HRS6450 - Health Insurance Coverage

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The report identifies all employees enrolled in the health insurance program(s), district and member contributions, and payment dates to the insurer.

Parameter	Parameter Description
Sort by Alpha (A), Pay Campus (C), Primary Campus (P), Insurance Company Code(I)	A - Sort the report alphabetically. C - Sort the report by pay campus. P - Sort the report by primary campus. I - Sort the report by insurance company code. This is a required field.
Pay Status Active (A), Inactive (I), or blank for ALL	A - Print active employees only. I - Print inactive employees only. Blank - Print both active and inactive employees.
Pay Type 1-4, Exclude Subs (E), or blank for ALL	1-4 - Include employees with a specific pay type (e.g., 1) on the report. E - Exclude substitute employees from the report. Blank - Include all employees on the report.
Select Pay Campus(es), or blank for ALL	Type the three-digit campus ID number, including all leading zeros and separating multiple campus ID numbers with a comma (e.g., 001, 098). Or, click ⋮ to search for pay campuses. Otherwise, leave blank to use all campus ID numbers.
Select Primary Campus(es), or blank for ALL	Type the three-digit campus ID number, including all leading zeros and separating multiple campus ID numbers with a comma (e.g., 001, 098). Or, click ⋮ to search for primary campuses. Otherwise, leave blank to use all campus ID numbers.
Select Employee(s), or blank for ALL	Type the employee number separating multiple employee numbers with a comma. Or, click ⋮ to search for employees. Otherwise, leave blank to use all employee numbers.
From Coverage Date (MMDDYYYY), or blank for ALL	Type the date from which coverage began in the MMDDYYYY format, or leave blank to use all from dates.
To Coverage Date (MMDDYYYY), or blank for ALL	Type the date to which coverage ended in the MMDDYYYY format, or leave blank to use all to dates.
Select Frequency	Type the one-digit pay frequency. Or, click ⋮ to select a pay frequency. This is a required field.

Generate the report.

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