



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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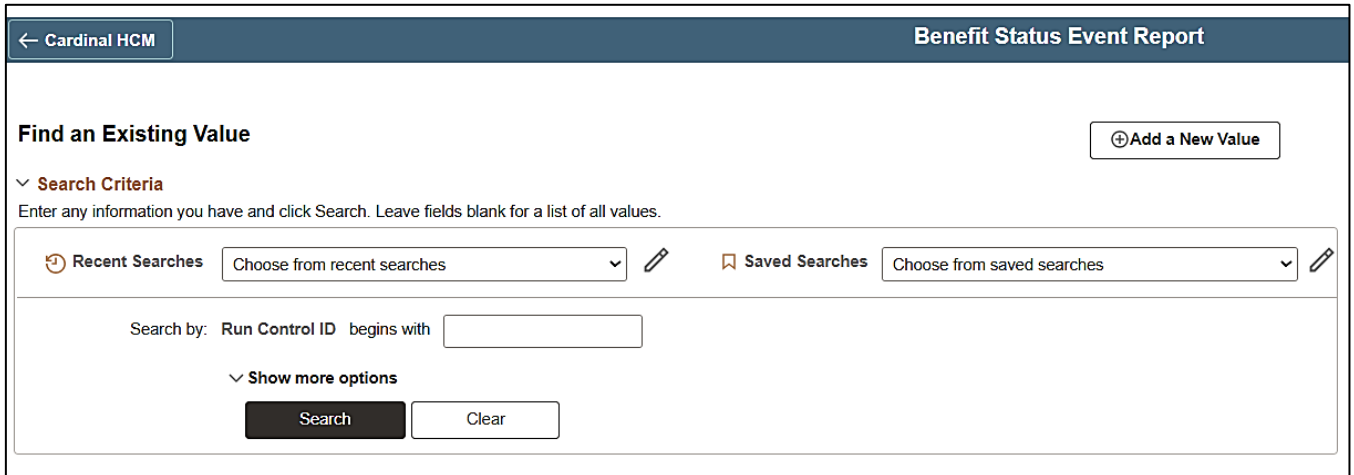


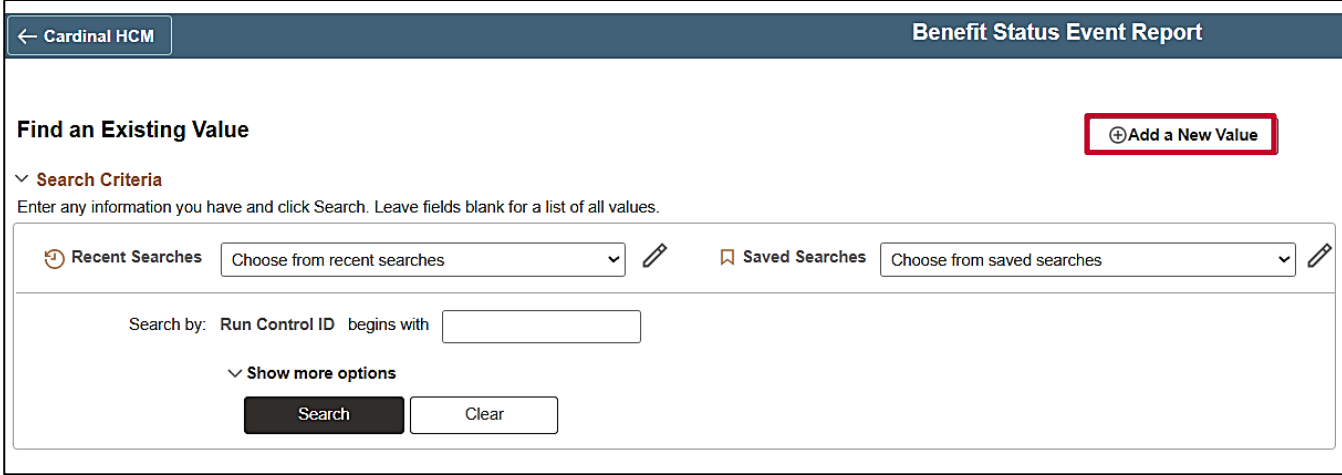
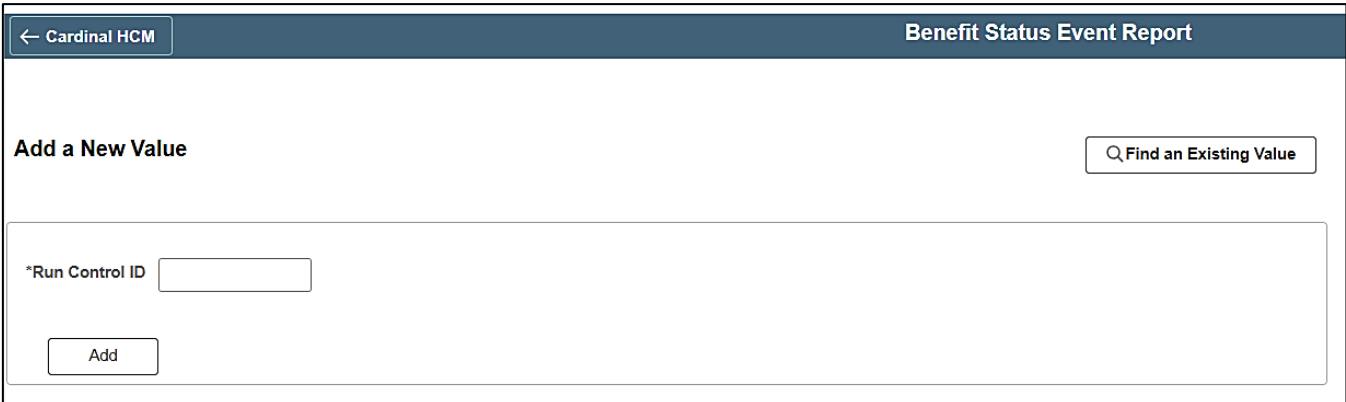
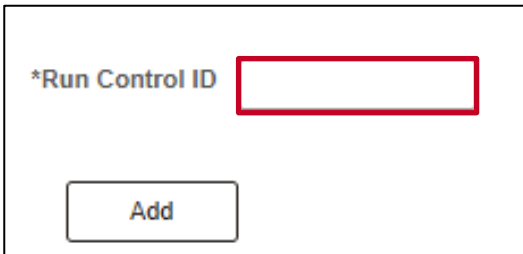
Revision History

Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
3/1/2025	Updated the screenshots of the Search pages (Section 1 , 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 Benefit Status Event Report Find an Existing Value Search page displays. 	
	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.
2.	If the user has a saved Run Control ID, click the Search button, select the Run Control ID from the Search Results, and proceed to Step 6.  If this is the first time the user is running this report, proceed to the next step.
	For more information on generating reports, see the Job Aid titled NAV225 Generating an HCM Report located on the Cardinal website in Job Aids under Learning.

Step	Action
3.	Click the Add a New Value button. 
The Benefit Status Event Report Add a New Value page displays. 	
4.	Enter a Run Control ID in the Run Control ID field based on the following guidelines: - The Run Control ID must be unique and should be descriptive enough to help locate for future use (once created Run Control IDs cannot be deleted) - Up to 30 characters are allowed - No blank spaces can be used; however, an underscore can be used in lieu of spaces - Do not use wildcard symbols (%) 

Step	Action
5.	Click the Add button. *Run Control ID Add
The Benefit Status Event Report parameters display. Benefit Event Status Report Run Control ID BEN_STAT_EVENT Language English ▼ Report Manager Process Monitor Run Schedule ID (Leave blank for all schedules) *From Date *To Date *Event Status Open ▼ ☐ Display Message Data Process Status to Include: (Leave all boxes unchecked to include all) ☐ Assign None ☐ Assign Error ☐ Assigned ☐ Prepare Error ☐ Prepared ☐ Notified ☐ Elections Entered ☐ Election Error ☐ Re-Enter ☐ Finalized - Benefit Prog None ☐ Finalized - Prepare None ☐ Finalized - Enrolled Save Notify Add Update/Display	
6.	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
7.	Select date parameters using the From Date Calendar icon and the To Date Calendar icon. *From Date *To Date

Step

Action

8.

Click the **Event Status** dropdown button and select the applicable Event Status. “Open” has been selected in this example.

*Event Status

Open

▼

i

The user 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

☐ Assign Error

☐ Election Error

☐ Assigned

☐ Re-Enter

☐ Prepare Error

☐ Finalized - Benefit Prog None

☐ Prepared

☐ Finalized - Prepare None

☐ Notified

☐ Finalized - Enrolled

9.

