AutoEnroll
Standard Report Types

Report Name	Report Description	To and From Date Needed?	Fields Included in Report
Employee Census Benefit	The Employee Census Benefit Report will pull a list of all employees along with all active and/or future benefit elections. Please note, if you see duplicate employees, it may be a result of this report reflecting all current and future benefits added during an Open/Annual Enrollment period. **Special Notes:** All active/terminated employees with an election record of one or more benefits will display in the report. Also, Employees in the system with no benefit elections will not display. Additionally, if an employee has a DOH after the "to" date, the employee will not be included in the report. If a "from" date is entered the report turns into a submitted changes report. Then only employees with changes within that window will be included in the report.	No	• Name • SSN • Employee Number • Date of Birth • Date of Hire • Date of Rehire • Date of Termination • DOD • Gender • Marital Status • Address 1 • Address 2 • City • State • Zip • Zip Override • Email • Home Phone • Status • Benefit Status • Tobacco • Future Tobacco • Disabled • Pretax • Payroll Frequency • Benefit Eligibility • Date • Date of Eligibility • Department • Compensation 1 • Compensation 2 • Compensation 3 • Compensation 4 • Compensation 5 • Job Title • Structure Group • Service Center VIP • Subgroup Elections

Report Name	Report Description	To and From Date Needed?	Fields Included in Report
Employee Dependent Census Benefit	This report will include a list of dependents associated with all active members as well as details around each dependents benefits election. The difference between this report and the Dependent Census Benefit report is that the employee is not listed separately and neither are their individual benefit elections. Please note, if you see duplicate dependents, it may be a result of this report reflecting all current dependents added to the current year and all future dependents added during an Open/Annual Enrollment period for the next plan year. This report will provide you with the dependents names and the member's name.	No	• Current/Future (if elected) • Last Name • First Name • Middle Name • Suffix • Employee Number • Email • Structure Group • Date of Hire • Date of Rehire • Date of Termination • DOD • Payroll Frequency • Benefit Eligibility Date • Date of Eligibility • Department • Compensation 1 • Compensation 2 • Compensation 3 • Compensation 4 • Compensation 5 • Job Title • Dependent SSN • Dependent Last Name • Dependent First Name • Dependent Middle Name • Dependent Suffix • Dependent Verified Date • DOB • Gender • Relationship • Benefits Status • Status • Address 1 • Address 2 • City • State • Zip • Student • Disabled • Tobacco • Marital Status • Home Phone • Pretax • Service Center VIP • Subgroup Elections

Report Name	Report Description	To and From Date Needed?	Fields Included in Report
Initial Enrollment Status	Use this report to review the enrollment status of new hires, rehires, and newly eligible employees. The enrollment status will be reported as **NOT STARTED, IN PROGRESS, PENDING APPROVAL, PENDING DEPENDENT VERIFICATION (if applicable) and APPROVED.** Included in the report are the remaining days for the employee to make an enrollment selection.	No	• SSN • Last Name • First Name • Email • Employee Number • Structure Group • Input • Enrollment Status • Employment Status • Date of Hire (DOH) • Date of Rehire (DOR) • DOE BED • Benefit Status • Days Remaining • Last Date to Enroll
Open Enrollment Status *(Only available for clients with SelfEnroll)*	This report will reflect the Open Enrollment Status for each active employee. Note: Under the Input Column, an input value of "member" reflects the employee completed the transaction. Input value of "manual" reflects a benefits administrator completed the transaction.	No, please enter the Open Enrollment Start date.	• SSN • Last Name • First Name • Suffix • Email • Employee Number • Structure Group • Input • Enrollment Status • Employment Status • Date of Hire (DOH) • Benefit Status • Open Enrollment (OE) Effective Date
Payroll Deduction Audit *(Only available if PPI houses your contribution schedule)*	This is a full file including all payroll deductions for all employees as of the specified "From/To" time frame. The report will display all deductions that are effective during the time frame reported. If payroll frequency for an employee has not been specified the deductions will default to a monthly calculation. Company paid benefits will display with a "0." This report will not include Future elections, only the current plan year information. After the current to future procedure has been completed, the new election information and costs will be available.	Yes	• SSN • Employee Number • Last Name • First Name • Middle Initial • Suffix • Structure Group • Election • Line Type • Deduction Amount • Annual Amount • Imputed Income • Deduction Frequency • Effective Date • Termination Date • Coverage Tier • HSA Per Pay Period • Employer Contribution

Report Name	Report Description	To and From Date Needed?	Fields Included in Report
Payroll Deduction Changes (Only available if PPI houses your contribution schedule)	This report is a "changes only" report based on the "From/To" date. This is used by clients that do not have a custom payroll report set-up. This report is based on both the effective/ termination date of the employee's benefits as well as the date/time stamp of the submitted changes. The report will display only the deductions that are effective during the specified period. If an election that was effective/terminated prior to the stated period, had just been entered in the system (such as a retroactive change or add), then the related deduction(s) will be included. If the deduction frequency has not been specified in the employee's record the deduction frequency will default to monthly (MO). This report will not include Future elections, only the current plan year information. After the current to future procedure has been completed, the new election information and costs will be available.	Yes	• Structure Group • Election • Deduction • Deduction Frequency • Effective Date • Term Date • Coverage Tier • HSA Per Pay Period Amount

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