

Query Manual for Edison

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Categories of Queries

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This set of queries show benefit information of the employees and dependents at your agency. (see also ESS - AE)

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This set of queries show billing information of the employees and dependents at your agency. (eg. LOA, Premium Deductions, etc.)

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This set of queries show personal information of the employees and dependents at your agency in Edison. (eg. SSN, Address, etc.)

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This set of queries show benefit information for new employees during regular enrollment and established employees during AE.

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This set of queries show misc. information that may be needed by your agency.

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This set of queries are for State Agencies Only.

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Running Queries

Running Queries allows you to view changes and discrepancies within Edison

This Applies to all Agencies

Main Menu

Favorites ▾ Main Menu ▾

Home | Sign out

TN Tennessee
State Government

All Search Advanced Search



Welcome to Edison Employee Portal AL Boyd

Mon, Apr 11, 2016 03:26 PM

- Self Service ▾
- General Information ▾
- Payroll ▾
- Human Resources ▾
- Benefits ▾
- ELM ▾
- ESSM ▾



Click on Main Menu.



Edison Service Desk
1-866-376-0104 or
615-741-HELP(4357)
Hours of Operation:
7:00 a.m. to 4:30 p.m. CST
Monday through Friday(except holidays)

Edison News Alerts
No articles currently available
News and Events

FAQ
Edison Basics

- What is Edison?
- What are the Edison Compatibility Standards?
- Why Passwords Expire Every 90 days?

Edison Help Desk Info

- Who is the Edison Help Desk?

Edison Maintenance Calendar
Sunday Apr 10, 2016 - Saturday Apr 16, 2016
No events found for the date range.
Calendar Not Available.

My Reports
No Reports To Display
Report Manager

Main Menu Running Queries

The screenshot shows the Edison EMIS Main Menu interface. The 'Main Menu' dropdown is open, showing a list of folders and links. The 'HCM Reporting Tools' folder is highlighted, and its sub-menu is also open, showing 'Query' and 'Report Manager' folders. The 'Query' folder is highlighted, and its sub-menu is open, showing 'Query Viewer' and 'Schedule Query' links. Red circles highlight 'HCM Reporting Tools', 'Query', and 'Query Viewer'. Black arrows point from a text box to these three elements. The background features a 'Welcome to Edison' banner with a city skyline and a 'Welcome To Edison' text overlay. The bottom of the page includes sections for 'Edison News Alerts', 'Edison Maintenance Calendar', and 'FAQ'.

Click the “HCM Reporting Tools” link from the “Main Menu” list.
Click the “Query” folder” from the “HCM Reporting Tools” folder.
Click on the “Query Viewer” link from the Query Folder.

Running Queries

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with

[Advanced Search](#)

Type "TN_BA" into the "begins with" field to view a list of the queries you can run.

Queries to Run Monthly

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with
 [Advanced Search](#)

Instructions
Click "Search".

NOTE: The following 3 queries need to be run *monthly*:

TN_BA142_TEMP_PRIMARY_NID_DEP
TN_BA142_TEMP_PRIMARY_NID_EMPL
TN_BA313_ADDRESS_CHANGES

STATE AGENCIES

The following query needs to be run *7 days before payday*:

TN_BA278_DOUBLE_DED_ARREARS

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with
 [Advanced Search](#)

Search Results

*Folder View

Then you can view a list of the queries you can run.
A query can be run to HTML (it will display within Internet Explorer) or to Excel
The query can also be scheduled to run.
(State Agencies need to use this option)

