRN_BN36102 | Return
16.	Click the **.PDF** output (if the format chosen was PDF). **File List** | Name	File Size (bytes)	Datetime Created
------	------	------
SQR_VBNR0300_1322133.log	2,180	12/06/2021 2:46:05.625818PM EST
vbnr0300_1322133.PDF	3,512	12/06/2021 2:46:05.625818PM EST
vbnr0300_1322133.out	139	12/06/2021 2:46:05.625818PM EST	
	The **Report** displays in a separate tab. Report ID: VBNR0300 PeopleSoft Page No. 1 Benefit Event Status Report Run Date 12/06/2021 Run Time 15:00:40 Process Employee Employee Schedule Event Event Event Event Process Benefit Status ID Name ID ID Date Class Status Indicator Program PE 00092634600 Lily Pad EM00 1 12/31/2020 MAR O N SAL N

Step	Action
ℹ	The report displays the **Process Status, Process Indicator,** and **Benefit Program** among other sets of data. The BA can use this information to see any open Benefit Events, and what stage in the process the Benefit Event is currently in. This is especially helpful for processing New Hires and tracking the status of the open Benefit Events.