

## Required Steps for Monthly Processing of “Open Events”

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NDPERS is responsible for assisting you with any benefits administration issues that may come up when you are processing your monthly payrolls. It will be necessary for you to go out and view the events for your agency each month to ensure that all events are closed so benefits can be processed properly. To check for Open Events, you must go to the Peoplesoft Portal, Update Processing Controls.

**(Main Menu>Benefits>Manage Automated Enrollment>Events>Update Processing Controls)**

1. Enter your agency’s schedule ID and select “O” in the Event Status field in the Optional Search Fields and hit “search”.
2. You will see a listing of open events for employees of your agency. It will be necessary for you to close these events by using the Automated Event Processing option or the On Demand Event Maintenance option. **Hint: When multiple events are open, it is often most efficient to use Automated Event Processing. For one or two open events, you may find On Demand Event Maintenance to be most convenient. (See below for detailed instructions.)**
3. If all events are closed, you will receive a message that says “No Matching Participant Records, No employees were found for this selection criteria.” If all events are closed, you will have concluded the monthly maintenance requirement. Repeat this process each month throughout the year.

**Reminder: Any changes to the job record or changes entered by employees through the PeopleSoft Employee Hub may result in an open event, so you should check around the time of payroll being run to ensure you don’t have open events.**

**Whether you do daily, weekly, or monthly processing of “Open Events”, the steps are the same.**

### **Automated Event Processing Procedure**

1. Run the Ben Admin process by entering in your Run Control ID

**(Main Menu>Benefits>Manage Automated Enrollment>Events>Run Automated Event Processing)**

- a. Enter your Schedule ID in the Schedule ID field.

- b. EM Process Mode will always be "Process Existing Events Only"
- c. Company and BAS Group ID will automatically fill in.
- d. Press the Run button to take you to the Process Scheduler.
- e. Select Server Name "PSNT" if it is not already selected.
- f. The Benefits Administration "PSPBARUN" process will be checked by default.
- g. Press OK to start the process. This will take you back to the Run Control page. Press Process Monitor to view the status of the Ben Admin process. Select the Refresh button to check on the status in the Process List.
- h. When the process finishes (Success), press "Go Back to Run Automated Event Processing" to take you back to Ben Admin.

Ben Admin will close events that require no further action. Events awaiting action from you or the employee will remain where they are until some action is taken. If these events are left open and not addressed, employee benefits may not be applied correctly. Therefore, it is necessary to process all open events monthly before payroll processing.

After the Automated Event process has been run, if the Process Run status is "Error", check the Details link. Select View/Trace Log, then select the file under File List. It should have a .log extension. This will tell you what employee ID errors out. You can go to On Demand Event Maintenance to fix the record.

2. Go to "Update Processing Controls". Enter your Schedule ID, Event Status of "O" and click on Search. This will list all your open events.

**(Main Menu>Benefits>Manage Automated Enrollment>Events>Update Processing Controls)**

3. Do the appropriate election entry for each open event.

**(Main Menu>Benefits>Manage Automated Enrollment>Participant Enrollment>Perform Election Entry)**

4. If an employee has multiple events, Ben Admin can only process one event at a time. When one event has been closed, the next will open for you to process. Repeat the Automated Event Process until all events are closed for the month.

### **On Demand Event Maintenance Procedure**

Using On Demand Event Maintenance, you will have to process each event, validate/finalize, then select the Return to Search button to process the next event. You will have to do this until all events are processed for an individual employee.

**(Main menu>Benefits>Manage Automated Enrollment>Events>On Demand Event Maintenance)**

1. Enter Emplid of employee and hit Search Button at the bottom of the page.
2. Click on yellow Event Status Update button. This will take you to Event Status Update where you can view status of employee.
3. Click on the yellow OK button at the bottom of the page. You will return to the original On-Demand Event Maintenance page. Yellow buttons will indicate the choice of actions you have.
4. If status is "Program Assigned", select the yellow Prepare Options button.
5. If the event does not have an affect on benefits (such as a pay rate change), the status will change to 'Finalized-Prepared None' and the event will close. All the buttons on this page will be grayed out. No further action is needed.
6. If the event does have an effect on benefits, benefit options will be prepared. You will then need to select the yellow Election Entry button and enter the benefit elections. Once you have entered the benefit elections, select the yellow OK button at the bottom of the page. You will return to the original On Demand Event Maintenance page. The status will have changed to entered.

**NOTE: You cannot print an enrollment statement or confirmation statement through On Demand Event Maintenance. If you want to print an enrollment/confirmation statement, you will need to use Benefits>Manage Automated Enrollment>Participant Enrollment>Print Enrollment Statements.**

7. If you are finished entering the benefit elections, select the yellow Validate/Finalize button. After the process runs, the status will change to "Finalized/Enrolled" and the event will close. No further action is needed.
8. When processing terminations, you will need to check the Finalize/Apply Defaults box. Then you need to select the yellow button for Validate/Finalize. After the process runs, the status will change to "Finalized-Enrolled". No further action is needed.

**NOTE: Do not manually change the Event Status to 'Closed to Processing', as this prevents Ben Admin for properly processing the event.**

**If you notice that all buttons are grayed out and you need to complete additional processing to close out an event, it may be necessary for you to go all the way back to On Demand Event Maintenance and hit search again to refresh the page. When processing more than one event for an employee, we have found this to be necessary. After you do this, you will be able to access the necessary yellow buttons to continue processing.**

If you are having trouble closing events, contact the ITD Service Desk and Submit an Incident online at <http://www.nd.gov/itd/support> . You can also call 328-4470, Toll Free 877-328-4470.

**If you process events once a month or at payroll time**, please allow enough time to run the benefit administration process before payroll closes. This will give you the opportunity to:

1. Gather additional information from employee, if needed
2. Provide you time for any trouble shooting, if needed
3. Provide you time for those last minute changes