



<b>File Name</b>	View Schedule Summary.doc
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## View Schedule Summary

### Concept

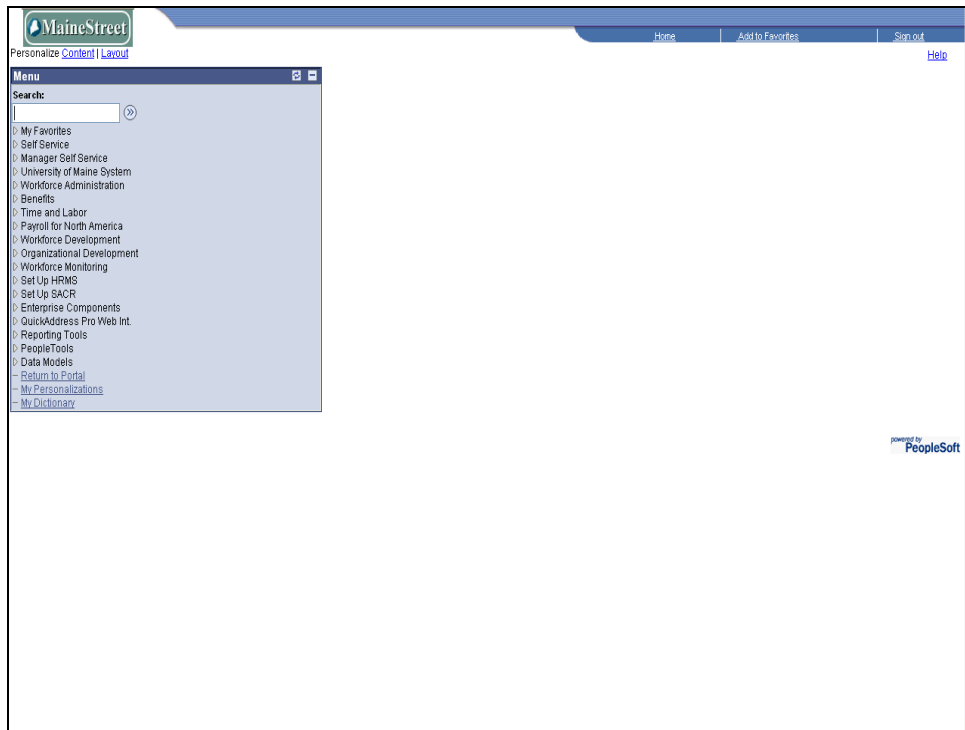
The **BenAdmin Schedule Summary** page enables you to view information concerning the total number of participants and their current status for a specific Schedule ID within the Open Enrollment or Event Maintenance process.



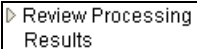

The information displayed on this page assists in troubleshooting or determining the next step in the Open Enrollment or Event Maintenance processes.

The BenAdmin Schedule Summary will not contain values until BenAdmin has been processed for the corresponding Schedule.

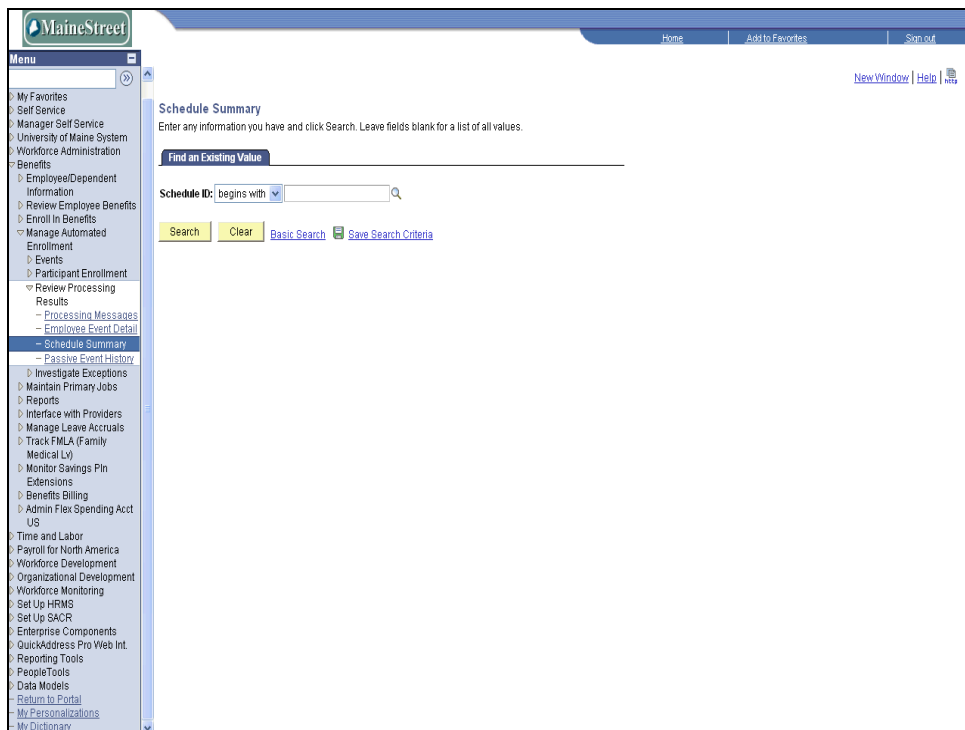
Run queries to identify specific employees.


