University Benefit Admin
Forms and Reports

Form Name	Form#	Form or Report	Training Available*	Access Level (I-Inquiry Only, A-Add, C-Change, D-Delete)	Subform Info	Form Description
Beneficiaries	BN47.1	Form	Yes	A/C/D		Used to view beneficiaries for an employee's life insurance benefits. Before beneficiaries can be added, the employee must be enrolled in the benefit plan.
Current Plan Participants	BN50.1	Form	Yes	A/C/D		View employees who are currently enrolled in a benefit plan as of the system date.
Employee Benefit Summary	BN51.1	Form	Yes	A/C/D		Form is used to view the plans in which an employee is enrolled on a particular date.
Dependent	HR13.1	Form	Yes	A/C/D		This form is used to view information regarding the employee's dependents who are to be covered by benefits, such as Date of Birth, Gender, Medicare Indicator.
Dependent Benefits	HR13.2	Form	Yes	A/C/D	Found on HR13, Coverage tab, Benefit link	This form can be used to view a dependents enrollment in benefit plans.
Dependent Benefits	HR13.3	Form	Yes	A/C/D	Found on BN32, DEP link	Used to track dependents covered under the employee's benefits.
Employee	HR11.1	Form	Yes	A/C/D		Employee Master file screen. Inquiry only.
Employee Service Inquiry	LP60.1	Form	Yes	A/C/D		Verify number of hours calculated for length of service in hours-based plan.
Employee Service Totals	LP60.3	Form	Yes	A/C/D	Found on LP60, Totals link	Totals for service hours and service earnings
Plan Participant Report	BN230	Report	Yes	A/C/D		Prints a report of the benefit plan participants. The report sorts by plan type, plan, and plan participant.
One Page Benefit Summary	BN242	Report	Yes	A/C/D		Prints a report of benefits statements that estimates the total cost of an employee's benefits.
Beneficiary Listing	BN247	Report	Yes	A/C/D		Prints a list of employee beneficiaries for employee life plans. T
Employee Benefit Entry	BN31.2	Form	No	A/C/D		This form is used to enroll an employee in benefit plans they are not currently enrolled in, i.e. new hires, change from one carrier within the plan type to another. The form will display the plans for which the employee is eligible. This is an add only form. Use BN32.1 or BN32.2 to change or stop an employee's benefits.
Employee Benefit Changes	BN32.1	Form	No	A/C/D		Used to change or stop an employee's benefits. This form displays all benefit plans in which the employee is enrolled. The As of Date determines which benefits display. Plans that have a stop date before the As of Date do not display.