



Cardinal Reports Catalog

HCM Benefits

VIRGINIA DEPARTMENT OF ACCOUNTS

Revised 9/1/2026



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Revision History

Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
8/28/2026	Removed COBRA Audit Report (RBN171), COBRA Enrollment Report (RBN170), COBRA Initial Letter (RBN190), COBRA Secondary Letter (RBN191), and COBRA Termination Letter (RBN192)
8/25/2026	Added HR Employee Data Query .
3/23/2026	Removed Section 415 Compliance Report (RBN144), and Section 415 Noncompliance Report (RBN145). Modified description and additional information section of VRS Billing Detail Query .
1/14/2026	Added 2 new queries: the Health Recon Exceptions Totals Query and the VRS Recon Exceptions Totals Query .
12/3/2025	Premium Rewards Audit Report removed, and added the Health Benefit YTD Recon Report .
8/19/2025	Updated the Run Control ID page screenshot and the output options for the Base Benefit Consistency Audit Report .
8/12/2025	Added the Defined Contribution Elections Upload Details Report .
5/11/2025	Added the Monthly Recon Enrollment Report .
1/15/2025	Baseline.



Training Materials and Resources

The **Cardinal HCM Benefits Reports Catalog** covers the Benefits (BN) functional area. Each functional area contains queries and reports specific to that area.

Note: Since reports and queries may be used by more than one functional area, if the user does not find the report or query in this functional area, use the **Find** feature (ctrl F) to search the other Cardinal HCM Reports Catalogs, as the report or query may be located in a different functional area.

After reviewing this Reports Catalog, if any additional information or guidance is needed, please refer to the following:

Cardinal NAV225 Cardinal HCM Reporting: This Web-Based Training (WBT) course provides training and tutorial videos that cover the fundamentals of how to run or access HCM reports and queries. Additionally, it covers how to perform inquiries. This course is available in [COVLC](#) and provides:

- Key concepts in Cardinal reporting
- Information and an interactive demonstration on how to run HCM reports using different Reporting Options
- Information and an interactive demonstration on how to use the Reports Manager
- Information on how to add HCM reports to your Favorites folder
- Information and an interactive demonstration on how to navigate to the Query Viewer, search for and run an HCM query, and download the query results
- Information on how to add HCM queries to your Favorites folder

NAV225 Generating an HCM Report: This Job Aid provides detailed instructions and screenshots pertaining to running an HCM report.

NAV225 Running an HCM Query: This Job Aid provides detailed instructions and screenshots pertaining to running an HCM query.

Note: These Job Aids are located on the Cardinal website in **Job Aids** under **Learning**.



Benefits Queries

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Benefit Audit Queries

V_OHB_AUDIT_DEP_ADR

V_OHB_AUDIT_DEP_MEDICARE

V_OHB_AUDIT_DEP_NAME

V_OHB_AUDIT_EVENTS

V_OHB_AUDIT_PAR_MEDICARE

V_OHB_AUDIT_QMCSO

REVISED: 9/1/2026

DESCRIPTION:

This audit query is used to investigate benefit changes and is identified by the user, date, and time of the change.

Note: This query is for Office of Health Benefits (OHB); however, due to query export size limitations, it is not for OHB Statewide use.

NAVIGATION PATHS:

- Query Viewer > V_OHB_AUDIT_DEP_ADR
- BN WorkCenter > Links > Other Links > Query Viewer > V_OHB_AUDIT_DEP_ADR
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_OHB_AUDIT_DEP_ADR

- Query Viewer > V_OHB_AUDIT_DEP_MEDICARE
- BN WorkCenter > Links > Other Links > Query Viewer > V_OHB_AUDIT_DEP_MEDICARE
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_OHB_AUDIT_DEP_MEDICARE

- Query Viewer > V_OHB_AUDIT_DEP_NAME
- BN WorkCenter > Links > Other Links > Query Viewer > V_OHB_AUDIT_DEP_NAME
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_OHB_AUDIT_DEP_NAME

- Query Viewer > V_OHB_AUDIT_EVENTS
- BN WorkCenter > Links > Other Links > Query Viewer > V_OHB_AUDIT_EVENTS
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_OHB_AUDIT_EVENTS

- Query Viewer > V_OHB_AUDIT_PAR_MEDICARE
- BN WorkCenter > Links > Other Links > Query Viewer > V_OHB_AUDIT_PAR_MEDICARE
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_OHB_AUDIT_PAR_MEDICARE

- Query Viewer > V_OHB_AUDIT_QMCSO
- BN WorkCenter > Links > Other Links > Query Viewer > V_OHB_AUDIT_QMCSO
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_OHB_AUDIT_QMCSO

INPUT / SEARCH CRITERIA:

Employee ID
From Date
To Date

OUTPUT FORMAT:

HTML
Excel



ADDITIONAL INFORMATION:

Employee ID, From Date and To Date fields are required fields.

Screenshot of the Dependent/Beneficiary Address Query

V_OHB_AUDIT_DEP_ADR - Dependent/Beneficiary Address

Employee ID:

From Date:

To Date:

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (2 kb)

View All First 1-3 of 3 Last

Row	User ID	Date and Time Stamp	Action	Audit Record Name	Empl ID	Dependent/Beneficiary ID	Effective Date	Same Address as Employee	Country	Address Line 1	Address Line 2	Address Line 3	Address Line 4	City	Number 1	Number 2	House Type	Address Field 1	Address Field 2	Address Field 3	County	State	Postal Code	Tax Vendor Geographical Code	In City Limit	Address Type
1		06/26/2020 7:27:11PM	A	DEP_BEN_ADR		03	01/01/1901	Y	USA																	HOME
2		06/26/2020 7:55:16PM	A	DEP_BEN_ADR		01	01/01/1901	Y	USA																	HOME
3		06/26/2020 7:55:17PM	A	DEP_BEN_ADR		02	01/01/1901	Y	USA																	HOME

Screenshot of the Dependent/Beneficiary Medicare Effective Date Query

V_OHB_AUDIT_DEP_MEDICARE - Dependent/Beneficiary Effdt

Employee ID:

From Date:

To Date:

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All First 1-1 of 1 Last

Row	User ID	Date and Time Stamp	Action	Audit Record Name	Empl ID	Dependent/Beneficiary ID	Effective Date	Medicare A Indicator	Medicare B Indicator	Medicare D Indicator	Medicare Number	Alternate Medicare Number	Medicare Reason A	Medicare Reason B	Medicare Reason D	HIPAA Medicare Elig Reason
1		06/02/2021 10:03:31AM	A	BN_DEPBEN_EFFDT		01	06/02/2021	Y	Y	N	123456789					

Screenshot of the Dependent/Beneficiary Name Query

V_OHB_AUDIT_DEP_NAME - Dependent/Beneficiary Name

Employee ID:

From Date:

To Date:

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (5 kb)

View All

Row	User ID	Date and Time Stamp	Action	Audit Record Name	Empl ID	Dependent/Beneficiary ID	Effective Date	Format Using	Name	Name Initials	Name Prefix	Name Suffix	Name Royal Prefix	Name Royal Suffix	Title	Last Name	First Name	Last Name	First Name
1		06/26/2020 7:27:11PM	A	DEP_BEN_NAME		03	01/01/1901	001											
2		06/26/2020 7:55:16PM	A	DEP_BEN_NAME		01	01/01/1901	001											
3		06/26/2020 7:55:17PM	A	DEP_BEN_NAME		02	01/01/1901	001											

Screenshot of the Dependent/Beneficiary Name Query (scrolled right)

First 1-3 of 3 Last																		
itle	Last Name	First Name	Last Name	First Name	Middle Name	Second Last Name	Second Last Name	Alternate Character Name	Preferred First Name	Last Name Partner	Prefix Partner	Last Name Preference	Display Name	Formal Name	Entity Name	Tax ID	Document ID	Documentation Date
					R							1						
					R							1						
					A							1						



Screenshot of the Update Event Status Query

V_OHB_AUDIT_EVENTS - Update Event Status

Employee ID

From Date

To Date

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All

Row	User ID	Date and Time Stamp	Action	Audit Record Name	Empl ID	Schedule ID	Benefit Record Number	Event Identification	Address Effective Date	Empl Record	Job Effective Date	Job Effective Sequence	Benefit Program	Event Classification	Event Status	Process Status	Process Indicator	Address Eligibility Changed	MultiJob Indicator Changed	Job Eligibility Changed	Event Disconnected	Event Out of Sequence	Addr El Char Da
1		06/02/2021 10:20:19AM	C	BAS_PARTIC		EM00	0	1	11/10/2018	0	11/09/2019	0	SAL	BIR	O	PR	N	N	N	N	N	N	

Screenshot of the Update Event Status Query (scrolled right)

																							First	1-1 of 1	Last	
Event Out of Sequence	Address Elig Changed Date	MultiJob Effective Date	Job Elig Changed Date	Event Disconnect Date	Event Changed Date	Finalize/Apply Defaults	Excess Credit Rollover To	Election Source	Event Empl Record	Event Date	Effective Sequence of Event	Event Priority	Source of Action	Multi-Activity Indicator	Status Date	Date Notified of Options	Elections Received Date	Date Notified of Confirmation	Confirmation Received Date	Service Date	COBRA Action	Available through Self Service	Hire Date	Service Comp Date - TSP	Print Option	Days to Print
N						N	F	N	0	06/01/2021	0	410	ME	N	06/02/2021					11/10/2018	Y				B	0

Screenshot of the Benefit Person Effective Date

V_OHB_AUDIT_PAR_MEDICARE - Benefit Person Effective Date

Employee ID

From Date

To Date

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All

Row	User ID	Date and Time Stamp	Action	Audit Record Name	Empl ID	Effective Date	Medicare A Indicator	Medicare B Indicator	Medicare D Indicator	Champus Indicator	Medicare Number	Alternate Medicare Number	Medicare Reason A	Medicare Reason B	Medicare Reason D	HIPAA Medicare Elig Reason
1		06/02/2021 10:07:15AM	A	BN_PERSON_EFFDT		06/01/2021	Y	Y	N	N						0

Screenshot of the Dependent/Beneficiary Rider

V_OHB_AUDIT_QMCSO - Dependent/Beneficiary Rider

Employee ID

From Date

To Date

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All

Row	User ID	Date and Time Stamp	Action	Audit Record Name	Empl ID	Dependent/Beneficiary ID	Plan Type	Start Date	Effective Sequence	Status as of Effective Date	End Date	State	Court Order Number	Comment	Rider Type
1		06/02/2021 10:28:48AM	A	DEPBEN_RIDER		04	10	06/01/2021	1	A	08/31/2023	VA		C	



COVA Health Plan Participants Query V_BN_COVA_HLTH_PARTC

REVISED: 9/1/2026

DESCRIPTION:

This query lists all employees enrolled in a health benefit plan as of a certain date. This report can be run for all carriers or for a specific carrier. The output can be used mailing labels for open enrollment.

Note: Due to query export size limitations, this query is not for OHB Statewide use.

NAVIGATION PATHS:

- Query Viewer > V_BN_COVA_HLTH_PARTC
- BN WorkCenter > Links > Other Links > Query Viewer > V_BN_COVA_HLTH_PARTC
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_BN_COVA_HLTH_PARTC

INPUT / SEARCH CRITERIA:

As Of Date

Business Unit (Blank for All)

Carrier (Blank for All)

OUTPUT FORMAT:

HTML

Excel

ADDITIONAL INFORMATION:

As Of Date field is a required field.

Screenshot of the COVA Health Plan Participants Query

V_BN_COVA_HLTH_PARTC - COVA Health Plan Partic Query

As Of Date03/31/2020

Business Unit (Blank for All)40300

Carrier (Blank for All)

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (290 kb)

View All

First 1-100 of 382Last

Row	Carrier	Business Unit	Company	Employee ID	Empl Rcd	Ben Rcd Nbr	Employee Name	Address 1	Address 2	Address 3	City	State	Zip Code	Benefit Plan	Coverage Code	Coverage Begin	Coverage End	Deductn Cd
1	Aetna Health Insurance Company	40300	GIF		0	0					RICHMOND	VA	23229-7026	CHA1	2	07/01/2019		CVAHAW
2	Aetna Health Insurance Company	40300	GIF		0	0					GUM SPRING	VA	23065-2236	CHA2	2	07/01/2019		CVAHAW
3	Aetna Health Insurance Company	40300	GIF		0	0					STAUNTON	VA	24401-1641	CHA1	4	07/01/2019		CVAHAW
4	Aetna Health Insurance Company	40300	GIF		0	0					GLEN ALLEN	VA	23059-1666	CHA	4	07/01/2019		CVAHAW
5	Aetna Health Insurance Company	40300	GIF		0	0					CHURCH ROAD	VA	23833-2906	CHA1	4	07/01/2019		CVAHAW
6	Aetna Health Insurance Company	40300	GIF		0	0					RUTHER GLEN	VA	22546-3834	CHA	4	07/01/2019		CVAHAW
7	Aetna Health Insurance Company	40300	GIF		0	0					MONROE	VA	24574-2902	CHA2	4	07/01/2019		CVAHAW
8	Aetna Health Insurance	40300	GIF		0	0					FREDERICKSBURG	VA	22407-2215	CHA	1	07/01/2019		CVAHAW



Data Sheet Status Query V_BN_EMPL_DATA_SHEET_STATUS

REVISED: 9/1/2026

DESCRIPTION:

This query is used by OHB to monitor the status of The Local Choice (TLC) jurisdictions who have or have not completed and certified their Employer Data Sheet.

NAVIGATION PATHS:

- Query Viewer > V_BN_EMPL_DATA_SHEET_STATUS
- BN WorkCenter > Links > Other Links > Query Viewer > V_BN_EMPL_DATA_SHEET_STATUS
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_BN_EMPL_DATA_SHEET_STATUS

INPUT / SEARCH CRITERIA:

TLC Group (Blank for All)
As of Date

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

As of Date field is a required field.

Screenshot of the Data Sheet Status Query

V_BN_EMPL_DATA_SHEET_STATUS - Data Sheet Status Query						
TLC Group (Blank for All)						
As of Date 04/30/2021						
View Results						
Download results in : Excel Spreadsheet CSV Text File XML File (103 kb)						
View All						
First 1-100 of 366 ▶ Last						
Row	TLC Grp Number	TLC Name	TLC Certifier	Status	Certification Date	
1	04707400	Town Of Strasburg		NOT CERTIFIED		
2	04709000	Town Of Kenbridge		NOT CERTIFIED		
3	04709500	Town Of Gate City		NOT CERTIFIED		
4	04713000	Town Of Wakefield		NOT CERTIFIED		
5	04715600	Town Of Clintwood		NOT CERTIFIED		
6	04716100	Town Of Remington		NOT CERTIFIED		
7	04726600	Rockbridge County		NOT CERTIFIED		
8	04726700	Shenandoah County		NOT CERTIFIED		
9	04726800	Town Of Courtland		NOT CERTIFIED		
10	04727800	Town Of Iron Gate		NOT CERTIFIED		
11	04729000	Town Of Keysville		NOT CERTIFIED		
12	04729200	Town Of Haymarket		NOT CERTIFIED		



Defaulted OE Elections Query V_BN_OE_DEFLT_EE

REVISED: 9/1/2026

DESCRIPTION:

This query lists employees whose Open Enrollment (OE) health benefit plan defaults to a new plan if no action is taken because the old plan is no longer offered.

This query is used by Agency Benefits Administrators.

NAVIGATION PATHS:

- Query Viewer > V_BN_OE_DEFLT_EE
- BN WorkCenter > Links > Other Links > Query Viewer > V_BN_OE_DEFLT_EE
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_BN_OE_DEFLT_EE

INPUT / SEARCH CRITERIA:

Schedule ID
COMMIT (checkbox)

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

During OE, run this query with the COMMIT checkbox unchecked. At the end of OE, run this query with the COMMIT checkbox checked.

Screenshot of the Defaulted OE Elections Query

V_BN_OE_DEFLT_EE - Defaulted OE Elections Query

Schedule ID

COMMIT

View Results

Download results in :

Excel SpreadSheet

CSV Text File

XML File

(5 kb)

View All

First 1-7 of 7 Last

Row	Employee ID	Empl Rcd	Name	Business Unit	Department	Address 1	Address 2	City	State	Postal	Phone Number	Email Address	Benefit Program	Old Benefit Plan	New Benefit Plan	Coverage Code	Time Date Stamp
1		0		35000	350			RICHMOND	VA	23222-3213			SAL	OH	CHA3	1	05/04/2021 2:44:47PM
2		0		10900	10900			MIDLOTHIAN	VA	23114-4550			SAL	OH	CHA3	4	05/04/2021 2:44:47PM
3		0		10900	10900			RICHMOND	VA	23225-1072			SAL	OH	CHA3	4	05/04/2021 2:44:47PM
4		0		85100	80100			FERRUM	VA	24088-3308			SAL	OH	CHA3	3	04/16/2021 4:36:18PM
5		0		10900	10900			HENRICO	VA	23231-6516			SAL	OH	CHA3	4	04/16/2021 4:36:18PM
6		0		35000	350			GLEN ALLEN	VA	23060-2267			SAL	OH	CHA3	1	05/04/2021 2:44:47PM
7		0		10900	10900			RICHMOND	VA	23220-3905			SAL	OH	CHA3	1	05/04/2021 2:44:47PM



Employee Benefit Data Query V_BN_EMPL_BEN_DATA

REVISED: 9/1/2026

DESCRIPTION:

This query lists employee benefit enrollments as of a certain date with parameters to filter data for a specified population.

NAVIGATION PATHS:

- Query Viewer > V_BN_EMPL_BEN_DATA
- BN WorkCenter > Queries > Benefit Queries > Employee Benefit Data Query
- BN WorkCenter > Links > Other Links > Query Viewer > V_BN_EMPL_BEN_DATA
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_BN_EMPL_BEN_DATA

INPUT / SEARCH CRITERIA:

As Of Date
Business Unit
Department
Location

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

As Of Date field is a required field.

Screenshot of the Employee Benefit Data Query

V_BN_EMPL_BEN_DATA - Employee Benefit Data Query																					
As Of Date 11/30/2020																					
Business Unit 50100																					
Department																					
Location																					
View Results																					
Download results in: Excel Spreadsheet CSV Text File XML File (15361 kb)																					
View All																					
Row	Employee ID	Employee Record	Ben Record	Name	Birthdate	Address 1	Address 2	City	State	Postal	Phone Number	Email Type	Email Address	Sex	Disability	Medicare Entitled Date	Business Unit	Company	Location	Class	Benefit Prog
1		0	0					SKIPWITH	VA	23968-0155		BUSN r		M	N	11/01/2018	50100	DOT	CENTR	CLS	
2		0	0					FARMVILLE	VA	23901-2747		BUSN r		M	N	09/01/2020	50100	DOT	CENTR	CLS	
3		0	0					RUSTBURG	VA	24588-2601		BUSN r		M	N	02/01/2020	50100	DOT	CENTR	CLS	
4		0	0					RUSTBURG	VA	24588-2601		BUSN r		M	N	02/01/2020	50100	DOT	CENTR	CLS	
5		0	0					WAYNESBORO	VA	22980-9131		BUSN r		F	N	10/01/2019	50100	DOT	CENTR	CLS	
6		0	0					CLIFTON FORGE	VA	24422-3632		BUSN r		M	N	09/01/2019	50100	DOT	CENTR	CLS	
7		0	0					CLIFTON FORGE	VA	24422-3632		BUSN r		M	N	09/01/2019	50100	DOT	CENTR	CLS	
8		0	0					MECHANICSVILLE	VA	23116-3974		BUSN r		M	N	06/01/2022	50100	DOT	CENTR	CLS	



Screenshot of the Employee Benefit Data Query (scrolled right)

SS	Benefit Program	Eligibility 1	Eligibility 2	Eligibility 3	Eligibility 4	Eligibility 5	Eligibility 6	Eligibility 7	Eligibility 8	Eligibility 9	Linked Employee ID	Coverage Begin Date	Coverage End Date	Coverage Election	Benefit Plan	Coverage Code	FSA Effective Date	FSA Coverage Begin Date	FSA Election Date	FSA Coverage End Date	FSA Plan	FSA Annual Pledge	FSA Deduction Override	B
S	VSN0000	501042000	Y				30501		12-24	SF-GB		07/01/2019		E	ACC5	1	07/01/2019	07/01/2019	08/04/2020			0.00	0.00	07
S	VSN0000	501032000	Y				30501		12-24	SF-GB		07/01/2019		E	ACC5	2	07/01/2019	07/01/2019	08/04/2020			0.00	0.00	07
S	VSN0000	501032000	Y				30501		12-24	SF-GB		09/01/2019		E	ACC5	2	07/01/2019	07/01/2019	08/04/2020			0.00	0.00	07
S	VSN0000	501032000	Y				30501		12-24	SF-GB		09/01/2019		E	ACC5	2	07/01/2019	07/01/2019	08/04/2020			0.00	0.00	06
S	VSN0000	501082000	Y				30501		12-24	SF-GB		07/01/2019		E	ACC2	1	07/01/2019	07/01/2019	08/04/2020			0.00	0.00	07
S	VSN0000	501022000	N				30501		12-24	SF-GB		07/01/2019		E	ACC5	2	07/01/2019	07/01/2019	08/04/2020			0.00	0.00	07
S	VSN0000	501022000	N				30501		12-24	SF-GB		07/01/2019		E	ACC5	2	07/01/2019	07/01/2019	08/04/2020			0.00	0.00	06
S	VSN0000	501062000	Y				30501		12-24	SF-GB		07/01/2019		E	ACC4	4	07/01/2019	07/01/2019	08/04/2020			0.00	0.00	07

Screenshot of the Employee Benefit Data Query (continued scrolled right)

First 1-100 of 10172 Last															SA	Simple	Simple	Simple	Savings	Savings	Savings	Savings	Savings	Deduction	Percent	Deduction	Percent	Agency	Agency	Agency
uction	Benefit	Benefit	Benefit	Effective	Coverage	Election	End	Plan	Amount	of	Amt	of	Use	Use	Use	Override	Begin	Election	Plan	Date	Begin	Date	End	Amount	Gross	After	Gross	1	2	3
0.00	07/01/2019	W		11/25/2019	11/25/2019	07/14/2020		457P24	40.00	0.000	0.00	0.000																		
0.00	07/01/2019	W		11/25/2019	11/25/2019	07/14/2020		457P24	50.00	0.000	0.00	0.000																		
0.00	07/01/2019	W		11/25/2019	11/25/2019	07/14/2020		457P24	40.00	0.000	0.00	0.000																		
0.00	06/30/2020	T		11/25/2019	11/25/2019	07/14/2020		457P24	40.00	0.000	0.00	0.000																		
0.00	07/01/2019	W		11/25/2019	11/25/2019	07/14/2020		457P24	100.00	0.000	0.00	0.000																		
0.00	07/01/2019	W		11/25/2019	11/25/2019	07/14/2020		457P24	100.00	0.000	0.00	0.000																		
0.00	06/30/2020	T		11/25/2019	11/25/2019	07/14/2020		457P24	100.00	0.000	0.00	0.000																		
0.00	07/01/2019	W		11/25/2019	11/25/2019	07/14/2020		457P24	125.00	0.000	0.00	0.000																		



Employee FSA Election Changes Query V_BN_FSA_DIFFERENCES

REVISED: 9/1/2026

DESCRIPTION:

This query is used to identify employees that may have had a change to their FSA benefit elections. The report will show the current election and the two prior elections.

NAVIGATION PATHS:

- Query Viewer > V_BN_FSA_DIFFERENCES
- BN WorkCenter > Queries > Benefit Queries > Employee FSA Election Changes
- BN WorkCenter > Links > Other Links > Query Viewer > V_BN_FSA_DIFFERENCES
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_BN_FSA_DIFFERENCES

INPUT / SEARCH CRITERIA:

Current Date
Plan Type

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

The **Current Date** and **Plan Type** fields are required fields.

For the Plan Type field, choose either “60 / Flex Spending Medical” or “61 / Flex Spending Dependent Care”

Screenshot of the Employee FSA Election Changes Query

V_BN_FSA_DIFFERENCES - Employee FSA Election Changes

*Current Date07/01/2025

*Plan Type60

Company (Optional)

Business Unit (Optional)

View Results

Download results in: Excel Spreadsheet CSV Text File XML File (47776 kb)

View All

First 1-100 of 102524Last

Row	Employee ID	Empl Record	Benefit Record	Employee Name	Group Number	Class-Billing Method	Medicare Number	Program Status	Business Unit	Company	Plan Type	Coverage Begin	Coverage Elect	Elect Date	Benefit Plan	Employee Amount	Annual Pledge	Covg Bgn - Prior Enrollment	Covg Elect - Prior Enrollment	Elect Date - Prior Enrollment	Benefit Plan- Prior Enrollment	Empl Amt - Prior Enrollment	Amnl Pledg - Prior Enrollment
1		0	0		501092000	SF-GB			50100	DOT	60	07/01/2025	W	06/14/2025		0.00	0.00	07/01/2024	W	06/03/2024		0.00	0.00
2		0	0		236501000	SF-GB			23600	VCU	60	07/01/2025	W	06/14/2025		0.00	0.00	07/01/2024	W	06/03/2024		0.00	0.00
3		0	0		729001000	SF-GB			72900	PSH	60	07/01/2025	W	06/14/2025		0.00	0.00	07/01/2024	W	06/03/2024		0.00	0.00
4		0	0		236501000	SF-GB			23600	VCU	60	07/01/2025	E	05/24/2025	FLXMED	0.00	3300.00	07/01/2024	E	05/13/2024	FLXMED	0.00	3200.00
5		0	0		208102000	SF-GB			20800	VPI	60	07/01/2025	W	06/14/2025		0.00	0.00	07/01/2024	W	06/03/2024		0.00	0.00
6		0	0		191001000	SF-GB			19100	VWC	60	07/01/2025	W	06/14/2025		0.00	0.00	07/01/2024	W	06/03/2024		0.00	0.00
7		0	0		194002000	SF-GB			19400	DGS	60	07/01/2025	W	06/14/2025		0.00	0.00	07/01/2024	W	06/03/2024		0.00	0.00
8		0	0		280001000	SF-GB			28000	NVA	60	07/01/2025	W	06/14/2025		0.00	0.00	07/01/2024	W	06/03/2024		0.00	0.00



Employee HLTH Election Changes Query V_BN_HEALTH_DIFFERENCES

REVISED: 9/1/2026

DESCRIPTION:

This query is used to identify employees that may have had a change to their Health benefit elections. The report will show the current election and their prior election.

NAVIGATION PATHS:

- Query Viewer > V_BN_HEALTH_DIFFERENCES
- BN WorkCenter > Queries > Benefit Queries > Employee HLTH Election Changes
- BN WorkCenter > Links > Other Links > Query Viewer > V_BN_HEALTH_DIFFERENCES
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_BN_HEALTH_DIFFERENCES

INPUT / SEARCH CRITERIA:

Current Date
Company
Business Unit

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

The **Current Date** field is a required field.

The Company and Business Unit fields are optional fields that can be used the number of employees (search results) returned.