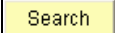
## Navigation



Step	Action
1.	Click the <b>Benefits</b> link. 
2.	Click the <b>Manage Automated Enrollment</b> link. 
3.	Click the <b>Review Processing Results</b> link. 
4.	Click the <b>Schedule Summary</b> link. 

### Procedure



Step	Action
5.	Click the <b>Look up Schedule ID (Alt+5)</b> button. 
6.	Click an entry in the <b>Schedule ID</b> column.
7.	Click the <b>Search</b> button. 

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Step	Action			
8.	<p>If a value is displayed in the <b>Assn Error</b> field, the participant event is assigned to multiple benefit programs, which is an error condition, and processing will stop.</p> <p>Go to <b>On-Demand Event Maintenance</b> and trigger the error message by clicking an available processing button, review message and verify data used for benefits.</p> <table border="1"> <tr> <td><b>Assn Error:</b></td> <td>0</td> <td>0.00 %</td> </tr> </table>	<b>Assn Error:</b>	0	0.00 %
<b>Assn Error:</b>	0	0.00 %		
9.	<p>If a value is displayed in the <b>Assn None</b> field, the participant event is not eligible for any programs. Participant events with this value can continue to finalization, but they will be unable to elect benefit options, and any current benefits they carry will be terminated.</p> <table border="1"> <tr> <td><b>Assn None:</b></td> <td>3</td> <td>0.14 %</td> </tr> </table>	<b>Assn None:</b>	3	0.14 %
<b>Assn None:</b>	3	0.14 %		
10.	<p>If a value is displayed in the <b>Assigned</b> field, the participant event is eligible for one program. If you see this process status after processing is over, it means that the events it is associated with are closed or have been freshly opened after events for the same participant ahead of them have been processed and closed.</p> <p>Go to <b>On-Demand Event Maintenance</b> to finalize any and all other events (HIR, FSC, MSC, etc.) as necessary until the OE shows as <b>Prepared</b> and <b>Open</b>.</p> <table border="1"> <tr> <td><b>Assigned:</b></td> <td>80</td> <td>3.87 %</td> </tr> </table>	<b>Assigned:</b>	80	3.87 %
<b>Assigned:</b>	80	3.87 %		



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Step	Action			
11.	<p>If a value is displayed in the <b>Prep Error</b> field, the participant's event was eligible for a program but an error occurred in the determination of eligibility for options. Processing will stop for this participant event until this error is corrected.</p> <p>Go to <b>On-Demand Event Maintenance</b> and trigger the error message by clicking an available processing button, review message and verify data used for benefits.</p> <table border="1" style="width: 100%;"> <tr> <td><b>Prep Error:</b></td> <td style="text-align: center;">0</td> <td style="text-align: center;">0.00%</td> </tr> </table>	<b>Prep Error:</b>	0	0.00%
<b>Prep Error:</b>	0	0.00%		
12.	<p>If a value is displayed in the <b>Prepared</b> field, the participant is eligible to make changes in elections or has current elections that need to be terminated for this event.</p> <table border="1" style="width: 100%;"> <tr> <td><b>Prepared:</b></td> <td style="text-align: center;">420</td> <td style="text-align: center;">20.30%</td> </tr> </table>	<b>Prepared:</b>	420	20.30%
<b>Prepared:</b>	420	20.30%		
13.	<p>If a value is displayed in the <b>Notified</b> field, the last action for this participant's event was the generation of an enrollment statement or the employee has accessed <b>Employee Self-Service Benefits Enrollment</b> and has not submitted changes.</p> <p>During Open Enrollment, participants in this status with only a few days left in the OE period should be notified that the changes they may have made in <b>Employee Self-Service Benefits Enrollment</b> will not be valid until they submit their choices.</p> <table border="1" style="width: 100%;"> <tr> <td><b>Notified:</b></td> <td style="text-align: center;">0</td> <td style="text-align: center;">0.00%</td> </tr> </table>	<b>Notified:</b>	0	0.00%
<b>Notified:</b>	0	0.00%		
14.	<p>If a value is displayed in the <b>Re-Enter</b> field, the participant's elections for this event have been rolled back from the Base Benefit tables and positioned for corrections and then revalidation.</p> <table border="1" style="width: 100%;"> <tr> <td><b>Re-Enter:</b></td> <td style="text-align: center;">0</td> <td style="text-align: center;">0.00%</td> </tr> </table>	<b>Re-Enter:</b>	0	0.00%
<b>Re-Enter:</b>	0	0.00%		
15.	<p>If a value is displayed in the <b>Entered</b> field, elections have been posted, but not validated, for the participant's event.</p> <p>Go to <b>On-Demand Event Maintenance</b> and finalize the event or the mass finalization process will finalize.</p> <table border="1" style="width: 100%;"> <tr> <td><b>Entered:</b></td> <td style="text-align: center;">0</td> <td style="text-align: center;">0.00%</td> </tr> </table>	<b>Entered:</b>	0	0.00%
<b>Entered:</b>	0	0.00%		
16.	<p>If a value is displayed in the <b>Elect Err</b> field, the event has been placed into an error status because at least one plan type contains an election error. The entire event will remain in this status until the cause of the error is eliminated, or the event is forced finalized.</p> <p>The most common cause of an election error is missing dependents/beneficiaries, or proof (evidence of insurability) is required, but has not been submitted.</p> <table border="1" style="width: 100%;"> <tr> <td><b>Elect Err:</b></td> <td style="text-align: center;">0</td> <td style="text-align: center;">0.00%</td> </tr> </table>	<b>Elect Err:</b>	0	0.00%
<b>Elect Err:</b>	0	0.00%		
17.	<p>If a value is displayed in the <b>Enrolled</b> field, the event is done. Postings have been made to Benefit Program Participation and Base Benefits enrollment panels.</p> <table border="1" style="width: 100%;"> <tr> <td><b>Enrolled:</b></td> <td style="text-align: center;">0</td> <td style="text-align: center;">0.00%</td> </tr> </table>	<b>Enrolled:</b>	0	0.00%
<b>Enrolled:</b>	0	0.00%		
18.	<p>If a value is displayed in the <b>Pgm None</b> field, the employee is no longer eligible for any benefit program. The system detected no current enrollments, and terminated them.</p> <table border="1" style="width: 100%;"> <tr> <td><b>Pgm None:</b></td> <td style="text-align: center;">1,316</td> <td style="text-align: center;">63.61%</td> </tr> </table>	<b>Pgm None:</b>	1,316	63.61%
<b>Pgm None:</b>	1,316	63.61%		

