



Running the Cardinal Enrollment Report Overview

This report lists all employees and COBRA members enrolled in Healthcare on a specific date. It also includes employees who are active, on paid or unpaid leave, and those who are suspended. Terminated employees remain on the report for 90 days from date of termination.

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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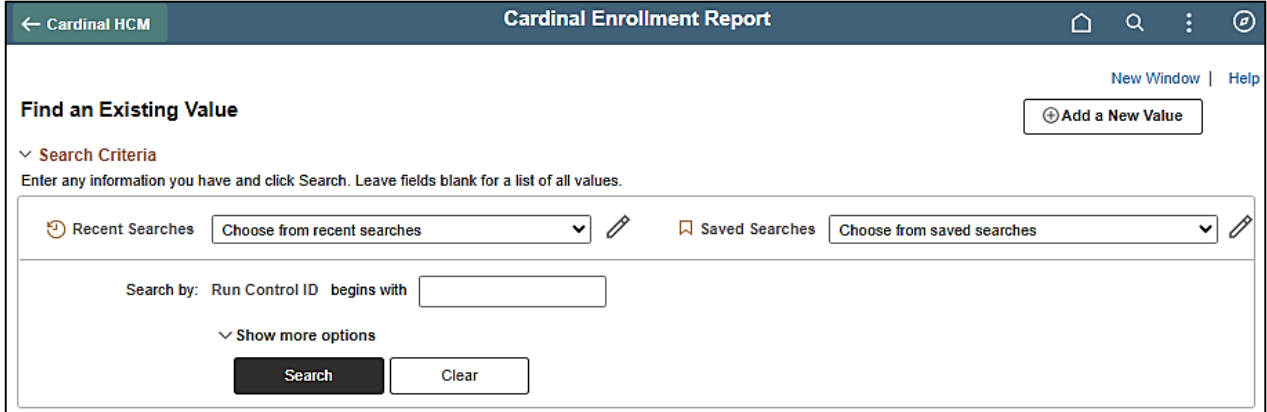
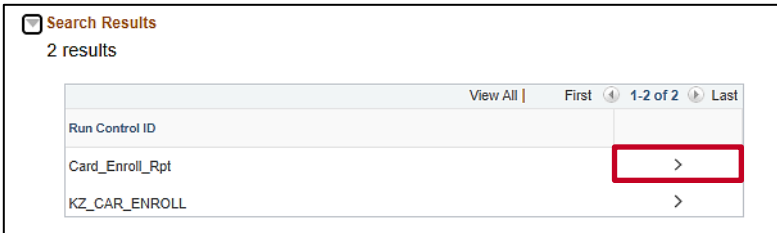
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Revision History

