



Understanding the Benefits Report

The **Benefits Report** provides information on benefits forms that are submitted to the Benefits and Payroll Liaison Branch for review and processing.

The parameter page is where you will choose your report filters:

The screenshot shows the WITS Reports interface. At the top, there is a header with the WITS logo and the word 'Reports'. Below this, there are two tabs: 'Choose a Report List' and 'Select Your Report'. The 'Select Your Report' tab is active, showing a dropdown menu with 'Benefits Report' selected. Below the dropdown, there is a description: 'Provides summary of Benefits Activity'. Underneath, there are several filter fields: 'Generate Report By:' (set to 'Date Form Received'), 'Start Date:' (set to '6/15/2016'), 'End Date:' (set to '6/15/2016'), 'Benefit Form Type:' (set to 'Select'), 'Benefits Event:' (set to 'Select'), and 'Benefits Assistant:' (set to 'ALL').

Report Parameters

- **Generate Report by:**
 - **Date Form Received:** This filter will have your report display only forms that were received by BPLB within your specified date range
 - **Date BLPB Sent:** This filter will have your report display only forms that were sent forward by BPLB within your specified date range
- **Start and End Dates:** Enter a date range to filter the report based on your selection above
- **Benefit Form Type:** Select benefit form(s) you would like to include in your search parameters (defaulted to *All*)
- **Benefits Event:** Select benefit event(s) you would like to include in your search parameters (defaulted to *All*)
- **Benefits Assistant:** Select a specific Benefits Assistant, or “ALL” if you would like to see actions associated with all staff

After you have selected your report parameters, click the ‘Generate Report’ button to retrieve your report.

Report View

The report lists the number of forms received and processed, by form type, for the time period you chose.

| Benefit Form Type | Number of Forms Received | Number of Forms Processed |
|--------------------|--------------------------|---------------------------|
| Fegli | 141 | 141 |
| Fegli BENEFICIARY | 65 | 65 |
| FEHB | 193 | 193 |
| FERS BENEFICIARY | 59 | 59 |
| TSP CATCH-UP | 1 | 1 |
| TSP-1 | 98 | 98 |
| TSP-CATCH UP | 1 | 1 |
| UNPAID BENEFICIARY | 52 | 52 |
| Total | 610 | 610 |

Exporting and Printing

This report can be printed or exported to Excel, PDF, or Word by clicking on the icon on the toolbar:

