

Extracting Enrollment and Deduction Data

Reports for Enrollments and Payroll Deductions can both be found on the Reports page.

The screenshot displays a software interface with a dark sidebar on the left and a main content area. The sidebar contains navigation links: DASHBOARD, NOTIFICATIONS, COMPANY (with sub-links for Locations, Organizational Structure, Pay Groups, and Administrators), BENEFITS (with sub-links for Plans and Open Enrollment), ENROLLMENT (with sub-links for Settings and Customization), TOOLS (with sub-links for Manage EOI and Imports), and REPORTS (highlighted in blue). Below the sidebar, there are links for PREPARE FOR PAYROLL and EDI.

The main content area is titled "Reports" and is organized into several sections:

- Demographic Reports**: Includes tiles for Demographic Census, New Hires, Terminations, and Demographic Changes, each with a "View" link.
- Benefits / Enrollment Reports**: This section is highlighted with a green border and contains tiles for Enrollments, Enrollment Changes, Open Enrollment Elections, Benefit Summary Statements, COBRA Eligibility, Scheduled Benefit/Rate Changes, Scheduled Drop Over-Age Dependent Coverage, Self-Bill Carrier Summary, Self-Bill Carrier Detailed, Total Compensation Statements, Employer Total Monthly Cost, Employee Enrollment Participation Rates, Passive Enrollment Audit, Open Enrollment - Employee Enrollment Statuses, and Ineligible Employees Enrolled in Benefits. Each tile has a "View" link.
- Payroll Reports**: This section is also highlighted with a green border and contains tiles for Payroll Deductions and Payroll Deduction Changes, each with a "View" link.
- Supplemental Reports**: Includes tiles for Plans, Disclosures, Beneficiaries, and Primary Care Physicians, each with a "View" link.
- Carrier Forms**: Includes tiles for Enrollments, Enrollment Changes, and Open Enrollment Elections, each with a "View" link.

Reports can be downloaded for **Payroll Deductions** and **Payroll Deduction Changes**.

- When pulling the **Payroll** report, be sure to set the date for the first day of the payroll that you wish to run.

When extracting Enrollment Data, there are two methods you can use.

- You can download an **Enrollments** or **Enrollment Changes** report as seen in the above Reports page. For these reports, you can select the date range, filter by carrier, product, enrollment type, work locations, and Organizational Structure.
- The **Enrollment Change Report** will provide data including employee and dependent benefit election changes (new enrollments, ended enrollments, changed enrollments, etc.). This report provides information about the following types of election changes:
 - Plan
 - Coverage Level
 - Result of adding or dropping dependents from coverage
 - Employee Cost
 - Coverage Ended
 - Dependents added/dropped

Not all scenarios of adding or dropping dependents mean a change in coverage level.

You may view employee enrollment forms from an individual's personal benefit tab.

- Go to the employee's profile, click on their **Benefits** tab, and select the edit icon to view their completed enrollment form

AS

Aria QA Stark (Aabb)
QA / Full Time
Rehire Date: 07/31/2022

Profile
Benefits
Time & Attendance
History

Enrollment Window

Unlock Enrollment Window

Unlock an enrollment window for current year plans, such as a new hire, newly benefit eligible (due to employment changes), and employee qualifying life event.

Unlock Enrollment

Benefits Summary

Current
Future
Prior
Waived

Product	Carrier	Plan	Coverage Level	Enrolled Members	Effective Start Date	Effective End Date	Benefit Amount	Pay Per Cost	View
Group Life	AIG (American International Group)	Group Life EOI	Employee	Aabb Stark	05/21/2025	04/30/2026	\$100,000.00	\$8.77	
Voluntary Life/AD&D	ASIFlex	Vol Life ADD	Employee	Aabb Stark	05/01/2025	12/31/2025	\$200.00	\$1.85	

Total Per Pay Cost

\$10.62