

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).

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Revision History

Revision Date	Summary of Changes
3/1/2025	Updated the screenshots of the Search pages (<u>Section 1</u> , 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 Be	nefit Status Event Report Find an Existing Value page displays.
	← Cardinal Homepage Benefit Status Event Report
	Benefit Status Event Report
	Find an Existing Value
	 ✓ Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values.
	🕄 Recent Searches Choose from recent searches 🗸 🆉 🗅 Saved Searches Choose from saved searches 🗸
	Search by: Run Control ID begins with
	✓ Show more options
	Search Clear
i	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 .
i	If the BA has a saved Run Control ID, skip to Step 5.
2.	Click the Add a New Value button.
	← Cardinal Homepage Benefit Status Event Report
	Benefit Status Event Report
	Find an Existing Value
	 ✓ Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values.
	🕄 Recent Searches Choose from recent searches 🗸 🥢 🗅 Saved Searches Choose from saved searches 🗸
	Search by: Run Control ID begins with
	✓ Show more options



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							
	*Run Control ID							
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 Ber	nefit Status Event Report parameters display.
	Cardinal Homepage Benefit Status Event
	Benefit Event Status Report
	Benefit Event Status Report
	Run Control ID Yesy_1 Report Manager Process Monitor Run Language English
	Schedule ID Q (Leave blank for all schedules) *From Date *To Date iiii *Event Status Open Open Display Message Data
	Process Status to Include:
	Cleave an boxes uncleaved in boxes
	Save Notify Add Update/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).
	Schedule ID Q
6.	Select a from date and a to date using the From Date Calendar icon and the To Date Calendar icon.
	*From Date To Date
7.	Click the Event Status dropdown button and select the applicable Event Status.
	*Event Status Open 🗸



Step	Action
1	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 Assigned Re-Enter Prepared Finalized - Benefit Prog None Prepared Finalized - Prepare None Notified Finalized - Enrolled
8.	Click the Save button. Save Notify
9.	Click the Run button.
The Pro	cess Scheduler Request page displays in a pop-up window.
	Process Scheduler Request ×
	Help User ID V_TRN_BN36101 Run Control ID Yesy_1 Server Name
	Select Description Process Name Process Type *Type *Format Distribution Image: Cancel Benefit Event Status Report VBNR0300 SQR Report Web PDF Distribution
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 *Format Distribution Benefit Event Status Report VBNR0300 SQR Report Web PDF Distribution
11.	Click the OK button.



Step	Action
The Ber	nefit Event Status Report parameters page redisplays.
	Cardinal Homepage Benefit Status Event
	Benefit Event Status Report
	Benefit Event Status Report
	Run Control ID Yesy_1 Report Manager Process Monitor Run Language English
	Schedule ID Q (Leave blank for all schedules) *From Date To Date Time *To Date Director Date
	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
	Save Notify Add Update/Display
12.	Click the Process Monitor link.
	Benefit Event Status Report
	Run Control ID Yesy_1 Report Manager Process Monitor Run Language English



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Proce	ss List									
View Pro	cess Request F	or								
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Step /	Action
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	Instance 132213	3		Type SQR Report		
	Name VBNR0	300	Descr	iption Benefit Event S	Status Report	
	Run Status Success	3	Distribution S	Status Posted		
Run			Up	date Process		
	Run Control ID Yesv	1		Hold Request		
	Location Serve	r		Queue Request		
	Server PSUN	X1	C	Delete Request		
	Recurrence			Re-send Content	○ Restart Request	
Date/Tin	ne		Ac	tions		
	Request Created On	12/06/2021 2-45-41F	PM EST	Parameters	Transfer	
	Run Anytime After	12/06/2021 2:43:50F	MEST	Message Log		
	Began Process At	12/06/2021 2:45:55F	PM EST	Batch Timings		
	Ended Process At	12/06/2021 2:46:05F	PMEST			
ок	Cancel					
Click the V	/iew Log/Tra	ce link.				
Date/Time				Actions		
1	Request Created On	12/06/2021 2:45:	41PM EST	Parameters	Transfer	
	Run Anytime After	12/06/2021 2:43:	50PM EST	Message Log	9	
	Began Process At	12/06/2021 2:45:	55PM EST	Batch Timing	IS	
	Ended Process At	12/06/2021 2:46:	05PM EST	View Log/Tra	ice	
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The View Log/Trace page displays.

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			View Log/Trace	×	
				Help	,
		Report			
		Report ID 761478	Process Instance 1322133	Message Log	
		Name VBNR0300	Process Type SQR Re	port	
		Run Status Success			
		Benefit Event Status Report			
		Distribution Details			
		Distribution Node hrpytm	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	e .PDF output (if the fo	rmat chosen was	PDF).	
	File List				
	Name		File Size (bytes)	Datetime Created	
	SQR VBN	R0300 1322133.log	2 180	12/06/2021 2:46:05 625818PM EST	
			2,100	12100/2021 2.40.03.025010FM 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.

Process Employee Employee Schedule Event Event Event Process Benefit Status ID Name ID ID Date Class Status ID Status I	Report	ID: VBNR0300							Be	enefit E	PaopleSoft Status Report	Page No. 1 Run Date 12/06/2021 Run Time 15:00:40
PE 00092634600 Lily Pad ENDO 1 12/31/2020 NAR O N EAL N	Process Status	Employee ID	Employee Name	Schedule ID	Event ID	Event Date	Event Class	Event Status	Process Indicator	Benefit Program	t 	
	PE	00092634600	Lily Pad	EMOO	:	12/31/2020	MAR	0	N	SAL	N	



Step	Action
İ	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.