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1	Module	INFOPAC ID	PS ID	Report Title	Description	Navigation	Business Process
2	BEN	BNxxx0012X	BEN012X	Teacher Retirement System Monthly Report	Provides a detailed listing of all employees who are active in the Teachers Retirement System and their monthly salary and contribution.	Runs in Batch Monthly	
3	BEN	BNxxx0014	BEN014X	Return To Pay Status Report	Provides a detailed listing of all employees whose Employees Status has changed from a leave of absence or inactive status to an active status.	Runs in Batch Weekly	HR0480
4	BEN	BNxxx0015	BEN015X	Health Insurance Termination Of Coverage Report	Provides a detailed list of all employees who have contributions to the State Health Benefit Plan (SHBP) and have had a status change from active to leave of absence or inactive.	Runs in Batch Daily	BEN0120, BEN0121
5	BEN	BNxxx0016	BEN016X	Flex Deduction Exception Report	Provides a detailed list of all active employees with FLEX deduction amounts that are different than the expected amounts, based on Month to Date Totals.	Runs in Batch first business day of month	BEN0120, BEN0121
6	BEN	BNxxx0017	BEN017X	Leave Taken Report	Provides a detailed listing of all employees and the amount of leave taken during a specified time period.	Go > Compensate Employees > Administer Base Benefits > Report	
7	BEN	BNxxx0018X	BEN018X	Deferred Compensation Change Report	Provides a detailed listing of all employees who have had a change in the deferral amount during the current confirmed pay period.	Runs in Batch Weekly	BEN0140, BEN0141, BEN0142, BEN0143, BEN0144
8	BEN	BNxxx0019	BEN019X	Deferred Compensation Non-Active Employee Status Report	Provides a detailed listing of all employees with a deferral who have changed from active status to an inactive status during the current confirmed pay period.	Runs in Batch Weekly	BEN0140, BEN0141, BEN0142, BEN0143, BEN0144
9	BEN	BNxxx0023X	BEN023X	Deferred Compensation Age 50+ Report	Provides a detailed listing of all employees who will qualify for the 50+ Deferral Plan either in the upcoming year or current year (based on the report run date).	Runs in Batch December 07th & First Business Day following January 04th	BEN0140, BEN0141, BEN0142, BEN0143, BEN0144
10	BEN	BNxxx0024X	BEN024X	Deferred Compensation Ded. Balance Report	Provides a detailed listing of all employees who have participated in more than one Benefit Plan under one specified Plan Type during the current Calendar Year along with individual CY balances and YTD totals for all Benefit Plans combined.	Runs in Batch the 6th of each month	BEN0140, BEN0141, BEN0142, BEN0143, BEN0144
11	BEN	BNxxx0025X	BEN025X	Savings Plan Conversion Exception Report	Provides a detailed listing of all employees who did not process during Savings Plan conversion.	Runs as needed by FSS	
12	BEN	BNxxx0478	BEN478X	Build PEP Rows for Employees Transferred FR	Provides a detailed listing of all employees who contain errors when transferred from a non-payroll agency to a payroll agency, using the "Department Number Change Across Companies" mass process.	Special request	

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13	BEN	BNxxx0500	BEN500X	Leave Accrual Error Report	Provides a detailed listing of all employees that have encountered errors during the Leave Accrual process.	Runs in Batch After Each Leave Accrual Process Has Completed	BEN0170, BEN0175, BEN0180, BEN0185, BEN0186, BEN0190, BEN0191, BEN0192, BEN0193, BEN0194, BEN0195, BEN0196
14	BEN	BNxxx0501	BEN501X	Leave Grid Sheets	Provides list of all employees in company and an area to document used leave.	Go > Compensate Employees > Administer Base Benefits > Report	BEN0166
15	BEN	BNxxx0504	BEN504X	Military Leave Audit Report	Provides detailed listing of all employees who are active in the Military Leave Plan and their leave balance prior to the reset process.	Runs in Batch Annually (November)	BEN0504
16	BEN	BNxxx0505	BEN505X	Leave Totals Verification	Provides form for each employee with leave balances and detail showing whether eligibility requirements for transferring sick leave to personal leave have been met as of a specified date. (Report is printed portrait front and back)	Runs in Batch Annually (December)	BEN0180, BEN0182
17	BEN	BNxxx0506	BEN506X	Forfeiture Of Sick And Annual Leave	Provides a detailed listing of all employees in excess of maximum allowable balances, which have been added to Forfeiture Leave Balances. (Maximum Sick 720 hours) (Maximum Annual 360 hours)	Runs in Batch Monthly	BEN0193
18	BEN	BNxxx0508	BEN508X	SSN Change Audit Report	Provides a detailed listing of all employees who have had Social Security Number corrections in the system during a specified period.	Runs in Batch Weekly	
19	BEN	BNxxx0511X	BEN511X	Deferred Compensation Error Report	Provides a detailed listing of all employees who have had a deferral during the current confirmed pay period, who have also had a duplicate deferral record attempted to be written to the file.	Runs in Batch After Payroll is Confirmed	BEN0140, BEN0141, BEN0142, BEN0143, BEN0144
20	BEN	BNxxx0513	BEN513X	Time & Attendance Error Report	Provides a detailed listing of all employees who did not have their leave usage balances updated due to process errors.	Runs in Batch Daily	
21	BEN	BNxxx0518	BEN518X	Annual Personal Leave Process Audit	Provides a detailed listing of all employees who have elected to transfer Sick Leave to Personal Leave for the current year.	Runs in Batch Annually	BEN0180, BEN0182
22	BEN	BNxxx0520	BEN520X	Annual Pensionable Earnings Update	Provides a detailed listing of all employees who have had a successful Pensionable Earnings update for the October Salary Increases, which were processed by the Mass Update Process.	Runs in Batch Annually	BEN0110, BEN0111

