HRS6700 - Health Insurance Status Report

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The report provides a listing of the employer's health insurance offer dates and the employee's response to each offer.

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.
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 Offer Date (MMDDYYYY), or blank for ALL	Type the from offer date in the MMDDYYYY format, or leave blank to use all from dates.
To Offer Date (MMDDYYYY), or blank for ALL	Type the to offer date in the MMDDYYYY format, or leave blank to use all to dates.
Action Status Accept (A), Reject (R), or blank for ALL	A - Include employees who accepted the health insurance offer. R - Include employees who rejected the health insurance offer. Blank - Include employees who accepted and rejected the health insurance offer.

Parameter	Parameter Description
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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