SHARP Message #505

DATE: 10/25/02
AUTHOR: PATTI PEARCE
SUBJECT: AKSESS OPEN ENROLLMENT REPORTS
MESSAGE TEXT:

Benefits Open Enrollment ends in 6 days and enrollment using AKSESS is going well. Please remind your employees that Open Enrollment is ending soon. Be sure to remind your employees about the payroll deduction credit if they choose to participate in the Health Risk Appraisal/Health Screening. To participate in this program they must sign up during open enrollment.

Earlier this month the Division of Personnel Services distributed two benefits reports (KWEBCHG and KWEBFSA) to assist agencies in identifying employees who have not re-enrolled in Flexible Spending Accounts and which employees have completed group health insurance elections for Plan Year 2003.

An updated set of reports (dated 10-25-02) will arrive in your MVS mailbox sometime today and can be accessed using Rapid Filer. We will be moving the files out to you throughout the day, so check again if you cannot locate your agency's report right away. These reports ran the afternoon of 10-24-02, so employees who enrolled after the reports ran will not appear.

Also, due to a processing problem, I am sending a small number of agency reports out via email instead of the MVS mailbox. If your agency report does not appear in your MVS mailbox you may be receiving your report via email sometime this afternoon.

If you have questions about the reports, please contact Patti Pearce at (785) 296-7232 or Connie Guerrero at (785) 296-0754.

Following is information about retrieving and using the reports:
The reports are in a flat file format and should be pulled up in Excel. The first report is named KWEBFSA.your 3-digit agency number.out (For example, KWEBFSA.173.out). This report lists employees in your agency who have enrolled in a Flexible Spending Account for Plan Year 2003. Please remind employees that they must re-enroll in Flexible Spending Accounts each year even if they are enrolled for the current plan year.

The second part is named KWEBCHG.your 3-digit agency number.out (For example, KWEBCHG.173.out). This report lists employees in your agency that have made their Plan Year 2002 group health insurance elections. We suggest that you compare this list with all of the benefits eligible employees in your agency.

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