Screenshot of the Employee HLTH Election Changes Query

V_BN_HEALTH_DIFFERENCES - Employee HLTH Election Changes

*Current Date07/01/2025

Company (Optional)

Business Unit (Optional)15100

View Results

Download results in : Excel Spreadsheet CSV Text File XML File (66 kb)

View All

First 1-100 of 157Last

Row	Employee ID	Empl Record	Benefit Record	Employee Name	Group Number	Class-Billing Method	Medicare Number	Program Status	Business Unit	Company	Linked ID	Coverage Begin	Coverage Elect	Elect Date	Benefit Plan	Coverage Code	Covg Bgn - Prior Enrollment	Covrg Elect - Prior Enrollment	Elect Date - Prior Enrollment	Benefit Plan- Prior Enrollment	Coverage Code	HR Status
1	0		0		151001000	SF-GB			15100	DOA		07/01/2023	E	05/03/2023	ACC4	1	07/01/2022	E	05/13/2022	ACC2	1	A
2	0		0		151001000	SF-GB			15100	DOA		01/01/2022	E	12/08/2021	ACC2	1	07/01/2020	E	09/28/2021	ACC2	3	A
3	0		0		151001000	SF-GB			15100	DOA		07/01/2025	E	05/19/2025	ACC4	2	01/01/2022	E	12/08/2021	ACC4	4	A
4	0		0		151001000	SF-GB			15100	DOA		07/01/2020	E	09/28/2021	ACC2	3						A
5	0		0		151001000	SF-GB			15100	DOA		07/01/2025	E	05/19/2025	ACC2	1	07/01/2022	E	05/02/2022	ACC2	2	A
6	0		0		151001000	SF-GB			15100	DOA		07/01/2020	E	09/28/2021	ACC2	1						A
7	0		0		151001000	SF-GB			15100	DOA		07/01/2020	E	09/28/2021	ACC0	1						A
8	0		2		151001000	SF-GB			15100	DOA		07/01/2020	E	09/28/2021	ACC4	2						A
9	0		0		151001000	SF-GB			15100	DOA		01/01/2025	E	12/28/2024	ACC4	4	07/01/2020	E	01/13/2022	ACC4	4	A
10	0		0		151001000	SF-GB			15100	DOA		01/01/2024	E	12/23/2023	ACC4	2	01/01/2023	E	12/28/2022	ACC4	4	A
11	0		0		151001000	SF-GB			15100	DOA		01/01/2024	E	12/23/2023	ACC3	4	01/01/2022	E	12/08/2021	ACC3	4	A



Employee PRW Election Changes Query V_BN_PRW_FEE_DIFFERENCES

REVISED: 9/1/2026

DESCRIPTION:

This query is used to identify employees that may have had a change to their Simple Health (premium rewards) benefit elections. The report will show the current election and their prior elections.

NAVIGATION PATHS:

- Query Viewer > V_BN_PRW_FEE_DIFFERENCES
- BN WorkCenter > Queries > Benefit Queries > Employee PRW Election Changes
- BN WorkCenter > Links > Other Links > Query Viewer > V_BN_PRW_FEE_DIFFERENCES
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_BN_PRW_FEE_DIFFERENCES

INPUT / SEARCH CRITERIA:

Current Date
Plan Type
Company
Business Unit

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

The **Current Date** and **Plan Type** fields are required fields.

The Company and Business Unit fields are optional fields that can be used the number of employees (search results) returned.

Screenshot of the Employee PRW Election Changes Query

V_BN_PRW_FEE_DIFFERENCES - Employee PRW Election Changes																			
*Current Date 08/24/2026																			
*Plan Type (AY Or AZ Only) AY																			
Company (Optional)																			
Business Unit (Optional)																			
View Results																			
Download results in: Excel Spreadsheet CSV Text File XML File (48 kb)																			
View All																			
Row	Employee ID	Empl Record	Benefit Record	Employee Name	Group Number	Class-Billing Method	Medicare Number	Program Status	Unit	Company	Plan Type	Coverage Begin	Coverage Elect	Elect Date	Plan	Covg Bgn - Prior Enrollment	Covrg Elect - Prior Enrollment	Elect Date - Prior Enrollment	Benefit Plan - Prior Enrollment
1		2	2		181001000	SF-GB			18100	DLI	AY	07/01/2025	E	08/16/2025	PRWDBT	08/24/2025	T	08/13/2025	
2		0	0		181001000	SF-GB			18100	DLI	AY	07/01/2025	E	08/16/2025	PRWDEE	08/24/2025	T	08/13/2025	
3		0	0		181001000	SF-GB			18100	DLI	AY	08/24/2026	T	08/13/2025		07/01/2024	E	08/18/2024	PRWDBT
4		2	1		181001000	SF-GB			18100	DLI	AY	01/01/2025	W	12/13/2024		09/01/2024	T	08/05/2024	
5		0	0		181001000	SF-GB			18100	DLI	AY	07/01/2025	E	08/16/2025	PRWDEE	08/24/2025	T	08/13/2025	
6		0	0		181001000	SF-GB			18100	DLI	AY	07/01/2025	E	08/16/2025	PRWDBT	08/24/2025	T	08/13/2025	
7		0	0		181001000	SF-GB			18100	DLI	AY	08/24/2026	T	08/13/2025		07/01/2024	E	08/18/2024	PRWDBT
8		0	0		181001000	SF-GB			18100	DLI	AY	07/01/2025	E	08/16/2025	PRWDEE	08/24/2025	T	08/13/2025	
9		0	0		181001000	SF-GB			18100	DLI	AY	07/01/2025	E	08/16/2025	PRWDBT	08/24/2025	T	08/13/2025	
10		0	0		181001000	SF-GB			18100	DLI	AY	07/01/2025	E	08/16/2025	PRWDEE	08/24/2025	T	08/13/2025	



Events Closing Date Query (RBN296) V_BN_EVNT_NEAR_CLSDT

REVISED: 9/1/2026

DESCRIPTION:

This query lists events on the Benefits Administration System (BAS) Activity Table that are within 15 days of the closing date defined by event rules.

NAVIGATION PATHS:

- Query Viewer > V_BN_EVNT_NEAR_CLSDT
- BN WorkCenter > Links > Other Links > Query Viewer > V_BN_EVNT_NEAR_CLSDT
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_BN_EVNT_NEAR_CLSDT

INPUT / SEARCH CRITERIA:

Schedule ID

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

This query has no required fields.

Screenshot of the Events Closing Date Query

Schedule ID										
View Results										
Download results in: Excel Spreadsheet CSV Text File XML File (45 kb)										
View All										
Row	Employee ID	Name	Business Unit	Company	Email Type	Email	Event Type	Event Date	Enrollment Days Allowed	
1	DOE, JOHN	18100	DLJ	BUSN		OE	07/01/2026	20		
2	DOE, JOHN	18100	DLJ	BUSN		OE	07/01/2026	20		
3	DOE, JOHN	18100	DLJ	PERS		OE	07/01/2026	20		
4	DOE, JOHN	18100	DLJ	PERS		OE	07/01/2026	20		
5	DOE, JOHN	18100	DLJ	BUSN		OE	07/01/2026	20		
6	DOE, JOHN	18100	DLJ	PERS		OE	07/01/2026	20		
7	DOE, JOHN	18100	DLJ	BUSN		OE	07/01/2026	20		
8	DOE, JOHN	18100	DLJ	BUSN		OE	07/01/2026	20		
9	DOE, JOHN	18100	DLJ	BUSN		OE	07/01/2026	20		
10	DOE, JOHN	18100	DLJ	BUSN		OE	07/01/2026	20		
11	DOE, JOHN	18100	DLJ	PERS		OE	07/01/2026	20		
12	DOE, JOHN	18100	DLJ	BUSN		OE	07/01/2026	20		
13	DOE, JOHN	18100	DLJ	BUSN		OE	07/01/2026	20		



FSA and Admin Fee Errors- Balance Audit Query V_BN_HMO_PYMNT_DETAIL

REVISED: 9/1/2026

DESCRIPTION:

This is one of two queries used to identify the employees that may have an error with their Flexible Spending Account (FSA) plan enrollment and/or their FSA Admin Fee.

NAVIGATION PATHS:

- Query Viewer > V_BN_FSA_ADMINFEE_BAL_AUDIT
- BN WorkCenter > Links > Other Links > Query Viewer > V_BN_FSA_ADMINFEE_BAL_AUDIT
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_BN_FSA_ADMINFEE_BAL_AUDIT

INPUT / SEARCH CRITERIA:

Year
Period

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

Year and Period fields are required fields.

Screenshot of the FSA Account and Admin Fee Errors - Balance Audit Query

V_BN_FSA_ADMINFEE_BAL_AUDIT - FSA and Admin Fee Errors

Year2020

Period12

View Results

Download results in : Excel Spreadsheet CSV Text File XML File (7 kb)

View All

First 1-16 of 16 Last

Row	Employee ID	Employee Record	Employee Name	Company	Pay Group	Descr	HR Status	Payroll Status	Admin Fee Effdt	Admin Fee Election	Admin Fee Benefit Plan	Admin Fee Mthly Bal	Email Type	Elig Fld 8	Email
1		0		ABC	SM1	Store 250	A	A	07/01/2019	E	FLXFEE	2.10	BUSN	10-20	
2		0		ABC	SM1	Store 118	A	A	07/01/2019	E	FLXFEE	2.10	BUSN	09-18	
3		1		CCA	SM1	CHILD & ADOL SVCS (GEN)	A	A	11/01/2019	E	FLXFEE	2.10	BUSN		
4		1		DEM	SM1	Business Systems & Analytics	A	A	07/01/2019	E	FLXFEE	2.10	BUSN		
5		0		DEM	SM1	Situation Awareness Unit	A	A	07/01/2019	E	FLXFEE	2.10	BUSN		
6		1		DGS	SM1	Central Procurement	A	A	07/01/2019	E	FLXFEE	2.10	BUSN		
7		0		DGS	SM1	Human Resources	A	A	10/25/2019	E	FLXFEE	0.00	BUSN	12-24	
8		1		NSU	SM1	Facilities Mgmt	A	A	07/01/2019	E	FLXFEE	2.10	BUSN		
9		1		SOV	WK1	Clerk's Administration	A	A	07/01/2019	E	FLXFEE	2.10	BUSN		
10		0		UMW	SM1	Art and Art History	A	A	11/25/2019	E	FLXFEE	0.00	BUSN	12-24	
11		0		UMW	SM1	Art and Art History	A	A	10/25/2019	E	FLXFEE	2.10	BUSN		
12		0		UMW	SM1	Art and Art History	A	A	04/01/2020	E	FLXFEE	0.00	BUSN	12-24	
13		0		UMW	SM1	Art and Art History	A	L	11/25/2019	E	FLXFEE	0.00	BUSN	12-24	
14		0		UMW	SM1	Art and Art History	A	A	11/25/2019	E	FLXFEE	0.00	BUSN	12-24	
15		0		UMW	SM1	Art and Art History	A	A	11/25/2019	E	FLXFEE	0.00	BUSN	12-24	
16		0		UMW	SM1	Art and Art History	A	A	12/01/2019	E	FLXFEE	0.00	BUSN	12-24	



FSA and Admin Fee Errors- Enroll Audit Query V_BN_FSA_ADMINFEE_ENROLL_AUDIT

REVISED: 9/1/2026

DESCRIPTION:

This is one of two queries used to identify the employees that may have an error with their Flexible Spending Account (FSA) plan enrollment and/or their FSA Administrative Fee.

NAVIGATION PATHS:

- Query Viewer > V_BN_FSA_ADMINFEE_ENROLL_AUDIT
- BN WorkCenter > Links > Other Links > Query Viewer > V_BN_FSA_ADMINFEE_ENROLL_AUDIT
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_BN_FSA_ADMINFEE_ENROLL_AUDIT

INPUT / SEARCH CRITERIA:

Effective Date

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

Effective Date field is a required field.

Screenshot of the FSA and Admin Fee Errors -Enroll Audit Query

V_BN_FSA_ADMINFEE_ENROLL_AUDIT - FSA and Admin Fee Errors

Effective Date: 04/30/2020

View Results

Download results in : Excel Spreadsheet CSV Text File XML File (14 kb)

View All

First 1-29 of 29 Last

Row	Employee ID	Employee Record	Employee Name	Company	Pay Group	HR Status	Dept Descr	HCARE Effdt	HCARE Election	HCARE Benefit Plan	DCARE Effdt	DCARE Election	DCARE Benefit Plan	Admin Fee Effdt	Admin Fee Election	Admin Fee Benefit Plan	Email Type	Email		
1		0		ABC	SM1	A	Store 356	07/01/2019	W					07/01/2019	E	FLXFEE	BUSN		1	
2		0		ABC	SM1	A	Store 356				07/01/2019	W		07/01/2019	E	FLXFEE	BUSN		1	
3		0		DMA	SM1	A	Fort Pickett DPW	07/01/2019	E	FLXMED						11/10/2019	W		BUSN	2
4		0		DOA	SM1	A	Payroll Service Bureau	07/01/2019	E	FLXMED									BUSN	1
5		0		DOA	SM1	A	Payroll Service Bureau				07/01/2019	E	FLXDCR						BUSN	2
6		0		JMU	MNP	A	James Madison University	07/01/2019	W					07/01/2019	E	FLXFEE	BUSN		1	
7		0		JSR	SM1	A	Summary Department	07/01/2019	W					07/01/2019	E	FLXFEE	BUSN		1	
8		0		JSR	SM1	A	Summary Department				07/01/2019	W		07/01/2019	E	FLXFEE	BUSN		2	
9		0		ODU	MNP	A	Old Dominion University	07/01/2019	E	FLXMED				07/01/2019	W			BUSN	1	
10		0		SCC	SM1	A	Securities/Retail Franchising	07/01/2019	W					07/01/2019	E	FLXFEE	BUSN		5	
11		0		SCC	SM1	A	Securities/Retail Franchising				07/01/2019	W		07/01/2019	E	FLXFEE	BUSN		6	
12		0		SOV	SM1	A	Clerk's Administration	07/01/2019	W					07/01/2019	E	FLXFEE	BUSN		2	
13		0		SOV	SM1	A	Clerk's Administration				07/01/2019	W		07/01/2019	E	FLXFEE	BUSN		2	



Health Census Query V_BN_HEALTH_CENSUS

REVISED: 9/1/2026

DESCRIPTION:

This query provides a listing of employee and dependents that are enrolled in healthcare as of a certain date. The report includes employees who are active, on paid or unpaid leave, and who are suspended. Terminated employees will remain on the report for 90 days from date of termination. Employees who are enrolled in COBRA will also appear on this report.

NAVIGATION PATHS:

- Query Viewer > V_BN_HEALTH_CENSUS
- BN WorkCenter > Queries > Benefit Queries > Health Census
- BN WorkCenter > Links > Other Links > Query Viewer > V_BN_HEALTH_CENSUS
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_BN_HEALTH_CENSUS

INPUT / SEARCH CRITERIA:

As of Date
Business Unit
Company (Leave Blank for All)

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

The **As of Date** and **Business Unit** are required fields.

Screenshot of the Health Census Query

V_BN_HEALTH_CENSUS - Health Census Query

*As of Date08/24/2028

*Business Unit18100

Company (Leave Blank for All)

View Results

Download results in: Excel SpreadsheetCSV Text FileXML File (83 kb)

View All

Row	Business Unit	Company	Employee ID	Employee Name	Empl Record	Benefit Record	Cobra Event ID	Coverage Begin	Coverage End	Coverage Elctd	Benefit Plan	Coverage Code	Dependent ID	Dependent Name	Relationship	Gender	Birthdate
1	18100	DLJ		BURGER, CHEESE	0	0		0 12/01/2025		W							
2	18100	DLJ		DOE, JOHN	0	0		0 07/01/2022		E	ACC5	1					
3	18100	DLJ		DOE, JOHN	2	2		0 07/01/2022		E	ACC5	2	02	Doe, Jo	SP	M	05/02/1955
4	18100	DLJ		DOE, JOHN	0	0		0 07/01/2023		W							
5	18100	DLJ		DOE, JOHN	0	0		0 07/01/2024		E	CHD	1					
6	18100	DLJ		DOE, JOHN	0	0		0 07/01/2022		E	ACC5	2	03	Doe, Jo	SP	F	01/09/1959
7	18100	DLJ		DOE, JOHN	0	0		0 01/01/2028		E	CHA2	2	03	Doe, Jo	SP	F	08/22/1964
8	18100	DLJ		DOE, JOHN	0	0		0 07/01/2022		E	ACC5	2	07	Doe, Jo	SP	M	10/19/1955
9	18100	DLJ		DOE, JOHN	0	0		0 07/01/2022		E	ACC4	3	02	Doe, Jo	C	M	11/25/2002
10	18100	DLJ		DOE, JOHN	0	0		0 11/01/2024		E	ACC2	2	01	Doe, Jo	SP	M	04/25/1963
11	18100	DLJ		DOE, JOHN	0	0		0 08/13/2028		E	ACC2	3	01	Doe, Baby	C	F	08/13/2028
12	18100	DLJ		DOE, JOHN	0	0		0 07/01/2022		E	ACC5	2	02	Doe, Jo	SP	F	12/08/1970
13	18100	DLJ		DOE, JOHN	0	0		0 07/01/2022		E	ACC2	1					
14	18100	DLJ		DOE, JOHN	1	1		0 05/01/2028		E	CHA2	2	01	Doe, Jo	SP	M	12/01/1959
15	18100	DLJ		DOE, JOHN	0	0		0 01/01/2024		E	ACC4	4	01	Doe, Jo	C	F	02/29/2003
16	18100	DLJ		DOE, JOHN	0	0		0 01/01/2024		E	ACC4	4	02	Doe, Jo	SP	F	10/18/1959



Health Recon Exceptions Totals Query V_BN_HLTH_RCN_EE_EXCPTN_TOTALS

REVISED: 9/1/2026

DESCRIPTION:

This query lists employees and amounts that were posted on the specified month's Health Recon GL Journal for each Department.

NAVIGATION PATHS:

- Query Viewer > V_BN_HLTH_RCN_EE_EXCPTN_TOTALS
- BN WorkCenter > Links > Other Links > Query Viewer > V_BN_HLTH_RCN_EE_EXCPTN_TOTALS
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_BN_HLTH_RCN_EE_EXCPTN_TOTALS

INPUT / SEARCH CRITERIA:

Year
Month
Business Unit (Optional)

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

This query is provided for Agencies that use position funding and must reallocate the health recon exceptions according to each employee's position funding. The monthly health benefit enrollment recon posts exceptions using Agencies' department deduction budget funding.

The **Year** and **Month** fields are required fields.

Screenshot of the Health Recon Exceptions Totals Query

V_BN_HLTH_RCN_EE_EXCPTN_TOTALS - Health Recon Exceptions Totals											
*Year: 2025 Q											
*Month: 8 Q											
Business Unit: Q											
View Results											
Download results in: Excel Spreadsheet CSV Text File XML File (154 kb)											
View All											
Row	Year	Month	Company	Business Unit	Department ID	Employee ID	Name	GL Account	GL Amount	First 1-100 of 889 Last	
1	2025	08	ABC	99000	110703			5011150	919.00		
2	2025	08	ABC	99000	110703			5011150	1700.00		
3	2025	08	ABC	99000	110703			5011150	919.00		
4	2025	08	ABC	99000	110703			5011150	828.00		
5	2025	08	ABC	99000	110703			5011150	939.00		
6	2025	08	ABC	99000	110703			5011150	1739.00		
7	2025	08	ABC	99000	110703			5011150	1700.00		
8	2025	08	ABC	99000	110703			5011150	2578.90		
9	2025	08	ABC	99000	110703			5011150	939.00		
10	2025	08	ABC	99000	110703			5011150	1778.00		
11	2025	08	ABC	99000	110703			5011150	2487.00		
12	2025	08	ABC	99000	110703			5011150	939.00		
13	2025	08	ABC	99000	110703			5011150	2578.00		
14	2025	08	ABC	99000	115710			5011150	369.50		
15	2025	08	ABC	99000	140720			5011150	384.00		
16	2025	08	ABC	99000	226042			5011150	385.00		
17	2025	08	ABC	99000	226102			5011150	384.00		
18	2025	08	ABC	99000	226109			5011150	730.00		
19	2025	08	ABC	99000	226143			5011150	391.50		
20	2025	08	ABC	99000	226409			5011150	427.50		
21	2025	08	ACC	75400	100			5011150	177.00		
22	2025	08	ACC	75400	100			5011150	177.00		
23	2025	08	ACC	75400	100			5011150	290.00		
24	2025	08	ACC	75400	100			5011150	158.00		
25	2025	08	ACC	75400	100			5011150	333.00		
26	2025	08	ACC	75400	100			5011150	156.00		
27	2025	08	ACC	75400	100			5011150	333.00		
28	2025	08	ACS	30100	37200			5011150	784.00		
29	2025	08	APA	13300	13300CM			5011150	-787.00		
30	2025	08	ARS	26200	12207			5011150	177.00		
31	2025	08	ARS	26200	12207			5011150	480.00		
32	2025	08	ARS	26200	30022			5011150	-2860.00		
33	2025	08	ARS	26200	90904			5011150	499.50		
34	2025	08	ARS	26200	90905			5011150	888.00		
35	2025	08	BCC	71800	100			5011150	103.00		



HMO Payment Query V_BN_HMO_PYMNT_DETAIL

REVISED: 9/1/2026

DESCRIPTION:

This query lists all current month enrollments and premium amounts by Health Maintenance Organization (HMO) supplier and billing method. The query includes retroactive changes that affect previously paid amounts.

NAVIGATION PATHS:

- Query Viewer > V_BN_HMO_PYMNT_DETAIL
- BN WorkCenter > Links > Other Links > Query Viewer > V_BN_HMO_PYMNT_DETAIL
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_BN_HMO_PYMNT_DETAIL

INPUT / SEARCH CRITERIA:

Vendor
Billing Month

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

Vendor and **Billing Month** fields are required fields.

Screenshot of the HMO Payment Query

V_BN_HMO_PYMNT_DETAIL - HMO Payment Query																		
Vendor KAISER																		
Billing Month 04/01/2020																		
View Results																		
Download results in : Excel Spreadsheet CSV Text File XML File (925 kb)																		
View All																		
Row	Vendor	Plan	Agency	Subgroup	SSN	Line	Employee ID	Employee Record	Last Name	First Name	MI	Age	Gender	Billing Code	Covers Month	Premium	Reason	BA Status
1	KAISER	KP	005	00		1		0			Nyein	64	M	Direct Bill	04/01/2020	1766.00000	Current Month Premium	RR-DB
2	KAISER	KP	005	00		1		0			W	60	M	Direct Bill	04/01/2020	659.00000	Current Month Premium	RD-DB
3	KAISER	KP	005	00		1		0				62	F	Direct Bill	04/01/2020	659.00000	Current Month Premium	SS-DB
4	KAISER	KP	006	10		1		0			L	58	F	Direct Bill	04/01/2020	1212.00000	Current Month Premium	RC-PP
5	KAISER	KP	005	00		1		0			M	63	M	Group Bill	04/01/2020	659.00000	Current Month Premium	RR-GB
6	KAISER	KP	182	00		1		0			E	69	M	Group Bill	04/01/2020	1212.00000	Current Month Premium	SF-GB
7	KAISER	KP	005	00		1		0				64	F	Group Bill	04/01/2020	1212.00000	Current Month Premium	RR-GB
8	KAISER	KP	280	00		1		0			P	78	F	Group Bill	04/01/2020	659.00000	Current Month Premium	SF-GB
9	KAISER	KP	280	00		1		0			H	72	M	Group Bill	04/01/2020	1212.00000	Current Month Premium	SF-GB
10	KAISER	KP	156	00		1		0			M	58	F	Group Bill	04/01/2020	659.00000	Current Month Premium	SF-GB
11	KAISER	KP	005	00		1		0				64	F	Group Bill	04/01/2020	659.00000	Current Month Premium	RR-GB
12	KAISER	KP	707	01		1		0			F	65	F	Group Bill	04/01/2020	659.00000	Current Month Premium	SF-GB
13	KAISER	KP	262	00		1		0			M	66	F	Group Bill	04/01/2020	659.00000	Current Month Premium	SF-GB



HR Employee Data Query V_BN_HR_DATA

REVISED: 9/1/2026

DESCRIPTION:

This query displays the HR attributes used to evaluate eligibility for benefits to ensure they are correct. This query includes fields from Personal Data and Job Data.

NAVIGATION PATHS:

- Query Viewer > V_BN_HR_DATA
- BN WorkCenter > Links > Other Links > Query Viewer > V_BN_HR_DATA
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_BN_HR_DATA

INPUT / SEARCH CRITERIA:

Company
Business Unit

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

This query has no required fields.