Query	Personalize	Find	View 100	First	1-30 of 185	Last			
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
TN_BA01_DEPENDNT_DEMOG	Dependent Demographic	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA103_CHILD_AGE_26	Child Tax Dep Approaching 26	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA103_CHILD_AGE_26_REVIS	Child Tax Dep Approaching 26	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA103_CHILD_AGE_26_RH	Child Tax Dep Approaching 26	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA103_CHILD_AGE_26_TEST	Child Tax Dep Approaching 26	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA104_ELIGIBLE_NO_MEDICAL	Active EE's Elig w/Waive Covrg	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA125_LVE_WOPAY_FOR_MT_22M	LOA without pay more than 22 m	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA125_LVE_WOPAY_FOR_MT_22MX	LOA without pay more than 22 m	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA125_REWRITE	TN_BA125_REWRITE	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA133_AUDIT_OPEN_ENRL_ESS	Audit OE Self-Service Changes	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA142_TEMP_PRIMARY_NID_DEP	Temp NID as primary for Dep	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA142_TEMP_PRIMARY_NID_EMPL	Temp NID as primary for Empl	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA142_TEMP_PRIM_NID_DEP_OLD	Temp NID as primary for Dep	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA15A_HOLD_COVERAGE_ARREARS	EE's with Arrears	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

TN_BA142_TEMP_PRIMARY_NID_DEP

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with

Search Results

*Folder View

Select the "Excel" button.

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
TN_BA01_DEPENDNT_DEMOG	Dependent Demographic	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA103_CHILD_AGE_26	Child Tax Dep Approaching 26	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA103_CHILD_AGE_26_REVIS	Child Tax Dep Approaching 26	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA103_CHILD_AGE_26_RH	Child Tax Dep Approaching 26	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA103_CHILD_AGE_26_TEST	Child Tax Dep Approaching 26	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA104_ELIGIBLE_NO_MEDICAL	Active EE's Elig w/Waive Covrg	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA125_LVE_WOPAY_FOR_MT_22M	LOA without pay more than 22 m	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA125_LVE_WOPAY_FOR_MT_22MX	LOA without pay more than 22 m	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA125_REWRITE	TN_BA125_REWRITE	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA133_AUDIT_OPEN_ENRL_ESS	Audit OE Self-Service Changes	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA142_TEMP_PRIMARY_NID_DEP	Temp NID as primary for Dep	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA142_TEMP_PRIMARY_NID_EMPL	Temp NID as primary for Empl	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA142_TEMP_PRIM_NID_DEP_OLD	Temp NID as primary for Dep	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA15A_HOLD_COVERAGE_ARREARS	EE's with Arrears	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA162_VIEW_PAYCHECK	Paycheck Deduction Information	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

TN_BA142_TEMP_PRIMARY_NID_DEP

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with

Search Results

*Folder View

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
TN_BA01_DEPENDNT_DEMOG	Dependent Demographic	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA103_CHILD_AGE_26	Child Tax Dep Approaching 26	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA103_CHILD_AGE_26_REVIS	Child Tax Dep Approaching 26	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA103_CHILD_AGE_26_RH	Child Tax Dep Approaching 26	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA103_CHILD_AGE_26_TEST	Child Tax Dep Approaching 26	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA104_ELIGIBLE_NO_MEDICAL	Active EE's Elig w/Waive Covrg	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA125_LVE_WOPAY_FOR_MT_22M	LOA without pay more than 22 m	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA125_LVE_WOPAY_FOR_MT_22MX	LOA without pay more than 22 m	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA125_REWRITE	TN_BA125_REWRITE	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA133_AUDIT_OPEN_ENRL_ESS	Audit OE Self-Service Changes	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA142_TEMP_PRIMARY_NID_DEP	Temp NID as primary for Dep	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA142_TEMP_PRIMARY_NID_EMP	Temp NID as primary for Empl	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA142_TEMP_PRIM_NID_DEP_OLD	Temp NID as primary for Dep	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA15A_HOLD_COVERAGE_ARREARS	EE's with Arrears	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA162_VIEW_PAYCHECK	Paycheck Deduction Information	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA164_INVALID_COUNTY	TN Employee	Public	INVALID	HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA172B_RETRO_DEDUCTIONS	Retro Dedu	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA172_RETRO_DEDUCTIONS	Retro Dedu EE	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

Click the "Open" button.
The Query will open in Excel format.

