



File Name	Ben Admin Activity Report_BUSPROC.doc
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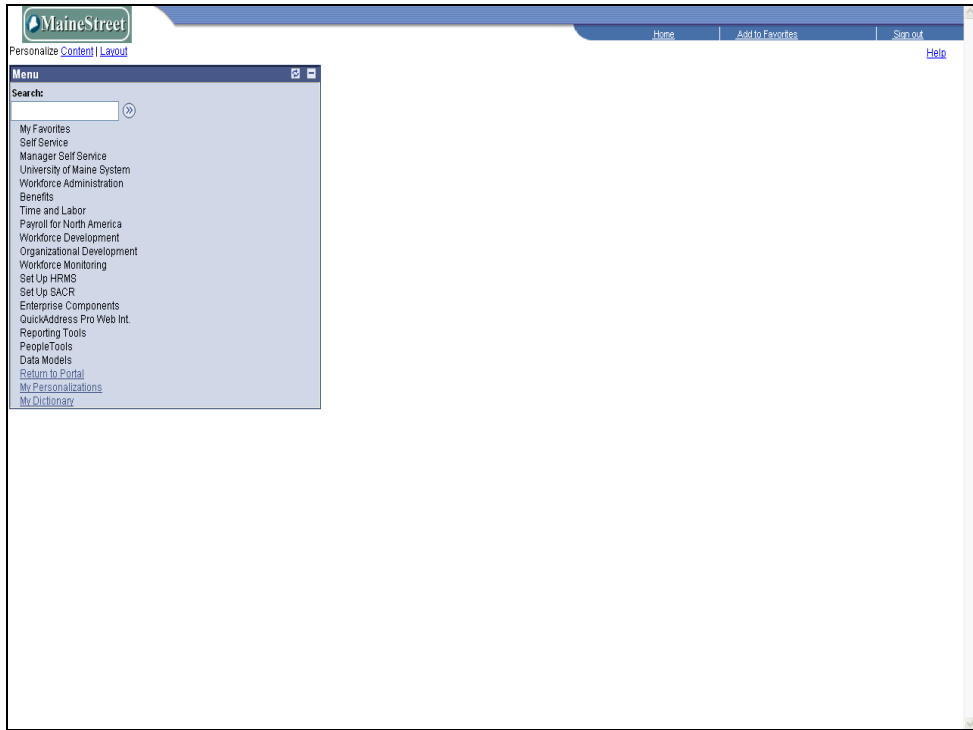
Ben Admin Activity Report

Concept

Run the **Ben Admin Activity** report to identify open benefit events that need processing. This report should be run at least on a weekly basis.