Screenshot of the HR Employee Data Query (left side)

V_BN_HR_DATA - RBN343 - HR Employee Data																													
Company DLI Q Business Unit 18100 Q View Results Download results in : Excel Spreadsheet CSV Text File XML File (171 kb) View All																													
Row	Employee ID	Employee Record	Benefit Record	Name	Business Unit	Company	Department	Jobcode	Position Number	HR Status	Payroll Status	Benefits Status	Effective Date	Entry Date	Action	Action Reason	Location	Tax Location	Reg-Temp	FT-PT	Pay Group	Benefit Program	Elig 1 (Retirement)	Elig 2 (SubGroup)	Elig 8 (Contract Months-Pays)	Elig 9 (Employee-Billing)	Employee Class	Comp Freq	Hire
1		0	0	BURGER,CHEESE	18100	DLI	18100			A	A	A	01/01/2026	07/13/2026	PAY	ADL			R	F	SM1	SAL	HBV0250	181001000	12-24	SF-GB	Classified Salary	S	12/25
2		0	0	Bird,Tweety	18100	DLI	18100		1	A	A	A	08/19/2026	08/19/2026	PAY	CRT			R	F	SM1	SAL		181001000	12-24	SF-GB	Classified Salary	S	08/19
3		1	1	DOE, JOHN	18100	DLI	18100		0	A	A	A	10/11/2025	10/21/2025	POS	RTC			R	F	BW3	WGE		000000000	12-26	SW-NE	General Wage	H	09/04
4		2	2	DOE, JOHN	18100	DLI	18100			A	P	A	12/22/2025	12/22/2025	POS	RTC			R	F	SM1	SAL	VSY0000	181001000	12-24	SF-GB	Classified Salary	S	07/16
5		0	0	DOE, JOHN	18100	DLI	18100			A	A	A	07/25/2025	07/30/2025	POS	RTC			R	F	SM1	SAL	VNY0000	181001000	12-24	SF-GB	Classified Salary	S	05/25
6		0	0	DOE, JOHN	18100	DLI	18100		3	A	A	A	06/14/2024	06/17/2024	PAY	SLI			R	F	BW3	WGE		000000000	12-26	SW-NE	General Wage	H	05/01
7		0	0	DOE, JOHN	18100	DLI	18100			A	A	A	07/25/2025	07/25/2025	HIR	NEW			R	F	SM1	SAL	HBV0050	181001000	12-24	SF-GB	Classified Salary	S	07/25
8		0	0	DOE, JOHN	18100	DLI	18100			A	A	A	05/26/2026	06/22/2026	DTA	TFR			R	F	SM1	SAL	HBV0200	181001000	12-24	SF-GB	Classified Salary	S	04/16
9		1	1	DOE, JOHN	18100	DLI	18100			A	A	A	12/08/2025	12/08/2025	POS	RTC			R	F	SM1	SAL	HBV0050	181001000	12-24	SF-GB	Classified Salary	S	01/16
10		0	0	DOE, JOHN	18100	DLI	18100			A	A	A	10/25/2025	10/29/2025	POS	RTC			R	F	SM1	SAL	HBV0400	181001000	12-24	SF-GB	Classified Salary	S	01/25
11		0	0	DOE, JOHN	18100	DLI	18100			A	S	A	05/26/2026	06/22/2026	LOF	TWF			R	F	SM1	SAL	VNY0000	181001000	12-24	SF-GB	Classified Salary	S	10/16
12		0	0	DOE, JOHN	18100	DLI	18100			A	A	A	12/22/2025	12/22/2025	POS	RTC			R	F	SM1	SAL	HBV0400	181001000	12-24	SF-GB	Classified Salary	S	09/16
13		0	0	DOE, JOHN	18100	DLI	18100			A	A	A	07/01/2026	07/26/2026	POS	UPD			R	F	SM1	SAL	VSY0000	181001000	12-24	SF-GB	Classified Salary	S	11/16
14		1	0	DOE, JOHN	18100	DLI	18100			A	A	A	12/10/2025	12/09/2025	XFR	REA			R	F	SM1	SAL	HBV0400	181001000	12-24	SF-GB	Classified Salary	S	01/16
15		0	0	DOE, JOHN	18100	DLI	18100			A	A	A	08/25/2025	08/25/2025	POS	RTC			R	F	SM1	SAL	VSY0000	181001000	12-24	SF-GB	Classified Salary	S	08/16
16		0	0	DOE, JOHN	18100	DLI	18100			A	A	A	06/10/2025	06/07/2025	PAY	SLI			R	F	SM1	SAL	HBV0400	181001000	12-24	SF-GB	Classified Salary	S	04/25
17		0	0	DOE, JOHN	18100	DLI	18100			A	A	A	08/25/2025	08/25/2025	POS	RTC			R	F	SM1	SAL	VSY0000	181001000	12-24	SF-GB	Classified Salary	S	05/16



Screenshot of the HR Employee Data Query (scrolled right)

First 1-100 of 172  Last

Hire Date	Last Hire Date	Term Date	Last Date Worked	Linked Employee ID	Other Linked Employee ID	Employee Email	Agency Use Fid 1	Agency Use Fid 2	Agency Use Fid 3	Last Updated On	Last Updated By
12/25/2022	12/25/2022									07/13/2026 6:02:59PM	
08/19/2026	08/19/2026									08/19/2026 10:35:11AM	
09/05/2014	09/05/2014									10/21/2025 12:26:45PM	
07/10/2003	07/10/2003		11/11/2025							12/22/2025 2:39:25PM	
05/25/2010	05/25/2010									07/30/2025 12:23:54PM	
05/01/2016	05/01/2016									06/17/2024 9:40:13AM	
07/25/2025	07/25/2025									07/25/2025 2:07:13PM	
04/10/2014	04/10/2014									06/22/2026 3:53:41PM	
01/10/2025	01/10/2025									12/08/2025 2:22:54PM	
01/25/2022	01/25/2022									10/29/2025 10:33:35AM	
10/10/2025	10/10/2025	05/25/2026	05/25/2026							06/22/2026 3:59:42PM	
09/10/2023	09/10/2023									12/22/2025 2:43:16PM	
11/10/2003	11/10/2003									07/26/2026 2:24:46PM	
01/10/2022	01/10/2022									12/09/2025 2:29:56PM	
08/10/2005	08/10/2005									08/25/2025 11:08:41AM	
04/25/2016	04/25/2016									06/07/2025 9:34:08AM	
05/10/2017	12/10/2020									08/25/2025 11:10:29AM	
12/10/2022	12/10/2022									06/07/2025 9:34:10AM	
12/10/2024	12/10/2024									06/07/2025 9:34:36AM	
06/15/2022	07/12/2024									08/18/2025	



Missing ACA Certification Query V_BN_MISSING_ACA_CERT

REVISED: 9/1/2026

DESCRIPTION:

This query lists Agencies who have not completed their Affordable Care Act (ACA) Certification in Cardinal. Report used by OHB during the ACA Certification period (December - January).

NAVIGATION PATHS:

- Query Viewer > V_BN_MISSING_ACA_CERT
- BN WorkCenter > Links > Other Links > Query Viewer > V_BN_MISSING_ACA_CERT
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_BN_MISSING_ACA_CERT

INPUT / SEARCH CRITERIA:

(none)

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

This query has no required fields and runs automatically after selecting the type of query.

Screenshot of the Missing ACA Certification Query

V_BN_MISSING_ACA_CERT- Missing ACA Cert Query						
Download results in : Excel Spreadsheet CSV Text File XML File (226 kb)						
View All						
Row	ALE Member	Company Name	Contact Name	Phone Number	Email Address	
1	A01	Lee County - DSS				
2	A02	King William County - County				
3	A03	King William County - DSS				
4	A04	Amherst Co Service Auth				
5	A05	Woodstock, Town Of				
6	A06	New Kent County				
7	A07	King George County				
8	A08	Farmville, Town Of				
9	A09	Hampton Roads - PDC				
10	A10	Sussex County				
11	A11	Brunswick County - County				
12	A12	Brunswick County - DSS				
13	A13	Brunswick County - Library				



OE (Open Enrollment) Incomplete Election Query V_BN_OE_ELECT_NO_SUBMIT

REVISED: 9/1/2026

DESCRIPTION:

This query returns a listing of employees who made an election on their Open Enrollment event using Employee Self-Service (ESS) but did not click the SUBMIT button.

NAVIGATION PATHS:

- Query Viewer > V_BN_OE_ELECT_NO_SUBMIT
- BN WorkCenter > Links > Other Links > Query Viewer > V_BN_OE_ELECT_NO_SUBMIT
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_BN_OE_ELECT_NO_SUBMIT

INPUT / SEARCH CRITERIA:

Company
Business Unit

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

N/A

Screenshot of the OE Incomplete Election Query

V_BN_OE_ELECT_NO_SUBMIT - OE Incomplete Election Query

Business Unit (Optional)

Company (Optional)

View Results

Download results in :

Excel Spreadsheet

CSV Text File

XML File

(5 kb)

View All

First 1-7 of 7 Last

Row	Schedule ID	Business Unit	Company	Description	Emplid	Empl Record	First Name	Middle Name	Last Name	Event Status	Status Date	Process Status	Election Made	Email	BA Name	BA Email
1	267COV	99900	ABC	Alcoholic Beverage Control		0				Open	05/22/2026	Notified	Y			
2	267COV	26200	ARS	Dept for Aging & Rehab Svcs		0				Open	05/21/2026	Notified	Y			
3	267TLC	LOCAL	B12	Northern Neck Regional Jail		0				Open	05/15/2026	Notified	Y			
4	267COV	15400	DMV	Department of Motor Vehicles		0				Open	05/19/2026	Notified	Y			
5	267COV	15600	DSP	Department of State Police		0				Open	05/15/2026	Notified	Y			
6	267COV	11400	GDC	General District Courts		0				Open	05/15/2026	Notified	Y			
7	267COV	22100	ODU	Old Dominion University		0				Open	05/18/2026	Notified	Y			



QMCSO Participants Query V_BN_PARTIC_QMCSO

REVISED: 9/1/2026

DESCRIPTION:

This query lists any employee with an active Qualified Medical Child Support Order (QMCSO) court order/rider on the dependent record and reflects information used to confirm enrollment in court-ordered coverage.

NAVIGATION PATHS:

- Query Viewer > V_BN_PARTIC_QMCSO
- BN WorkCenter > Links > Other Links > Query Viewer > V_BN_PARTIC_QMCSO
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_BN_PARTIC_QMCSO

INPUT / SEARCH CRITERIA:

(none)

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

This query has no required fields and runs automatically after selecting the type of query.

Screenshot of the QMCSO Participants Query

V_BN_PARTIC_QMCSO- Query of QMCSO Participants

Download results in : Excel Spreadsheet CSV Text File XML File (4 kb)

View All

First 1-7 of 7 Last

Row	Business Unit	Company	Department ID	Employee ID	Employee Name	Email Type	Employee Email	Dependent Name	Plan Type	Effect Status	Start Date	End Date	Court Order Number	State	Dependent Birth Date
1	99900	ABC	410806			BUSN			10	Active	12/01/2020	12/31/2021	678Y1Q998P	VA	
2	18100	DLI	18100			BUSN			10	Active	02/01/2021	02/01/2022	123456		
3	12300	DMA	FACILITIES			BUSN			10	Active	01/01/2021	12/31/2021	A00987554	VA	
4	12300	DMA	CHALLENGE			BUSN			10	Active	10/01/2020		COURT_ORDER_NUMBER		
5	50100	DOT	15021			BUSN			10	Active	11/10/2021	01/22/2038	VA-JAN-2021-123456789	VA	
6	21500	UMW	402000			BUSN			10	Active	08/01/2020	09/01/2021	3247879	VA	
7	21500	UMW	203101			BUSN			10	Active	08/04/2020	08/04/2021	QMCSO1	VA	



TLC Data Queries

V_BA_CONTACT

V_BA_CNTCT_ADDR

V_TLC_CONTACT

V_TLC_EE_CLASS

V_TLC_GRP_DEPT

V_TLC_GRP_PLAN

V_TLC_GRP_PROF

V_TLC_HC_RATES

REVISED: 9/1/2026

DESCRIPTION:

Eight queries provide the OHB a means to extract the data in Cardinal and load it to a tool to perform data mining, statistical reporting, and program planning. These queries will be used by OHB only.

NAVIGATION PATHS:

- Query Viewer > V_BA_CONTACT
- BN WorkCenter > Links > Other Links > Query Viewer > V_BA_CONTACT
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_BA_CONTACT

- Query Viewer > V_BA_CNTCT_ADDR
- BN WorkCenter > Links > Other Links > Query Viewer > V_BA_CNTCT_ADDR
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_BA_CNTCT_ADDR

- Query Viewer > V_TLC_CONTACT
- BN WorkCenter > Links > Other Links > Query Viewer > V_TLC_CONTACT
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TLC_CONTACT

- Query Viewer > V_TLC_EE_CLASS
- BN WorkCenter > Links > Other Links > Query Viewer > V_TLC_EE_CLASS
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TLC_EE_CLASS

- Query Viewer > V_TLC_GRP_DEPT
- BN WorkCenter > Links > Other Links > Query Viewer > V_TLC_GRP_DEPT
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TLC_GRP_DEPT

- Query Viewer > V_TLC_GRP_PLANTLC
- BN WorkCenter > Links > Other Links > Query Viewer > V_TLC_GRP_PLANTLC
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TLC_GRP_PLANTLC

- Query Viewer > V_TLC_GRP_PROF
- BN WorkCenter > Links > Other Links > Query Viewer > V_TLC_GRP_PROF
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TLC_GRP_PROF

- Query Viewer > V_TLC_HC_RATES
- BN WorkCenter > Links > Other Links > Query Viewer > V_TLC_HC_RATES
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TLC_HC_RATES



INPUT / SEARCH CRITERIA:

From Date
To Date

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.

Screenshot of the V_BA_Contact Query

V_BA_CONTACT - V_BA_CONTACT Query				
From Date	01/01/1901			
To Date	07/01/2019			
View Results				
Download results in : Excel Spreadsheet CSV Text File XML File (21 kb)				
View All				
First 1-100 of 375 Last				
Row	Unit	Group ID	Eff Date	
1	70600	706005000	01/01/1901	
2	70600	706006000	01/01/1901	
3	70600	706007000	01/01/1901	
4	70600	706010000	01/01/1901	
5	70600	706011000	01/01/1901	
6	70600	706012000	01/01/1901	
7	70600	706013000	01/01/1901	
8	70700	707001000	01/01/1901	
9	70700	707002000	01/01/1901	
10	70700	707003000	01/01/1901	
11	70700	707004000	01/01/1901	
12	70700	707005000	01/01/1901	

Screenshot of the V_BA_Contact_Address Query

V_BA_CNTCT_ADDR - V_BA_CNTCT_ADDR Query

From Date01/01/1901

To Date07/01/2019

View Results

Download results in : Excel Spreadsheet CSV Text File XML File (1551 kb)

View All

First 1-100 of 1500Last

Row	Unit	Group ID	Eff Date	Contact Type	ID	Name	Email ID	Phone	Address 1	Address 2	City	State	Postal	Address1	Address2	City	State	Postal
1	73300	733001000	01/01/1901	BA								VA	23891			WAVERLY	VA	23891
2	73300	733001000	01/01/1901	BE								VA	23891			WAVERLY	VA	23891
3	73300	733001000	01/01/1901	BIA								VA	23891			WAVERLY	VA	23891
4	60100	601006000	01/01/1901	BE								VA	22302			ALEXANDRIA	VA	22302
5	60100	601006000	01/01/1901	BIA								VA	22302			ALEXANDRIA	VA	22302
6	60100	601006000	01/01/1901	BIE								VA	22302			ALEXANDRIA	VA	22302
7	60100	601008000	01/01/1901	BA								VA	23219			RICHMOND	VA	23219

Screenshot of the V_TLC_Contact Query

V_TLC_CONTACT - V_TLC_CONTACT Query

From Date01/01/1901

To Date07/01/2019

View Results

Download results in : Excel Spreadsheet CSV Text File XML File (1874 kb)

View All

First 1-100 of 1768Last

Row	Unit	TLC Group	Eff Date	Sequence	Dept ID	Contact Type	ID	Name	Email ID	Phone	Address 1	Address 2	City	State	Postal	Address1	Address2	City	State	Postal
1	LOCAL	04820400	01/01/1901	1	048204000	BA							WEST POINT	VA	23181			WEST POINT	VA	23181
2	LOCAL	04743400	01/01/1901	1	047434000	BIE							LUNENBURG	VA	23952			LUNENBURG	VA	23952
3	LOCAL	04743400	01/01/1901	1	047434001	BA							LUNENBURG	VA	23952			LUNENBURG	VA	23952
4	LOCAL	04743400	01/01/1901	1	047434001	BE							LUNENBURG	VA	23952			LUNENBURG	VA	23952
5	LOCAL	04743400	01/01/1901	1	047434001	BIA							LUNENBURG	VA	23952			LUNENBURG	VA	23952



Screenshot of the V_TLC_EE_Class Query (Employee)

V_TLC_EE_CLASS - V_TLC_EE_CLASS Query							
From Date 01/01/1901 To Date 07/01/2019							
View Results							
Download results in : Excel Spreadsheet CSV Text File XML File (303 kb)							
View All							
First 1-100 of 2975 Last							
Row	Unit	TLC Group	Eff Date	Sequence	Dept ID	Empl Classif	Billing Method
1	LOCAL	04727400	01/01/1901		1 047274000	FT	GB
2	LOCAL	04727400	01/01/1901		1 047274000	MR	DB
3	LOCAL	04727400	01/01/1901		1 047274000	SCR	DB
4	LOCAL	04727400	01/01/1901		1 047274000	SCRM	DB
5	LOCAL	04727500	01/01/1901		1 047275000	CBD	DB
6	LOCAL	04727500	01/01/1901		1 047275000	CBR	DB
7	LOCAL	04727500	01/01/1901		1 047275000	ER	DB
8	LOCAL	04727500	01/01/1901		1 047275000	FT	GB
9	LOCAL	04727500	01/01/1901		1 047275000	FTEO	GB
10	LOCAL	04727500	01/01/1901		1 047275000	MR	DB
11	LOCAL	04727500	01/01/1901		1 047275000	RSM	DB
12	LOCAL	04727500	01/01/1901		1 047275000	RSNM	DB
13	LOCAL	04727500	01/01/1901		1 047275000	SCR	DB

Screenshot of the V_TLC_Group_Department Query

V_TLC_GRP_DEPT - V_TLC_GRP_DEPT Query

From Date01/01/190131

To Date07/01/201931

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (57 kb)

View All

First 1-100 of 442Last

Row	Unit	TLC Group	Eff Date	Sequence	Dept ID	Primary	OE Begin Date	OE End Date
1	LOCAL	04742600	01/01/1901		1 047426004	N	04/11/2019	05/07/2019
2	LOCAL	04742700	01/01/1901		1 047427000	Y	05/06/2019	05/10/2019
3	LOCAL	04742800	01/01/1901		1 047428000	Y	04/15/2019	05/06/2019
4	LOCAL	04742800	01/01/1901		1 047428001	N	04/15/2019	05/06/2019
5	LOCAL	04742800	01/01/1901		1 047428002	N	04/15/2019	05/06/2019
6	LOCAL	04742800	01/01/1901		1 047428003	N	04/15/2019	05/06/2019
7	LOCAL	04742800	01/01/1901		1 047428004	N	04/15/2019	05/06/2019
8	LOCAL	04742900	01/01/1901		1 047429000	Y	04/01/2019	04/30/2019
9	LOCAL	04743100	01/01/1901		1 047431000	Y	04/15/2019	05/14/2019
10	LOCAL	04743200	01/01/1901		1 047432000	Y	05/03/2019	05/15/2019
11	LOCAL	04743300	01/01/1901		1 047433000	Y	04/01/2019	04/28/2019
12	LOCAL	04743400	01/01/1901		1 047434000	Y	04/26/2019	05/06/2019
13	LOCAL	04743400	01/01/1901		1 047434001	N	04/26/2019	05/06/2019

Screenshot of the V_TLC_Group_Plan Query

V_TLC_GRP_PLAN - V_TLC_GRP_PLAN Query

From Date01/01/1901

To Date07/01/2019

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (785 kb)

View All

First 1-100 of 10614Last

Row	Unit	TLC Group	Eff Date	Sequence	Plan
1	LOCAL	04701000	01/01/1901		1 009P02
2	LOCAL	04701000	01/01/1901		1 009P03
3	LOCAL	04701000	01/01/1901		1 009P04
4	LOCAL	04701000	01/01/1901		1 009P05
5	LOCAL	04701000	01/01/1901		1 009P06
6	LOCAL	04701000	01/01/1901		1 009P07
7	LOCAL	04701000	01/01/1901		1 009P08
8	LOCAL	04701000	01/01/1901		1 009P09
9	LOCAL	04701000	01/01/1901		1 009P10
10	LOCAL	04701000	01/01/1901		1 009P11
11	LOCAL	04701000	01/01/1901		1 009P12
12	LOCAL	04701000	01/01/1901		1 009P13



Screenshot of the V_TLC_Group_Prof Query

V_TLC_GRP_PROF - V_TLC_GRP_PROF Query

From Date01/01/1901

To Date07/01/2019

View Results

Download results in : Excel Spreadsheet CSV Text File XML File (170 kb)

View All

First 1-100 of 366Last

Row	Unit	TLC Group	Eff Date	Sequence	Status	Group Type	Group Descr	Renewal Period	Wait Prd Days	Prem Avg Used?	Ben Progm	Total Emp Enrol	Total Emp Waive	Employer Contri	Certified	Certifier Name	CertificationDt by	Last Upd DtTm
1	LOCAL	04707400	01/01/1901	1	A	G	Town Of Strasburg	J	0	N	069	60	0		N			
2	LOCAL	04709000	01/01/1901	1	A	G	Town Of Kenbridge	J	0	N	080	16	0		N			
3	LOCAL	04709500	01/01/1901	1	A	G	Town Of Gate City	J	0	N	085	16	0		N			
4	LOCAL	04713000	01/01/1901	1	A	G	Town Of Wakefield	J	60	N	104	4	0		N			
5	LOCAL	04715600	01/01/1901	1	A	G	Town Of Clintwood	J	0	N	117	14	0		N			
6	LOCAL	04716100	01/01/1901	1	A	G	Town Of Remington	J	0	N	119	5	0		N			
7	LOCAL	04726600	01/01/1901	1	A	G	Rockbridge County	J	15	N	222	178	0		N			
8	LOCAL	04726700	01/01/1901	1	A	G	Shenandoah County	J	0	N	223	326	0		N			
9	LOCAL	04726800	01/01/1901	1	A	G	Town Of Courtland	J	0	N	224	2	0		N			
10	LOCAL	04727800	01/01/1901	1	A	G	Town Of Iron Gate	J	0	N	234	3	0		N			
11	LOCAL	04729000	01/01/1901	1	A	G	Town Of Keysville	J	60	N	244	4	0		N			
12	LOCAL	04729200	01/01/1901	1	A	G	Town Of Haymarket	J	0	N	246	9	0		N			

Screenshot of the V_TLC_HC_Rates Query (Health Care)

V_TLC_HC_RATES - V_TLC_HC_RATES Query

From Date01/01/1901

To Date07/01/2019

View Results

Download results in : Excel Spreadsheet CSV Text File XML File (9544 kb)

View All

First 1-100 of 47722Last

Row	Unit	TLC Group	Eff Date	Sequence	Dept ID	Plan	Coverage Type	Employee Rate	Employer Rate	Total Rate
1	LOCAL	04817600	01/01/1901		1 048176000	133F13	4	763.80	1145.40	1909.00
2	LOCAL	04817600	01/01/1901		1 048176000	133F15	1	0.00	0.00	0.00
3	LOCAL	04817600	01/01/1901		1 048176000	133F16	1	80.40	120.60	201.00
4	LOCAL	04817600	01/01/1901		1 048176000	133F17	1	0.00	0.00	0.00
5	LOCAL	04817600	01/01/1901		1 048176000	133P01	1	335.60	503.40	839.00
6	LOCAL	04817600	01/01/1901		1 048176000	133P01	2	620.80	931.20	1552.00
7	LOCAL	04817600	01/01/1901		1 048176000	133P01	3	620.80	931.20	1552.00
8	LOCAL	04817600	01/01/1901		1 048176000	133P01	4	906.00	1359.00	2265.00
9	LOCAL	04817600	01/01/1901		1 048176000	133P02	1	329.20	493.80	823.00
10	LOCAL	04817600	01/01/1901		1 048176000	133P02	2	609.02	913.53	1522.55
11	LOCAL	04817600	01/01/1901		1 048176000	133P02	3	609.02	913.53	1522.55
12	LOCAL	04817600	01/01/1901		1 048176000	133P02	4	888.84	1333.26	2222.10



TLC Employer Data Sheet Queries

V_TLC_BEN_DEFN_COST

V_TLC_BEN_DEFN_OPTN

V_TLC_BEN_DEFN_PGM

V_TLC_BEN_DEFN_PLAN

V_TLC_BN_RATE_DATA

V_BN_ENROLL_DAYS

REVISED: 9/1/2026

DESCRIPTION:

Six queries used by OHB to collect the TLC-entered employer health benefit offerings in order to update benefit plans, rates, and other configuration tables.

NAVIGATION PATHS:

- Query Viewer > V_TLC_BEN_DEFN_COST
- BN WorkCenter > Links > Other Links > Query Viewer > V_TLC_BEN_DEFN_COST
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TLC_BEN_DEFN_COST

- Query Viewer > V_TLC_BEN_DEFN_OPTN
- BN WorkCenter > Links > Other Links > Query Viewer > V_TLC_BEN_DEFN_OPTN
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TLC_BEN_DEFN_OPTN

- Query Viewer > V_TLC_BEN_DEFN_PGM
- BN WorkCenter > Links > Other Links > Query Viewer > V_TLC_BEN_DEFN_PGM
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TLC_BEN_DEFN_PGM

- Query Viewer > V_TLC_BEN_DEFN_PLAN
- BN WorkCenter > Links > Other Links > Query Viewer > V_TLC_BEN_DEFN_PLAN
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TLC_BEN_DEFN_PLAN

- Query Viewer > V_TLC_BN_RATE_DATA
- BN WorkCenter > Links > Other Links > Query Viewer > V_TLC_BN_RATE_DATA
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_TLC_BN_RATE_DATA

- Query Viewer > V_BN_ENROLL_DAYS
- BN WorkCenter > Links > Other Links > Query Viewer > V_BN_ENROLL_DAYS
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_BN_ENROLL_DAYS

INPUT / SEARCH CRITERIA:

As of Date

OUTPUT FORMAT:

HTML

Excel

ADDITIONAL INFORMATION:

As of Date fields is a required field.