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

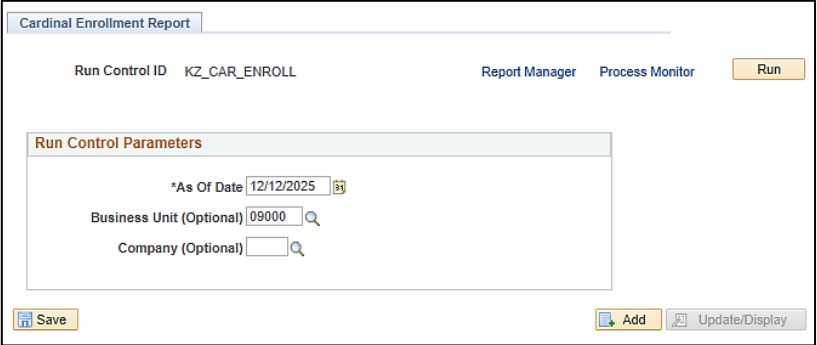
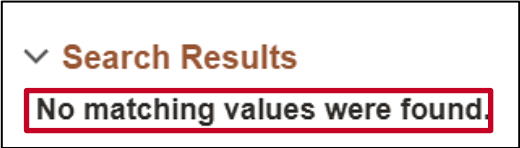
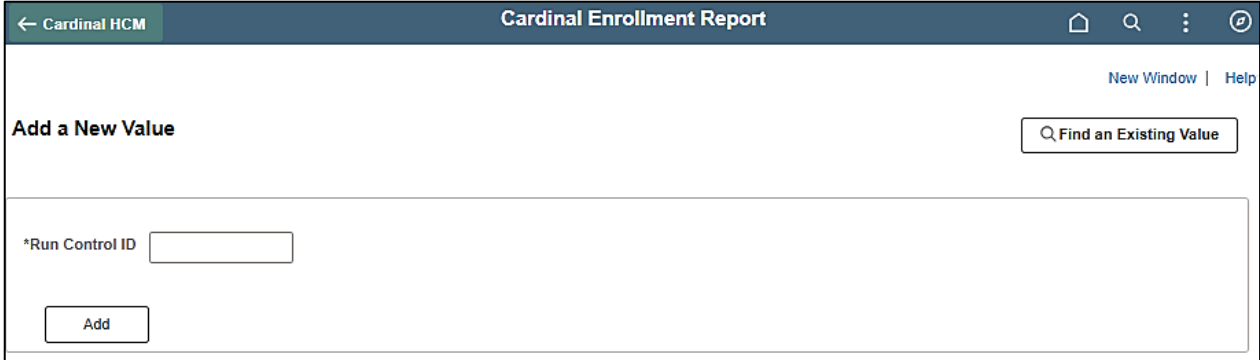
Running the Cardinal Enrollment Report

Step	Action
1.	Navigate to the Cardinal Enrollment Report using the following path: NavBar > Menu > Benefits > Reports > Cardinal Enrollment Report The Cardinal Enrollment Report Find an Existing Value Search page displays. 
2.	Click the Search button to see if a Run Control ID already exists for the report. 
	A Run Control ID is required to run reports in Cardinal. Once a Run Control ID has been created by a user for a report, 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. 

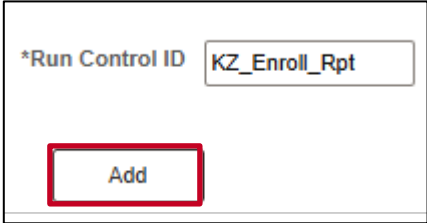


Cardinal TLC Job Aid

TLC Running the Cardinal Enrollment 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. 
5.	If no Run Control ID exists, Cardinal will display “No matching values were found.” Proceed to the next Step. 
6.	Click the Add a New Value button. 
The Cardinal Enrollment Report Add a New Value page displays. 	



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 (%) 
8.	Click the Add button. Note: For this example, a Run Control ID of KZ_Enroll_Rpt has been used. 

The **Cardinal Enrollment Report** page displays.

Cardinal Enrollment Report

Run Control ID

KZ_Enroll_Rpt

Report Manager

Process Monitor

Run

Run Control Parameters

*As Of Date

12/22/2025

Business Unit (Optional)

Company (Optional)

Save

Add

Update/Display



Step	Action														
9.	Enter the Run Control Parameters. At a minimum, enter the applicable date in the As Of Date field. This is a required field. Note: This will pull coverage for employees as of the date entered in the As Of Date field. Run Control Parameters *As Of Date12/01/2025 Business Unit (Optional) Company (Optional)														
i	The Business Unit and Company fields are optional. If left blank, the entire population to which you have security access will populate and can be filtered or sorted as needed. 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.														
10.	Click the Run button on the top right side of the Cardinal Enrollment Report page. Report Manager Process Monitor Run														
The Process Scheduler Request page displays in a pop-up window. Process Scheduler Request User ID Run Control IDKZ_Enroll_Rpt Server Name Run Date12/22/2025 Recurrence Run Time1:57:36PM Time Zone Reset to Current Date/Time Process List <table><tr><th>Select</th><th>Description</th><th>Process Name</th><th>Process Type</th><th>Type</th><th>Format</th><th>Distribution</th></tr><tr><td>☒</td><td>Cardinal Enrollment Report</td><td>V_BN350_RPT</td><td>Application Engine</td><td>Web</td><td>TXT</td><td>Distribution</td></tr></table> OK Cancel		Select	Description	Process Name	Process Type	Type	Format	Distribution	☒	Cardinal Enrollment Report	V_BN350_RPT	Application Engine	Web	TXT	Distribution
Select	Description	Process Name	Process Type	Type	Format	Distribution									
☒	Cardinal Enrollment Report	V_BN350_RPT	Application Engine	Web	TXT	Distribution									
11.	Click the OK button. OK Cancel														



