

**Subject:** Reminder: Two HR/Payroll Employee Benefits Reports Available in SCEIS  
**Audience:** Human Resources Directors, Finance Directors, AST Leads

With annual enrollment behind us and changes in employee benefits taking effect in two weeks, the SCEIS HR/Payroll Team is pleased to remind agency HR users of two benefits reports available in SCEIS. These reports, which display information on employee health plans and employee insurance plans, are available to SCEIS users with the Benefits Display and Benefits Administrator roles.

Information on each report, including the transaction code, a brief description and links to step-by-step instructions, is provided below.

#### **Health Plans Report (ZHR\_HEALTHPLANS)**

The health plans report displays the following fields for all employees included in the query to assist with validation of open enrollment health plan elections: Name, PERNR, SSN, Plan, Coverage, Cost and Effective Dates.

Instructions for running the Health Plans Report are available here:

<https://Uperform.sc.gov/gm/folder-1.11.18702?originalContext=1.11.14675>.

#### **Insurance Plans Report (ZHR\_INSURANCEPLANS)**

The insurance plans report displays the following fields for all employees included in the query to assist with validation of insurance plan elections: Name, PERNR, SSN, Plan, Coverage, Cost and Effective Dates.

Instructions for running the Insurance Plans Report are available here:

<https://Uperform.sc.gov/gm/folder-1.11.18706?originalContext=1.11.14675>.

These reports enable Benefits Administrators to monitor changes to employee benefits throughout the year, including during the busy Annual and Open Enrollment periods that occur in October. We hope this added functionality proves helpful to you in your daily tasks.

If you have any questions about this message, please contact the SCEIS Service Desk at (803) 896-0001 (select option 1 for SCEIS help) or use the email form available at the following link:

<http://www.sceis.sc.gov/requests/>.