Screenshot of the TLC Query 4 – Ben Defn Cost

V_TLC_BEN_DEFN_COST - TLC Query 4												
ASOFDATE 12/31/2019												
View Results												
Download results in : Excel Spreadsheet CSV Text File XML File (4293 kb)												
View All First 1-100 of 42090 Last												
Row	Ben Progrm	Effdt	Plan Typ	Option ID	Cost ID	Cost Type	Earn Code	Rate Type	Rate ID	Calc TblID		
1	037	12/31/2019	10		3	1 P		7	037	PSX		
2	037	12/31/2019	10		4	2 P		7	037	PSX		
3	037	12/31/2019	10		5	3 P		7	037	PSX		
4	037	12/31/2019	10		6	4 P		7	037	PSX		
5	037	12/31/2019	10		7	5 P		7	037	PSX		
6	037	12/31/2019	10		8	6 P		7	037	PSX		
7	037	12/31/2019	10		9	7 P		7	037	PSX		
8	037	12/31/2019	10		10	8 P		7	037	PSX		
9	037	12/31/2019	10		11	9 P		7	037	PSX		
10	037	12/31/2019	10		12	10 P		7	037	PSX		
11	037	12/31/2019	10		13	11 P		7	037	PSX		
12	037	12/31/2019	10		14	12 P		7	037	PSX		

Screenshot of the TLC Query 3 – Ben Defn Optn

V_TLC_BEN_DEFN_OPTN - TLC Query 3																		
ASOFDATE 03/31/2020																		
View Results																		
Download results in : Excel Spreadsheet CSV Text File XML File (15360 kb)																		
View All First 1-100 of 85333 Last																		
Row	Ben Progrm	Effdt	Plan Typ	Option ID	DispOptSeq	Opt Type	Plan	Covg Cd	OptionCd	Opt Level	Deductn Cd	Dflt Opt	ELIG_RULE_ID	Locn TblID	XPTYPE	XPlan	XLimPct	XDep
1	009	03/31/2020	10	93	92 O		009P08	4	91	1	TLCMED	N	009P				0.00	
2	009	03/31/2020	10	93	92 O		009P08	4	91	1	TLCMED	N	009P				0.00	
3	009	03/31/2020	10	93	92 O		009P08	4	91	1	TLCMED	N	009P				0.00	
4	009	03/31/2020	10	93	92 O		009P08	4	91	1	TLCMED	N	009P				0.00	
5	009	03/31/2020	10	94	93 O		009P09	1	92	1	TLCMED	N	009P				0.00	
6	009	03/31/2020	10	94	93 O		009P09	1	92	1	TLCMED	N	009P				0.00	
7	009	03/31/2020	10	94	93 O		009P09	1	92	1	TLCMED	N	009P				0.00	
8	009	03/31/2020	10	94	93 O		009P09	1	92	1	TLCMED	N	009P				0.00	
9	009	03/31/2020	10	95	94 O		009P09	2	93	1	TLCMED	N	009P				0.00	
10	009	03/31/2020	10	95	94 O		009P09	2	93	1	TLCMED	N	009P				0.00	
11	009	03/31/2020	10	95	94 O		009P09	2	93	1	TLCMED	N	009P				0.00	
12	009	03/31/2020	10	95	94 O		009P09	2	93	1	TLCMED	N	009P				0.00	

Screenshot of the TLC Query 1 – Ben Defn Pgm

V_TLC_BEN_DEFN_PGM - TLC Query 1																			
ASOFDATE 06/30/2020																			
View Results																			
Download results in : Excel Spreadsheet CSV Text File XML File (102 kb)																			
View All First 1-100 of 366 Last																			
Row	Ben Progrm	Effdt	Status	Descr	Short Desc	Prog Type	FSA Run ID	MaxAnlPlgId	Currency	DaysTlIDfl	Apply Excs	COBRA %	Disabled %	Plan ID	Show Credits	Cost Freq	Handbook URL ID	Incid Sales Tax	Show ER Costs
1	001	06/30/2020	A	TLC 047001000 Ben Program	047001000 A			7750.00	USD	0 F		0	50	N	D			N	Y
2	002	06/30/2020	A	TLC 047002000 Ben Program	047002000 A			7750.00	USD	0 F		0	50	N	D			N	Y
3	003	06/30/2020	A	TLC 047004000 Ben Program	047004000 A			7750.00	USD	0 F		0	50	N	D			N	Y
4	004	06/30/2020	A	TLC 047005000 Ben Program	047005000 A			7750.00	USD	0 F		0	50	N	D			N	Y
5	005	06/30/2020	A	TLC 048005000 Ben Program	048005000 A			7750.00	USD	0 F		0	50	N	D			N	Y
6	006	06/30/2020	A	TLC 047007000 Ben Program	047007000 A			7750.00	USD	0 F		0	50	N	D			N	Y
7	007	06/30/2020	A	TLC 047009000 Ben Program	047009000 A			7750.00	USD	0 F		0	50	N	D			N	Y



Screenshot of the TLC Query 2 – Ben Defn Plan

V_TLC_BEN_DEFN_PLAN - TLC Query 2

ASOFDATE 12/31/2020

View Results

Download results in : Excel Spreadsheet CSV Text File XML File (143 kb)

View All

First 1-100 of 732Last

Row	Ben Progrm	Effdt	Plan Typ	DispPinSeq	Min Contrb	Max Contrb	Waive OK	RestrictMM	EventRules	COBRA Plan	HIPAA	Collect Dep/Ben	Collect Funds	Show no choice	Handbook URL ID	Dep Rules ID
1	268	12/31/2020	01	01	0.00	0.00	X		0 268P	N	N	N	N	N		
2	268	12/31/2020	10	10	0.00	0.00	Y		0 268P	Y	Y	Y	N	N		COVA
3	001	12/31/2020	01	01	0.00	0.00	X		0 001P	N	N	N	N	N		
4	001	12/31/2020	10	10	0.00	0.00	Y		0 001P	Y	Y	Y	N	N		COVA
5	002	12/31/2020	01	01	0.00	0.00	X		0 002P	N	N	N	N	N		
6	002	12/31/2020	10	10	0.00	0.00	Y		0 002P	Y	Y	Y	N	N		COVA
7	003	12/31/2020	01	01	0.00	0.00	X		0 003P	N	N	N	N	N		
8	003	12/31/2020	10	10	0.00	0.00	Y		0 003P	Y	Y	Y	N	N		COVA
9	004	12/31/2020	01	01	0.00	0.00	X		0 004P	N	N	N	N	N		
10	004	12/31/2020	10	10	0.00	0.00	Y		0 004P	Y	Y	Y	N	N		COVA
11	006	12/31/2020	01	01	0.00	0.00	X		0 006P	N	N	N	N	N		
12	006	12/31/2020	10	10	0.00	0.00	Y		0 006P	Y	Y	Y	N	N		COVA

Screenshot of the TLC Query 5 – BN Rate Data

V_TLC_BN_RATE_DATA - TLC Query 5

ASOFDATE

12/31/2020

View Results

Download results in :

Excel SpreadSheet

CSV Text File

XML File

(15360 kb)

View All

First 1-100 of 42666

Last

Row	Rate ID	Effdt	Key 1	Key 2	Key 3	Employee Rate	Employer Rate	B-Tax Rate	A-Tax Rate	N-Tax Rate	T-Tax Rate	NonTx BTx Rt	Others Rt Exist
1	251	12/31/2020	251P02	1		326.00	489.00	0.00000	0.00000	0.00000	0.00000	0.00000 N	
2	251	12/31/2020	251P02	2		603.20	904.80	0.00000	0.00000	0.00000	0.00000	0.00000 N	
3	251	12/31/2020	251P02	3		603.20	904.80	0.00000	0.00000	0.00000	0.00000	0.00000 N	
4	251	12/31/2020	251P02	4		880.40	1320.60	0.00000	0.00000	0.00000	0.00000	0.00000 N	
5	251	12/31/2020	251P03	1		302.40	453.60	0.00000	0.00000	0.00000	0.00000	0.00000 N	
6	251	12/31/2020	251P03	2		559.60	839.40	0.00000	0.00000	0.00000	0.00000	0.00000 N	
7	251	12/31/2020	251P03	3		559.60	839.40	0.00000	0.00000	0.00000	0.00000	0.00000 N	
8	251	12/31/2020	251P03	4		816.40	1224.60	0.00000	0.00000	0.00000	0.00000	0.00000 N	
9	251	12/31/2020	251P04	1		296.00	444.00	0.00000	0.00000	0.00000	0.00000	0.00000 N	
10	251	12/31/2020	251P04	2		547.60	821.40	0.00000	0.00000	0.00000	0.00000	0.00000 N	
11	251	12/31/2020	251P04	3		547.60	821.40	0.00000	0.00000	0.00000	0.00000	0.00000 N	
12	251	12/31/2020	251P04	4		799.20	1198.80	0.00000	0.00000	0.00000	0.00000	0.00000 N	

Screenshot of the TLC Query RBN332 – BN ENROLL DAYS

V_BN_ENROLL_DAYS-V_BN_ENROLL_DAYS Query RBN332			
Download results in :		Excel Spreadsheet CSV Text File XML File (321 kb)	
View All		First 1-100 of 13405 Last	
Row	Benefit Program	Event Classification	Enrollment Days
1	089	DIV	60
2	089	DLE	60
3	089	DSP	60
4	089	ELG	60
5	089	FPP	60
6	089	FSC	60
7	089	FSD	60
8	089	GEM	60
9	089	HIP	60
10	089	HIR	30
11	089	JOB	60
12	089	LAT	0
13	089	LEG	30



VRS Billing Detail Query V_VRS_BILLING_REPORT

REVISED: 9/1/2026

DESCRIPTION:

This query provides the Agency with a list of all Virginia Retirement System (VRS) billed transactions. This query includes error messages when Agency action is required, and Cardinal did not process a transaction. Warning messages are included when Cardinal processed a transaction, but Agency research is recommended.

NAVIGATION PATHS:

- Query Viewer > V_VRS_BILLING_REPORT
- BN WorkCenter > Queries > Benefit Queries > VRS Billing Detail
- BN WorkCenter > Links > Other Links > Query Viewer > V_VRS_BILLING_REPORT
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_VRS_BILLING_REPORT

INPUT / SEARCH CRITERIA:

Business Unit (BU) (Leave Blank for All)
Year
Month (Leave Blank for All)
Emplid (Leave Blank for All)

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

The **Year** field is a required field.

When generating this query to support the VRS Billing Reconciliation process, scroll right and filter for error and warning messages using Column V: "Error Ind". (E = error, W = warning.)

Screenshot of the VRS Billing Detail Query

V_VRS_BILLING_REPORT - VRS Billing Detail Report

Year2024

Month (Leave Blank for All):6

Empld (Leave Blank for All):

Bus Unit (Leave Blank for All):74900

View Results

Download results in: Excel Spreadsheet CSV Text File XML File (305 kb)

View All

First 1-100 of 206 of 1 Last

Row	Company	Bill Bus Unit	Job Bus Unit	Dept ID	Cardinal VRS Org Code	Months Pays	Grandfathered	Bill VRS Org Code	EMPLID	Name	Empl Status	MONTH	YEAR	VRS Plan Code	RETIRE_EI_AMT	RETIRE_ER_AMT	PPS_TAX	PPS_AMT	GRP_LIFE_AMT	LTD_AMT	HIC_AMT	Error Ind	Error Message
1	BUC	74900	74900	100	30749	12-24		30749			A	6	2024	VS	220.91	662.01 N	0.00	61.35	27.93	51.20			
2	BUC	74900	74900	100	30749	12-24		30749			A	6	2024	VS	222.68	644.55 N	0.00	59.73	27.19	49.92			
3	BUC	74900	74900	100	30749	12-24		30749			A	6	2024	VS	161.50	467.29 N	0.00	43.30	19.71	36.19			
4	BUC	74900	74900	100	30749	12-24		30749			A	6	2024	VS	321.04	928.44 N	0.00	66.04	39.17	71.91			
5	BUC	74900	74900	100	30749	12-24		30749			A	6	2024	VS	245.50	709.97 N	0.00	65.79	29.95	54.99			
6	BUC	74900	74900	091	30749	12-24		30749			A	6	2024	HB	212.54	622.21 N	0.00	71.20	32.41	59.51			
7	BUC	74900	74900	100	30749	12-24		30749			A	6	2024	VNI	190.92	552.13 N	0.00	51.17	23.29	42.77			
8	BUC	74900	74900	100	30749	12-24		30749			A	6	2024	VS	316.75	916.05 N	0.00	84.09	0.00	70.95			
9	BUC	74900	74900	100	30749	12-24		30749			A	6	2024	VS	244.83	700.03 N	0.00	65.61	29.87	54.84			
10	BUC	74900	74900	100	30749	12-24		30749			A	6	2024	VS	229.77	664.48 N	0.00	61.57	28.03	51.47			
11	BUC	74900	74900	100	30749	12-24		30749			T	6	2024	VS	326.06	942.97 N	0.00	87.38	0.00	73.04			
12	BUC	74900	74900	100	30749	12-24		30749			A	6	2024	VS	220.23	636.89 N	0.00	59.02	0.00	49.33			
13	BUC	74900	74900	100	30749	12-24		30749			A	6	2024	VS	316.75	916.05 N	0.00	84.09	38.64	70.95			
14	BUC	74900	74900	100	30749	12-24		30749			A	6	2024	VNI	207.03	588.72 N	0.00	55.48	25.26	46.37			
15	BUC	74900	74900	100	30749	12-24		30749			A	6	2024	VS	207.36	599.68 N	0.00	55.67	25.30	46.45			
16	BUC	74900	74900	100	30749	12-24		30749			A	6	2024	VS	254.36	735.62 N	0.00	68.17	31.03	56.90			
17	BUC	74900	74900	100	30749	12-24		30749			A	6	2024	VS	191.32	553.29 N	0.00	51.27	23.34	42.05			
18	BUC	74900	74900	100	30749	12-24		30749			A	6	2024	VS	240.79	696.38 N	0.00	64.54	29.35	53.94			
19	BUC	74900	74900	100	30749	12-24		30749			A	6	2024	HB	130.60	406.81 N	0.00	43.75	19.92	36.57			
20	BUC	74900	74900	100	30749	12-24		30749			A	6	2024	VNI	316.75	916.05 N	0.00	84.09	38.64	70.95			
21	BUC	74900	74900	100	30749	12-24		30749			A	6	2024	HB	171.36	576.63 N	0.00	57.40	26.13	47.90			
22	BUC	74900	74900	100	30749	12-24		30749			A	6	2024	HB	163.31	529.12 N	0.00	54.71	24.90	45.73			
23	BUC	74900	74900	100	30749	12-24		30749			A	6	2024	HB	125.33	421.75 N	0.00	41.99	19.11	35.09			
24	BUC	74900	74900	100	30749	12-24		30749			A	6	2024	VS	529.85	1532.34 N	0.00	142.00	64.64	110.69			
25	BUC	74900	74900	100	30749	12-24		30749			A	6	2024	VS	370.38	1071.14 N	0.00	99.26	45.19	82.96			
26	BUC	74900	74900	100	30749	12-24		30749			A	6	2024	HB	170.00	572.05 N	0.00	56.95	25.93	47.60			
27	BUC	74900	74900	100	30749	12-24		30749			A	6	2024	VS	210.65	609.79 N	0.00	56.51	25.72	47.23			
28	BUC	74900	74900	091	30749	12-24		30749			A	6	2024	VS	167.43	542.03 N	0.00	50.23	22.87	41.90			
29	BUC	74900	74900	091	30749	12-24		30749			P	6	2024	VS	0.00	0.00 N	0.00	59.33	0.00	0.00			
30	BUC	74900	74900	100	30749	12-24		30749			A	6	2024	VS	210.65	609.79 N	0.00	56.51	25.72	47.23			
31	BUC	74900	74900	091	30749	12-24		30749			A	6	2024	VS	345.30	990.82 N	0.00	92.56	42.14	77.36			
32	BUC	74900	74900	100	30749	12-24		30749			A	6	2024	HB	149.94	504.56 N	0.00	50.23	22.87	41.90			
33	BUC	74900	74900	091	30749	12-24		30749			A	6	2024	VS	151.48	438.07 N	0.00	40.60	18.46	33.93			
34	BUC	74900	74900	100	30749	12-24		30749			A	6	2024	VS	209.74	606.56 N	0.00	56.21	25.59	46.90			
35	BUC	74900	74900	100	30749	12-24		30749			A	6	2024	VNI	389.85	1127.43 N	0.00	104.48	47.56	87.33			
36	BUC	74900	74900	100	30749	12-24		30749			A	6	2024	VS	310.44	897.80 N	0.00	83.20	37.87	69.54			
37	BUC	74900	74900	100	30749	12-24		30749			A	6	2024	VS	272.21	787.24 N	0.00	72.95	33.21	60.90			
38	BUC	74900	74900	100	30749	12-24		30749			A	6	2024	VNI	239.81	693.53 N	0.00	64.27	29.26	53.72			



VRS Recon Exceptions Totals Query V_BN_VRS_RCN_EE_EXCEPTN_TOTALS

REVISED: 9/1/2026

DESCRIPTION:

The query lists employees and amounts that were posted on the specified month's VRS Billing Recon GL journal for each Department.

NAVIGATION PATHS:

- Query Viewer > V_BN_VRS_RCN_EE_EXCEPTN_TOTALS
- BN WorkCenter > Links > Other Links > Query Viewer > V_BN_VRS_RCN_EE_EXCEPTN_TOTALS
- NavBar > Menu > Reporting Tools > Query > Query Viewer > V_BN_VRS_RCN_EE_EXCEPTN_TOTALS

INPUT / SEARCH CRITERIA:

Year
Month
Business Unit (Optional)

OUTPUT FORMAT:

HTML
Excel

ADDITIONAL INFORMATION:

This query is provided for Agencies that use position funding and must reallocate the VRS billing recon exceptions according to each employee's position funding. The monthly VRS billing recon posts exceptions using Agencies' department deduction budget funding.

The **Year** and **Month** fields are required fields.

Screenshot of the VRS Recon Exceptions Totals Query

V_BN_VRS_RCN_EE_EXCEPTN_TOTALS - VRS Recon Exceptions Totals											
*Year [2025] Q											
*Month [8] Q											
Business Unit [] Q											
View Results											
Download results in: Excel Spreadsheet CSV Text File XML File (1133 kb)											
View All											
Row	Year	Month	Company	Business Unit	Department ID	Employee ID	Name	GL Account	GL Amount		
1	2025		ABC	00000	210504			5011110	1181.51		
2	2025		ABC	00000	210504			5011140	111.35		
3	2025		ABC	00000	210504			5011180	105.69		
4	2025		ABC	00000	210504			5011170	47.18		
5	2025		ABC	00000	220084			5011110	789.38		
6	2025		ABC	00000	220084			5011140	58.39		
7	2025		ABC	00000	220084			5011180	63.52		
8	2025		ABC	00000	220084			5011170	23.89		
9	2025		ABC	00000	220119			5011140	42.68		
10	2025		ABC	00000	220143			5011110	243.08		
11	2025		ABC	00000	220143			5011140	22.91		
12	2025		ABC	00000	220143			5011180	21.74		
13	2025		ABC	00000	220143			5011170	6.71		
14	2025		ABC	00000	220219			5011110	-354.10		
15	2025		ABC	00000	220219			5011140	-33.37		
16	2025		ABC	00000	220219			5011180	-31.68		
17	2025		ABC	00000	220219			5011170	-14.14		
18	2025		ABC	00000	220323			5011110	-395.38		
19	2025		ABC	00000	220323			5011180	-51.68		
20	2025		ABC	00000	220323			5011170	-23.20		
21	2025		ABC	00000	220378			5011140	45.29		
22	2025		ARS	28200	11021			5011110	-61.75		
23	2025		ARS	28200	10071			5011140	-6.55		
24	2025		ARS	28200	10071			5011180	-6.22		
25	2025		ARS	28200	10071			5011170	-2.77		
26	2025		ARS	28200	11102			5011110	-118.82		
27	2025		ARS	28200	11102			5011140	-5.50		
28	2025		ARS	28200	11102			5011180	-0.09		
29	2025		ARS	28200	11102			5011170	-3.60		
30	2025		ARS	28200	11102			5011110	-97.33		
31	2025		ARS	28200	11102			5011140	-6.55		
32	2025		ARS	28200	11102			5011180	-6.22		
33	2025		ARS	28200	11102			5011170	-2.78		
34	2025		ARS	28200	12207			5011110	587.52		
35	2025		ARS	28200	12207			5011140	33.79		
36	2025		ARS	28200	12207			5011180	32.00		



Benefits Reports

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ACA Reconciliation Report (RBN218)

REVISED: 9/1/2026

DESCRIPTION:

This report lists individual health benefit information for Agencies to validate prior to Affordable Care Act (ACA) reporting. Two Lines will display for each participant. The first Line displays the Offer of Coverage Codes (Boxes 14 and 16 on the 1095-C form) and the second Line displays the Months of coverage with a Y/N value.

NAVIGATION PATHS:

- BN WorkCenter > Reports/Processes > Enrollment and Processing Reports > ACA Reconciliation Report
- NavBar > Menu > Benefits > ACA Annual Processing > ACA Preparation > ACA Reconciliation Report

INPUT / SEARCH CRITERIA:

Company
Department
As of Date

OUTPUT FORMAT:

Excel

Screenshot of the ACA Reconciliation Report Run Control Page

The screenshot shows the 'ACA Reconciliation Report' run control page. At the top, there is a header bar with the title 'ACA Reconciliation Report'. Below the header, there is a section for 'Run Control ID' with the value 'ACA_Reconciliation_Report'. To the right of this, there are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below this, there is a section titled 'ACA Reconciliation Report' containing a search form. The search form has three fields: '*Company' (required), 'Department', and 'As Of Date'. Each field has a search icon or a calendar icon. At the bottom of the page, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

ADDITIONAL INFORMATION:

Company field is a required field.



Screenshot of the ACA Reconciliation Report

ACA Recd 2141																																	
Instance = 3780904																																	
Company	Department	FEIN	SSN	Employee	Empl Rec	Last Nam	First Nam	Middle N	Sfx	Seq	ValHC	Dep DOB	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec									
E49	048201000	546001690								0	0.00000	1E/	1E/	1E/	1E/	1E/	1E/	1E/	1H/2A	1H/2A	1H/2A	1H/2A	1H/	1H/2A									
E49	048201000	546001690								0	4788.00000	1E/2C	1E/2C	1E/2C	1E/2C	1E/2C	1E/2C	1E/2C	1H/2A	1H/2A	1H/2A	1H/2A	1H/2A	1H/2A									
E49	048201000	546001690								0	4788.00000	Y	Y	Y	Y	Y	Y	Y	N	N	N	N	N	N									
E49	048201000	546001690								0	9744.00000	1E/2C	1E/2C	1E/2C	1E/2C	1E/2C	1E/2C	1E/2C	1E/2C	1E/2C	1E/2C	1E/2C	1E/2C	1E/2C									
E49	048201000	546001690								0	9744.00000	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y									
E49	048201000	546001690								0	9744.00000	1E/2C	1E/2C	1E/2C	1E/2C	1E/2C	1E/2C	1E/2C	1E/2C	1E/2C	1E/2C	1E/2C	1E/2C	1E/2C									
E49	048201000	546001690								0	9744.00000	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y									
E49	048201000	546001690								0	9318.00000	1E/2C	1E/2C	1E/2C	1E/2C	1E/2C	1E/2C	1E/2C	1E/2C	1E/2C	1E/2C	1E/2C	1E/2C	1E/2C									
E49	048201000	546001690								0	9318.00000	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y									
E49	048201000	546001690								0	0.00000	1E/	1E/	1E/	1E/	1E/	1E/	1E/	1E/	1E/	1E/	1E/	1E/	1E/									
E49	048201000	546001690								0	14736.00000	1E/2C	1E/2C	1E/2C	1E/2C	1E/2C	1E/2C	1E/2C	1E/2C	1E/2C	1E/2C	1E/2C	1E/2C	1E/2C									
E49	048201000	546001690								0	14736.00000	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y									
E49	048201000	546001690								2	0.00000	8/16/1968	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y									
E49	048201000	546001690								0	0.00000	1E/	1E/	1E/	1E/	1E/	1E/	1E/	1E/	1E/	1E/	1E/	1E/	1E/									
E49	048201000	546001690								0	9744.00000	1E/2C	1E/2C	1E/2C	1E/2C	1E/2C	1E/2C	1E/2C	1E/2C	1E/2C	1E/2C	1E/2C	1E/2C	1E/2C									
E49	048201000	546001690								0	9744.00000	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y									
E49	048201000	546001690								0	9744.00000	1E/2C	1E/2C	1E/2C	1E/2C	1E/2C	1E/2C	1E/2C	1E/2C	1E/2C	1E/2C	1E/2C	1E/2C	1E/2C									
E49	048201000	546001690								0	9744.00000	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y									
E49	048201000	546001690								0	25152.00000	1E/2C	1E/2C	1E/2C	1E/2C	1E/2C	1E/2C	1E/2C	1E/2C	1E/2C	1E/2C	1E/2C	1E/2C	1E/2C									
E49	048201000	546001690								0	25152.00000	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y									
E49	048201000	546001690								1	0.00000	9/17/2015	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y									
E49	048201000	546001690								2	0.00000	#####	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y									

Note: For Agencies with 49 or less employees, the employees will receive a 1095-B form. Row 1 for each participant will display "1095B" for each applicable Month instead of Offer of Coverage Codes (screenshot example below).

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1095B	1095B	1095B	1095B	1095B	1095B	1095B	1095B	1095B	1095B	1095B	-/-
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	-/-
1095B	1095B	1095B	1095B	1095B	1095B	1095B	1095B	1095B	1095B	1095B	-/-
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	-/-



Base Benefit Consistency Audit Report (RBN304)

REVISED: 9/1/2026

DESCRIPTION:

This report displays data that has been entered into the benefit plan, employee data, dependent data, or enrollment data pages which does not appear to follow policy or regulations. The identified items could simply require corrections to some data elements or could require enrollment changes.

NAVIGATION PATHS:

- BN WorkCenter > Reports/Processes > Enrollment and Processing Reports > Base Benefits Consistency Audit
- NavBar > Menu > Benefits > Reports > Audits > Base Benefits Consistency Audit

INPUT / SEARCH CRITERIA:

OUTPUT FORMAT:

PDF
CSV

Screenshot of the Base Benefit Consistency Audit Report Run Control Page

Run Control ID	BASE_BEN_CONSISTENCY_AUDIT	Report Manager	Process Monitor	Run
----------------	----------------------------	----------------	-----------------	-----

Report Parameters

☐ Select All Sections

☐ 1 - Employees Less Than 16 Years Old

☐ 2 - People With Unusual Dependents Signed Up For Coverage

☐ 3 - Employee and Spouse (or Other Dependent) Both Electing Health Benefits

☐ 4 - Employees With Over-Age Dependent Coverage

☐ 5 - Health Benefits Participants without SSN

☐ 6 - Health Benefits Participants with invalid SIN

☐ 7 - Dependents who are being covered by more than one Employee in a state sponsored health plan

☐ 8 - Employees w/ health coverage listed as dependents on another employee's state sponsored health plan

☐ 9 - Identify Employees who are covered under more than one state sponsored health plan (Section 9 - OHB Administrators Only)

☐ 10 - Identify Participants set up as Surviving Dependents whose Linked Employee ID is not deceased

☐ 11 - Original Employee/Linked/Surviving Dependent EMPLID Mismatch

☐ 12 - Linked/Surviving Dependent who needs a Linked Original Employee ID set up

☐ 13 - Non-Medicare Ret/Tricare employees covering dependent approaching or past Medicare eligibility

☐ 14 - Non-Medicare Retiree/Tricare employees approaching or past Medicare eligibility date

☐ 15 - Medicare Enrollments outside of Enrollment Window

☐ 16 - Retirees who are incorrectly listed as Group Billed

☐ 17 - Participants set up as Linked Dependents whose Linked Employee ID is Deceased

Save

Add

Update/Display



ADDITIONAL INFORMATION:

There are no required fields for this Report but the user must select the individual sections or all sections to display.

Screenshot of a sample BAS Benefit Consistency Audit Report (Section 1 in PDF)

Report ID: BEN733		PeopleSoft BASE BENEFITS AUDIT REPORT		Page No. 1 Run Date 08/24/2026 Run Time 09:41:21
1 - Employees Less Than 16 Years Old				
Employee Name	Employee ID	Birthdate	Employee Email	

DOE, JOHN		19-DEC-2020		
DOE, JOHN		13-SEP-2011		
DOE, JOHN		20-JAN-2011		
DOE, JOHN		09-NOV-2013		
DOE, JOHN		13-JAN-2014		
DOE, JOHN		21-SEP-2022		
DOE, JOHN		04-JUN-2011		
DOE, JOHN		15-SEP-2015		
DOE, JOHN		01-JUN-2025		
DOE, JOHN		10-AUG-2025		
DOE, JOHN		05-MAR-2020		
DOE, JOHN		16-OCT-2025		
The number of employees that met this criteria is 12.				



BenAdmin Missing Elections Report (RBN045)

REVISED: 9/1/2026

DESCRIPTION:

This report provides information for participants who did not return enrollment statements or enroll in a plan. Report includes sections for participants' phone numbers.

NAVIGATION PATH:

NavBar > Menu > Benefits > Manage Automated Enrollment > Investigate Exceptions > Missing Elections Rpt

INPUT / SEARCH CRITERIA:

Schedule ID

OUTPUT FORMAT:

PDF

Screenshot of the BenAdmin Missing Elections Report Run Control Page

The screenshot shows the 'Missing Elections Rpt' page in the Cardinal HCM system. It features a search section titled 'Find an Existing Value' with a button to 'Add a New Value'. Below this is a 'Search Criteria' section with instructions to enter information and click 'Search'. There are two dropdown menus for 'Recent Searches' and 'Saved Searches'. A 'Run Control ID' section has a dropdown set to 'begins with' and a text input field. A 'Show fewer options' link is present. A 'Case Sensitive' checkbox is unchecked. At the bottom are 'Search' and 'Clear' buttons.

ADDITIONAL INFORMATION:

No Input/Search fields are required fields.

