SHARP Customer Service Center

- SHARP Messages -

SHARP Message #638

DATE:	10/25/05
AUTHOR:	HR
SUBJECT:	Agency Benefits Enrollment Reports Update 10/25/05

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' enrollment activity in Flexible Spending Accounts;
(2) KWEBCHG – agency employees who have completed group health insurance elections for Plan Year 2006.

The two reports will be distributed to agencies via the MVS mailbox and can be accessed using WS_FTP. Move the reports to the folder where you normally transfer files. When opening the file, choose Excel if you receive a Windows prompt to "Select the program from a list." 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. Be sure to select the file with the most recent date. The report lists employees in your agency who are currently enrolled in a Flexible Spending Account (FSA) for Plan Year 2005 but have not yet enrolled in an FSA for Plan Year 2006. The report also lists employees who have either enrolled or re-enrolled in an FSA for Plan Year 2006. Please remind employees that they must enroll in an FSA each year even if they are enrolled for the current year. This report was run on October 24, 2005.

The second report is named KWEBCHG. Be sure to select the file with the most recent date. The report lists employees in your agency who have made their group health insurance elections. We suggest you compare this report with all of the benefits eligible employees in your agency. This report was run on October 24, 2005.

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

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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