



Running the Benefit Enrollment Changes Report Overview

The Benefit Enrollment Changes report provides a list of all employees who are enrolled in benefits or made changes to existing benefits within a specific data range. This report is beneficial to view enrollment data and changes as well as for validating ACA Data.

To find your Locality's Company and Department codes, see the Job Aid titled **TLC Cardinal Locality – Company and Department Codes** located on the Cardinal website in **Job Aids** under **Learning**.



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Revision History

Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
2/18/2026	Baseline.



Running the Benefit Enrollment Changes Report

Step	Action									
1.	Navigate to the report using the following path: NavBar > Menu > Benefits > Reports > Benefit Enrollment Changes The Benefit Enrollment Changes Find an Existing Value Search page displays. ← Cardinal HCM Benefit Enrollment Changes Find an Existing Value Add a New 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									
2.	Click the Search button to see if a Run Control ID already exists for the report.									
i	A Run Control ID is required to run reports in Cardinal. Once a Run Control ID has been created by a user, it does not have to be recreated and will display when the Search button is clicked. Users should always do a search before creating a new Run Control ID.									
3.	If multiple results display, click the Drill In icon on the desired Run Control ID row and proceed to Step 9. ▼ Search Results 2 results 1-5 of 5 View All <table><tr><th>Run Control ID</th><th>Language Code</th><th></th></tr><tr><td>BEN_ENR_KZ</td><td>English</td><td>></td></tr><tr><td>BN_ENROLL_CHG</td><td>English</td><td>></td></tr></table>	Run Control ID	Language Code		BEN_ENR_KZ	English	>	BN_ENROLL_CHG	English	>
Run Control ID	Language Code									
BEN_ENR_KZ	English	>								
BN_ENROLL_CHG	English	>								



Cardinal TLC Job Aid

TLC Running the Benefit Enrollment Changes Report

Step	Action
4.	If only one Run Control ID exists Cardinal will open the Run Control page for the report. Proceed to Step 9. Benefit Enrollment Changes Run Control ID BN_ENROLL_CHG Report Manager Process Monitor Run Run Control Parameters Employee ID Q *From Date Calendar *To Date Calendar
5.	If no Run Control ID exists, Cardinal will display “No matching values were found.” Proceed to the next step. ▼ Search Results No matching values were found.
6.	Click the Add a New Value button. ⊕ Add a New Value
The Benefit Enrollment Changes Add a New Value page displays. ← Cardinal HCM Benefit Enrollment Changes Add a New Value Find an Existing Value Run Control ID Add	

TLC Running the Benefit Enrollment Changes Report

Step	Action
7.	Enter a Run Control ID for this report in the Run Control ID field. - 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 (%) Run Control ID Add
	For this example, a Run Control ID of BEN_ENROLLMENT_CHANGES is entered. Run Control ID BEN_ENROLLMEN Add
8.	Click the Add button. Add

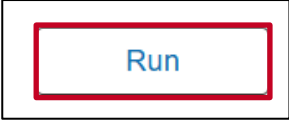
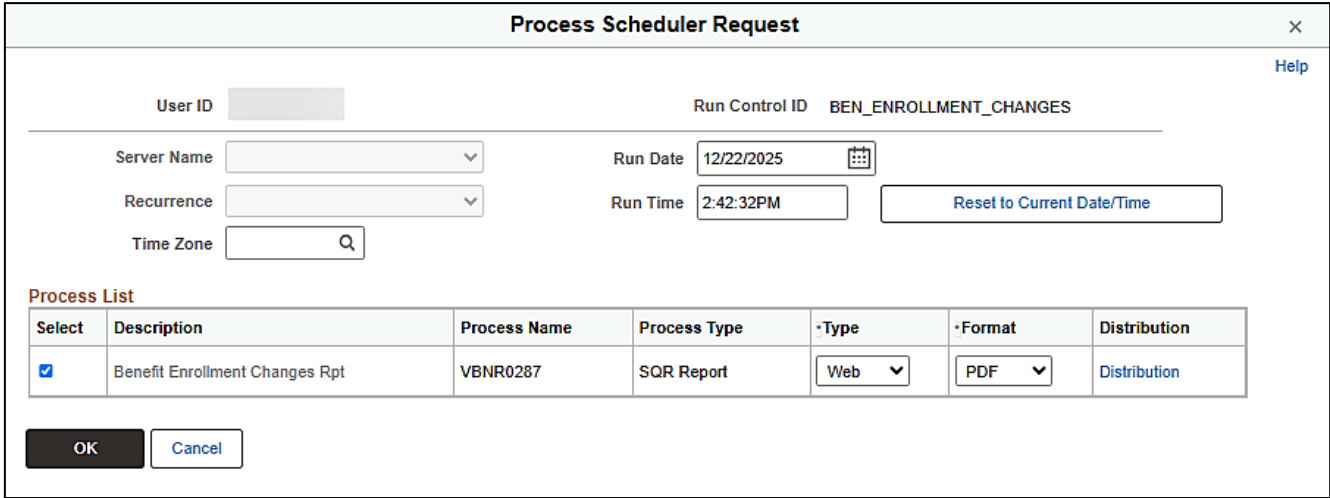
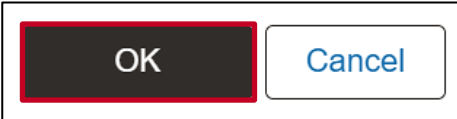