Screenshot of the BenAdmin Missing Elections Report

The screenshot shows the output of the BenAdmin Missing Elections Report. It includes a header with 'Report ID: BAS006', 'PeopleSoft BenAdmin Missing Elections Report', and 'Page No. 1'. The report was run on 05/20/2021 at 13:50:54. The data is presented in a table with columns for Employee Name, Employee ID, Sched ID, BEN Event Pgm Date, Department ID, Department Descr, Loctn ID, Location Descr, and Phone. A single record is shown for Employee ID EM00, BEN Event SNB 11/12/2020, Department 2202, LA, and CENTR.

Employee Name	Employee ID	Sched ID	BEN Event Pgm Date	Department ID	Department Descr	Loctn ID	Location Descr	Phone
	EM00	SNB	11/12/2020	2202	LA	CENTR	CENTR	



BenAdmin Preparation and Election Errors Report (RBN041)

REVISED: 9/1/2026

DESCRIPTION:

This report shows invalid benefit elections, by schedule and event, participants, and their dependents. Report includes errors, such as coverage over the maximum or under the minimum, invalid choices, failure to meet eligibility requirements, etc.

NAVIGATION PATH:

NavBar > Menu > Benefits > Manage Automated Enrollment > Investigate Exceptions > Invalid Elections Rpt

INPUT / SEARCH CRITERIA:

Schedule ID

OUTPUT FORMAT:

PDF

Screenshot of the BenAdmin Preparation and Election Errors Report Run Control Page

← Cardinal HCM

Invalid Elections Report

Run Control ID Invalid_Elections_Rpt

Report Manager Process Monitor Run

Language English

Schedule ID

(Leave blank for all schedules)

Save

Notify

Add

Update/Display

ADDITIONAL INFORMATION:

No Input/Search fields are required fields.



Screenshot of the BenAdmin Preparation and Election Errors Report

PeopleSoft									
Report ID: BAS003					BenAdmin Preparation and Election Errors				
					Page No. 1				
					Run Date 05/20/2021				
					Run Time 13:28:20				
Sched	Employee	ID	Rcd#	Event	Optn	Cost			
ID	ID	ID	ID	ID	ID	ID	Msg-ID	Error Message Description	Message-Data 1/2/3
		0	0	0	0	0	000327	Valid data from various tables (including Job and Pers_Data_Effdt) could not be found in effect as of the Event Date. There are many possible causes for this. Rows existing at the time of this event may have been subsequently deleted. The Event Date may pre-date all effective-dated rows in critical HR tables. If Multiple Jobs is enabled, this can occur if the primary job for this Benefit Record has its Benefit System flag set to something other than (BA) "Benefits Administration", as of	1: 2019-10-26 2: 000 3: MJ
				0	0	0	000327	Valid data from various tables (including Job and Pers_Data_Effdt) could not be found in effect as of the Event Date. There are many possible causes for this. Rows existing at the time of this event may have been subsequently deleted. The Event Date may pre-date all effective-dated rows in critical HR tables. If Multiple Jobs is enabled, this can occur if the primary job for this Benefit Record has its Benefit System flag set to something other than (BA) "Benefits Administration", as of	1: 2019-10-26 2: 000 3: MJ
		0	0	0	0	0	000326	A BAS_PARTIC record exists for the same manual event on the BAS_ACTIVITY record. The BAS_ACTIVITY was not processed and was not deleted. (MSGData1: Empl Rcd No, MSGData2: Event Dt, MSGData3: Event Class)	1: 000 2: 2020-12-14 3: MAR
		0	0	0	0	0	000326	A BAS_PARTIC record exists for the same manual event on the BAS_ACTIVITY record. The BAS_ACTIVITY was not processed and was not deleted. (MSGData1: Empl Rcd No, MSGData2: Event Dt, MSGData3: Event Class)	1: 000 2: 2020-04-30 3: MAR
		0	0	0	0	0	000326	A BAS_PARTIC record exists for the same manual event on the BAS_ACTIVITY record. The BAS_ACTIVITY was not processed and was not deleted. (MSGData1: Empl Rcd No, MSGData2: Event Dt, MSGData3: Event Class)	1: 000 2: 2020-07-21 3: BIR
		0	0	0	0	0	000326	A BAS_PARTIC record exists for the same manual event on the BAS_ACTIVITY record. The BAS_ACTIVITY was not processed and was not deleted. (MSGData1: Empl Rcd No, MSGData2: Event Dt, MSGData3: Event Class)	1: 000 2: 2020-08-04 3: MSA
		0	0	0	0	0	000325	A Primary Job for this Benefit Record does not exist as of the event date of the Bas_Activity trigger row. The Bas_Activity trigger has not been deleted - please ensure that there is a Primary Job in effect for this Benefit Record prior to scheduling events in Event Maintenance again. (MSGData1: BAS Action Source, MSGData2: Event Dt, MSGData3: Event Effseq)	1: TJ 2: 2020-07-01 3: 000
				0	0	0	000325	A Primary Job for this Benefit Record does not exist as of the event date of the Bas_Activity trigger row. The Bas_Activity trigger has not been deleted - please ensure that there is a Primary Job in effect for this Benefit Record prior to scheduling events in Event Maintenance again. (MSGData1: BAS Action Source, MSGData2: Event Dt, MSGData3: Event Effseq)	1: TJ 2: 2020-07-01 3: 000



Benefit Change Compliance Report (RBN337)

REVISED: 9/1/2026

DESCRIPTION:

This report is used by OHB to monitor the compliance of benefit life events.

NAVIGATION PATH:

NavBar > Menu > Benefits > Reports > Audits > Benefit Change Compliance Rpt

INPUT / SEARCH CRITERIA:

Report Mode (radio button): Mid-Year Life Events
or Family Coverage
Business Unit
Benefit Program
Date Range

OUTPUT FORMAT:

PDF

Screenshot of the Benefit Change Compliance Report Run Control Page

← Cardinal HCM

Benefit Change Compliance Rpt

Benefit Compliance Rpt

Run Control ID

Benefit_Change_Compliance_Rpt

Report Manager

Process Monitor

Run

Report Request Parameters

Report Mode:

☒ Mid-Year Life Events

☐ Family Coverage

Business Unit

(Optional)

Benefit Program

(Optional)

*Date Range

Save

Notify

Add

Update/Display

ADDITIONAL INFORMATION:

Date Range fields are required fields.



Screenshot of the Benefit Change Compliance Report

Cardinal		Commonwealth of Virginia		Run Date: 03/15/2022	
Report ID: RBN337		Benefit Change Compliance Report		Run Time: 3:07:17 PM	
				Page No: 1 of 3	
Report Mode:	Mid-Year Life Events				
Business Unit:					
Benefit Program:					
Date Range:	12/01/2021 to 12/31/2021				

Emplid	EmplRcd	Name	Email Address	Event	Date	Source	BU	Company
	0			MAR	12/01/2021	ME	18100	DLI

Field Changed	Old Value	New Value
ELIG_CONFIG2		181001000
ELIG_CONFIG8		12-24
ELIG_CONFIG9		SF-GB
10-COVERAGE_BEGIN_DT		12/01/2021
10-COVERAGE_ELECT		E
10-BENEFIT_PLAN		ACC2
10-COVRG_CD		2
60-COVERAGE_BEGIN_DT		12/01/2021
60-COVERAGE_ELECT		E
60-BENEFIT_PLAN		FLXMED
60-ANNUAL_PLEDGE		1000
60-EMPL_CONTRBUTN_AMT		0

Dependent covered before:			
Name	Relationship	DOB	Disability Indicator

Dependent covered after:			
Name	Relationship	DOB	Disability Indicator
	SP		N



Benefit Contribution Register Report (RBN055)

REVISED: 9/1/2026

DESCRIPTION:

This report summarizes benefit contributions made in payroll by employee and employer for Cardinal Payroll Agencies.

NAVIGATION PATH:

NavBar > Menu > Benefits > Reports > Contributions and Deductions > Benefit Contribution Register

INPUT / SEARCH CRITERIA:

As of Date
Reporting Period

OUTPUT FORMAT:

PDF

Screenshot of the Benefit Contribution Register Report Run Control Page

← Cardinal HCM

Benefit Contribution Register

Run Control ID

Benefit_Contribution_Register

Report Manager

Process Monitor

Run

Language

English

As Of Date

Reporting Period

Save

Notify

Add

Update/Display

ADDITIONAL INFORMATION:

As of Date field is a required field.

Reporting Period options are **Month** or **Quarterly**.



Screenshot of the Benefit Contribution Register Report (Quarterly)

PeopleSoft								
Report ID: BEN003					QUARTERLY BENEFIT CONTRIBUTIONS REGISTER		Page No. 1	
Company: ABC Alcoholic Beverage Control							Run Date 05/20/2021	
As Of Date:12/31/2019							Run Time 16:42:41	
Ben Program Salaried Employee Benefit Pgm								
Plan Type Medical								
Ben Plan ACCO								
Employee Name	Ben Employee Rcd ID	Empl Status	Department ID	Department Name	----- Employee Deductions -----		----- Company Contributions -----	
					This Period	YTD	This Period	YTD
	0	A	226073	Store 073	287.00	3,493.50	1,802.00	18,921.00
	0	A	226319	Store 319	92.00	966.00	687.00	7,213.50
	0	A	300501	Warehouse	211.00	2,215.50	1,229.00	12,904.50
	0	A	180779	EntArch	92.00	804.50	687.00	7,213.50
	0	A	150736	Purchasing	211.00	2,113.50	1,229.00	12,904.50
	0	A	170704	FMS	287.00	2,911.50	1,802.00	18,921.00
	0	A	420707	Tax Audit	211.00	527.50	1,229.00	3,072.50
	0	A	226137	Store 137	92.00	920.00	687.00	6,870.00
	0	A	226263	Store 263	92.00	966.00	687.00	7,213.50
	0	A	226392	Store 392	211.00	949.50	1,229.00	5,530.50
	0	A	226162	Store 162	92.00	966.00	687.00	7,213.50
	0	A	226068	Store 068	92.00	966.00	687.00	7,213.50
	0	A	226243	Store 243	92.00	138.00	687.00	1,030.50
	0	A	226075	Store 075	92.00	874.00	687.00	6,526.50
	0	A	226232	Store 232	92.00	966.00	687.00	7,213.50
	0	A	180779	EntArch	287.00	3,013.50	1,802.00	18,921.00
	0	A	210504	Ret Ops	92.00	594.50	687.00	5,799.50
	0	A	410806	Cent Offc	211.00	2,215.50	1,229.00	12,904.50



Benefit Eligibility Audits (RBN301)
Dependent Waiting Approval
Retired, Tricare and TLC Employees Approaching 65
Dependent of Retirees/Tricare, TLC employees Approaching 65
Dependent Child Approaching 26
Disabled Over-Age Dependent Child

REVISED: 9/1/2026

DESCRIPTION:

The Benefit Eligibility Audits contains five reports that may be run individually or at the same time, based on the checkboxes selected in the Process Request Parameters.

This group of reports lists employees and associated dependents approaching an age-related milestone that requires health care enrollment changes to remain compliant with policy. Some of the reports also identifies outstanding approvals for new dependents and disabled dependents that may need to be re-certified as disabled.

NAVIGATION PATHS:

- BN WorkCenter > Reports/Processes > Enrollment and Processing Reports > Benefit Eligibility Audits
- NavBar > Menu > Benefits > Reports > Audits > Benefit Eligibility Audits

INPUT / SEARCH CRITERIA:

Company (Leave Blank for All)
Report Type Parameter (checkboxes)

OUTPUT FORMAT:

PDF

Screenshot of the Benefit Eligibility Audits Report Run Control Page

The screenshot shows the 'Benefit Eligibility Audits' report run control page. At the top, there is a title bar with the text 'Benefit Eligibility Audits'. Below this, there is a section for 'Run Control ID' with the value 'Benefit_Eligibility_Audits'. To the right of this, there are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below this, there is a section for 'Process Request Parameter(s)'. This section contains a search box for 'Company (Leave Blank for All)' with a magnifying glass icon. Below the search box, there are five checkboxes for different report types: 'Dependent Waiting Approval', 'Retired, Tricare and TLC Employees Approaching 65', 'Dependent of Retirees/Tricare, TLC employees Approaching 65', 'Dependent Child Approaching 26', and 'Disabled Over-Age Dependent Child'. At the bottom of the page, there are four buttons: 'Save', 'Notify', 'Add', and 'Update/Display'.



ADDITIONAL INFORMATION:

A Report Type **Parameter** field is a required field. There are two additional required fields, the **From Date** and **To Date** fields, for only the **Dependent Child Approaching 26** option. There is also a **Days until 65** required field for the **Retired, Tricare and TLC Employees Approaching 65** and **Dependent of Retirees, Tricare, TLC employees Approaching 65** options.

Screenshot of the Dependent Waiting Approval Report

Dependent Waiting Approval													
Company	Employee ID	Ben Record	Last Name	First Name	Middle Name	Depend/Benef	Dep Last	Dep First	Dep Middle	DEP DOB	Relation	Disabl ed	Ef
ABC		1			L	01			Troy		SP	N	4/
ABC		1			L	02					C	N	4/
ABC		1			L	03					C	N	4/
ABC		0				03			Lee		SP	N	5/
ABC		0			D	01					SP	N	5/
ABC		0				01					SP	N	5/
ABC		0				02			Marie		C	N	5/

Screenshot of the Dependent Waiting Approval Report (scrolled right)

Effective Date	Disabled As of Date	Medicare Date	Address 1	Address 2	City	State	Postal	Email Address	Email Type	Benefit Group	Unit	Dept ID	Audit Reason
4/25/2022					PORTSMOUTH	VA	23704-2232		PERS	999001000	99900	226311	Documentation Approval
4/25/2022					PORTSMOUTH	VA	23704-2232		PERS	999001000	99900	226311	Documentation Approval
4/25/2022					PORTSMOUTH	VA	23704-2232		PERS	999001000	99900	226311	Documentation Approval
5/12/2022					Sandston	VA	23150-2323		PERS	999001000	99900	410830	Documentation Approval
5/16/2022	5/16/2022				SUFFOLK	VA	23434-7294		PERS	999001000	99900	226413	Documentation Approval
5/11/2022					Richmond	VA	23235-1504		PERS	999001000	99900	190498	Documentation Approval
5/11/2022					Richmond	VA	23235-1504		PERS	999001000	99900	190498	Documentation Approval

Screenshot of the Retired, Tricare and TLC Employees Approaching 65 Report

Retired Employees Approaching 65													
Company	Employee ID	Ben Record	Last Name	First Name	Middle Name	Birthdate	Address 1	Address 2	City	State	Postal	Email Address	Audit Reason
AES		0			L				BRODNAX	VA	23920-3356		Participant Approaching Medicare Eligibility
B48		0			B				WYTHEVILLE	VA	24382-5039		Participant Approaching Medicare Eligibility
B48		0			M				WYTHEVILLE	VA	24382-4954		Participant Approaching Medicare Eligibility
CWM		0			W				ALBUQUERQUE	PA	15001-9999		Participant Approaching Medicare Eligibility
CWM		0			L				WILLIAMSBURG	VA	23185-3943		Participant Approaching Medicare Eligibility
D83		0			D				BURGESS	VA	22432-2103		Participant Approaching Medicare Eligibility
E01		0			L				LAWRENCEVILLE	VA	23868-3430		Participant Approaching Medicare Eligibility



Screenshot of the Dependent of Retirees/Tricare, TLC employees Approaching 65 Report

Dependent of Retiree Approaching 65										
Company	Employee ID	Ben Record	Last Name	First Name	Middle Name	Email Address	Email Type	Benefit Group	Depend/ Benef	Dep Last
AES		0			L		BUSN	007108000	01	
D83		0					BUSN	048213000	02	
E01		0			H		BUSN	048005000	04	
E02		0			S		BUSN	048009000	01	
E04		0			J		BUSN	048019000	01	
E04		0			S		BUSN	048019000	01	
E04		0			L		BUSN	048019000	02	

Screenshot of the Dependent of Retirees/Tricare, TLC employees Approaching 65 Report (scrolled right)

Dep First	Dep Middle	Relation	DEP DOB	Benefit Plan	Covrg Cd	Dep Address 1	Dep Address 2	Dep City	Dep State	Dep Postal	Unit	Dept ID	Audit Reason
	R	SP		ACC5	2			BRODNAX	VA	23920-3356	22900	99999	Dependent
		SP		378F09	4			WHITE STONE	VA	22578-1027	LOCAL	048213000	Dependent
		SP		005F05	4			LAWRENCEVILLE	VA	23868-2605	LOCAL	048005000	Approaching
	E	SP		008F03	2			NEW CASTLE	VA	24127-6518	LOCAL	048009000	Approaching
	H	SP		017F05	2			HILLSVILLE	VA	24343-4208	LOCAL	048019000	Approaching
	A	SP		017F05	2			CANA	VA	24317-5007	LOCAL	048019000	Approaching
	E	SP		017P05	2			HILLSVILLE	VA	24343-7506	LOCAL	048019000	Approaching

Screenshot of the Dependent Child Approaching 26 Report

Dependent Child Approaching 26													
Company	Employee ID	Ben Record	Last Name	First Name	Middle Name	Email Address	Email Type	Benefit Group	Depend/ Benef	Dep Last	Dep First	Dep Middle	DEP DOB
ARS		0			D		BUSN	262001000	04			A	
CNU		0			ANTHONY		BUSN	242001000	01				
DGS		0			E		BUSN	194010000	01			K	
DJJ		0			K		BUSN	777001000	09			E	
DJJ		0			D		BUSN	777712000	01			K	
DMV		0			L		BUSN	154001000	01			L	



Screenshot of the Dependent Child Approaching 26 Report (scrolled right)

IB	Relation	Benefit Plan	Covrg Cd	Dep Address 1	Dep Address 2	Dep City	Dep State	Dep Postal	Unit	Dept ID	Audit Reason
6	C	ACC0	4			STUARTS DRAFT	VA	24477-2514	26200	30015	Dependent Approaching 26 – Loss of Eligibility after 12/31
6	C	ACC4	4			NEWPORT NEWS	VA	23807-5234	24200	85140	Dependent Approaching 26 – Loss of Eligibility after 12/31
6	C	ACC4	4			MIDLOTHIAN	VA	23112-4132	19400	194201	Dependent Approaching 26 – Loss of Eligibility after 12/31
6	C	ACC4	4			NORTH CHESTERFIELD	VA	23225-7434	77700	50001	Dependent Approaching 26 – Loss of Eligibility after 12/31
6	C	ACC2	4			AMELIA COURT HOUSE	VA	23002-2006	77700	50712	Dependent Approaching 26 – Loss of Eligibility after 12/31
6	C	ACC3	4			LEXINGTON	VA	24450-3358	15400	31KD0	Dependent Approaching 26 – Loss of Eligibility after 12/31

Screenshot of the Disabled Over-Age Dependent Child Report

Disabled Over-Age Dependent Child									
Company	Employee ID	Ben Record	Last Name	First Name	Middle Name	Email Address	Email Type	Benefit Group	
ABC		0			R		PERS	999001000	0
ABC		0			A		PERS	999001000	0
AES		0			J		BUSN	229102000	0
AES		0			H		BUSN	229102000	0
ARS		0			F		BUSN	262001000	0
CCV		0			R		BUSN	113001000	0



Screenshot of the Disabled Over-Age Dependent Child Report (scrolled right)

Depend/ Benef	Dep Last	Dep First	Dep Middle	DEP DOB	Relation	Benefit Plan	Covrg Cd	Unit	Dept ID	Audit Reason
02			D		C	ACC5	4	99900	226334	Employee has Over-Age Disabled Dependent
02			G		C	ACC2	3	99900	180786	Employee has Over-Age Disabled Dependent
02			S		C	ACC2	4	22900	044000	Employee has Over-Age Disabled Dependent
02			J		C	ACC2	4	22900	044000	Employee has Over-Age Disabled Dependent
01			P		C	ACC4	3	26200	14309	Employee has Over-Age Disabled Dependent
03			L		C	ACC5	4	11300	10000	Employee has Over-Age Disabled Dependent



Benefit Enrollment Changes Report (RBN287)

REVISED: 9/1/2026

DESCRIPTION:

This report lists all employees who enrolled in benefits or made changes to existing benefits within a specific date range.

NAVIGATION PATH:

NavBar > Menu > Benefits > Reports > Benefit Enrollment Changes

INPUT / SEARCH CRITERIA:

From Date
To Date
Plan Type (s)
Company (s)

OUTPUT FORMAT:

PDF

Screenshot of the Benefit Enrollment Changes Report Run Control Page

← Cardinal HCM

Benefit Enrollment Changes

Benefit Enrollment Changes

Run Control ID

Benefit_Enrollment_Changes

Report Manager

Process Monitor

Run

Run Control Parameters

Employee ID

Q

*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

☐ Premium Reward

☐ Flex Spending Admin Fee

Q

<

>

1-1 of 1

>

>

|

View All

	Company	Description		
1	Q		+	-

Save

Notify

Add

Update/Display



ADDITIONAL INFORMATION:

From Date and **To Date** fields are required fields. At least one **Plan Type** must be selected.

Screenshot of the Benefit Enrollment Changes Report


Report ID: RBN287

Commonwealth of Virginia

BENEFIT ENROLLMENT CHANGES REPORT

Run Date: 05/24/2021
Run Time: 04:27 00

COMPANY: A02 - King William County - County

PLAN TYPE(S): 10, 46, 49, 60, 61, 70, 4W, 7Z, 7W, 7Y, 7X, AY, AZ

From Date: 01/01/2021 - To Date: 04/30/2021

Page No. 1 of 53488

EMPLID	BEN	RCD	NAME	PLAN	BENEFIT	DATE OF	FIELD	PRIOR	CURRENT
	VALUE			TYPE	PLAN	ACTION	CHANGED	VALUE	VALUE
	0			10	002KA500C	01/13/2021	Coverage Begin Date	09/01/2018	12/01/2020
	0			10	002KA500C	01/13/2021	Coverage Code	Family	EE+Spouse
	0			10	002KA500C	01/13/2021	Coverage Elect Date	08/04/2020	01/13/2021



Benefit Event Statistical Report (RBN295)

REVISED: 9/1/2026

DESCRIPTION:

This report summarizes counts of benefit events by election source (e.g., Benefits Administrator, self-service, or none) within a specified period of time.

NAVIGATION PATH:

NavBar > Menu > Benefits > Manage Automated Enrollment > Review Processing Results > Benefit Event Statistical Rpt

INPUT / SEARCH CRITERIA:

Event Date From
Event Date To

OUTPUT FORMAT:

PDF

Screenshot of the Benefit Event Statistical Report Run Control Page

← Cardinal HCM

Benefit Event Statistical Rpt

Benefit Event Statistical Rpt

Run Control ID

Benefit_Event_Statistical_Rpt

Report Manager

Process Monitor

Run

Report Request Parameters

*Event Date (From)

*Event Date (To)

Save

Notify

Add

Update/Display

ADDITIONAL INFORMATION:

Event Date (From) and Event Date (To) field are required fields.



Screenshot of the Benefit Event Statistical Report

01/01/2020 - 05/26/2021		Benefit Event Statistical Report																							
		Count	January Percent	Count	February Percent	Count	March Percent	Count	April Percent	Count	May Percent	Count	June Percent	Count	July Percent	Count	August Percent	Count	September Percent	Count	October Percent	Count	November Percent	Count	December Percent
Covered Child Lost Eligibility		0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	3.3%	0	0.0%	0	0.9%	2	2.3%	2	2.5%	2	2.8%	2	2.2%	0	0.0%
	None Entered	0		0		0		0		0		0		0				1		1		1		0	
	BA Entry	0		0		0		0		0		0		0		1		2		1		1		0	
Address Change		0	0.0%	1	5.9%	1	8.3%	9	20.5%	2	3.3%	1	1.3%	8	7.5%	3	3.4%	0	0.0%	0	0.0%	1	1.1%	0	0.0%
	None Entered	0		0		0		0		1		0		2		0		0		0		0		0	
	BA Entry	0		1		0		8		1		1		6		3		0		0		1		0	
Benefits Change (OHB Only)		15	18.1%	2	11.8%	2	16.7%	1	2.3%	2	3.3%	1	1.3%	21	19.8%	5	5.7%	15	18.5%	3	4.2%	6	6.7%	5	8.5%
	None Entered	1		1		1		1		0		0		3		0		1		2		2		1	
	BA Entry	14		1		1		0		2		1		18		5		14		1		4		4	
Birth or Adoption		4	4.8%	0	0.0%	1	8.3%	2	4.5%	5	8.3%	4	5.0%	6	5.7%	9	10.2%	12	14.8%	11	15.3%	20	22.2%	5	8.5%
	None Entered	0		0		1		3		1		4		2		1		5		6		2		0	
	BA Entry	2		0		1		2		3		3		4		7		5		3		17		5	
Death of Child		0	0.0%	0	0.0%	0	0.0%	1	2.3%	1	1.7%	0	0.0%	0	0.0%	3	3.4%	1	1.2%	0	0.0%	0	0.0%	0	0.0%
	None Entered	0		0		0		1		0		0		0		0		0		0		0		0	
	BA Entry	0		0		0		0		1		0		0		3		1		0		0		0	
Dpndnt Gained Eligibility w/ER		0	0.0%	0	0.0%	0	0.0%	0	0.0%	1	1.7%	0	0.0%	0	0.0%	3	3.4%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
	None Entered	0		0		0		0		0		0		0		2		0		0		0		0	
	BA Entry	0		0		0		0		0		0		0		0		0		0		0		0	
Divorce		2	2.4%	1	5.9%	0	0.0%	1	2.3%	1	1.7%	5	6.3%	4	3.8%	2	2.3%	4	4.9%	11	15.3%	3	3.3%	3	5.1%
	None Entered	0		0		0		0		0		1		1		1		1		7		0		0	
	BA Entry	1		0		0		1		1		4		3		0		3		4		3		0	
Dpndnt Lost Eligibility w/ER		0	0.0%	0	0.0%	0	0.0%	0	0.0%	1	1.7%	0	0.0%	1	0.9%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
	None Entered	0		0		0		0		0		0		0		0		0		0		0		0	
	BA Entry	0		0		0		0		0		0		0		0		0		0		0		0	
Death of Spouse		1	1.2%	0	0.0%	0	0.0%	0	0.0%	1	1.7%	0	0.0%	2	1.9%	2	2.3%	1	1.2%	1	1.4%	3	3.3%	2	3.4%
	None Entered	0		0		0		0		0		0		0		0		0		0		0		0	
	BA Entry	1		0		0		0		1		0		2		2		1		1		3		2	
Deceased EE w/Covered Dpndnts		0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	1	1.3%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
	None Entered	0		0		0		0		0		1		0		0		0		0		0		0	
	BA Entry	0		0		0		0		0		0		0		0		0		0		0		0	
Elig Config Change		5	6.0%	0	0.0%	2	16.7%	1	2.3%	1	1.7%	2	2.5%	7	6.6%	2	2.3%	4	4.9%	0	0.0%	13	14.4%	14	23.7%
	None Entered	2		0		1		0		0		1		2		1		0		0		12		9	
	BA Entry	3		0		2		0		1		0		5		1		4		0		1		5	
Failure to Pay Premium		0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	1	0.9%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
	None Entered	0		0		0		0		0		0		0		0		0		0		0		0	
	BA Entry	0		0		0		0		0		0		0		0		0		0		0		0	
Family Status Change		2	2.4%	1	5.9%	0	0.0%	2	4.5%	3	5.0%	3	3.8%	4	3.8%	2	2.3%	1	1.2%	0	0.0%	2	2.2%	0	0.0%
	None Entered	0		0		1		0		2		0		0		1		0		0		0		0	
	BA Entry	2		1		0		3		1		0		4		1		0		0		2		0	
Dependent Care Cost/Covrg Chg		5	6.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	1	0.9%	1	1.1%	1	1.2%	0	0.0%	0	0.0%	0	0.0%
	None Entered	0		0		0		0		0		0		0		1		0		0		0		0	
	BA Entry	5		0		0		0		0		0		0		0		1		0		0		0	
Gain Eligibility Medicare/aid		0	0.0%	0	0.0%	0	0.0%	2	4.5%	3	5.0%	0	0.0%	1	0.9%	1	1.1%	0	0.0%	1	1.4%	2	2.2%	0	0.0%
	None Entered	0		0		0		1		2		0		0		1		0		1		2		0	
	BA Entry	0		0		0		0		1		0		0		0		0		0		0		0	



Benefit Event Status Report (RBN300)

REVISED: 9/1/2026

DESCRIPTION:

This report lists all participants in a particular process status or set of status levels.