Do you want to open or save TN_BA142_TEMP_PRIMARY_NID_DEP_1383743569.xlsx (3.96 KB) from sso-uat.edison.tn.gov?

TN_BA142_TEMP_PRIMARY_NID_DEP

	A	B	C	D	E	F	G	H	I	J	K	M	N	O
1	Temp NID as	1												
2	Department	Empl ID	Empl NID	Empl Name	Dep NID	Dep ID	Eff Date	Dep Name	Dep Birthda	Addr Typ	Address 1	City	State	Postal
3	9053400000	654321	410XXXXXX	Nashville, John	999999999	04	12/1/2015	Nashville, Mark	1/4/2016	HOME	317 Dreamland Dr	Burns	TN	37444
4														

This indicates a record.

The Dep NID block will have a generic number listed in it.

Example:
TN_BA142_TEMP_PRIMARY_NID_DEP
Excel Format

NOTE: From here you have the capability to print or save the file.

TN_BA142_TEMP_PRIMARY_NID_EMPL

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with

Select the "Excel" button.

Search Results

*Folder View

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
TN_BA01_DEPENDNT_DEMOG	Dependent Demographic	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA103_CHILD_AGE_26	Child Tax Dep Approaching 26	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA103_CHILD_AGE_26_REVIS	Child Tax Dep Approaching 26	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA103_CHILD_AGE_26_RH	Child Tax Dep Approaching 26	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA103_CHILD_AGE_26_TEST	Child Tax Dep Approaching 26	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA104_ELIGIBLE_NO_MEDICAL	Active EE's Elig w/Waive Covrg	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA125_LVE_WOPAY_FOR_MT_22M	LOA without pay more than 22 m	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA125_LVE_WOPAY_FOR_MT_22MX	LOA without pay more than 22 m	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA125_REWRITE	TN_BA125_REWRITE	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA133_AUDIT_OPEN_ENRL_ESS	Audit OE Self-Service Changes	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA142_TEMP_PRIMARY_NID_DEP	Temp NID as primary for Dep	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA142_TEMP_PRIMARY_NID_EMPL	Temp NID as primary for Empl	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA142_TEMP_PRIM_NID_DEP_OLD	Temp NID as primary for Dep	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA15A_HOLD_COVERAGE_ARREARS	EE's with Arrears	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

TN_BA142_TEMP_PRIMARY_NID_EMPL

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with

Search Results

*Folder View

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
TN_BA01_DEPENDNT_DEMOG	Dependent Demographic	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA103_CHILD_AGE_26	Child Tax Dep Approaching 26	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA103_CHILD_AGE_26_REVIS	Child Tax Dep Approaching 26	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA103_CHILD_AGE_26_RH	Child Tax Dep Approaching 26	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA103_CHILD_AGE_26_TEST	Child Tax Dep Approaching 26	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA104_ELIGIBLE_NO_MEDICAL	Active EE's Elig w/Waive Covrg	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA125_LVE_WOPAY_FOR_MT_22M	LOA without pay more than 22 m	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA125_LVE_WOPAY_FOR_MT_22MX	LOA without pay more than 22 m	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA125_REWRITE	TN_BA125_REWRITE	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA133_AUDIT_OPEN_ENRL_ESS	Audit OE Self-Service Changes	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA142_TEMP_PRIMARY_NID_DEP	Temp NID as primary for Dep	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA142_TEMP_PRIMARY_NID_EMPL	Temp NID as primary for Empl	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA142_TEMP_PRIM_NID_DEP_OLD	Temp NID as primary for Dep	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA15A_HOLD_COVERAGE_ARREARS	EE's with Arrears	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA162_VIEW_PAYCHECK	Paycheck Deduction Information	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA164_INVALID_COUNTY	TN Employee	Public	INVALID	HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA172B_RETRO_DEDUCTIONS	Retro Dedu	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA172_RETRO_DEDUCTIONS	Retro Dedu	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

Select the "Open" button and the Query will open in Excel format.