Cardinal TLC Job Aid

TLC Running the Benefit Enrollment Changes Report

Step	Action										
	The Benefit Enrollment Changes page displays. Benefit Enrollment Changes Run Control ID BEN_ENROLLMENT_CHANGES Report Manager Process Monitor Run Run Control Parameters Employee ID *From Date *To Date Select each Plan Type to be included in the Report: ☐ Health ☐ Annuity ☐ Deferred Compensation ☐ Medical Flex Account ☐ Dependent Flex Account ☐ Retirement ☐ Group Life ☐ LTD/VSDP ☐ Retiree Credit ☐ Group Life ☐ LTD/VSDP ☐ Retiree Credit ☐ Premium Reward ☐ Flex Spending Admin Fee << < 1-1 of 1 > >> View All <table><thead><tr><th></th><th>Company</th><th>Description</th><th></th><th></th></tr></thead><tbody><tr><td>1</td><td> </td><td></td><td> + </td><td> - </td></tr></tbody></table> Save Notify Add Update/Display		Company	Description			1			+	-
	Company	Description									
1			+	-							
9.	To run for a specific employee, enter the employee’s ID number in the Employee ID field. Note: Leave this field blank to run for all employees. Employee ID										

Step	Action										
10.	Enter the beginning date in the From Date field. Note: This is a required field. *From Date										
11.	Enter the ending date in the To Date field. Note: This is a required field *To Date										
12.	Select the Health checkbox option. Note: This is the only option used by TLC. Select each Plan Type to be included in the Report: ☒ Health ☐ Annuity ☐ Deferred Compensation ☐ Medical Flex Account ☐ Dependent Flex Account ☐ Retirement ☐ Group Life ☐ LTD/VSDP ☐ Retiree Credit ☐ Premium Reward ☐ Flex Spending Admin Fee										
13.	Click the Company Lookup icon and select the applicable Company. << < 1-1 of 1 > >> View All <table><tr><th></th><th>Company</th><th>Description</th><th></th><th></th></tr><tr><td>1</td><td> </td><td></td><td> + </td><td> - </td></tr></table>		Company	Description			1			+	-
	Company	Description									
1			+	-							
i	See the Job Aid titled TLC Cardinal Locality - Company and Department Codes to find your Company code if unknown. This Job Aid is located on the Cardinal Website in Job Aids under Learning.										

Step	Action
14.	Click the Run button at the top right of the page. 
The Process Scheduler Request page displays in a pop-up window. 	
	This report will run as a PDF file.
15.	Click the OK button at the bottom of the page. 



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TLC Running the Benefit Enrollment Changes Report

Step

Action

The **Benefit Enrollment Changes** page redisplay with the **Process Instance** number displayed.

Benefit Enrollment Changes

Run Control ID BEN_ENROLLMENT_CHANGES

Report Manager

Process Monitor

Run

Process Instance:4917367

Run Control Parameters

Employee ID

*From Date 10/01/2025

*To Date 10/31/2025

Select each Plan Type to be included in the Report:

☒ Health

☐ Annuity

☐ Deferred Compensation

☐ Medical Flex Account

☐ Dependent Flex Account

☐ Retirement

☐ Group Life

☐ LTD/VSDP

☐ Retiree Credit

☐ Premium Reward

☐ Flex Spending Admin Fee

1-1 of 1

View All

Company	Description		
1 A06	New Kent County	+	-

16.