NAVIGATION PATH:

NavBar > Menu > Benefits > Manage Automated Enrollment > Investigate Exceptions > Benefit Event Status Report

INPUT / SEARCH CRITERIA:

Schedule ID
From Date
To Date
Event Status
Display Message Date (checkbox)
Process Status to Include (checkboxes)

OUTPUT FORMAT:

PDF

Screenshot of the Benefit Event Status Report Run Control Page

← Cardinal HCM

Benefit Event Status Report

Benefit Event Status Report

Run Control ID: Benefit_Status_Event_Report

Report Manager Process Monitor Run

Language: English

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

☐ 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



ADDITIONAL INFORMATION:

From Date and **To Date** fields are required fields.

Screenshot of the Benefit Event Status Report

Report ID: VBNR0300		PeopleSoft Benefit Event Status Report								Page No. 1 Run Date 05/25/2021 Run Time 13:43:33	
Process Status	Employee ID	Employee Name	Schedule ID	Event ID	Event Date	Event Class	Event Status	Process Indicator	Benefit Program		
=====											
AE			EM00	1	07/01/2020	HIR	O	N	N		
AE			EM00	1	09/30/2020	RET	O	N	N		
AE			EM00	1	06/29/2020	HIR	O	N	N		
AE			EM00	1	07/01/2020	HIR	O	N	N		



Cardinal Enrollment Report (RBN350)

REVISED: 9/1/2026

DESCRIPTION:

This report provides employee benefit enrollment information including health, FSA, premium reward, and medical premiums. The report includes employees who are active, on paid or unpaid leave, and who are suspended. Terminated employees remain on the report for 90 days from date of termination. Employees who are enrolled in COBRA also appear on this report.

NAVIGATION PATHS:

- BN WorkCenter > Reports/Processes > Enrollment and Processing Reports > Cardinal Enrollment Report
- NavBar > Menu > Benefits > Reports > Cardinal Enrollment

INPUT / SEARCH CRITERIA:

As of Date
Business Unit (Optional)
Company (Optional)

OUTPUT FORMAT:

Excel

Screenshot of the Cardinal Enrollment Report Run Control Page

The screenshot shows the 'Cardinal Enrollment Report' run control interface. At the top, the title 'Cardinal Enrollment Report' is displayed. Below it, the 'Run Control ID' is 'Cardinal_Enrollment_Rpt'. To the right are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. The 'Run Control Parameters' section contains three input fields: '*As Of Date' with a calendar icon, 'Business Unit (Optional)' with a search icon, and 'Company (Optional)' with a search icon. At the bottom left is a 'Save' button, and at the bottom right are 'Add' and 'Update/Display' buttons.

ADDITIONAL INFORMATION:

The **As of Date** is the only required field; however, it is suggested that the user enter other **Run Control Parameters**.



Screenshot of the Cardinal Enrollment Report

Cardinal Enrollment Report																			
Process Instance: 1748814																			
Process Run Date: 7/26/2022																			
Process AsOfDate: 7/1/2022																			
Process Business Unit:																			
Process Company: BBE																			
Employee	Last Name Suffix	First Name MI	Birthdate	Sex	SSN	Business U Com	Status/BP	Coverage	Benefit Plz Descr	Coverage I	Coverage I	Employer I	Employee	PRW Rate	PRW Bene	PRW Cove	HFSA Annu	HFSA Dedu	HFSA
				M		23300 BBE	COVA 100' W			1/1/2014		0	0	0			0	0	
				F		23300 BBE	COVA FT E E	ACC1	COVACr+Prev Den+Out-of-ntwk	Family	7/1/2021	1859	346	0			0	0	
				F		23300 BBE	COVA FT E E	ACC5	COVA+ExDen+Out-of-ntwk+Vs&Hr	Single	7/1/2021	709	166	0			2400	0	7/
				F		23300 BBE	COVA FT E E	ACC0	COVA Care + Prev Dental	Self + Spoc	7/1/2021	1268	217	0			1200	0	7/
				F		23300 BBE	COVA FT E E	ACC5	COVA+ExDen+Out-of-ntwk+Vs&Hr	Self + Chilc	7/1/2021	1268	350	0			0	0	
				F		23300 BBE	COVA FT E E	ACC4	COVA Cr+Exp Den+Vision&Hrng	Single	7/1/2021	709	148	0			0	0	
				F		23300 BBE	COVA FT E E	ACC5	COVA+ExDen+Out-of-ntwk+Vs&Hr	Single	7/1/2021	709	166	0			0	0	
				F		23300 BBE	COVA FT E E	ACC2	COVA Care + Expanded Dental	Self + Chilc	7/1/2022	1268	280	0			0	0	

Screenshot of the Cardinal Enrollment Report (scrolled right)

bedu	HFSA Cove	HFSA Cove	DCFSA Anr	DCFSA Dec	DCFSA Cov	DCFSA Cov	Pay Code	Address	City	State	Zip	Phone	Email Addr	Empl Statu	Last Date	Expected	Continuous	State Service Dt	Org Start Dt	Linked Em	Termination
0			0	0			24			VA	23225-116			Active				12/16/1994	12/16/1994		
0			0	0			24			VA	23221-113			Active				12/1/1995	12/1/1995		
0	7/1/2022		0	0			24			VA	23222-252			Active				10/4/2002	10/4/2002		
0	7/1/2022		0	0			24			VA	23069-184			Active				6/1/2001	6/1/2001		
0			0	0			24			VA	23086-365			Active				12/5/2005	12/5/2005		
0			0	0			24			VA	23005-208			Active				6/10/2006	6/10/2006		
0			0	0			24			VA	23294-643			Active				4/22/2013	4/22/2013		
0			0	0			24			VA	23223-17C			Active				3/31/2021	3/31/2021		



Combined Virginia Campaign Deductions Report (RPY454)

REVISED: 9/1/2026

DESCRIPTION:

This is a report of extract audits for semi-monthly outbound vendor file to Combined Virginia Campaign (CVC) deductions. Report is grouped by Non-paid Adjustment Amounts, Negative Amounts, all other Remittance File Detail amounts, and a summary of amounts by company.

NAVIGATION PATH:

NavBar > Menu > Benefits > Reports > CVC Deduction Report

INPUT / SEARCH CRITERIA:

Company
From Check Date
To Check Date
Run to CSV (checkbox)

OUTPUT FORMAT:

PDF
CSV

Screenshot of the Combined Virginia Campaign Deductions Report Run Control Page

The screenshot shows the 'CVC Deduction Report' run control page. At the top, there is a navigation bar with a back arrow and 'Cardinal HCM' on the left, and 'CVC Deduction Report' on the right. Below the navigation bar, the 'Run Control ID' is 'CVC_Deduction_Report'. To the right of the ID are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. The main section is titled 'Process Request Parameter(s)'. It contains a form with the following fields: 'Company (Leave Blank for All)' with a search icon, '*From Check Date' with a calendar icon, and '*To Check Date' with a calendar icon. There is also a checkbox labeled 'Run To CSV'. At the bottom left is a 'Save' button, and at the bottom right are 'Add' and 'Update/Display' buttons.

Run Control ID	CVC_Deduction_Report	Report Manager	Process Monitor	Run
Process Request Parameter(s)				
Company (Leave Blank for All)				
*From Check Date				
*To Check Date				
☐ Run To CSV				
Save	Add			Update/Display

ADDITIONAL INFORMATION:

From Check Date and To Check Date fields are required fields.



Screenshot of the Combined Virginia Campaign Deductions Report

 Report ID: RPY454		Commonwealth of Virginia COMBINED VIRGINIA CAMPAIGN DEDUCTIONS FOR CHECKS DATED 10/01/2019 - 12/31/2019		Run Date: 08/23/2021 Run Time: 02:32 00	
Company: ABC - Alcoholic Beverage Control				Page No. 1 of 23	
CHECK_DT	EMPLID	NAME	DEDCD	EE A/T	
16-DEC-2019			CVC	0.55	
16-DEC-2019			CVC	5.00	
16-DEC-2019			CVC	16.67	
Check Date Total:				22.22	
31-DEC-2019			CVC	0.55	
31-DEC-2019			CVC	5.00	
31-DEC-2019			CVC	16.67	
Check Date Total:				22.22	
Company Total:				44.44	



Confirmation Statement (RBN037)

REVISED: 9/1/2026

DESCRIPTION:

This report is a confirmation statement of the elections that the employee has selected for Health, FSA, and Premium Rewards. Report lists the selected plans, costs, and dependents covered.

NAVIGATION PATH:

BN WorkCenter > Links > Enrollment Administration > Review Employee Statements

INPUT / SEARCH CRITERIA:

Employee ID

OUTPUT FORMAT:

PDF

ADDITIONAL INFORMATION:

Employee ID field is a required field.

Screenshot of the Confirmation Statement Report

Dept of Labor and Industry Salaried Employee Benefit Pgm	CONFIRMATION OF 2025 ELECTIONS COVA OPEN ENROLLMENT JULY 2025 Statement Issue Date: 05/28/2025		
JOHN DOE	Employee ID:		
This statement confirms your recent benefit elections. These coverages will remain in effect until you experience a change in family status or in your employment situation. If an error has been made in recording your elections, please contact your benefits administrator. Please keep a copy of this form for your records.			
PERSONAL INFORMATION			
Home Address			
Email Address			
ELECTION SUMMARY			
Benefit	Coverage	Coverage Begin Date	Your Cost Annually
COVA Cr+Exp Den+Vision&Hmg	Family	07/01/2022	\$ 5,784.00
Flex Spending Medical	Waive	07/01/2025	\$ 0.00
Flex Spending Dependent Care	Waive	07/01/2025	\$ 0.00
Flex Spending Admin Fee	Waive	07/01/2022	\$ 0.00
HEALTH DEPENDENTS			
Name	Date of Birth	Relationship	Dependent Approval Status
JEREMY DOE		Child	Approved Dependent
JO DOE		Child	Approved Dependent



COBRA Event Summary Report (RBN168)

REVISED: 9/1/2026

DESCRIPTION:

This report provides data about COBRA beneficiaries at the Event Level. The report lists all employees to whom a COBRA event has occurred. The qualified status indicates whether the event is Qualified (QL), Not Qualified (NQ), Not qualified/duplicate (ND) or Qualify Error (QE).

NAVIGATION PATH:

NavBar > Menu > Benefits > Administer COBRA Benefits > Review Processing Results > Event Summary Report

INPUT / SEARCH CRITERIA:

From Date
Thru Date
Sort Report By

OUTPUT FORMAT:

PDF

Screenshot of the COBRA Event Summary Report Run Control Page

The screenshot shows the 'COBRA Event Summary Report' run control page. At the top, there is a navigation bar with a back arrow and 'Cardinal HCM' on the left, and the report title 'COBRA Event Summary Report' on the right. Below the navigation bar, the 'Run Control ID' is 'Event_Summary_Report'. To the right of this are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. A horizontal line separates this section from the input fields below. The input fields include 'From Date' and 'Thru Date', each with a calendar icon, and a 'Sort Report By' dropdown menu currently set to 'EmplId'. At the bottom of the form, there are four buttons: 'Save', 'Notify', 'Add', and 'Update/Display'.

ADDITIONAL INFORMATION:

No Input/Search fields are required fields.



Screenshot of the COBRA Event Summary Report

PeopleSoft COBRA EVENT REPORT									
Report ID: CBR005								Page No. 1	
For the period 01/01/2021 through 04/30/2021								Run Date 05/24/2021	
								Run Time 13:17:53	
Employee Id	Name	Ben Rcd#	COBRA Event ID	COBRA Event Class	COBRA Event Date	COBRA Process Status	COBRA Qualified Status	BAS Data Change	COBRA Event Conflict
		0	2	DIV	01/01/2021	Closed	Not Qual	N	N
		0	1	OVG	01/01/2021	Open	Qualified	N	N
		0	1	OVG	01/01/2021	Open	Qualified	N	N
		0	1	OVG	02/01/2021	Open	Qualified	N	N
		0	1	TER	01/13/2021	Open	Qualified	N	N
		0	1	DIV	02/01/2021	Open	Qualified	N	N
		0	1	TER	02/01/2021	Open	Qualified	N	N
		0	1	OVG	01/01/2021	Open	Qualified	N	N
		3	1	OVG	02/01/2021	Open	Qualified	N	N
		0	1	OVG	01/01/2021	Open	Qualified	N	N
		0	1	TER	01/05/2021	Closed	Not Qual	N	N
		0	1	OVG	02/01/2021	Open	Qualified	N	N
		0	1	TER	02/01/2021	Open	Qualified	N	N
		0	2	TER	02/01/2021	Open	Qualified	N	N
		0	1	OVG	02/01/2021	Open	Qualified	N	N



Screenshot of a sample DC Upload Details Report

ReportCatalogSample_AE_V_BN377_RPT_4375873_DC_UPLOAD_DETAILS_REPORT... - Saved to this PC

Search

FileHomeInsertDrawPage LayoutFormulasDataReviewViewAutomateDeveloperHelp

CommentsShare

AutoSaveOff

<



Defined Contribution Elections Upload Error Report (RHR148)

REVISED: 9/1/2026

DESCRIPTION:

This report lists employees on the monthly Defined Contributions Upload file whose defined contribution changes were not loaded to Cardinal. Report includes the applicable error/warning message and enrollment information necessary to allow manual entry into Cardinal.

NAVIGATION PATHS:

- BN WorkCenter > Reports/Processes > Enrollment and Processing Reports > DC Upload Error Report
- NavBar > Menu > Benefits > Reports > DC Upload Error Report

INPUT / SEARCH CRITERIA:

Effective Date (1st Of The Month)
State Payroll Office Totals (checkbox)
Company

OUTPUT FORMAT:

PDF

Screenshot of the Defined Contribution Elections Upload Error Report Run Control Page

DC Upload Err Rpt

Run Control ID

DC_Upload_Error_Rpt

Report Manager

Process Monitor

Run

Process Request Parameters

*From Date

To Date

☐ State Payroll Office Totals

<

>

1-1 of 1

<

>

View All

	Company	Description		
1			+	-

Save

Add

Update/Display

ADDITIONAL INFORMATION:

Effective Date field is a required field.

Rev 9/1/2026

Page 70 of 106



Screenshot of the Defined Contribution Elections Upload Error Report



Report ID: RHR148

Commonwealth of Virginia

DEFINED CONTRIBUTION ELECTIONS UPLOAD ERROR REPORT

Run Date: 02/02/2024

Run Time: 01:14 00

EFFECTIVE DATE - 01/01/2024

FROM DATE: 01/01/2024 TO DATE: 01/31/2024

Page No. 1 of 3

<u>CMP</u>	<u>EMPLID</u>	<u>NAME</u>	<u>BEN</u> <u>PLAN</u>	<u>COVG</u> <u>ELCT</u>	<u>PRE-TAX</u> <u>AMOUNT</u>	<u>POST-TAX</u> <u>AMOUNT</u>	<u>EFF</u> <u>DATE</u>	<u>PLN</u> <u>TYP</u>	<u>MNTH-PAYS</u>	<u>ERR</u> <u>TYP</u>	<u>ERROR</u> <u>MSG</u>
BUC				E	20.00	0.00	01/01/2024	49		I	ERROR: Employee Status Terminated
BUC				E	20.00	0.00	01/01/2024	49		I	The Company associated with the Employee in the file is different from PS_JOB
CBR			457P24	W	0.00	0.00	01/01/2024	49	12-24	N	Enrollment received for 0.00 Deferred Comp Deduction, but employee not currently enrolled in Cardinal.
DJJ			457P24	E	50.00	0.00	01/01/2024	49	12-24	N	Processing Note: Loaded Using SSN. EMPLID not on vendor file.
DJJ				W	0.00	0.00	01/01/2024	49		I	The Company associated with the Employee in the file is different from PS_JOB
DJJ				W	0.00	0.00	01/01/2024	49		I	ERROR: Employee Status Terminated
DJJ				W	0.00	0.00	01/01/2024	49		I	The Company associated with the Employee in the file is different from PS_JOB
DJJ				W	0.00	0.00	01/01/2024	49		I	ERROR: Employee Status Terminated
DJJ				E	20.00	0.00	01/01/2024	49		I	ERROR: Employee Status Terminated
DJJ				E	20.00	0.00	01/01/2024	49		I	The Company associated with the Employee in the file is different from PS_JOB



Dependent/Beneficiary Audit Report (RBN056, BEN734)

REVISED: 9/1/2026

DESCRIPTION:

This report lists employees not compliant with court-ordered dependent benefit coverage or minimum spousal coverage.

NAVIGATION PATH:

NavBar > Menu > Benefits > Reports > Audits > Court Ordered Coverage Audit

INPUT / SEARCH CRITERIA:

As of Date
Plan Type (checkboxes)
Audit Type (checkboxes)

OUTPUT FORMAT:

PDF

Screenshot of the Dependent/Beneficiary Rider Audit Report Run Control Page

← Cardinal HCM

Court Ordered Coverage Audit

Run Control ID Court_Ordered_Coverage_Audit

Report Manager Process Monitor

Run

Language English

As Of Date

Plan Type

☒ Health ☒ Life ☒ Savings ☒ Pension

Audit Type

☒ Missing Elections ☒ Uncovered Individuals ☒ Spousal Allocation

Save

Notify

Add

Update/Display

ADDITIONAL INFORMATION:

No Input/Search fields are required fields.



Screenshot of the Dependent/Beneficiary Rider Audit Report

Report ID: BEN734		PeopleSoft DEPENDENT/BENEFICIARY RIDER AUDIT		Page No. 1 Run Date 05/24/2021 Run Time 11:03:03	
As Of Date: 04/30/2021					
Selected Plan Types: Health: '1%', Life and AD/D: '2%', Savings: '4%', Pension: '8%'					
Audit: Employees who have not enrolled in court-ordered coverage					
Emplid	Name	Plan	ID	Dependent / Beneficiary	Court Order Information
=====	=====	===	==	=====	=====
		10	01		VA 9876543 11/11/2020
		10	01		VA 123456 11/19/2020



Dependent/Beneficiary Election Report (RBN048)

REVISED: 9/1/2026

DESCRIPTION:

This report lists all dependents, along with benefit elections made by the participant for the dependent. Report includes sections for the plan type and amount.

NAVIGATION PATH:

NavBar > Menu > Benefits > Manage Automated Enrollment > Participant Enrollment > Dependent/Beneficiary Election

INPUT / SEARCH CRITERIA:

Schedule ID

OUTPUT FORMAT:

PDF

Screenshot of the Dependent/Beneficiary Election Report Run Control Page

← Cardinal HCM

Dependent/Beneficiary Election

Run Control ID

Dep_Beneficiary_Election_Rpt

Report Manager

Process Monitor

Run

Language

English

Schedule ID

Q

(Leave blank for all schedules)

Save

Notify

Add

Update/Display

ADDITIONAL INFORMATION:

No Input/Search fields are required fields.



Screenshot of the Dependent/Beneficiary Election Report

PeopleSoft							
Report ID: BAS007				Dependent/Beneficiary Elections Report			Page No. 1
Schedule Id:0721 (OE July 2021)							Run Date 05/20/2021
Benefit Program:SAL (Salaried Employee Benefit Pgm)							Run Time 14:09:10
Employee ID	Employee Name	Dep ID	Dependent/Beneficiary Name	Event Date	Plan Type	Ben Flat Pct Amt	Excess Contingent
		01		07/01/2021	10-Medical		
		01		07/01/2021	10-Medical		
		02		07/01/2021	10-Medical		
		01		07/01/2021	10-Medical		
		01		07/01/2021	10-Medical		
		01		07/01/2021	10-Medical		
		03		07/01/2021	10-Medical		
		05		07/01/2021	10-Medical		
		06		07/01/2021	10-Medical		
		02		07/01/2021	10-Medical		
		01		07/01/2021	10-Medical		
		01		07/01/2021	10-Medical		
		03		07/01/2021	10-Medical		
		01		07/01/2021	10-Medical		
		01		07/01/2021	10-Medical		
		01		07/01/2021	10-Medical		
		01		07/01/2021	10-Medical		
		03		07/01/2021	10-Medical		
		01		07/01/2021	10-Medical		



Eligible Participants Report (RBN039)

REVISED: 9/1/2026

DESCRIPTION:

This report shows eligible participants by schedule and benefit program, employees who are eligible to participate in company benefit programs with details on plan and option eligibility.

NAVIGATION PATH:

NavBar > Menu > Benefits > Manage Automated Enrollment > Investigate Exceptions > Eligible Participants Report

INPUT / SEARCH CRITERIA:

Schedule ID
Include Option Detail (checkbox)

OUTPUT FORMAT:

PDF

Screenshot of the Eligible Participants Report Run Control Page

← Cardinal HCM

Eligible Participants Report

Run Control ID

Eligible_Participants_Rpt

Report Manager

Process Monitor

Run

Language

English

Schedule ID

(Leave blank for all schedules)

☐ Include Option Detail

Save

Notify

Add

Update/Display

ADDITIONAL INFORMATION:

No Input/Search fields are required fields.



Screenshot of the Eligible Participants Report

		PeopleSoft			
Report ID: BAS001		Eligible Participants Report		Page No. 1	
Schedule Id:0721 (OE July 2021)				Run Date 05/20/2021	
Benefit Program:SAL (Salaried Employee Benefit Pgm)				Run Time 10:21:03	
Employee ID	Name	Effective Date	Plan Type	Plan Description	
=====					
		07/01/2021	10	Medical	
			60	FSA Med	
			61	FSA Dcare	
			AZ	FSA Fee	
		07/01/2021	10	Medical	
			60	FSA Med	
			61	FSA Dcare	
			AZ	FSA Fee	
		07/01/2021	10	Medical	
			60	FSA Med	
			61	FSA Dcare	
			AZ	FSA Fee	
		07/01/2021	10	Medical	
			60	FSA Med	
			61	FSA Dcare	
			AZ	FSA Fee	
		07/01/2021	10	Medical	
			60	FSA Med	
			61	FSA Dcare	
			AZ	FSA Fee	
		07/01/2021	10	Medical	
			60	FSA Med	
			61	FSA Dcare	
			AZ	FSA Fee	
		07/01/2021	10	Medical	
			60	FSA Med	
			61	FSA Dcare	
			AZ	FSA Fee	
		07/01/2021	10	Medical	
			60	FSA Med	
			61	FSA Dcare	
			AZ	FSA Fee	
		07/01/2021	10	Medical	
			60	FSA Med	
			61	FSA Dcare	
			AZ	FSA Fee	
		07/01/2021	10	Medical	
			60	FSA Med	



Employer Cash Match Error Report (RPY373)

REVISED: 9/1/2026

DESCRIPTION:

This report lists employees for whom the Employer Cash Match Enrollment program corrected the 457 deferred compensation plan enrollment, hybrid voluntary plan or 403(b) annuity plan enrollment to comply with employer cash match rules. Report also lists minimum contribution errors, which may require Agency action to correct.

NAVIGATION PATH:

NavBar > Menu > Benefits > Reports > Employer Cash Match Error Rpt

INPUT / SEARCH CRITERIA:

From Date

Thru Date

Company

OUTPUT FORMAT:

PDF

Screenshot of the Employer Cash Match Error Report Run Control Page

The screenshot shows the 'Employer Cash Match Error Rpt' page in the Cardinal HCM system. The page has a dark blue header with the Cardinal HCM logo and a search icon. Below the header, there is a section titled 'Empl Cash Mch Rp'. The main content area includes a 'Run Control ID' field with the value 'Employer_Cash_Match_Rpt', a 'Report Manager' link, a 'Process Monitor' link, and a 'Run' button. Below this, there is a 'Parameters' section with two date pickers for '*From Date' and '*Thru Date'. Below the date pickers, there is a table with columns 'Company' and 'Description'. The table has one row with the number '1' in the first column. To the right of the table, there are '+', '-', and 'Q' buttons. At the bottom of the page, there are 'Save', 'Notify', 'Add', and 'Update/Display' buttons.

Company	Description
1	

ADDITIONAL INFORMATION:

From Date and Thru Date fields are required fields.



Screenshot of the Employer Cash Match Error Report

Report ID: RPY373

Commonwealth of Virginia

EMPLOYER CASH MATCH ERROR REPORT

Run Date: 09/14/2021

Run Time: 11:46 00

Page No. 1 of 91

Company : ABC - Alcoholic Beverage Control
From Date: 01/01/2019
TO Date : 09/01/2021

Plan enrollment errors listed have been identified and corrected by Employer Cash Match Enrollment program. Review for accuracy.
Contribution amount errors are identified for line agency action. No changes were made by Employer Cash Match Enrollment program.

Empl ID	Name	Empl Rcd	Empl Type	Ben Prog	Months & Pays	Hybrid Vol Plan	Plan Type	Original Ben Plan	Corrected Ben Plan	Error Message
		0	S	SAL	12-24		49	457PNM	457P24	Salaried employee should have 457 cash match.
		0	S	SAL	12-24		49	457PNM	457P24	Salaried employee should have 457 cash match.
		0	S	SAL	12-24		49	457PNM	457P24	Salaried employee should have 457 cash match.
		0	S	SAL	12-24		49	457PNM	457P24	Salaried employee should have 457 cash match.
		0	S	SAL	12-24		49	457PNM	457P24	Salaried employee should have 457 cash match.
		0	S	SAL	12-24		49	457PNM	457P24	Salaried employee should have 457 cash match.
		0	S	SAL	12-24		49	457PNM	457P24	Salaried employee should have 457 cash match.
		0	S	SAL	12-24		49	457PNM	457P24	Salaried employee should have 457 cash match.
		0	S	SAL	12-24		49	457PNM	457P24	No benefit plan found for employee Months and Pay Periods value. Plan election set for 24 pay periods. Verify and correct employee Months and Pay Periods value. Update 457 plan election if necessary.
		0	S	SAL	12-24		49	457PNM		Salaried employee should have 457 cash match.
		0	S	SAL	12-24		49	457PNM		Salaried employee should have 457 cash match.
		0	S	SAL	12-24		49	457PNM	457P24	No benefit plan found for employee Months and Pay Periods value. Plan election set for 24 pay periods. Verify and correct employee Months and Pay Periods value. Update 457 plan election if necessary.
		0	S	SAL	12-24		49	457PNM	457P24	Salaried employee should have 457 cash match.
		0	S	SAL	12-24		49	457PNM	457P24	Salaried employee should have 457 cash match.