Do you want to open or save TN_BA142_TEMP_PRIMARY_NID_EMPL_554554113.xlsx (3.54 KB) from sso-uat.edison.tn.gov?

TN_BA142_TEMP_PRIMARY_NID_EMPL

	A	B	C	D	E	F
1	Temp NID	0				
2	Dept ID	Eff Date	Empl ID	NID	Name	
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						

This indicates no records.

Example:
TN_BA142_TEMP_PRIMARY_NID_EMPL
Excel Format

NOTE: From here you have the capability to print or save the file.

TN_BA219_MED_DEN_COVERAGE

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with

Search

Advanced Search

Select the "Excel" button.

Search Results

*Folder View

Query	Personalize	Find	View 100	First	31-60 of 185	Last			
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
TN_BA209C_STATE_HLTH_PREM_INDV	Recon IND Bill Charges Med Act	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA209_HLTH_INS_PREM_AGENCY		Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA210_XXX	Demographic Information	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA216_BUDGET_QUERY	Query for Agency Budget Proj	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA219_AETP_FLEX_ENROLLMENTS		Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA219_AETP_INS_ELECTIONS		Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA219_MEDSUPP_ELECTIONS	Medsupp Changes	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA219_MED_DEN_COVERAGE	Med/Den Elect as of covg date	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA219_MED_DEN_ELECTIONS	Medical/Dental Changes	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA219_NEW_HIRE_ESS	New Hire ESS Not Submitted	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA219_OE_NOT_SUBMITTED	OE - Not Submitted	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA220_LIFE_NO_MED_ENRLMNT	Enrlmnts in Basic Life-No Med	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

TN_BA219_MED_DEN_COVERAGE

TN_BA219_MED_DEN_COVERAGE - Med/Den Elect as of covg date

Coverage Begin Dt: 04/01/2016



This query has a prompt.
Enter the First Day of the Month of Coverage.

View Results

DEPTID	Position	Business Unit	ID	NID	Name	Plan Typ	Covg Bgn	Benefit Plan	Descr	Coverage Code	Descr
--------	----------	---------------	----	-----	------	----------	----------	--------------	-------	---------------	-------

Enter or click on the calendar icon to select the Coverage Begin Date.

Click the "View Results" button.

TN_BA219_MED_DEN_COVERAGE

TN_BA219_MED_DEN_COVERAGE - Med/Den Elect as of covg date

Coverage Begin Dt:

[View Results](#)

DEPTID	Position	Business Unit	ID	NID	Name	Plan Typ	Covg Bgn	Benefit Plan	Descr	Coverage Code
--------	----------	---------------	----	-----	------	----------	----------	--------------	-------	---------------

Click the "Open" button
The Query will open in Excel format.

Do you want to open or save TN_BA219_MED_DEN_COVERAGE_13172460.xlsx (89.3 KB) from sso-uat.edison.tn.gov?

TN_BA219_MED_DEN_COVERAGE

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Med/Den Ele	1439											
2	DEPTID	Position	Busines	ID	NID	Name	Pla	Covg Bgn	Benefit P	Descr	Co	Descr	
3	9053400000	99000888	LETEA	123456	410XXXXXX	Nashville, Carl	14	1/1/2016	VIEXP	Vision Expanded	B	Family	
4	9053400000	99000888	LETEA	123456	410XXXXXX	Nashville, Carl	10	1/1/2016	PPLV3M	PPO Limited Cigna Middle	D	Employee + Child(ren)	
5	9053400000	99001999	LGGA2	274444	413XXXXXX	Memphis, Joann	10	1/1/2016	PPPV1M	Partnership PPO BCBS Middle	A	Single	
6	9053400000	99001999	LGGA2	274444	413XXXXXX	Memphis, Joann	11	1/1/2016	PDON	Dental Preferred Provider	A	Single	
7													

This indicates there are 1439 records. Reason for the large sum of records in this example are due to the coverage begin date. This query will always show all elections as of the coverage begin date selected. The date of **1/1/YEAR** will include the elections made during open enrollment.