Cardinal TLC Job Aid

TLC Running the Cardinal Enrollment Report

Step	Action																																				
	The Cardinal Enrollment Report page redisplay with a Process Instance number displayed. Cardinal Enrollment Report Run Control ID: KZ_Enroll_Rpt Report Manager Process Monitor Run Process Instance: 4917363 Run Control Parameters *As Of Date: 12/01/2025 Business Unit (Optional): Company (Optional): Save Add Update/Display																																				
12.	Click the Process Monitor link. Report Manager Process Monitor Run Process Instance: 4917363																																				
	The Process List 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 <table border="1"><thead><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></thead><tbody><tr><td>☐</td><td>4917363</td><td></td><td>KZ_Enroll_Rpt</td><td>Application Engine</td><td>V_BN350_RPT</td><td></td><td>12/22/2025 1:57:36PM EST</td><td>Success</td><td>Posted</td><td>Details</td><td>Actions</td></tr><tr><td>☐</td><td>4917362</td><td></td><td>ACA_RECON_REPORT</td><td>Application Engine</td><td>V_BN218_RPT</td><td></td><td>06/30/2026 1:01:43PM EDT</td><td>Success</td><td>Posted</td><td>Details</td><td>Actions</td></tr></tbody></table> Go back to Cardinal Enrollment Report Save Notify	Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions	☐	4917363		KZ_Enroll_Rpt	Application Engine	V_BN350_RPT		12/22/2025 1:57:36PM EST	Success	Posted	Details	Actions	☐	4917362		ACA_RECON_REPORT	Application Engine	V_BN218_RPT		06/30/2026 1:01:43PM EDT	Success	Posted	Details	Actions
Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions																										
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☐	4917362		ACA_RECON_REPORT	Application Engine	V_BN218_RPT		06/30/2026 1:01:43PM EDT	Success	Posted	Details	Actions																										

Step	Action				
13.	Review the following two fields and values to verify they display as noted below: Run Status = "Success" Distribution Status = "Posted" <table border="1"> <thead> <tr> <th>Run Status</th><th>Distribution Status</th></tr> </thead> <tbody> <tr> <td>Success</td><td>Posted</td></tr> </tbody> </table>	Run Status	Distribution Status	Success	Posted
Run Status	Distribution Status				
Success	Posted				
14.	If either of these fields display any other value, click the Refresh button until the values display as noted above. Refresh				
15.	Once the Run Status = "Success" the Distribution Status = "Posted", click the Actions link in the Action field. Actions+ Actions The Actions dropdown list displays. Update Process > Details Parameters Message Log Batch Timings View Log/Trace				
16.	Click the View Log/Trace list item. Update Process > Details Parameters Message Log Batch Timings View Log/Trace				



Cardinal TLC Job Aid

TLC Running the Cardinal Enrollment Report

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

View Log/Trace

Report

Report ID 3405265 Process Instance 4338408 Message Log
Name V_BN350_RPT Process Type Application Engine
Run Status Success