Screenshot of the FBMC Upload Error Report

Commonwealth of Virginia														
FBMC UPLOAD ERROR REPORT														
Report ID: RHR147														
Run Date: 06/03/2021														
Run Time: 03:59 00														
FILE PROCESSED DATE FROM 01-JAN-2021 TO 30-JUN-2021														
Page No. 1 of 35														
CMP	EMPLID	LAST NAME	EFF DATE	POST-TAX GEN DED	FBMC FEE	DOA FEE	403B TYPE	403B AMOUNT	CATCHUP AMOUNT	TOTAL AMOUNT	ROTH TYPE	ROTH TAX AMT	POST	ERROR MSG
			04/01/2020	0.00	0.00	0.00	%	0.00	0.00	0.00	%	0.00	0.00	Election not processed, No Match on EMPLID or SSN, research and update manually.
			04/01/2020	0.00	0.00	0.00	%	0.00	0.00	0.00	%	0.00	0.00	Company doesn't exist in Default Mapping Record.
			04/01/2020	0.00	0.00	0.00	%	0.00	0.00	0.00	%	0.00	0.00	Election not processed, Both EMPLID and SSN not found on incoming file.
			04/01/2020	0.00	0.00	0.00	%	0.00	0.00	0.00	%	0.00	0.00	FBMC Agency 00100 does not use Cardinal Payroll.
			04/01/2020	8.92	0.00	0.00	%	0.00	0.00	0.00	%	0.00	0.00	Benefit Plan Error - Employee either didn't have benefit eligibility or missing benefit mapping in Cardinal
			04/01/2020	8.92	0.00	0.00	%	0.00	0.00	0.00	%	0.00	0.00	Election not processed, No Match on EMPLID or SSN, research and update manually.
			04/01/2020	8.92	0.00	0.00	%	0.00	0.00	0.00	%	0.00	0.00	Company doesn't exist in Default Mapping Record.
			04/01/2020	8.92	0.00	0.00	%	0.00	0.00	0.00	%	0.00	0.00	FBMC Agency 00200 does not use Cardinal Payroll.
			04/01/2020	8.92	0.00	0.00	%	0.00	0.00	0.00	%	0.00	0.00	Invalid company for the Employee in Cardinal



Flagged Participants Report (RBN050)

REVISED: 9/1/2026

DESCRIPTION:

This report lists benefit events that have had job or address eligibility information changes, events that have been processed out of sequence, and events that have been disconnected during processing. Report includes sections for each type of flag and displays the benefit event details as well as employee information.

NAVIGATION PATH:

NavBar > Menu > Benefits > Manage Automated Enrollment > Investigate Exceptions > Report On Flagged Items

INPUT / SEARCH CRITERIA:

Schedule ID
From Date
Thru Date
Include Summary (checkbox)
Flagged Reason(s) (checkboxes)

OUTPUT FORMAT:

PDF

Screenshot of the Flagged Participants Report Run Control Page

The screenshot shows the 'Report on Flagged Events' interface. At the top, there is a navigation bar with a back arrow and 'Cardinal HCM' on the left, and the title 'Report on Flagged Events' on the right. Below the navigation bar, the main form area contains several sections. The first section has 'Run Control ID' set to 'Report_On_Flagged_Items' and a 'Language' dropdown set to 'English'. To the right of these are links for 'Report Manager', 'Process Monitor', and a 'Run' button. The second section contains search criteria: 'Schedule ID' with a search icon and a note '(Leave blank for all schedules)', 'From Date' with a calendar icon, and 'Thru Date' with a calendar icon. There is also an 'Include Summary' checkbox. The third section is titled 'Report Participants Flagged for' and contains a list of checkboxes: 'Address Eligibility Changed', 'MultiJob Indicator Changed', 'Job Eligibility Changed', 'Event Disconnected', and 'Event Out of Sequence'. At the bottom of the form, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

← Cardinal HCM **Report on Flagged Events**

Run Control ID: Report_On_Flagged_Items Report Manager Process Monitor Run

Language: English

Schedule ID: (Leave blank for all schedules)

From Date:

Thru Date: ☐ Include Summary

Report Participants Flagged for

☐ Address Eligibility Changed ☐ Event Disconnected

☐ MultiJob Indicator Changed ☐ Event Out of Sequence

☐ Job Eligibility Changed

Save Notify Add Update/Display

ADDITIONAL INFORMATION:

From Date and **Thru Date** fields are required fields. **Thru Date** defaults to current day, but can be updated.

At least one of the **Report Participants Flagged for** reason checkboxes is a required field.



Screenshot of the Flagged Participants Report

Report ID: BAS008									
PeopleSoft									
FLAGGED PARTICIPANTS - ADDRESS ELIGIBILITY DATA CHANGED									
For the period 01/01/2021 through 05/20/2021									
Page No. 1									
Run Date 05/20/2021									
Run Time 14:59:13									
Nbr	Sched ID	Employee ID	Employee Name	Ben Rcd#	Event ID	Event Date	Event Status	Process Status	Address Eligibility Data Flagged Dt EffDt
1	2107			0	0	07/01/2021	C	FE	05/05/2021 04/21/2021
2	2107			0	0	07/01/2021	C	FE	05/05/2021 04/21/2021
3	2107			1	0	07/01/2021	V	PR	05/06/2021 04/21/2021
4	EM00			0	1	06/01/2020	O	PR	03/03/2021 12/16/1982
5	EM00			0	1	12/01/2020	C	FE	03/01/2021 12/01/2020
6	SNAP			0	0	11/09/2019	C	PR	03/01/2021 08/28/2019



FSA Contribution Election Audit Report (RBN238)

REVISED: 9/1/2026

DESCRIPTION:

This report lists employees who make a midyear enrollment or midyear change to their Flexible Spending Account (FSA) annual election that could result in a suspension of their deduction, due to an Internal Revenue Service (IRS) calendar year limit.

Note: This report is for use by Cardinal Payroll Agencies only.

NAVIGATION PATH:

NavBar > Menu > Benefits > Reports > Audits > FSA Contrib Election Audit

INPUT / SEARCH CRITERIA:

Enrollment As of Date

OUTPUT FORMAT:

Excel

Screenshot of the FSA Contribution Election Audit Report Run Control Page

← Cardinal HCM

FSA Contrib Election Audit

Run Control ID

FSA_Contrib_Election_Audit

Report Manager

Process Monitor

Run

Process Request Parameter(s)

*Enrollment As of Date

Save

Notify

Add

Update/Display

ADDITIONAL INFORMATION:

Enrollment As of Date field is a required field.



Screenshot of the FSA Contribution Election Audit Report

EMPLID	Emp Rcd	Benefit Record	Name	Phone	Email	Company	Department	Location	EFF Date	Plan	Plan Year Max	Annual PY Pledge	PY YTD Balance	PY Remaining Balances	CY Remaining Pays	Period Deduction	Current CY Balance	Reported Overages
	0	0				DOT	Right of Way	Dept of Hampton Roads	2019-07-01	FLXME D	2750	2160	0	2160	45	65.45	0	195.25
	0	0				SOV	Fund 1 LA	Senate of Virginia	2019-07-01	FLXME D	2750	1800	0	1800	21	200	0	1450
	0	0				VSB	Administration	Virginia State Bar	2019-07-01	FLXME D	2750	2544	0	2544	26	181.71	0	1974.46
	0	0				VSB	Administration	Virginia State Bar	2019-07-01	FLXME D	2750	1992	0	1992	26	142.29	0	949.54
	0	0				VSB	Administration	Virginia State Bar	2019-07-01	FLXME D	2750	1800	0	1800	26	128.57	0	592.82
	0	0				VSB	Administration	Virginia State Bar	2019-07-01	FLXME D	2750	2688	0	2688	26	192	0	2242
	0	0				VSB	Bar Services	Virginia State Bar	2019-07-01	FLXME D	2750	2688	0	2688	26	192	0	2242
	0	0				VSB	Clerk of the Disc System	Virginia State Bar	2019-07-01	FLXME D	2750	2040	0	2040	26	145.71	0	1038.46
	0	0				VSB	Clerk of the Disc System	Virginia State Bar	2019-07-01	FLXME D	2750	2592	0	2592	26	185.14	0	2063.64
	0	0				VSB	Communications	Virginia State Bar	2019-07-01	FLXME D	2750	2688	0	2688	26	192	0	2242
	0	0				VSB	Discipline	Virginia State Bar	2019-07-01	FLXME D	2750	1920	0	1920	26	137.14	0	815.64



Health Benefit Recon Exception Report (RHR070)

REVISED: 9/1/2026

DESCRIPTION:

This report lists all employees for whom a variance was identified between the expected health premium amounts, based on employee elections in Benefits, with the actual health premiums collected through Payroll. Report also lists employees whose Health Premium Reward processed through Payroll does not match the Health Premium Reward enrollment in Benefits.

NAVIGATION PATHS:

- BN WorkCenter > Reports/Processes > Recon Reports > Health Benefit Recon Exception
- NavBar > Menu > Benefits > Reports > Health Benefit Recon Exception

INPUT / SEARCH CRITERIA:

Year
Month
Business Unit

OUTPUT FORMAT:

PDF
CSV

Screenshot of the Health Benefit Recon Exceptions Report Run Control Page

The screenshot shows the 'Health Benefit Recon Exception' report run control page. At the top, there is a breadcrumb trail '← Cardinal HCM' and the report title 'Health Benefit Recon Exception'. Below this, the 'Run Control ID' is 'Health_Benefit_Recon_Exception', and there are links for 'Report Manager' and 'Process Monitor'. A 'Run' button is located on the right. The 'Parameters' section includes dropdowns for '*Year' and '*Month'. Below this is a 'Report Format Selection' section with a checkbox for 'Run to CSV'. The 'Business Unit Selection' section features a table with columns 'Business Unit' and 'Agency Description'. The table has one row with a search icon in the 'Business Unit' column and '+' and '-' buttons in the 'Agency Description' column. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

Business Unit	Agency Description
1	

ADDITIONAL INFORMATION:

Year and **Month** fields are required fields.

Note: When the **Run to CSV** checkbox option is selected, the report runs both the CSV and PDF versions.



Screenshot of the Health Benefit Recon Exceptions Report (scrolled right)

				Run Date:	24-May-24
				Run Time:	06:55:23.000000_PM
Expected Total Monthly Premium	Deduction Not Taken	Refunds Processed	Expected Premium Reward	Payroll Premium Reward	Premium Reward Difference
1641	0	0	17	0	17
1605	0	0	17	0	17
1641	0	0	34	0	34
1505	0	0	0	0	0
1544	112	0	0	0	0
0	0	838.5	0	0	0
783	0	391.5	0	0	0
908	0	0	17	0	17
1986	0	0	17	0	17
1986	0	0	0	0	0
2330	0	0	34	68	-34
0	0	178.5	0	0	0
2330	0	362.5	0	0	0
908	0	654.5	0	0	0
908	0	0	0	0	0
0	0	0	0	0	0
813	0	406.5	0	0	0
813	0	0	0	0	0
1544	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	0
2383	0	0	0	0	0
783	0	391.5	0	0	0
1641	0	0	17	8.5	8.5



Health Benefit YTD Recon Report (RBN381)

REVISED: 9/1/2026

DESCRIPTION:

This report lists all employees for whom a Plan Year To-date variance exists between the expected health premium amounts, based on employee elections, and the actual health premium amounts collected through Payroll. This report is intended to aid Agencies in verifying that health enrollment changes affecting prior months are accounted for and appropriate deduction adjustments are processed when necessary. This report does not replace the monthly Health Benefit Recon Exceptions report (RHR070).

NAVIGATION PATHS:

- BN WorkCenter > Reports/Processes > Recon Reports > Health Benefit YTD Recon Report
- NavBar > Menu > Benefits > Reports > Health Benefit YTD Recon Rpt

INPUT / SEARCH CRITERIA:

Plan Year (not calendar year)
Month
Company

OUTPUT FORMAT:

PDF
CSV

Screenshot of the Health Benefit YTD Recon Report Run Control Page

Health Benefit YTD Recon Rpt

Run Control ID

Helath_Benefit_YTD_Recon_Rpt

Report Manager

Process Monitor

Run

Run Control Parameters

Company (Blank for All)

*Enter Plan Year not Calendar Year
(e.g., July 2025 is in Plan Year 2026)

*Plan Month

Employee ID

☐ CSV File Output

Save

Notify

Add

Update/Display

ADDITIONAL INFORMATION:

Plan Year and Plan Month fields are required fields. This report is for Cardinal Payroll Agency use only.

Note: When the Run to CSV checkbox option is selected, the report runs both the CSV and PDF versions.



Screenshot of the Health Benefit YTD Recon Report (CSV version)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	Commonwealth of Virginia																			
2	Health Benefit Recon Report																			
3	Report ID: RBN381																			
4	Run Date:26-SEP-2025																			
5	Run Time:04:36:12.000000_PM																			
6																				
7	Employee	Employee	Benefit Re	Employee	Company	Year	Month	Health Pla	Covg Cd	Coverage	Coverage	Coverage	EE Prem	ER Prem	Ben Plan	Ded Cd	EE Deds	ER Deds	EE Diff	ER Diff
8		0	0			2026	Jul	ACC2 - CC Family	E	7/1/2020	#####	428	2179				0	0	428	2179
9		0	0			2026	Jul	ACC2 - CC Single	E	7/1/2024	5/7/2024	141	830				0	0	141	830
10		0	0			2026	Jul	KP - Kaiser Family	E	1/1/2023	#####	306	2161	KP	KAISER		393	2161	-87	0
11		3	0			2026	Jul					0	0	ACC3	CVACRE		245	1089.5	-245	-1089.5
12		0	0			2026	Jul	ACC2 - CC Single	E	#####	#####	141	830	ACC2	CVACRE		141	415	0	415
13		0	0			2026	Jul	ACC0 - CC Family	E	6/1/2025	6/9/2025	340	2179	ACC0	CVACRE		383.5	2179	-43.5	0
14		0	0			2026	Jul	KP - Kaiser Family	E	6/2/2025	6/9/2025	306	2161	KP	KAISER		349.5	2161	-43.5	0
15		3	0			2026	Jul					0	0	CHA	CVAHAW		9.5	415	-9.5	-415
16		1	1			2026	Jul	CHD - CO' Single	E	7/1/2025	#####	0	739	CHD	CVHDHP		0	369.5	0	369.5
17		1	1			2026	Jul	ACC5 - CC Single	E	6/1/2025	#####	184	830	ACC5	CVACRE		92	415	92	415
18		0	0			2026	Jul	ACC5 - CC Family	E	#####	7/9/2025	544	2179	ACC5	CVACRE		466	1833.5	78	345.5
19		0	0			2026	Jul	ACC5 - CC Family	E	5/1/2025	5/8/2025	544	2179	ACC5	CVACRE		272	2179	272	0
20		0	0			2026	Jul	OH - Senti Single	E	6/1/2025	#####	91	816	OH	OPTIMA		134	816	-43	0
21		0	0			2026	Jul	ACC4 - CC Family	E	7/1/2025	7/1/2025	482	2179	ACC4	CVACRE		614	2831	-132	-652
22		3	0			2026	Jul	ACC2 - CC Family	E	#####	7/7/2025	428	2179	ACC2	CVACRE		543	2831	-115	-652
23		0	0			2026	Jul	ACC4 - CC Single	E	7/1/2021	#####	161	830	ACC4	CVACRE		80.5	415	80.5	415
24		0	0			2026	Jul	ACC2 - CC Self + Chil	E	7/1/2024	#####	308	1488	ACC2	CVACRE		154	744	154	744
25		1	0			2026	Jul	ACC0 - CC Family	E	#####	#####	340	2179	ACC0	CVACRE		340	2179	0	0
26		1	0			2026	Jul	Term Cove				0	0	ACC0	CVACRE		340	2179	-340	-2179
27		0	0			2026	Jul	ACC0 - CC Single	E	#####	#####	108	830		CVACRE		0	0	108	830
28		0	0			2026	Jul	ACC4 - CC Family	E	7/1/2021	#####	482	2179	ACC4	CVACRE		0	1089.5	482	1089.5
29		0	0			2026	Jul	ACC5 - CC Single	E	#####	#####	184	830	ACC5	CVACRE		92	830	92	0
30		0	0			2026	Jul	ACC5 - CC Single	E	6/1/2025	#####	184	830	ACC5	CVACRE		272.5	1221.5	-88.5	-391.5

Screenshot of the Health Benefit YTD Recon Report (PDF version)



Report ID: REN381

Commonwealth of Virginia

HEALTH BENEFIT YTD RECON REPORT

Run Date: 09/26/2025

Run Time: 05:29 00

COMPANY: [REDACTED]

Coverage Year: 2026

Coverage Month: July

Page No. 1 of 163

Employee ID	Empl Rcd	Ben Nbr	Employee Name	Month	Health Plan	Expected Premiums		Actual Deductions						
						Covg Cd	EE Prem	ER Prem	Ben Plan	Ded Cd	EE Deds	ER Deds	EE Diff	ER Diff
	0	0		Jul	ACC2 - COVA EXD	Family	428.00	2,179.00			0.00	0.00	428.00	2,179.00
					YTD Totals:		428.00	2,179.00			0.00	0.00	428.00	2,179.00
	0	0		Jul	ACC2 - COVA EXD	Single	141.00	830.00			0.00	0.00	141.00	830.00
					YTD Totals:		141.00	830.00			0.00	0.00	141.00	830.00
	0	0		Jul	KP - Kaiser	Family	306.00	2,161.00	KP	KAISER	393.00	2,161.00	-87.00	0.00
					YTD Totals:		306.00	2,161.00			393.00	2,161.00	-87.00	0.00
	3	0		Jul			0.00	0.00	ACC3	CVACRE	245.00	1,089.50	-245.00	-1,089.50
					YTD Totals:		0.00	0.00			245.00	1,089.50	-245.00	-1,089.50
	0	0		Jul	ACC2 - COVA EXD	Single	141.00	830.00	ACC2	CVACRE	141.00	415.00	0.00	415.00
					YTD Totals:		141.00	830.00			141.00	415.00	0.00	415.00
	0	0		Jul	ACC0 - COVA Basic	Family	340.00	2,179.00	ACC0	CVACRE	383.50	2,179.00	-43.50	0.00
					YTD Totals:		340.00	2,179.00			383.50	2,179.00	-43.50	0.00
	0	0		Jul	KP - Kaiser	Family	306.00	2,161.00	KP	KAISER	349.50	2,161.00	-43.50	0.00
					YTD Totals:		306.00	2,161.00			349.50	2,161.00	-43.50	0.00
	3	0		Jul			0.00	0.00	CHA	CVAHAW	9.50	415.00	-9.50	-415.00
					YTD Totals:		0.00	0.00			9.50	415.00	-9.50	-415.00
	1	1		Jul	CHD - COVA HD PD	Single	0.00	739.00	CHD	CVHDHP	0.00	369.50	0.00	369.50
					YTD Totals:		0.00	739.00			0.00	369.50	0.00	369.50



Health Plan Participants Report (RBN054)

REVISED: 9/1/2026

DESCRIPTION:

This report lists active health plan participants as of a specified date. Report also displays Coverage Begin Date, Coverage End Date, and COBRA Event ID.

NAVIGATION PATH:

NavBar > Menu > Benefits > Reports > Participation > Health Plan Participants

INPUT / SEARCH CRITERIA:

As of Date

OUTPUT FORMAT:

PDF

Screenshot of the Health Plan Participants Report Run Control Page

The screenshot shows the 'Health Plan Participants' report run control page. At the top, there is a dark blue header bar with a back arrow and 'Cardinal HCM' on the left, and 'Health Plan Participants' on the right. Below the header, the page is divided into sections. The first section contains 'Run Control ID' with the value 'Health_Plan_Participants' and 'Language' with a dropdown menu set to 'English'. To the right of these are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below this is a horizontal line, followed by an 'As Of Date' label and an empty text input field. At the bottom of the page, there are four buttons: 'Save' (dark grey), 'Notify' (light blue), 'Add' (light blue), and 'Update/Display' (light blue).

ADDITIONAL INFORMATION:

No Input/Search fields are required fields.



Screenshot of the Health Plan Participants Report

Report ID: BEN001										PeopleSoft		Page No. 1		
Company: A01 Lee County - DSS										Health Plan Participants		Run Date 05/20/2021		
Setid: STATE												Run Time 16:03:51		
Provider: Anthem Blue Cross Blue Shield														
AsOfDate: 05/20/2021														
Plan Type	Benefit Plan	Department ID	Department Name	Employee Name	Employee ID	Empl Status	Empl Type	Reg/Temp	Full/Part	Pay Group	Coverage	Coverage Begin	Coverage End	COBRA Evt ID
Medical	001KAExpC	047001000	047001000			A	S	R	F	MNP	Single	07/01/2017		0
Medical	001KAExpC	047001000	047001000			A	S	R	F	MNP	EE+Spouse	10/01/2017		0
Medical	001KAExpC	047001000	047001000			A	S	R	F	MNP	Single	03/01/2014		0
Medical	001KAExpC	047001000	047001000			A	S	R	F	MNP	Single	06/01/2019		0
Medical	001KAExpC	047001000	047001000			A	S	R	F	MNP	Family	06/01/2018		0
Medical	001KAExpC	047001000	047001000			A	S	R	F	MNP	Family	05/01/2014		0
Medical	001KAExpC	047001000	047001000			A	S	R	F	MNP	EE+Spouse	07/01/2013		0
Medical	001KAExpC	047001000	047001000			A	S	R	F	MNP	EE+Spouse	07/01/2013		0
Medical	001KAExpC	047001000	047001000			A	S	R	F	MNP	Single	07/01/2013		0
Medical	001KAExpC	047001000	047001000			A	S	R	F	MNP	Family	01/01/2017		0
Medical	001KAExpC	047001000	047001000			A	S	R	F	MNP	EE+Spouse	02/01/2015		0
Medical	001KAExpC	047001000	047001000			A	S	R	F	MNP	Single	07/01/2013		0
Medical	001KAExpC	047001000	047001000			A	S	R	F	MNP	Emp+Child	07/01/2013		0
Medical	001KAExpC	047001000	047001000			A	S	R	F	MNP	EE+Spouse	07/01/2013		0
Medical	001KAExpC	047001000	047001000			A	S	R	F	MNP	Single	10/01/2019		0
Medical	001KAExpC	047001000	047001000			A	S	R	F	MNP	EE+Spouse	07/01/2013		0
Medical	001KAExpC	047001000	047001000			A	S	R	F	MNP	Single	01/01/2019		0
Medical	001KAExpC	047001000	047001000			A	S	R	F	MNP	EE+Spouse	07/01/2013		0
Medical	001KAExpC	047001000	047001000			A	S	R	F	MNP	Emp+Child	11/01/2015		0
Medical	001KAExpC	047001000	047001000			A	S	R	F	MNP	Single	07/01/2013		0
Medical	001KAExpC	047001000	047001000			A	S	R	F	MNP	Single	07/01/2013		0



HMO Risk Equalization Report (RBN290)

REVISED: 9/1/2026

DESCRIPTION:

This report details the payment due to the suppliers, as well as the current enrollment by gender and age tier, for the current billing month. This report is attached to the payment and sent to the supplier and this report identifies enrollment counts and total dollars owed for the current billing month.

NAVIGATION PATH:

NavBar > Menu > Benefits > Reports > Participation > HMO Risk Equalization

INPUT / SEARCH CRITERIA:

Billing Date
Vendor Selection (checkbox)
Premium Rates

OUTPUT FORMAT:

PDF

Screenshot of the HMO Risk Equalization Report Run Control Page

The screenshot shows the 'HMO Risk Equalization' report run control page. At the top, there is a navigation bar with '← Cardinal HCM' and 'HMO Risk Equalization'. Below this, the page title 'HMO Risk Equalzn' is displayed. The main content area includes a 'Run Control ID' field with the value 'HMO_Risk_Equalization', a 'Report Manager' link, a 'Process Monitor' link, and a 'Run' button. Below these links, the text 'HMO Risk Equalization Report' is shown. The 'Report Only Processing' section contains a 'Billing Date' field with a calendar icon, a 'Vendor Selection' section with radio buttons for 'KAISER' (selected) and 'OPTIMA', and a 'Premium Rates' section. The 'Premium Rates' section is divided into two sub-sections: 'Kaiser' and 'Optima'. Each sub-section has three input fields: '*Single', '*EE + 1', and '*Family'. At the bottom of the page, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

Run Control ID	Report Manager	Process Monitor	Run
HMO_Risk_Equalization	Report Manager	Process Monitor	<button>Run</button>

HMO Risk Equalization Report

Report Only Processing

*Billing Date

Vendor Selection

☒ KAISER ☐ OPTIMA

Premium Rates

Kaiser

*Single *EE + 1 *Family

Optima

*Single *EE + 1 *Family

Save Notify Add Update/Display



ADDITIONAL INFORMATION:

Billing Date, Kaiser and Optima fields are required fields.

Screenshot of the HMO Risk Equalization Report



Cardinal

Commonwealth of Virginia

HMO RISK Equalization

Run Date

06/03/2021

Run Time

4:23:45 PM

Report ID: BN290

Page

1 of 1

Calculation Of Premium

OPTIMA

Premium Rates

786

1454

2106

1-Aug-20

Active Contracts

Male	EE Age Range	Single	EE+1	Family	Total
	LESS THAN 30	0	0	0	0
	30-39	1	1	0	2
	40-44	0	0	0	0
	45-49	0	0	4	4
	50-54	0	0	0	0
	55-59	2	0	0	2
	60-64	0	1	0	1
	65+	0	1	0	1
Female	EE Age Range	Single	EE+1	Family	Total
	LESS THAN 30	2	0	0	2
	30-39	0	1	0	1
	40-44	0	0	0	0
	45-49	0	0	0	0
	50-54	2	1	0	3
	55-59	1	0	0	1
	60-64	1	2	0	3
	65+	0	0	0	0
Active Total	9	7	4	20	

Active Premium: \$ 25,676.00



Ineligible Participants Report (RBN051)

REVISED: 9/1/2026

DESCRIPTION:

This report lists all participants who are ineligible for any benefit program and their eligibility parameters, such as birth date and status. Report includes sections for job eligibility data.

NAVIGATION PATH:

NavBar > Menu > Benefits > Manage Automated Enrollment > Investigate Exceptions > Ineligible Participants Rpt

INPUT / SEARCH CRITERIA:

Schedule ID

OUTPUT FORMAT:

PDF

Screenshot of the Ineligible Participants Report Run Control Page

The screenshot shows the 'Ineligible Participants Report' run control page. At the top, there is a header bar with a back arrow and 'Cardinal HCM' on the left, and the report title 'Ineligible Participants Report' on the right. Below the header, the 'Run Control ID' is set to 'Ineligible_Participats_Rpt'. To the right of this, there are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below the 'Run Control ID', there is a 'Language' dropdown menu currently set to 'English'. A horizontal line separates this section from the search criteria section. In the search criteria section, there is a 'Schedule ID' label followed by a text input field with a magnifying glass icon. To the right of the input field is the text '(Leave blank for all schedules)'. At the bottom of the page, there are four buttons: 'Save', 'Notify', 'Add', and 'Update/Display'.