Example:
TN_BA219_MED_DEN_COVERAGE
 Excel Format

NOTE: From here you have the capability to print the file or save it.

TN_BA313_ADDRESS_CHANGES

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with

Search

Advanced Search

Search Results

*Folder View

Select the "HTML" button.

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
TN_BA297_LOA_IN_BILLING	Active in billing for agency	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA302_PERSON_AND_JOB	Person and Job Information	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA308_SM_HIRED_AFTER_15TH	1st Deds will not Deduct	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA309_INELIG_FOR_PARTNER	List of ineligible for Partner	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA311_ESS_NEW_DEPENDENTS	New Dependents Added via ESS	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA312_WCP_WITH_ARREARS	Worker's Comp with Arrears	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA313_ADDRESS_CHANGES	Address Changes	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA313_ADDRESS_CHANGES_BK	Address Changes	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA313_ADDRESS_CHANGES_OLD	Address Changes	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA324_1450_EMPLOYEES	List of 1450 Employees	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA327_RGF_PTN_EMPLS	Grandfathered Participants	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

TN_BA313_ADDRESS_CHANGES

TN_BA313_ADDRESS_CHANGES - Address Changes

Effective Date From: 04/01/2016 

Effective Date To: 04/12/2016 

View Results

ID	NID	Name	Eff Date	Status	Address 1	Address 2	Address 3	Address 4	City	County	State	Postal	Last Upd DtTm	by	Description
----	-----	------	----------	--------	-----------	-----------	-----------	-----------	------	--------	-------	--------	---------------	----	-------------

Enter or click on the calendar icon to select the From and To dates you want to search.

Click the "View Results" button.

TN_BA313_ADDRESS_CHANGES

TN_BA313_ADDRESS_CHANGES - Address Changes

Effective Date From: 04/01/2016

Effective Date To: 04/12/2016

[View Results](#)

ID	NID	Name	Eff Date	Status	Address 1	Address 2	Address 3	Address 4	City	County	State	Postal	Last Upd DtTm	by	Descri
----	-----	------	----------	--------	-----------	-----------	-----------	-----------	------	--------	-------	--------	---------------	----	--------

Click the "Open" button and the Query will open in Excel format.

Do you want to open or save TN_BA313_ADDRESS_CHANGES_1994014969.xlsx (3.98 KB) from sso-uat.edison.tn.gov?

Open

Save

Cancel

×

TN_BA313_ADDRESS_CHANGES

TN_BA313_ADDRESS_CHANGES_BK - Address Changes

Effective Date From: 04/01/2016

Effective Date To: 04/12/2016

View Results

Download results in: Excel Spreadsheet CSV Text File XML File (1 kb)