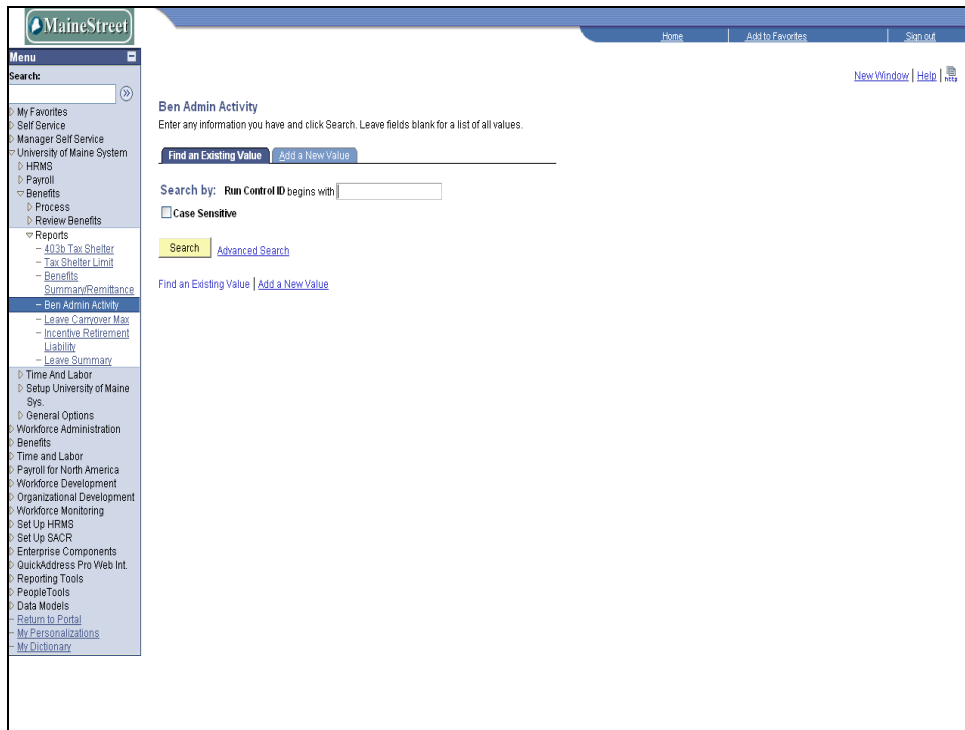


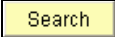
Navigation



Step	Action
1.	Click the University of Maine System link.
2.	Click the Benefits link.
3.	Click the Reports link.
4.	Click the Ben Admin Activity link.

Procedure



Step	Action
5.	Enter the desired information into the begins with field.
6.	Click the Search button. 

Process Document

HRMS: Ben Admin Activity Report



The screenshot shows the 'Ben Admin Activity' report in the HRMS system. The interface includes a navigation menu on the left, a search bar, and a main content area. The main content area displays a table with columns for various locations and a 'Run' button.

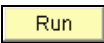
Ben Admin Activity

Run Control ID: test [Report Manager](#) [Process Monitor](#) **Run**

Augusta	Farmington	Fort Kent	Machias	Orono	Southern Maine	Presque Isle	System Office	Outreach
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Buttons: [Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

Step	Action
7.	Click the Run button.





Process Document

HRMS: Ben Admin Activity Report

Process Scheduler Request

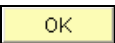
User ID: 0099988 Run Control ID: test

Server Name: PSUNK Run Date: 10/12/2008 Run Time: 3:32:21PM [Reset to Current Date/Time](#)

Recurrence: Time Zone:

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Ben Admin Activity Report	UMHR0017	SQR Report	Web	PDF	Distribution

[OK](#) [Cancel](#)

Step	Action
8.	Click the OK button. 

Process Document

HRMS: Ben Admin Activity Report





The screenshot displays the 'Ben Admin Activity' report in the HRMS system. The interface includes a navigation menu on the left, a search bar, and a main content area. The main content area shows the 'Run Control ID: test' and a 'Process Instance 484'. A table lists various locations with checkboxes, and there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

Augusta	Farmington	Fort Kent	Machias	Orono	Southern Maine	Presque Isle	System Office	Outreach
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Step	Action
9.	Click the Process Monitor link. Process Monitor

The screenshot shows the HRMS Ben Admin Activity Report interface. On the left is a navigation menu with categories like 'My Favorites', 'Self Service', 'Manager Self Service', 'University of Maine System', 'HRMS', 'Payroll', 'Benefits', 'Process', 'Review/Benefits', 'Reports', 'Time And Labor', 'Setup', 'General Options', 'Workforce Administration', 'Benefits', 'Time and Labor', 'Payroll for North America', 'Workforce Development', 'Organizational Development', 'Workforce Monitoring', 'Set Up HRMS', 'Set Up SACR', 'Enterprise Components', 'QuickAddress Pro Web Int.', 'Reporting Tools', 'PeopleTools', 'Data Models', 'Return to Portal', 'My Personalizations', and 'My Dictionary'. The main content area features a 'Process List' table and a 'View Process Request For' form. The table has columns for Instance, Seq, Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The 'View Process Request For' form includes fields for User ID, Type, Last (20 Days), Server, Name, Instance, Run Status, and Distribution Status, along with a 'Refresh' button and a 'Save On Refresh' checkbox.

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	484		SGR Report	UMHR0017	0015749	10/12/2008 3:32:21PM EDT	Processing	N/A	Details
<input type="checkbox"/>	483		SGR Report	UMHR0017	0015749	10/12/2008 3:31:11PM EDT	Processing	N/A	Details
<input type="checkbox"/>	478		SGR Report	BA5005	0015749	10/10/2008 11:38:55AM EDT	Success	Posted	Details
<input type="checkbox"/>	476		SGR Report	BA5004	0015749	10/10/2008 11:25:39AM EDT	Success	Posted	Details

Step	Action
10.	Click the Refresh button if necessary. 
11.	Click an entry in the Details column. 