ADDITIONAL INFORMATION:

No Input/Search fields are required fields.



Screenshot of the Ineligible Participants Report

Report ID: BAS010		PeopleSoft Ineligible Participant Report													Page No. 1 Run Date 05/20/2021 Run Time 15:45:04					
Sched ID	Employee ID	Employee Name	Event ID	Benefit Rcd#	Process Status	Birthdate	Country State													
		Empl Service Rcd# Date	Empl Class	Benefits Status	Empl Type	Full Part	Reg Temp	Officer Code	Union Code	Std Hrs	FTE	Company	Pay Grp	Locn	Country State	FLSA Stat	Regn	Business Unit	Plan	Grade
		EligCnfig1 EligCnfig2 EligCnfig3 EligCnfig4 EligCnfig5 EligCnfig6 EligCnfig7 EligCnfig8 EligCnfig9																		
0721				0	0			Pgm None		USA/VA										
	0	11/16/1978	CLS	Terminated	S	F	R	N		16.00	0.400000	AES	MNP	CENTR	USA/VA	N	USA	22900	SW	3
	1	06/01/2019	RET	Active	S	F	R	N		40.00	1.000000	VRA	MNP	VRA	USA/VA	N	USA	VRSRT	UG	
		005001000 N RR-GB																		
0721				0	0			Pgm None		USA/VA										
	0	09/16/1984	APF	Terminated	S	F	R	N		16.00	0.400000	AES	MNP	CENTR	USA/VA	P	USA	22900	FA	
	1	05/01/2019	RET	Active	S	F	R	N		40.00	1.000000	VRA	MNP	VRA	USA/VA	N	USA	VRSRT	UG	
		005001000 N RR-GB																		
0721				0	0			Pgm None		USA/VA										
	0	11/10/2000	APF	Terminated	S	F	R	N		16.00	0.400000	AES	MNP	CENTR	USA/VA	P	USA	22900	FA	
	1	06/01/2019	RET	Terminated	S	F	R	N		40.00	1.000000	VRA	MNP	VRA	USA/VA	N	USA	VRSRT	UG	
		N																		
0721				0	0			Pgm None		USA/VA										
	0	03/01/1985	CLS	Terminated	S	F	R	N		16.00	0.400000	AES	MNP	CENTR	USA/VA	N	USA	22900	SW	4
	1	03/01/2019	RET	Active	S	F	R	N		40.00	1.000000	VRA	MNP	VRA	USA/VA	N	USA	VRSRT	UG	
		005001000 N RR-GB																		
0721				0	0			Pgm None		USA/VA										
	0	08/25/2000	APF	Terminated	S	F	R	N		16.00	0.400000	AES	MNP	CENTR	USA/VA	P	USA	22900	FA	
		N 12-24																		
0721				0	0			Pgm None		USA/VA										
	0	09/10/2017	TNR	Terminated	S	P	X	N		16.00	0.400000	AES	MNP	CENTR	USA/VA	P	USA	22900	FA	
		N 12-24																		
0721				0	0			Pgm None		USA/VA										
	0	01/25/2018	CLS	Terminated	S	F	R	N		16.00	0.400000	AES	MNP	CENTR	USA/VA	N	USA	22900	SW	4
	1	03/01/2019	LOC	Active	S	F	R	N		40.00	1.000000	E55	MNP	OHB	USA/VA	N	USA	LOCAL	UG	
		048206000 N TF-GB																		



IRS 401a Maximum Compensation Report (RPY358)

REVISED: 9/1/2026

DESCRIPTION:

This report lists highly compensated employees (HCE) whose retirement contributions must stop when their annual creditable compensation reaches the IRS 401(a) limit in effect.

NAVIGATION PATH:

NavBar > Menu > Benefits > Reports > Audits > IRS 401a Max Comp Report

INPUT / SEARCH CRITERIA:

(none)

OUTPUT FORMAT:

PDF

Screenshot of the IRS 401a Maximum Compensation Report Run Control Page

The screenshot shows the "IRS 401a Max Comp Report" run control page. At the top, there is a dark blue header bar with a back arrow and "Cardinal HCM" on the left, and "IRS 401a Max Comp Report" on the right. Below the header, the page title "IRS 401a Max Comp Report" is underlined. The main content area contains a "Run Control ID" field with the value "IRS_401a_Max_Comp_Report". To the right of this field are two links: "Report Manager" and "Process Monitor". Further right is a "Run" button. At the bottom of the page, there are four buttons: "Save", "Notify", "Add", and "Update/Display".

ADDITIONAL INFORMATION:

No Input/Search fields are required fields.



Screenshot of the IRS 401a Maximum Compensation Report

Commonwealth of Virginia

IRS 401a Maximum Compensation Report

Run Date: 05/24/2021
Run Time: 11:56:14
Page: 1 of 1

Report ID: RPT358

Company : ABC - Alcoholic Beverage Control
Limit Effdt : 7/1/2019
IRS 401a Limit : 280000

Emplid	Empl Rcd	Name	VRS Code	Grndfthrd Limit Ext	Total Max Comp Allwd	--- Contrib Base (CBS) ---		---- ORP Base (ORP) ----	
						YTD Amount	Ant to Limit	YTD Amount	Ant to Limit
	1			0	280000	27777.8	252222.2	48891666.68	-4881666.68
	0			0	280000	0	280000	999.99	279000.01

Limit Effdt : 7/1/2020
IRS 401a Limit : 285000

Emplid	Empl Rcd	Name	VRS Code	Grndfthrd Limit Ext	Total Max Comp Allwd	--- Contrib Base (CBS) ---		---- ORP Base (ORP) ----	
						YTD Amount	Ant to Limit	YTD Amount	Ant to Limit
	1			0	285000	5555.56	279444.44	5204166.67	-4919166.67

Company : CMU - Christopher Newport University
Limit Effdt : 7/1/2019
IRS 401a Limit : 280000

Emplid	Empl Rcd	Name	VRS Code	Grndfthrd Limit Ext	Total Max Comp Allwd	--- Contrib Base (CBS) ---		---- ORP Base (ORP) ----	
						YTD Amount	Ant to Limit	YTD Amount	Ant to Limit
	1			0	280000	25690	254310	28901.25	251098.75

Company : DEM - Dept of Emergency Management
Limit Effdt : 7/1/2019
IRS 401a Limit : 280000

Emplid	Empl Rcd	Name	VRS Code	Grndfthrd Limit Ext	Total Max Comp Allwd	--- Contrib Base (CBS) ---		---- ORP Base (ORP) ----	
						YTD Amount	Ant to Limit	YTD Amount	Ant to Limit
	0		HBN0000	0	280000	700000	-420000	750909.09	-470909.09

Company : DMA - Department of Military Affairs
Limit Effdt : 7/1/2019
IRS 401a Limit : 280000

Emplid	Empl Rcd	Name	VRS Code	Grndfthrd Limit Ext	Total Max Comp Allwd	--- Contrib Base (CBS) ---		---- ORP Base (ORP) ----	
						YTD Amount	Ant to Limit	YTD Amount	Ant to Limit
	0			0	280000	0	280000	12399999.96	-12119999.96
	1			0	280000	0	280000	12399999.96	-12119999.96
	0			0	280000	0	280000	2333333.38	-2053333.38

Limit Effdt : 7/1/2020
IRS 401a Limit : 285000



Monthly Recon Enrollment Report (RBN380)

REVISED: 9/1/2026

DESCRIPTION:

The Monthly Recon Enrollment Report will provide employee Health Benefit information including Health Coverage, Premium Reward, and Medical Premiums for the month. It will include all employees active in the Agency as of the first of the month and show their coverage as of the end of the month. As such, it should include employees who transfer out of the Agency mid-month, and the coverage should reflect births that occurred during the month.

NAVIGATION PATHS:

- BN WorkCenter > Reports/Processes > Recon Reports > Monthly Recon Enrollment Report
- NavBar > Menu > Benefits > Reports > Monthly Enrollment Report

INPUT / SEARCH CRITERIA:

Year
Month
Business Unit (optional)

OUTPUT FORMAT:

Excel

Screenshot of the Monthly Recon Enrollment Report Run Control Page

Monthly Recon Enrollment Rpt

Run Control ID

Monthly_Recon_Enrollment_Rpt

Report Manager

Process Monitor

Run

Run Control Parameters

*Year

*Month

All Business Unit's

Business Unit Selection

1-1 of 1

	Business Unit	Agency Description		
1			+	-

Save

Notify

Add

Update/Display

ADDITIONAL INFORMATION:

If the **All Business Unit's** checkbox is not selected, the user must select the applicable Business Unit(s) in the **Business Unit Selection** section.



VNAV Elections Upload Error Report (RHR149)

REVISED: 9/1/2026

DESCRIPTION:

This report lists employees on the semi-monthly VNAV (myVRSNavigator) Upload file whose retirement enrollment changes were not loaded to Cardinal. Report includes the applicable error/warning message and enrollment information necessary to allow manual entry into Cardinal.

NAVIGATION PATHS:

- BN WorkCenter > Reports/Processes > Enrollment and Processing Reports > VNAV Elections Upload Error Report
- NavBar > Menu > Benefits > Reports > VNAV Elections Upload Err Rpt

INPUT / SEARCH CRITERIA:

From Date
To Date
Company

OUTPUT FORMAT:

PDF

Screenshot of the VNAV Elections Upload Error Report Run Control Page

The screenshot shows the 'Run Control ID' as 'VNAV_Elections_Upload_Err_Rpt'. At the top right are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below this is the 'Report Request Parameter(s)' section, which contains fields for '*From Date' and '*To Date', each with a calendar icon. Below these is a table with columns 'Company' and 'Description'. The table has one row with the number '1' in the first column. To the right of the table are navigation controls: '< < 1-1 of 1 > >' and a 'View All' link. At the bottom left is a 'Save' button, and at the bottom right are 'Add' and 'Update/Display' buttons.

Company	Description
1	

ADDITIONAL INFORMATION:

From Date and **To Date** fields are required fields.



Screenshot of the VNAV Elections Upload Error Report

 Report ID: RHR149		Commonwealth of Virginia VNAV ELECTIONS UPLOAD ERROR REPORT										Run Date: 05/25/2021 Run Time: 04:34 00																																																																															
Company: ABC-Alcoholic Beverage Control																																																																																											
From Date: 01/01/2020																																																																																											
To Date: 12/31/2020																																																																																											
Page No. 1 of 10																																																																																											
Transaction Errors. Online Entry Required																																																																																											
<table border="1"><thead><tr><th>Empl</th><th>Empl</th><th>Company</th><th>Department</th><th>Hire Date</th><th>Status</th><th>Plan</th><th>EFFDT</th><th>VOL</th><th>PSBB</th><th>PSBB</th><th>PSBB</th><th>PSBB</th></tr><tr><th>Emplid</th><th>Rcd</th><th>Name</th><th></th><th></th><th></th><th></th><th></th><th>PCT</th><th>VSDP</th><th>CODE</th><th>AMNT</th><th>ADJ</th></tr></thead><tbody><tr><td>0</td><td></td><td></td><td>ABC</td><td></td><td>07/01/2020</td><td>70</td><td>12/01/2020</td><td>0.00%</td><td></td><td></td><td>0.00</td><td>0.00</td></tr><tr><td>0</td><td></td><td></td><td>ABC</td><td></td><td></td><td>70</td><td></td><td>0.00%</td><td></td><td></td><td>0.00</td><td>0.00</td></tr><tr><td>0</td><td></td><td></td><td>ABC</td><td></td><td>07/01/2020</td><td>VS</td><td>12/01/2020</td><td>0.00%</td><td></td><td></td><td>0.00</td><td>0.00</td></tr><tr><td>0</td><td></td><td></td><td>ABC</td><td></td><td></td><td>VS</td><td></td><td>0.00%</td><td></td><td></td><td>0.00</td><td>0.00</td></tr></tbody></table>														Empl	Empl	Company	Department	Hire Date	Status	Plan	EFFDT	VOL	PSBB	PSBB	PSBB	PSBB	Emplid	Rcd	Name						PCT	VSDP	CODE	AMNT	ADJ	0			ABC		07/01/2020	70	12/01/2020	0.00%			0.00	0.00	0			ABC			70		0.00%			0.00	0.00	0			ABC		07/01/2020	VS	12/01/2020	0.00%			0.00	0.00	0			ABC			VS		0.00%			0.00	0.00
Empl	Empl	Company	Department	Hire Date	Status	Plan	EFFDT	VOL	PSBB	PSBB	PSBB	PSBB																																																																															
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0			ABC			VS		0.00%			0.00	0.00																																																																															
Error Message EMPLID Not Found Elig_configl value cannot be found in V_ELIG_CN1_PRMT																																																																																											
<table border="1"><thead><tr><th>Plan Type</th><th>Coverage</th><th>Deduction</th><th>Participant Election</th><th>Benefit Before Tax</th><th>Before Tax %</th><th>After Tax</th><th>After Tax %</th></tr><tr><th></th><th>Begin Date</th><th>Begin Date</th><th>Election Date</th><th>Plan</th><th>Flat Amount</th><th>of Earnings</th><th>Flat Amount</th><th>of Earnings</th></tr></thead><tbody><tr><td>70 - Employee Retirement DB</td><td></td><td></td><td></td><td></td><td>0.00</td><td>0.00%</td><td>0.00</td><td>0.00%</td></tr><tr><td>VS -</td><td></td><td></td><td></td><td></td><td>0.00</td><td>0.00%</td><td>0.00</td><td>0.00%</td></tr></tbody></table>														Plan Type	Coverage	Deduction	Participant Election	Benefit Before Tax	Before Tax %	After Tax	After Tax %		Begin Date	Begin Date	Election Date	Plan	Flat Amount	of Earnings	Flat Amount	of Earnings	70 - Employee Retirement DB					0.00	0.00%	0.00	0.00%	VS -					0.00	0.00%	0.00	0.00%																																											
Plan Type	Coverage	Deduction	Participant Election	Benefit Before Tax	Before Tax %	After Tax	After Tax %																																																																																				
	Begin Date	Begin Date	Election Date	Plan	Flat Amount	of Earnings	Flat Amount	of Earnings																																																																																			
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Empl	Empl	Company	Department	Hire Date	Status	Plan	EFFDT	VOL	PSBB	PSBB	PSBB	PSBB																																																																															
Emplid	Rcd	Name						PCT	VSDP	CODE	AMNT	ADJ																																																																															
0			ABC	100000	10/01/2019 A	VS	05/01/2020	0.00%	Y		0.00	0.00																																																																															
0			ABC	100000	10/01/2019 A	VS	08/01/2020	0.00%	Y		0.00	0.00																																																																															
Error Message Election Date more than 120 DAYS in the past Election Date more than 180 DAYS in the past																																																																																											
<table border="1"><thead><tr><th>Coverage</th><th>Deduction</th><th>Participant Election</th><th>Benefit Before Tax</th><th>Before Tax %</th><th>After Tax</th><th>After Tax %</th></tr></thead></table>														Coverage	Deduction	Participant Election	Benefit Before Tax	Before Tax %	After Tax	After Tax %																																																																							
Coverage	Deduction	Participant Election	Benefit Before Tax	Before Tax %	After Tax	After Tax %																																																																																					



VRS Billing Exceptions Report (RHR078)

REVISED: 9/1/2026

DESCRIPTION:

This report displays employee-level detail of the variances between Virginia Retirement System (VRS) billed amounts and those amounts collected through payroll. Agency benefits administrators and payroll processors use this report to validate the General Ledger (GL) adjustments automatically created and to correct employee retirement enrollment or premiums, as needed. This report also lists any VRS billed transactions with errors that Cardinal did not reconcile (VRS Billing Transaction Errors section).

NAVIGATION PATHS:

- BN WorkCenter > Reports/Processes > Recon Reports > VRS Billing Exceptions
- NavBar > Menu > Benefits > Reports > VRS Billing Exceptions

INPUT / SEARCH CRITERIA:

Employee
Business Unit
Benefit Plan (checkboxes)
Month
Calendar Year

OUTPUT FORMAT:

PDF

Screenshot of the VRS Billing Exceptions Report Run Control Page

VRS Billing Exceptions

Run Control ID

VRS_Billing_Exceptions

Report Manager

Process Monitor

Run

Report Format Selection

☐ Run to CSV

Report Filters

Employee

Business Unit

Benefit Plan

☐ VRS RET

☐ VRS - HYB

☐ VSDP

☐ LIFE

☐ HIC

☐ Prior Svs

☒ ALL

*Month

*Calendar Year

Save

Add

Update/Display

ADDITIONAL INFORMATION:

Month and **Calendar Year** fields are required fields.
Employee Search criteria is the Empl ID.



Screenshot of the VRS Billing Exceptions Report

Commonwealth of Virginia

VRS BILLING EXCEPTIONS REPORT

Run Date: 05/25/2021

Run Time: 03:09 00

Page No. 1 of 3

POSTED

Business Unit: 50100 - VA Dept of Transportation

Current Year: 2020

Current Month: JAN

<u>EMPLID</u>	<u>Name</u>	<u>Pay Status</u>	<u>Dedcd</u>	<u>Benefit Plan</u>	<u>EE VRS Bill</u>	<u>EE Payroll Deduction</u>	<u>EE Recon GL Adjustment</u>	<u>ER VRS Bill</u>	<u>ER Payroll Deduction</u>	<u>ER Recon GL Adjustment</u>
VRS ORG CODE: 30501										
Benefit Section: Employee Retirement DB										
		A	VRSRET	VRSMDB	0.00	141.13	141.13	0.00	381.60	381.60
		A	VRSRET	VRSMDB	0.00	114.59	114.59	0.00	309.86	309.86
		A	VRSRET	VRSMDB	0.00	1,164.46	1,164.46	0.00	3,148.71	3,148.71
		A	VRSRET	VRSMDB	0.00	285.74	285.74	0.00	772.64	772.64
		A	VRSRET	VRSMDB	0.00	666.67	666.67	0.00	1,802.67	1,802.67
		A	VRSRET	VRSMDB	0.00	811.74	811.74	0.00	2,194.95	2,194.95
		P	VRSRET	VRSMDB	0.00	531.90	531.90	0.00	1,438.27	1,438.27
		P	VRSRET	VRSMDB	0.00	544.78	544.78	0.00	1,473.09	1,473.09
		A	VRSRET	VRSMDB	0.00	106.18	106.18	0.00	287.10	287.10
		P	VRSRET	VRSMDB	0.00	633.88	633.88	0.00	1,714.02	1,714.02
		P	VRSRET	VRSMDB	0.00	704.36	704.36	0.00	1,904.58	1,904.58
		A	VRSRET	VRSMDB	0.00	145.48	145.48	0.00	393.38	393.38
		A	VRSRET	VRSMDB	0.00	970.26	970.26	0.00	2,623.56	2,623.56
		A	VRSRET	VRSMDB	0.00	880.26	880.26	0.00	2,380.24	2,380.24
		P	VRSRET	VRSMDB	0.00	492.15	492.15	0.00	1,330.77	1,330.77
		P	VRSRET	VRSMDB	0.00	446.28	446.28	0.00	1,206.75	1,206.75
		P	VRSRET	VRSMDB	0.00	546.78	546.78	0.00	1,478.49	1,478.49
		P	VRSRET	VRSMDB	0.00	433.68	433.68	0.00	1,172.66	1,172.66
		A	VRSRET	VRSMDB	0.00	130.11	130.11	0.00	351.81	351.81
		A	VRSRET	VRSMDB	0.00	103.04	103.04	0.00	278.62	278.62
		A	VRSRET	VRSMDB	0.00	99.56	99.56	0.00	269.21	269.21
		A	VRSRET	VRSMDB	166.66	0.00	-166.66	450.66	0.00	-450.66
		A	VRSRET	VRSMDB	0.00	155.57	155.57	0.00	420.66	420.66
Section Total					166.66	10,108.60	9,941.94	450.66	27,333.64	26,882.98
Benefit Section: Hybrid Retirement										
		A	HDBER	HDBER	0.00	104.65	104.65	0.00	327.55	327.55
Section Total					0.00	104.65	104.65	0.00	327.55	327.55
Benefit Section: Group Term Life										
		A	GRPLFR	GTLR	0.00	0.00	0.00	0.00	36.97	36.97
		A	GRPLFR	GTLR	0.00	0.00	0.00	0.00	30.02	30.02
		A	GRPLFR	GTLR	0.00	0.00	0.00	0.00	305.09	305.09

Screenshot of the VRS Billed Transaction Errors section

Page No. 3 of 3												
Business Unit: 74900 - Buckingham Correctional Center			Current Year: 2024		POSTED						Current Month: JUN	
VRS Billed Transaction Errors												
See VRS Billing Details report for additional details. Except where indicated, Cardinal did not reconcile these transactions.												
VRS Org Code	EMPLID	VRS Plan Code	(5011110) Employee Retirement	(5011110) Employer Retirement	Buyback Ind	(5011110) Retirement Buyback	(5011140) Group Term Life	(5011160) Retiree Hlth Credit	(5011170) VSDP LTD	Error Ind	Message	
70749		LN	203.32	1,000.32	N	0.00	54.49	45.54	24.80	E	Employee Not Found	



VRS Billing Summary Report (RHR079)

REVISED: 9/1/2026

DESCRIPTION:

This report compares the totals for the employee/employer contributions for Retirement, Virginia Sickness and Disability Program (VSDP), Group Life, Retiree Health Credit and Purchase Prior Service plans to the VRS billing file. It is used to ensure the reconciliation of all contributions on a monthly basis. This report also provides totals, by Business Unit and VRS Org Code, for VRS billed amounts not reconciled (**VRS Billing Amounts Not Reconciled** section).

NAVIGATION PATHS:

- BN WorkCenter > Reports/Processes > Recon Reports > VRS Billing Summary
- NavBar > Menu > Benefits > Reports > VRS Billing Summary

INPUT / SEARCH CRITERIA:

Business Unit
Month
Year

OUTPUT FORMAT:

PDF

Screenshot of the VRS Billing Summary Report Run Control Page

VRS Billing Exceptions

Run Control ID VRS_Billing_Exceptions Report Manager Process Monitor Run

Report Format Selection

☐ Run to CSV

Report Filters

Employee

Business Unit

Benefit Plan ☐ VRS RET ☐ VRS - HYB ☐ VSDP ☐ LIFE ☐ HIC ☐ Prior Svs ☒ ALL

*Month

*Calendar Year

Save

Add Update/Display

ADDITIONAL INFORMATION:

Month and **Year** fields are required fields.



Screenshot of the VRS Billing Summary Report

Commonwealth of Virginia

VRS BILLING SUMMARY REPORT

Run Date: 05/25/2021

Run Time: 03:27 00

POSTED

Page No. 1 of 12

Billing Month :January 2020

BU	VRS Org Code	Benefit Plan Type	GL Acct EE	VRS Bill Amt EE	Payroll Amt EE	GL Adjstmnt EE	Rounding Non Billed EE	GL Acct ER	VRS Bill Amt ER	Payroll Amt ER	GL Adjstmnt ER	Rounding Non Billed ER
10000	30100	Employee Retirement DB	22051424	0.00	16,625.70	-16,625.70	0.00	5011110	0.00	52,734.42	-52,734.42	0.00
		Employee Retirement DB	22051448	0.00	0.00	0.00	0.00	5011110	0.00	0.00	0.00	0.00
		Group Term Life	22051448	0.00	0.00	0.00	0.00	5011140	0.00	6,835.28	-6,835.28	0.00
		Hybrid Retirement	22051448	0.00	5,890.26	-5,890.26	0.00	5011110	0.00	18,436.46	-18,436.46	0.00
		Retiree Health Credit		0.00	0.00	0.00	0.00	5011160	0.00	6,104.70	-6,104.70	0.00
		VSDP LTD		0.00	0.00	0.00	0.00	5011170	0.00	1,453.96	-1,453.96	0.00
	Org Code Total			0.00	22,515.96	-22,515.96	0.00		0.00	85,564.82	-85,564.82	0.00
	XB100	Employee Retirement DB	22051424	0.00	103.20	-103.20	0.00	5011110	0.00	279.05	-279.05	0.00
		Group Term Life		0.00	0.00	0.00	0.00	5011140	0.00	27.04	-27.04	0.00
		Retiree Health Credit		0.00	0.00	0.00	0.00	5011160	0.00	24.15	-24.15	0.00
		VSDP LTD		0.00	0.00	0.00	0.00	5011170	0.00	12.80	-12.80	0.00
	Org Code Total			0.00	103.20	-103.20	0.00		0.00	343.04	-343.04	0.00
	Plan Type Total											
		Employee Retirement DB		0.00	16,728.90	-16,728.90	0.00		0.00	53,013.47	-53,013.47	0.00
		Hybrid Retirement		0.00	5,890.26	-5,890.26	0.00		0.00	18,436.46	-18,436.46	0.00
		VSDP LTD		0.00	0.00	0.00	0.00		0.00	1,466.76	-1,466.76	0.00
		Group Term Life		0.00	0.00	0.00	0.00		0.00	6,862.32	-6,862.32	0.00
		Retiree Health Credit		0.00	0.00	0.00	0.00		0.00	6,128.85	-6,128.85	0.00
	BU Total			0.00	22,619.16	-22,619.16	0.00		0.00	85,907.86	-85,907.86	0.00
10100	101	Employee Retirement DB	22051448	0.00	0.00	0.00	0.00	5011110	0.00	0.00	0.00	0.00
		Group Term Life	22051448	0.00	0.00	0.00	0.00	5011140	0.00	12.84	-12.84	0.00
		Hybrid Retirement		0.00	39.20	-39.20	0.00	5011110	0.00	122.70	-122.70	0.00
		Retiree Health Credit		0.00	0.00	0.00	0.00	5011160	0.00	11.47	-11.47	0.00
		VSDP LTD		0.00	0.00	0.00	0.00	5011170	0.00	6.08	-6.08	0.00
	Org Code Total			0.00	39.20	-39.20	0.00		0.00	153.09	-153.09	0.00
	30101	Employee Retirement DB	22051424	370.57	23,827.46	-23,456.89	0.00	5011110	1,002.02	78,329.93	-77,327.91	0.00
		Employee Retirement DB	22051448	0.00	0.00	0.00	0.00	5011110	0.00	0.00	0.00	0.00
		General Deduction	22051411	0.00	0.00	0.00	0.00	5011140	0.00	0.00	0.00	0.00
		Group Term Life	22051448	0.00	0.00	0.00	0.00	5011140	154.42	11,902.74	-11,748.32	0.00
		Hybrid Retirement		175.01	14,337.32	-14,162.31	0.00	5011110	304.00	44,828.67	-44,524.67	0.00
		Retiree Health Credit		0.00	0.00	0.00	0.00	5011160	137.90	10,630.45	-10,492.55	0.00

Screenshot of the VRS Billing Amounts Not Reconciled section

Page No. 2 of 2

VRS Billed Amounts Not Reconciled

Billing Month :June 2024

See VRS Billing Details report for each Business Unit listed below for additional details.

Business Unit	VRS Org Code	(5011110) Retirement & Buyback	(5011140) Group Term Life	(5011160) Retiree Hlth Credit	(5011170) VSDP LTD
74900	70749	1,203.64	54.49	45.54	24.80