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23	BEN	BNxxx0521	BEN521X	Annual Pensionable Earnings Update Exception Report	Provides a listing of all employees who had no change to Salary nor Pensionable Earnings, but some change attempted to Additional Pay.	Runs in Batch Annually	BEN0110, BEN0111
24	BEN	BNxxx0525	BEN525X	Annual Clearing of Leave Balances Report	Provides a detailed listing of all employees and their specified leave plans that have been cleared and reset to zero. (Balances affected – Earned YTD, Taken YTD, and Adjusted YTD.)	Runs in Batch Annually	BEN0165
25	BEN	BNxxx0540X	BEN540X	Flex Audit Trail Component Code Summary Report	Provides a detailed listing of all FLEX component codes and deduction amounts.	Runs in Batch After Payroll is Confirmed	
26	BEN	BNxxx0554X	BEN554X	Retirement Report (Georgia Defined Contribution)	Provides a detailed record of employee Georgia Defined contributions made during confirmed pay periods for the month.	Runs in Batch last business day of month	BEN0110, BEN0111
27	BEN	BNxxx0555X	BEN555X	Retirement Report	Provides a detailed record of employee pension deductions/employer pension contributions made for confirmed pay periods for the month.	Runs in Batch After Payroll is Confirmed	BEN0110, BEN0111
28	BEN	BNxxx0571	BEN571X	Compare Annual Pensionable Earnings Salary And Job Comp Rate	Provides a list of employees who meet the following criteria: -Job Data Compensation does not equal the Pensionable Earnings Panel, -Additional Pay does not equal Pensionable Earnings Panel Monthly Additional Pay (*), -Additional Pay effective dated row does not appear in the Pensionable Earnings Panel (**). (The first message will appear on a separate row from the second and third.)	Runs in Batch Weekly	BEN0110, BEN0111
29	BEN	BNxxx0577	BEN577X	Multiple Active FLEX/SHBP General Deductions-Same Category	Provides a detailed listing of all employees having multiple deductions within the same benefit category.	Runs in Batch Weekly	BEN0120, BEN0121
30	BEN	BNxxx0580	BEN580X	Fiscal Year End Leave Liability Report	Provides a detailed listing of all employees and the total value of Annual Leave and FLSA Compensatory Time as of the end of the Fiscal Year. (Required by State Auditor.)	Runs in Batch Annually (July 7th/ Non-lag Payroll - July 9th/Lag Payroll)	BEN0170, BEN0185, BEN0192
31	BEN	BNxxx05A7	BEN507X	Batch Update Of Flex General Deductions Daily Update Report	Provides a detailed listing of all employees who had a FLEX General Deduction, which updated to the Phoenix system.	Runs in Batch Daily	BEN0120, BEN0121
32	BEN	BNxxx05B7	BEN507X	Batch Update of FLEX General Deductions Daily Exception Report	Provides a detailed listing of all employees who had a FLEX General Deduction which did not update into the Phoenix system.	Runs in Batch Daily	BEN0120, BEN0121
33	BEN	BNxxx05C7	BEN507X	Daily Error Report	Provides a detailed listing of all employees who had a Flex General Deduction update that is unable to locate a record to process to in the Phoenix system.	Runs in Batch Daily	
34	BEN	BNxxx05L7	BEN507AX	Open Enrollment Update Report	Provides a detailed listing of all employees and their benefit elections as entered into the FLEX system during Open Enrollment that have updated into the Phoenix system.	Runs in Batch Annually	BEN0120, BEN0121

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35	BEN	BNxxx05M7	BEN507AX	Open Enrollment Exception Report	Provides a detailed listing of all employees and their benefit elections as entered into the FLEX system during Open Enrollment that were unable to update records in the Phoenix System.	Runs in Batch Annually	BEN0120, BEN0121
36	BEN	BNxxx05N7	BEN507AX	Open Enrollment Error Report	Provides detailed listing of all employees and their benefit elections as entered into the FLEX system during Open Enrollment that were unable to locate a record to update to the Phoenix System.	Runs in Batch Annually	