View All

First 1-1 of 1 Last

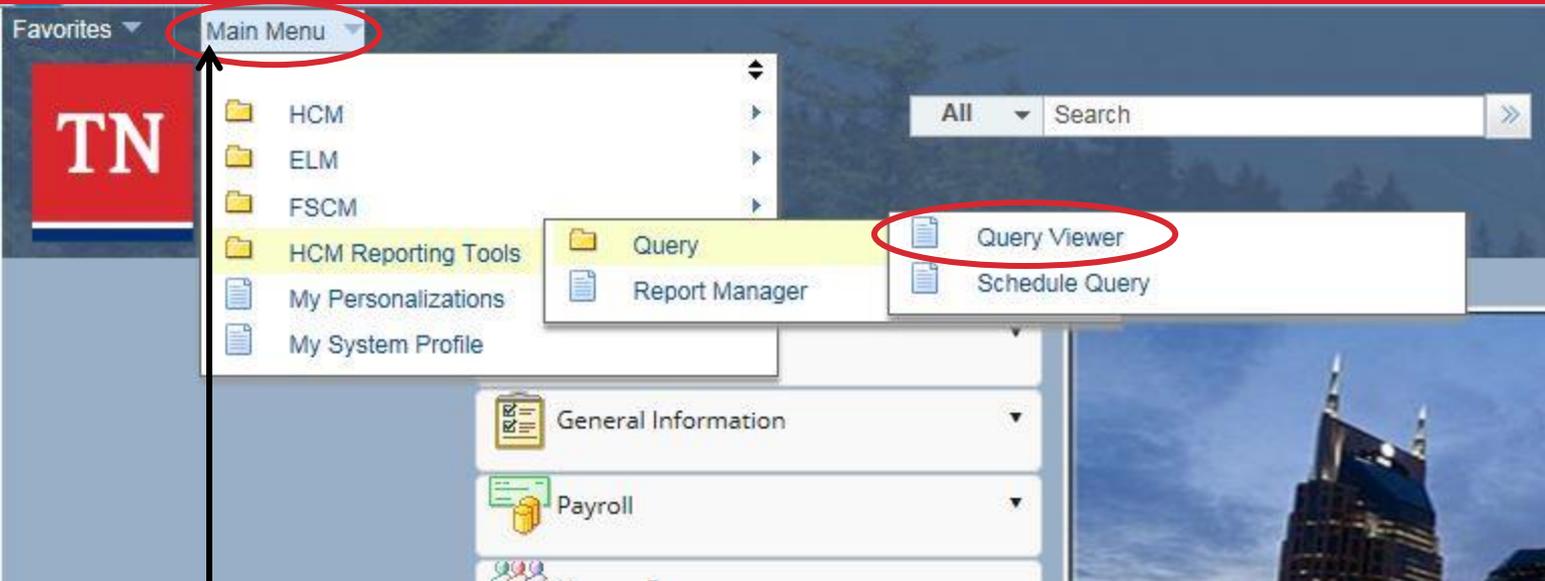
ID	NID	Name	Eff Date	Status	Address 1	Address 2	Address 3	Address 4	City	State	Postal	Last Upd DtTm	by	Description	
1	00470701	852963741	Benefits,Joe	04/06/2016	A	312 Rosa Parks Ave				Nahsville	TN	37243-0001	04/06/2016 3:42:15PM	alma0202001	AI Adams

Example:
TN_BA313_ADDRESS_CHANGES
Query which was ran to **HTML**

From here you can select to run your query in the following:
Excel Spreadsheet , CSV Text File, or XML File

NOTE: From here you have the capability to print in any
download mode you select.

Adding A Query To Your Favorites In Query Viewer



Click on the “Main Menu” button above the TN Logo.

Favorites WorkCenter

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with

Enter "TN_BA" in the "begins with field".

Click the "Search" button.

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with

Search

Advanced Search

Search Results

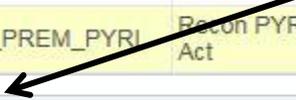
*Folder View

Query	Personalize	Find	View 100	First	1-30 of 185	Last			
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
TN_BA01_DEPENDNT_DEMOG	Dependent Demographic	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA103_CHILD_AGE_26	Child Tax Dep Approaching 26	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA103_CHILD_AGE_26_REVISED	Child Tax Dep Approaching 26	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA103_CHILD_AGE_26_RH	Child Tax Dep Approaching 26	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA103_CHILD_AGE_26_TEST	Child Tax Dep Approaching 26	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA104_ELIGIBLE_NO_MEDICAL	Active EE's Elig w/Waive Covrg	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA125_LVE_WOPAY_FOR_MT_22M	LOA without pay more than 22 m	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA125_LVE_WOPAY_FOR_MT_22MX	LOA without pay more than 22 m	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA125_REWRITE	TN_BA125_REWRITE	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA133_AUDIT_OPEN_ENRL ESS	Audit OE Self-Service Changes	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA142_TEMP_PRIMARY_NID_DEP	Temp NID as primary for Dep	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA142_TEMP_PRIMARY_NID_EMPL	Temp NID as primary for Empl	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA142_TEMP_PRIM_NID_DEP_OLD	Temp NID as primary for Dep	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

Select the Query you wish to add to your favorites by clicking on the "Favorites" button.