Click the **Process Monitor** link.

Benefit Enrollment Changes

Run Control ID BEN_ENROLLMENT_CHANGES

Report Manager

Process Monitor

Run

Process Instance:5024072

Run Control Parameters



Cardinal TLC Job Aid

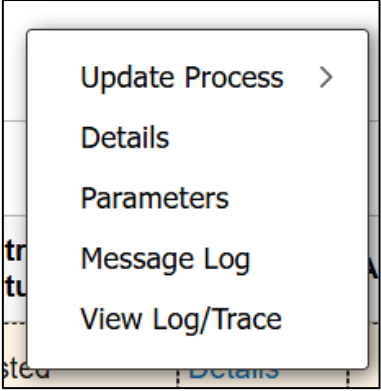
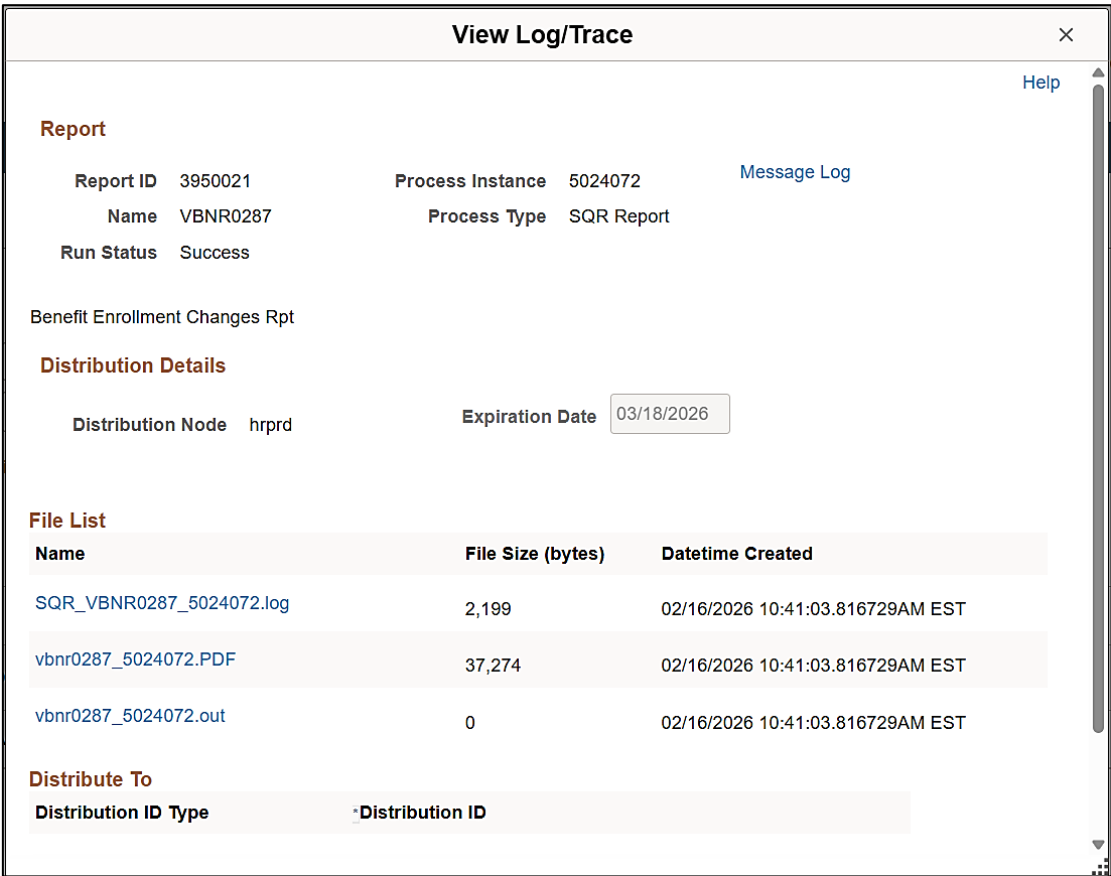
TLC Running the Benefit Enrollment Changes Report