Cardinal Enrollment Report

Distribution Details

Distribution Node htrn Expiration Date 01/21/2026

File List

Name	File Size (bytes)	Datetime Created
AE_V_BN350_RPT_4338408.log	170	12/22/2025 11:48:46.193631AM EST
AE_V_BN350_RPT_4338408V_RBN350_4338408_ENROLLMENT_REPORT.CSV	61,652,402	12/22/2025 11:48:46.193631AM EST

Distribute To

Distribution ID Type *Distribution ID

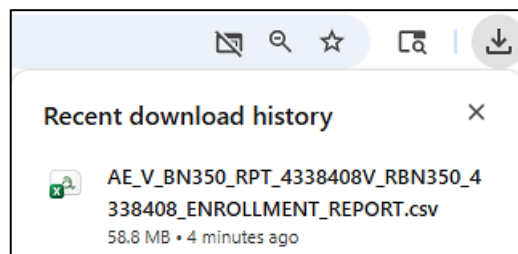
User V_TRN_BN36101

Return

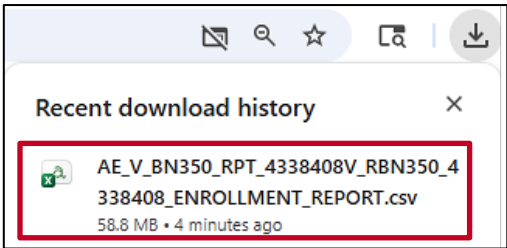
17. Click the **CSV** version of the report in the **File List** section in the **Name** field.

File List		
Name	File Size (bytes)	Datetime Created
AE_V_BN350_RPT_4338408.log	170	12/22/2025 11:48:46.193631AM EST
AE_V_BN350_RPT_4338408V_RBN350_4338408_ENROLLMENT_REPORT.CSV	61,652,402	12/22/2025 11:48:46.193631AM EST

The report goes to the user's **Download** folder.





Step	Action
18.	Click on the file to open it. 

The **Cardinal Enrollment Report** displays.

Note: The first half of the sample report is shown on top, and the second half (viewed when scrolling right) is on the bottom.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1																						
2																						
3																						
4																						
5																						
6																						
7																						
8																						
9																						
10																						
11																						
12	Employee ID	Last Name	Suffix	First Name	MI	Birthdate	Sex	SSN	Business Unit	Company	Department	Status/BPremium	Coverage Elect	Benefit Plan	Descr	Coverage Code	Coverage Begin Dt	Employer Rate	Employee Rate	PRW Rate	PRW Benefit Plan	PRW Coverage Begin Dt
13							F		LOCAL	A02		TLC EE & ER Paid Grp Bill	E	002F05	Key Adv 500 Comprehensive Dent	Self + Spouse				0		
14							M		LOCAL	A02		TLC EE & ER Paid Grp Bill	E	002F05	Key Adv 500 Comprehensive Dent	Single				0		
15							F		LOCAL	A02		TLC EE & ER Paid Grp Bill	W							0		
16							M		LOCAL	A02		TLC EE & ER Paid Grp Bill	W							0		
17							F		LOCAL	A02		TLC EE & ER Paid Grp Bill	E	002F05	Key Adv 500 Comprehensive Dent	Self + Spouse				0		
18							M		LOCAL	A02		TLC EE & ER Paid Grp Bill	E	002F05	Key Adv 500 Comprehensive Dent	Single				0		
19							F		LOCAL	A02		TLC EE & ER Paid Grp Bill	E	002F05	Key Adv 500 Comprehensive Dent	Single				0		
20							M		LOCAL	A02		TLC EE & ER Paid Grp Bill	E	002F03	Key Adv 250 Comprehensive Dent	Single				0		
21							F		LOCAL	A02		TLC EE & ER Paid Grp Bill	E	002F03	Key Adv 250 Comprehensive Dent	Family				0		
22							F		LOCAL	A02		TLC EE & ER Paid Grp Bill	W							0		
23							M		LOCAL	A02		TLC EE & ER Paid Grp Bill	E	002F05	Key Adv 500 Comprehensive Dent	Single				0		
24							M		LOCAL	A02		TLC EE & ER Paid Grp Bill	W							0		
25							F		LOCAL	A02		TLC EE & ER Paid Grp Bill	E	002F05	Key Adv 500 Comprehensive Dent	Self + Child				0		
26							M		LOCAL	A02		TLC EE & ER Paid Grp Bill	E	002F05	Key Adv 500 Comprehensive Dent	Single				0		
27							F		LOCAL	A02		TLC EE & ER Paid Grp Bill	E	002F05	Key Adv 500 Comprehensive Dent	Single				0		
28							M		LOCAL	A02		TLC EE & ER Paid Grp Bill	W							0		
29							F		LOCAL	A02		TLC EE & ER Paid Grp Bill	E	002F05	Key Adv 500 Comprehensive Dent	Family				0		
30							M		LOCAL	A02		TLC EE & ER Paid Grp Bill	W							0		