TN_BA142_TEMP_PRIMARY_NID_DEP	Temp NID as primary for Dep	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA142_TEMP_PRIMARY_NID_EMPL	Temp NID as primary for Empl	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA142_TEMP_PRIM_NID_DEP_OLD	Temp NID as primary for Dep	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA15A_HOLD_COVERAGE_ARREARS	EE's with Arrears	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA162_VIEW_PAYCHECK	Paycheck Deduction Information	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA164_INVALID_COUNTY	TN Employees w/ invalid county	Public	INVALID COUNTY	HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA172B_RETRO_DEDUCTIONS	Retro Deductions for State EE	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA172_RETRO_DEDUCTIONS	Retro Deductions-NonPayroll EE	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA174_FTD_LIFE_INS_COUNTS	Ft.Dbrn Life Insurance Counts	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA174_FTD_LIFE_INS_CTS_OLD	Ft.Dbrn Life Insurance Counts	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA185_ADR_WITH_HIPAA_DELIMS	Addresses with Hipaa Delimiter	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA185_ADR_W_HIPAA_DELIMS_R2	Addresses with Hipaa Delimiter	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA185_ADR_W_HIPAA_DELIMS_RH	Addresses with Hipaa Delimiter	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA185_ADR_W_HIPAA_DELIMS_RX	Addresses with Hipaa Delimiter	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA185_ADR_W_HIPAA_DEL_RH2	Addresses with Hipaa Delimiter	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA185_ADR_W_HIPAA_DEL_RH3	Addresses with Hipaa Delimiter	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA201_SECURITY_BY_BUS_UNIT	Security access by business un	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA207_DEP_TERMS	Dep Terms Div,Mar,Ag						Schedule	Lookup References	Favorite
TN_BA207_IND_EVENTS	Ineligible D						Schedule	Lookup References	Favorite
TN_BA209A_STATE_HLTH_PREM_PYRI	Recon PYR Act						Schedule	Lookup References	Favorite

**You will see the query
TN_BA142_TEMP_PRIMARY_NID_DEP
in your "My Favorite Queries".**



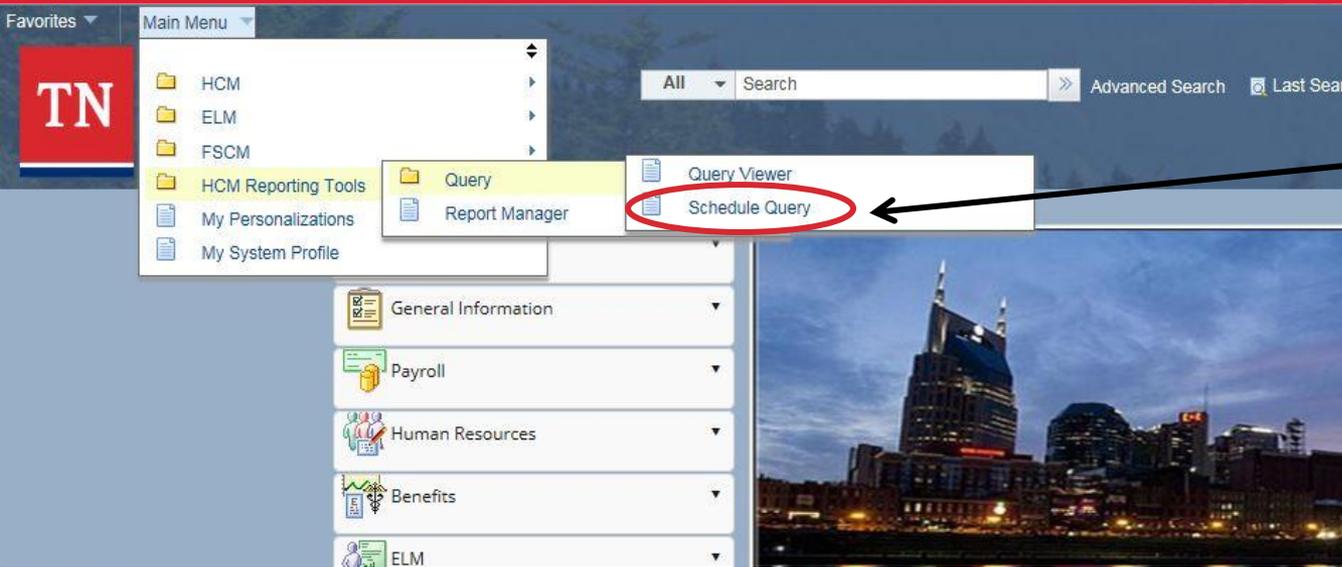
My Favorite Queries		Personalize Find [?] []		First 1 of 1 Last					
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Remove
TN_BA142_TEMP_PRIMARY_NID_DEP	Temp NID as primary for Dep	Public		HTML	Excel	XML	Schedule	Lookup References	[-]

