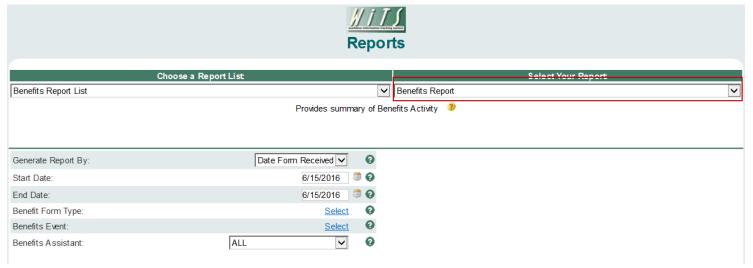


Understanding the Benefits Report

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:



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
 - o **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:

