SHARP Customer Service Center

- SHARP Messages -

SHARP Message #595

DATE:	9/30/04
AUTHOR:	DPS
SUBJECT:	Agency Benefits Enrollment Reports

MESSAGE TEXT:

The following message is only for agency staff involved with benefits open enrollment for agency employees, such as monitoring enrollment activities.

Agency Benefits Enrollment Reports
The Division of Personnel Services is providing two important benefits reports during October. These two reports are:
(1) agency employees who have not re-enrolled in Flexible Spending
Accounts (KWEBFSA);
(2) agency employees who have completed group health insurance elections
or enrolled in a Flexible Spending Account for Plan Year 2005 (KWEBCHG)

Agencies can use these reports to monitor their employee's progress in completing Plan Year 2005 benefits open enrollment. We encourage you to remind employees to enroll in October.

The two reports will be distributed to agencies via the MVS mailbox and can be accessed using WS_FTP. The reports are in a flat file format and should be opened in Excel, Quattro Pro, etc. We will be moving the files out to you throughout the day so check again if you cannot locate your agency's reports right away.

The first report is named KWEBFSA.your 3-digit agency number.out (for example, KWEBFSA.173.out). The report lists employees in your agency who are currently enrolled in a Flexible Spending Account (FSA) for Plan Year 2004 but have not yet enrolled in an FSA for Plan Year 2005. Please remind employees that they must enroll in an FSA each year even if they are enrolled for the current year.

The second report is named KWEBCHG.your 3-digit agency number.out (for example, KWEBCHG.173.out). The report lists employees in your agency who have made their group health insurance elections or enrolled in an FSA for Plan Year 2005. We suggest that you compare this report with all of the benefits eligible employees in your agency.

Important Note: A KWEBFSA report for your agency was not created if none of your employees are enrolled in an FSA for the current plan year (2004).
A KWEBCHG report was not created if none of your agency employees have completed group health insurance elections or enrolled in an FSA for Plan Year 2005.

We will distribute both reports twice during open enrollment – today and again later in the month. We will send another message when we send the reports again later in the month.

If you have technical questions about the reports, please contact Patti Pearce at (785) 296-7232; email patti.pearce@da.state.ks.us

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