Click the **Run** button.

Run

The **Process Scheduler Request** page displays in a pop-up window.

Process Scheduler Request

×

Help

User ID

Run Control ID Ben_Status_Evt_Rept

Server Name

Run Date 05/06/2026

Recurrence

Run Time 5:43:15PM

Reset to Current Date/Time

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☒	Benefit Event Status Report	VBNR0300	SQR Report	Web	PDF	Distribution

OK

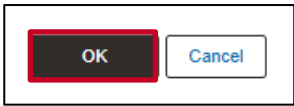
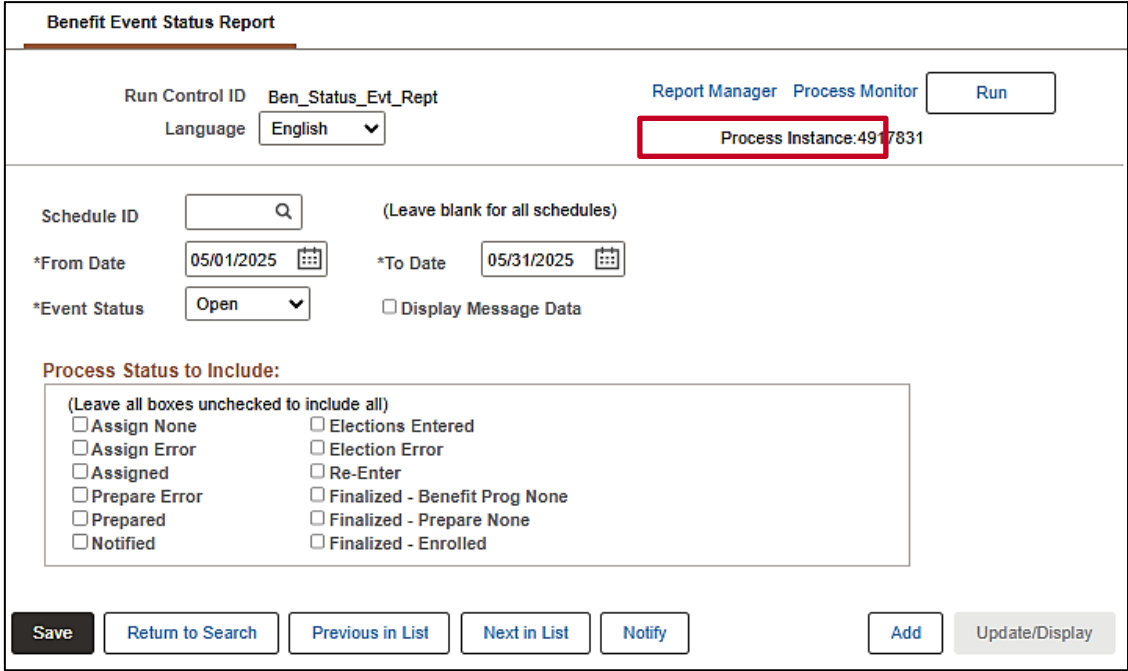
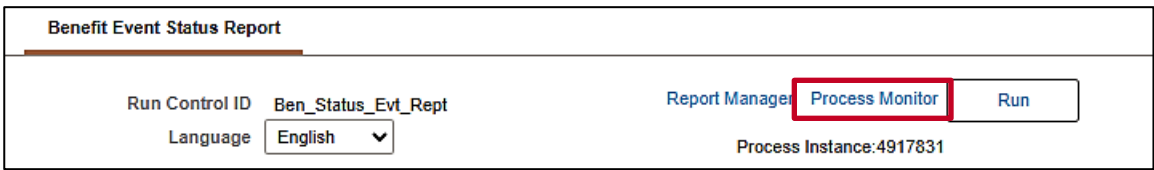
Cancel

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	*Type	*Format	Distribution
☒	Benefit Event Status Report	VBNR0300	SQR Report	Web	PDF	Distribution

Step	Action
11.	Click the OK button. 
The Benefit Event Status Report parameters page redisplay with an assigned Process Instance number. 	
12.	Click the Process Monitor link. 



Benefits Job Aid

BN361 Benefit Event Status Report

Step

Action

The **Process Monitor** page displays.

