Agency Dependent Certification Monitoring Report

Overview
Access the Agency Dependent Certification Monitoring Report in the Reports Module of the People First system. The report shows whether an employee has completed the dependent certification process for open enrollment. You can use this report to ensure your employees have completed the dependent certification process. The report is displayed in “real time,” meaning it will reflect an employee’s completion status of the dependent certification process as of the point in time the report was processed.

Definitions
The report includes the following fields:

- FLAIR Org – FLAIR Org from employee’s position
- FLAIR Org Name – FLAIR Org description from employee’s position
- Appt ID – employee’s People First Appointment ID
- Last Name – employee’s last name
- First Name – employee’s first name
- Completed – indicates the status of employee’s completion of the dependent certification process. If the employee has completed the process, this field populates with the date it was completed. If the employee has not completed the process, this field populates with “No”
- Supervisor – indicates the name of the employee’s supervisor; if vacant, this field populates with the word “VACANT”
- Notification Email – employee’s notification email address in People First
- Work Email – employee’s work email address in People First
- Supervisor’s Notification Email – supervisor’s notification email address
- Supervisor’s Work Email – supervisor’s work email address

Filters
The following filters are included in the report:

- Effective Date – required filter; enter the date (first day) the dependent certification process was activated. For each year’s open enrollment period, the date is the first day of Open Enrollment
- Agency – required filter
- All Agencies – optional filter; available for use only by N and S role codes. This will display information for employees of all agencies
- Sub-Agency – filter should not be used; valid only for benefit only (BENO) entities (e.g., universities, legislature)
- Complete – required filter; select one of the following (defaults to “Yes”):
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- Yes – employees who have completed the dependent certification process
- No – employees who have not completed the dependent certification process
- All – all employees in the agency as of the effective date

- Appointment ID – optional filter; enter the employee’s People First Appointment ID

- Direct Reports – optional filter; select one of the following:
  - Direct Reports – presents only the employees who report directly to the employee ID entered
  - 2 – 5 Level of Reports – presents the employees who report directly to the supervisor and employees who report to the supervisor’s direct reports down to five levels of reports under the manager running the report
  - All Reports – employees who are within the reporting structure of the employee ID entered

- FLAIR Org – optional filter; to process the report for one FLAIR org code, enter the FLAIR org code in the “from” field. To process the report for a range of FLAIR org codes, enter a FLAIR org code in both the “from” and “to” FLAIR Org fields

Sort Hierarchy

The report uses the following sort sequence:

- FLAIR Org
- Employee Last Name

Totals

The report includes the following totals:

- Eligible Employees – number of employees in the report filter
- Employees with Dependents – number of employees in the report filter with at least one dependent registered (whether or not enrolled)
- Employees with Covered Dependents – number of employees in the report filter with at least one dependent covered in at least one insurance plan
- Employees with Dependents Completed – number of employees in the report filter with at least one dependent registered (whether or not enrolled) who have completed the process
- Employees with Covered Dependents Completed – number of employees in the report filter with at least one dependent covered in at least one insurance plan who have completed the process
- Employees Pending – number of employees in the report filter who have not completed the process
- Percentage Complete with Dependents – number of employees in the report filter with at least one registered dependent (whether or not enrolled) who have completed the process divided by the number of employees with at least one dependent registered (whether or not enrolled)
• Percentage Complete with Covered Dependents – number of employees in the report filter with at least one dependent covered in at least one insurance plan who have completed the process divided by the number of employees with at least one covered dependent in at least one insurance plan

Authorization

The following security role codes have access to this report:

• A, H, I and, X role codes – access to all employees in agency
• U and Y role codes – access to employees within their assigned Org Code range
• M role code – access to employees in their Direct Reports structure
• N and S role codes – access to employees statewide

Process Steps

Step 1: Select Manager landing page > Reports > Insurance Benefits Reports
Step 2: Select Agency Dependent Certification Monitoring Report
Step 3: Select/Enter the filter values
Step 4: Select the Run Report button

If the report finishes in less than three minutes, the report details display in a grid. To view the report as a PDF, select Export to PDF. To view the report in Excel, select Export to Excel. PDF reports are formatted for printing, while Excel reports are unformatted so that the user can work with the data as needed.

If the report takes more than three minutes, you will receive a message that you can access the report in the Previous Reports section. The report will be available in the Previous Reports section with the status of the report shown in the Processed column. If a red circle is displayed, the report is still processing. If a green circle is displayed, select View to access the report details.

If there is no data available for the report criteria, you will receive a message stating “No records found” If you enter invalid selection criteria, you will see an error message that the value is either invalid or that you do not have authorization to the data.

Note: The Previous Reports and Report Input sections are collapsed as you navigate through the Reports screen. You can select the arrow next to the section header to expand or collapse the section.
Report Selection  Below is a sample of the report selection criteria screen and the available filters:

Criteria Sample

![Criteria Sample Image](image-url)

Report Sample  Below is a sample of an Adobe Acrobat (PDF) report:

![Report Sample Image](image-url)
Below is a sample of the totals page for the report:

<table>
<thead>
<tr>
<th>Description</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eligible Employees</td>
<td>27.012</td>
</tr>
<tr>
<td>Employees with Dependents</td>
<td>16,063</td>
</tr>
<tr>
<td>Employees with Covered Dependents</td>
<td>16,204</td>
</tr>
<tr>
<td>Employees with Dependents Completed</td>
<td>9</td>
</tr>
<tr>
<td>Employees with Covered Dependents Completed</td>
<td>7</td>
</tr>
<tr>
<td>Employees Pending</td>
<td>27,003</td>
</tr>
<tr>
<td>Percentage Completes with Dependents</td>
<td>0.56%</td>
</tr>
<tr>
<td>Percentage Completes with Covered Dependents</td>
<td>0.34%</td>
</tr>
</tbody>
</table>