

BENEFITS REPORTS AND QUERIES

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	<u>Name</u>	<u>KB</u>	<u>Why is it helpful?</u>
Daily	MSC Event Evaluation Report - Cypress	KB 16795	Lists employees who have job data updates that resulted in a change to an employee's benefit eligibility or costs for benefits.
	New Hire Hold Report - Cypress	KB 35681	Lists employees who have blank values in their WRS Previous State and Local Service fields after running through the New Hire Hold batch process. This means their SSN was found in ETF One's Previous Service screen and the employee potentially has prior WRS service. Information is also displayed on the WED.
Payroll Processing Weeks	Benefit Retro Queries - Biweekly (UW_BN_RETRO_BIWEEKLY)	KB 20583	Lists employees' calculated retro benefits deductions that will be loaded on the next payroll. Should be run prior to the Benefit Retro Load (Tuesday night of standard payroll processing week).
	Benefit Retro Queries - Monthly (UW_BN_RETRO_MONTHLY)	KB 20583	Lists employees' calculated retro benefits deductions that will be loaded on the next payroll. Should be run prior to the Benefit Retro Load (Tuesday night of standard payroll processing week).
	UW_BN_REVIEW_ARREARS	KB 34240	Lists all pending balances in arrears that will be loaded on the next payroll.
Prepay / March/April/May	Deduction Prepay Load Status Query (UW_BN_PREPAY_LOAD_STATUS)	KB 16478	Lists all employees setup on the Deduction Prepay Review Page prior to the deduction prepay being loaded to payroll.
	Prepay Paycheck (UW_BN_PREPAY_PAYCHECK)	KB 18451	Displays all paychecks with benefit prepay deductions by Empl ID.
ICI / December	ICI Annual Sick Leave Swap Report	KB 58681 Emailed from UWSC	Lists all University Staff employees, their current sick leave balances, projected sick leave balances for the year, and current ICI Category (if applicable) so that they may counsel their employees regarding the swap of Sick Leave and/or any enrollment opportunities.
ABE	Employee Process Status Report	KB 20470	Report should be run the last day of ABE to identify employees who have entered into their Open Enrollment event but have not clicked the final submit button to finalize their elections.
Ad Hoc	Half Time Compliance Report	KB 16500	Lists hours worked for Lump and LTE employees. Benefits > Reports > Audits
	Review Paycheck Query (UW_BN_REVIEW_PAYCHECK_PUB)	KB 21401	Lists all paycheck deductions for an employee by plan type.
	Self Service Enrollments (UW_BN_NEW_HIRE_EBEN)		Lists self service benefit enrollments made using Self Service within a date range by department.