Step	Action																								
The Process List page displays.																									
Process List View Process Requests User ID Type Last 1 Days Refresh Server Name Instance Range Run Status Distribution Status Save On Refresh☒ Report Manager Clear Reset Process List << < 1-6 of 6 > >> View All <table><tr><th>Select</th><th>Instance</th><th>Seq.</th><th>Run Control ID</th><th>Process Type</th><th>Process Name</th><th>User</th><th>Run Date/Time</th><th>Run Status</th><th>Distribution Status</th><th>Details</th><th>Actions</th></tr><tr><td>☐</td><td>4917367</td><td></td><td>BEN_ENROLLMENT_CHANGES</td><td>SQR Report</td><td>VBNR0287</td><td></td><td>12/22/2025 2:42:32PM EST</td><td>Success</td><td>Posted</td><td>Details</td><td>Actions</td></tr></table>		Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions	☐	4917367		BEN_ENROLLMENT_CHANGES	SQR Report	VBNR0287		12/22/2025 2:42:32PM EST	Success	Posted	Details	Actions
Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions														
☐	4917367		BEN_ENROLLMENT_CHANGES	SQR Report	VBNR0287		12/22/2025 2:42:32PM EST	Success	Posted	Details	Actions														
17.	Check the following two fields values to verify they display as noted below: Run Status Distribution Status Success Posted																								
18.	If either of these fields display any other value, click the Refresh button until the values display as noted above. Refresh																								
19.	Once the Run Status = “Success” and the Distribution Status = “Posted”, click the Actions link in the Actions field. Actions Actions																								



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Step	Action
	The Actions dropdown menu displays. 
20.	Click the View Log/Trace list item. 
	The View Log/Trace page displays. 



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TLC Running the Benefit Enrollment Changes Report

Step

Action

21.

Click the link with the **.PDF** extension in the **Name** field under the **File List** section.

File List

Name	File Size (bytes)	Datetime Created
SQR_VBNR0287_5024072.log	2,199	02/16/2026 10:41:03.816729AM EST
vbnr0287_5024072.PDF	37,274	02/16/2026 10:41:03.816729AM EST
vbnr0287_5024072.out	0	02/16/2026 10:41:03.816729AM EST

A new window opens and the **Benefit Enrollment Changes Report** displays in the new window.

Process Monitor x /apps/psoft/cfg/hr92/PT86115/ x +

hcm.cardinal.virginia.gov/psreports/hrprd/3950021/vbnr0287_5024072.PDF

/apps/psoft/cfg/hr92/PT86115/hrprd/appserv/prcs/hrprdunx2/log_output/... 1 / 1 - 125% +

Commonwealth of Virginia

Report ID: RBN287

BENEFIT ENROLLMENT CHANGES REPORT

Run Date: 02/16/2026
Run Time: 10:41 00

COMPANY: A02 - King William County - County
PLAN TYPE(S): 10
From Date: 10/01/2025 - To Date: 10/30/2025

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EMPID	BEN RCD	NAME	PLAN TYPE	BENEFIT PLAN	DATE OF ACTION	FIELD CHANGED	PRIOR VALUE	CURRENT VALUE
0	0		10		10/15/2025	Benefit Plan	002KA500C	
0	0		10		10/15/2025	Coverage Begin Date	01/01/2019	11/01/2025
0	0		10		10/15/2025	Coverage Code	Single	
0	0		10		10/15/2025	Coverage Elect Date	09/25/2022	10/15/2025
0	0		10		10/15/2025	Coverage Election	Elect	Term
0	0		10		10/15/2025	Benefit Plan	002KA250C	
0	0		10		10/15/2025	Coverage Begin Date	01/01/2024	11/01/2025
0	0		10		10/15/2025	Coverage Code	Single	
0	0		10		10/15/2025	Coverage Elect Date	12/28/2023	10/15/2025
0	0		10		10/15/2025	Coverage Election	Elect	Term
0	0		10		10/24/2025	Benefit Plan	002KA500C	
0	0		10		10/24/2025	Coverage Begin Date	02/01/2025	11/01/2025
0	0		10		10/24/2025	Coverage Code	Single	
0	0		10		10/24/2025	Coverage Elect Date	01/29/2025	10/24/2025
0	0		10		10/24/2025	Coverage Election	Elect	Term
0	0		10	002KA500C	10/23/2025	Benefit Plan		002KA500C
0	0		10	002KA500C	10/23/2025	Coverage Begin Date	01/01/2025	11/01/2025
0	0		10	002KA500C	10/23/2025	Coverage Code		Single
0	0		10	002KA500C	10/23/2025	Coverage Elect Date	10/22/2025	10/23/2025
0	0		10	002KA500C	10/23/2025	Coverage Election	Waive	Elect



The parameters entered/selected for the report display in the Header section.