Process Document

HRMS: Ben Admin Activity Report



MaineStreet

Home | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) |

Menu

Search:

- My Favorites
- Self Service
- Manager Self Service
- University of Maine System
 - HRMS
 - Payroll
 - Benefits
 - Process
 - Review Benefits
 - Reports
 - 403b Tax Shelter
 - Tax Shelter Limit
 - Benefits Summary/Remittance
 - Ben Admin Activity**
 - Leave Carover Max
 - Incentive Retirement Liability
 - Leave Summary
- Time And Labor
- Setup University of Maine Sys.
- General Options
- Workforce Administration
- Benefits
- Time and Labor
- Payroll for North America
- Workforce Development
- Organizational Development
- Workforce Monitoring
- Set Up HRMS
- Set Up SACR
- Enterprise Components
- QuickAddress Pro Web Int.
- Reporting Tools
- People Tools
- Data Models
- [Return to Portal](#)
- [My Personalizations](#)
- [My Dictionary](#)

Process Detail

Process	
Instance: 483	Type: SGR Report
Name: UMHR0017	Description: Ben Admin Activity Report
Run Status: Success	Distribution Status: Posted

Run	Update Process
Run Control ID: test	<input type="radio"/> Hold Request
Location: Server	<input type="radio"/> Queue Request
Server: PSUNX	<input type="radio"/> Cancel Request
Recurrence:	<input type="radio"/> Delete Request
	<input type="radio"/> Restart Request

Date/Time	Actions
Request Created On: 10/12/2008 3:31:24PM EDT	Parameters Transfer
Run Anytime After: 10/12/2008 3:31:11PM EDT	Message Log
Began Process At: 10/12/2008 3:31:46PM EDT	Batch Timings
Ended Process At: 10/12/2008 3:33:40PM EDT	View Log/Trace

OK Cancel

Step	Action
12.	Click the View Log/Trace link. View Log/Trace



Process Document

HRMS: Ben Admin Activity Report

View Log/Trace

Report

Report ID: 430 Process Instance: 483 [Message Log](#)

Name: UMR0017 Process Type: SOR Report

Run Status: Success

Ben Admin Activity Report

Distribution Details

Distribution Node: DEV Expiration Date: 10/22/2008

File List

Name	File Size (bytes)	Datetime Created
Message Log	2,678	10/12/2008 3:33:40.000000PM EDT
Trace File	206	10/12/2008 3:33:40.000000PM EDT
umhr0017_483_8.PDF	1,918	10/12/2008 3:33:40.000000PM EDT

Distribute To

Distribution ID Type	Distribution ID
User	0015749

[Return](#)

Step	Action
13.	Click the PDF entry in the Name column.

Process Document

HRMS: Ben Admin Activity Report



View Log/Trace

Report

Report ID: 430 Process Instance: 483 [Message Log](#)

Name: UMR0017 Process Type: SOR Report

Run Status: Success

Ben Admin Activity Report

Distribution Details

Distribution ID: https://psfn.maine.edu:8002/psreports/HRFIX/430/umhr0017_483_8.PDF - Microsoft Internet Explorer

File List

Name: [Message Log](#)

Trace File: [umhr0017_483](#)


Distribute To: User

[Return](#)

Report ID: UMR0017
Business Unit: UMR04 University of Maine System

Page No. 1
Run Date 10/12/2008
Run Time 16:33:23

Solved ID	Ben Group ID	Benefit Plan	Benefit	Rate	Event ID	Event Class	Process Status	Event Date	Action	Associate	Entered
ALL	008	UFT	0040		5	MED	RT	01-APR-2008	PAV	BS2	13-JUL-2008
ALL	008	UFT	0010		9	LSM	PR	04-APR-2008	TEM	LP1	
ALL	008	UFT	0030		1	HRB	PR	05-APR-2008	PAV	HRB	
ALL	008	MSB	0022		19	HRB	PR	28-JUL-2008	LCP	RED	
ALL	008	UFT	0029		9	LSM	PR	01-JUL-2008	PAV	REV	

Step	Action
14.	Review and/or print this report. Click the Close button when finished. 
15.	Use this report to identify Open events that need further processing. End of Procedure.