



IC Memorandum 13-19

To: KEHP Insurance Coordinators

From: Department of Employee Insurance (DEI)

Re: Planholder Cleanup – Action Needed

Date: July 22, 2013

Commonwealth of Kentucky
Personnel Cabinet
Department of Employee Insurance
2nd Floor, State Office Building
501 High Street
Frankfort, Kentucky 40601

Web Site: kehp.ky.gov

Your action is needed to ensure accurate planholder status prior to this year's Open Enrollment. We need your assistance to clean up accounts and remove zero cost employees - those employees who have no premium associated with their account – who may need to be terminated.

KHRIS has a tool that allows Insurance Coordinators to run a report of all Kentucky Employees' Health Plan participants. This report is HRBEN0073 Health Plan Costs. Instructions on how to run this report can be found in the [Benefits Administration User Guide](#) starting on page 116. We strongly encourage you to run your report in order to find any participants with no employee cost who may need to be terminated. This will be an important cleanup step both from a billing standpoint, but also will help us prepare for the upcoming Open Enrollment period.

As a reminder reports should be run early in the morning or late in the afternoon when possible. Always use "Search helps" then select "K – Organizational Assignment" and enter your agency's organizational unit number when running this report. The screen shot below illustrates what this should look like before you click the green check mark then "Execute" in order to run the report.





Welcome
 KHRIS Processes
 HRBEN0001 - Enrollment
 HRBEN0003 - Participation Mo...
 HRBEN0006 - Plan and Particip...
 HRBEN0014 - Termination of ...
 HRBEN0015 - Confirmation Fo...
 HRBEN0073 - Health Plan Costs
 HRBEN0074 - Insurance Plan ...
 HRBEN0078 - FSA Contributio...
 PA20 - Display HR Master Data
 PA30 - Maintain HR Master Data
 PA40 - Personnel Actions
 ZAU_SSN - Social Security Se...
 ZBNF002 - Benefits Policy Co...
 ZBNF005 - User Password Re...
 ZBNQ0012 - Health Post Tax P...
 ZBNR002 - Plan Utilization
 ZBNR006 - Plan Change History
 ZBNR010 - Display FSA YTD D...
 ZBNR013 - Dependent Search...
 ZBNR015 - Daily Enrollment C...

Health Plan Costs

Menu ▾ | Back | Save as Variant... | Cancel | Exit | System ▾ | Execute | Get Variant...

Further selections | Search helps | Org. structure

Key date
 Today
 Other keydate
 Key Date:

Selection
 Personnel Number:

Additional selection
 Benefit area: to
 1st Program Grouping: to
 2nd Program Grouping: to
 Benefit plan: to

Restrict Value Range

Restrictions

Personnel area: 
 Personnel subarea: 
 Employee group: 
 Employee subgroup: 
 Payroll area: 
 Company Code: 
 Cost Center: 
 Organizational unit: 
 Organizational key: 
 Administrator group: 
 Time administrator: 
 Last name: 
 First name: 