Sample report scrolled right

	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR	AS
1																					
2																					
3																					
4																					
5																					
6																					
7																					
8																					
9																					
10																					
11																					
12	HFSA Coverage Begin Dt	HFSA Coverage End Dt	DCFS Annual Election	DCFS Deduction Override	DCFS Coverage Begin Dt	DCFS Coverage End Dt	Pay Code	Address	City	State	Zip	Phone	Email Address	Empl Status	Last Date Worked	Expected Return	Continuous State Service Dt	Org Start Dt	Linked Empl Id	Termination Date	Subgroup (Elig_Config2)
13								12 100 MAIN ST	RICHMOND VA			555-555-5555		Active							047002000
14								12 100 MAIN ST	RICHMOND VA			555-555-5555		Active							047002000
15								12 100 MAIN ST	RICHMOND VA			555-555-5555		Active							047002000
16								12 100 MAIN ST	RICHMOND VA			555-555-5555		Active							047002000
17								12 100 MAIN ST	RICHMOND VA			555-555-5555		Active							047002000
18								12 100 MAIN ST	RICHMOND VA			555-555-5555		Active							047002000
19								12 100 MAIN ST	RICHMOND VA			555-555-5555		Active							047002000
20								12 100 MAIN ST	RICHMOND VA			555-555-5555		Active							047002000
21								12 100 MAIN ST	RICHMOND VA			555-555-5555		Active							047002000
22								12 100 MAIN ST	RICHMOND VA			555-555-5555		Active							047002000
23								12 100 MAIN ST	RICHMOND VA			555-555-5555		Active							047002000
24								12 100 MAIN ST	RICHMOND VA			555-555-5555		Active							047002000
25								12 100 MAIN ST	RICHMOND VA			555-555-5555		Active							047002000
26								12 100 MAIN ST	RICHMOND VA			555-555-5555		Active							047002000
27								12 100 MAIN ST	RICHMOND VA			555-555-5555		Active							047002000
28								12 100 MAIN ST	RICHMOND VA			555-555-5555		Active							047002000
29								12 100 MAIN ST	RICHMOND VA			555-555-5555		Active							047002000
30								12 100 MAIN ST	RICHMOND VA			555-555-5555		Active							047002000
31								12 100 MAIN ST	RICHMOND VA			555-555-5555		Active							047002000
32								12 100 MAIN ST	RICHMOND VA			555-555-5555		Active							047002000
33								12 100 MAIN ST	RICHMOND VA			555-555-5555		Active							047002000
34								12 100 MAIN ST	RICHMOND VA			555-555-5555		Active							047002000
35								12 100 MAIN ST	RICHMOND VA			555-555-5555		Active							047002000



The **Cardinal Enrollment Report** includes valuable employee data such as Employee ID, name, date of birth, gender, SSN, address, and phone, as well as the Employee's currently selected benefits plan and coverage.

Note: The columns for FSA ("HFSA" and "DCFS") and Premium Rewards ("PRW") will be blank, as these are not applicable to localities.