HRS4300 - Health Insurance Participation Report

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The report is a listing of all employees participating in the Health Insurance program. Employees can be sorted by alpha, pay campus, or primary campus.

The report can also be used to document the totals entered in the TRS Health Care Funding Report.

- Full-time employees are classified as TRS eligible and full-time. The total does not include new members within the 90-day waiting period.
- Part-time employees are classified as TRS eligible and part-time. The total does not include new members within the 90-day waiting period.
- Professional employees with zero supplemental amounts are classified as TRS eligible. The total does not include new members within the 90-day waiting period.
- Covered TRS members are classified as TRS eligible with Health Ins flag = Y or S. The total includes new members within the 90-day waiting period.
- Employees in the categories above may be active or inactive since they may have been paid off before the report is run.

Employees listed multiple times may be included in the totals defined above. It is the user's responsibility to adjust the data to ensure that each employee is counted once.

This report is printed in landscape orientation.

Parameter	Parameter Description
Sort by Alpha (A), Pay Campus (C), Primary Campus (P)	A - Sort the report alphabetically. C - Sort the report by pay campus. P - Sort the report by primary campus. This is a required field.
Report Month (01-12)	Type a specific report month in the MM format (e.g., 11). The report month is used to determine if an employee is eligible for TRS or is still within the 90-day waiting period for TRS. This is a required field.
Report Year (YYYY)	Type a report year in the YYYY format. The report year is used to determine if an employee is eligible for TRS or is still within the 90-day waiting period for TRS. This is a required field.

Parameter	Parameter Description
Termination Date (MMDDYYYY)	Type a termination date in the MMDDYYYY format. This is a required field. If the termination date is equal to or greater than the termination date report parameter, the employee is included in the report. If an employee has been rehired and the rehire date is greater than the termination date report parameter, the employee is included in the report.
Include SSN on Report? (Y/N)	Y - Include employees' social security numbers on the report. N - Do not include employees' social security numbers on the report. This is a required field.
Print Participant (P), Waiver (W), or blank for ALL	P - Include only employees participating in the Health Insurance program. Participants are employees with a Y or S selection in the Health Ins field under TRS Supplement on the Pay Info tab. W - Include only employees not participating in the Health Insurance program. Waivers are employees with a W selected on the **Health Ins** field under TRS Supplement on the Pay Info tab. Blank - Include all employees on the report.
Select Frequency(ies), or blank for ALL	Type a one-digit frequency number separating multiple frequency numbers with a comma (e.g., 5, 6). Or, click to search for payroll frequencies. Otherwise, leave blank to use all payroll frequencies. If an employee is being paid in multiple pay periods and all other data regarding the employee that is reported is the same, the employee is reported once, and the payroll column reflects the multiple payrolls. If the data is not the same across the pay frequencies, the employee is reported multiple times. **Example**: An employee is defined in pay frequency 5 for pay campus 100 and primary campus 700. He is also defined in pay frequency 6 for pay campus 100 and primary campus 200. If the report is sorted by primary campus, the employee is reported under campus 700 for payroll 5 and campus 200 for payroll 6. The employee is also counted twice in the employee totals.

Generate the report.