Process List

View Process Requests

User ID

Type

Last

1

Days

Refresh

Server

Name

Instance

Range

Clear

Run Status

Distribution Status

Save On Refresh☒

Report Manager

Reset

Process List

<

1-2 of 2

>

>|

View All

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
☐	4917831		Ben_Status_Evt_Rept	SQR Report	VBNR0300		05/06/2026 5:47:25PM EDT	Success	Posted	Details	Actions

Go back to Benefit Status Event Report

Save

Notify

13.

Click the **Refresh** button periodically until the Run Status for the report is “Success” and the Distribution Status is “Posted”.

View Process Requests

User ID

Type

Last

1

Days

Refresh

Server

Name

Instance

Range

Clear

Run Status

Distribution Status

Save On Refresh☒

Report Manager

Reset

Process List

<

1-2 of 2

>

>|

View All

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
☐	4917831		Ben_Status_Evt_Rept	SQR Report	VBNR0300		05/06/2026 5:47:25PM EDT	Success	Posted	Details	Actions

14.

Click the **Details** link.

Process List

<

1-2 of 2

>

>|

View All

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
☐	4917831		Ben_Status_Evt_Rept	SQR Report	VBNR0300		05/06/2026 5:47:25PM EDT	Success	Posted	Details	Actions

Step	Action
	The Process Detail page displays in a pop-up window. Process Detail Process Instance 4917831 Type SQR Report Name VBNR0300 Description Benefit Event Status Report Run Status Success Distribution Status Posted Run Run Control ID Ben_Status_Evt_Rept Location Server Server PSUNX1 Recurrence Update Process ☐ Hold Request ☐ Queue Request ☐ Cancel Request ☐ Delete Request ☐ Re-send Content ☐ Restart Request Date/Time Request Created On 05/06/2026 5:48:06PM EDT Run Anytime After 05/06/2026 5:47:25PM EDT Began Process At 05/06/2026 5:48:11PM EDT Ended Process At 05/06/2026 5:48:27PM EDT Actions Parameters Message Log Batch Timings View Log/Trace Transfer OK Cancel
16.	Click the View Log/Trace link. Date/Time Request Created On 05/06/2026 5:48:06PM EDT Run Anytime After 05/06/2026 5:47:25PM EDT Began Process At 05/06/2026 5:48:11PM EDT Ended Process At 05/06/2026 5:48:27PM EDT Actions Parameters Message Log Batch Timings View Log/Trace Transfer

Step	Action
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The **View Log/Trace** page displays in a pop-up window.

View Log/Trace

Report

Report ID 3863664

Process Instance 4917831

Message Log

Name VBNR0300

Process Type SQR Report

Run Status Success

Benefit Event Status Report

Distribution Details

Distribution Node hrptm

Expiration Date 06/05/2026

File List

Name	File Size (bytes)	Datetime Created
SQR_VBNR0300_4917831.log	2,091	05/06/2026 5:48:27.605646PM EDT
vbnr0300_4917831.PDF	5,141	05/06/2026 5:48:27.605646PM EDT
vbnr0300_4917831.out	139	05/06/2026 5:48:27.605646PM EDT

Distribute To

Distribution ID Type	Distribution ID
User	

Return

- Click the **.PDF** output (if the format chosen was PDF).

File List		
Name	File Size (bytes)	Datetime Created
SQR_VBNR0300_4917831.log	2,091	05/06/2026 5:48:27.605646PM EDT
vbnr0300_4917831.PDF	5,141	05/06/2026 5:48:27.605646PM EDT
vbnr0300_4917831.out	139	05/06/2026 5:48:27.605646PM EDT

The **Report** displays in a separate tab.

PeopleSoft Benefit Event Status Report										Page No. 1
Report ID: VBNR0300										Run Date 12/06/2021
										Run Time 15:00:40
Process Status	Employee ID	Employee Name	Schedule ID	Event ID	Event Date	Event Class	Event Status	Process Indicator	Benefit Program	
PE	00092634600	Lily Pad	EMD0		12/31/2020	MAR	O	N	SAL	N



The report displays the **Process Status**, **Process Indicator**, and **Benefit Program** among other sets of data. Users can use this information to see any open Benefit Events, and in what stage in the process the Benefit Event is currently.

This is especially helpful for processing New Hires and tracking the status of the open Benefit Events.