SHARP Customer Service Center

- SHARP Messages -

SHARP Message #601

DATE:	10/28/04
AUTHOR:	HR
SUBJECT:	Agency Benefits Open 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 distributes two important benefits reports twice during October. These two reports are:
(1) KWEBFSA - agency employees who have not re-enrolled in Flexible
Spending Accounts;
(2) KWEBCHG - agency employees who have completed group health insurance
elections for Plan Year 2005

The reports were distributed earlier this week. The final set of reports are now available. We have started moving the reports out to agency MVS mailboxes where you can access them 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 afternoon so check again if you cannot locate your agency's reports right away. You should have the reports by the end of the day or in the morning.

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 an 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 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 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 for Plan Year 2005.

If you have technical questions about the reports, please contact Patti Pearce at (785) 296-7232; email

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