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Step	Action						
19.	<p>If a value is displayed in the <b>Prep None</b> field, the participant is eligible for a program, but not eligible to make any election changes with this event. No additional processing will occur for this participant event.</p> <table border="1" data-bbox="370 386 691 428"> <tr> <td><b>Prep None:</b></td> <td>250</td> <td>12.08%</td> </tr> </table>	<b>Prep None:</b>	250	12.08%			
<b>Prep None:</b>	250	12.08%					
20.	<p>The <b>Event Status Totals</b> group box identifies the status of a participant event.</p> <p><b>Voided</b> events are not considered for any further processing.</p>						
21.	<p>Only one event can be open for any one participant/benefit record number combination at a time. However, the totals in the <b>Process Indicator Totals</b> region represent the sum of all events, open or closed.</p> <p>A value in the <b>Normal</b> field indicates participant events that are in standard (normal) status. You have no pending requests for reprocessing.</p> <p>A value in the <b>Assign</b> field indicates the participant events that you have requested the system to reprocess back to the point of program assignment.</p> <p>A value in the <b>Prepare</b> field indicates the participant events that you have requested the system to reprocess back to the point of option preparation.</p> <p>A value in the <b>Re-Enter</b> field indicates the participant events that you have requested the system to reprocess back to the point of election entry. Elections for the participant will be rolled back from the Base Benefit enrollment tables.</p> <p>A value in the <b>Elect</b> field indicates the participant events that you have requested the system to reprocess back to the point of election validation and loading. Elections will be rolled back from the Base Benefit enrollment tables. The participant's elections for the event will be revalidated and loaded to the Base Benefit enrollment tables, pending the results of the validation.</p> <p>A value in the <b>Void</b> field indicates that you want to block this event from further processing. Elections for the event will be rolled back from the Base Benefit enrollment tables.</p>						
22.	<p>The <b>Finalize Totals</b> region displays the number of participant events that are currently marked to be finalized or to have defaults applied to them, but which have not yet been run through the Benefits Administration process.</p> <p>The <b>Finalize</b> field displays the number of participant events that are currently marked to be finalized or to have defaults applied to them, but which have not yet been run through the Benefits Administration process.</p> <table border="1" data-bbox="370 1675 704 1759"> <tr> <td colspan="3"><b>Finalize Totals</b></td> </tr> <tr> <td><b>Finalize:</b></td> <td>0</td> <td>0.00%</td> </tr> </table>	<b>Finalize Totals</b>			<b>Finalize:</b>	0	0.00%
<b>Finalize Totals</b>							
<b>Finalize:</b>	0	0.00%					



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Step	Action
23.	<p>The <b>Elig Changed Totals</b> region displays counts of participant events that may need to be reprocessed.</p> <p>The system flags these events when the HR data used for processing event eligibility is changed, a new row affecting eligibility is inserted, or the row used for eligibility is deleted</p>
24.	<p>The <b>Out of Sequence Totals</b> region displays events that have been flagged as out of sequence. The <b>Seq</b> field displays the sequence number in question.</p> <p>The <b>Disconnected Event Totals</b> region indicates the number of disconnected events detected by the system during processing for the selected schedule. The <b>Disc</b> field displays the number of disconnected events.</p>
25.	<b>End of Procedure.</b>