Scheduling Queries

The seal of the Commonwealth of Massachusetts is visible in the background, featuring a Native American figure holding a bow and arrow, surrounded by the text "SIGILLUM REIPUBLICAE MASSACHUSETTENSIS" and "1780".

**Allow you to schedule your queries
within Edison**

Schedule Queries



There are two ways in which you can Schedule Queries.

1. You can select the "Schedule Query" button in "Query" folder.
2. You can select the "Schedule" button in the Query Viewer.

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
TN_BA209C_STATE_HLTH_PREM_INDV	Recon IND Bill Charges Med Act	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA209_HLTH_INS_PREM_AGENCY		Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA210_XXX	Demographic Information	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA216_BUDGET_QUERY	Query for Agency Budget Proj	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA219_AETP_FLEX_ENROLLMENTS		Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA219_AETP_INS_ELECTIONS		Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA219_MEDSUPP_ELECTIONS	Medsupp Changes	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA219_MED_DEN_COVERAGE	Med/Den Elect as of covg date	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA219_MED_DEN_ELECTIONS	Medical/Dental Changes	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

Schedule Queries From The Query Folder

The screenshot shows the TN system interface. The 'Main Menu' dropdown is open, showing folders for HCM, ELM, FSCM, and HCM Reporting Tools. The 'HCM Reporting Tools' folder is expanded, showing 'Query' and 'Report manager'. The 'Query' folder is expanded, showing 'Query Viewer' and 'Schedule Query'. A red arrow points from the 'Schedule Query' link to a text box on the right.

To Schedule a Query from the Main Menu. Click on the Main Menu, HCM Reporting Tools Folder, Query Folder, and then the Schedule Query link.

The interface also features a 'Welcome To Edison' banner with a city skyline, and sections for 'Edison News Alerts', 'Edison Maintenance Calendar', and 'FAQ'.

Schedule Queries

Schedule Query

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | **Add a New Value**

▼ Search Criteria

Search by: Run Control ID ▼ begins with

Case Sensitive

Search Advanced Search

Click the “Add a New Value” button if you have never run this query.

Find an Existing Value | Add a New Value

Schedule Queries

Schedule Query

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

▼ **Search Criteria**

Search by: begins with

Case Sensitive

[Search](#) [Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

Once you have created the Run Control ID, you can simply type the name of the Run Control ID on this screen.

Schedule Queries

Naming your Query

Schedule Query

Run Control ID:

Create a name for your query and type it in the “Run Control ID” field.
Name your query as it relates to the query.

Note: No spaces allowed in the name of the query.

[Find an Existing Value](#) | [Add a New Value](#)

Examples:

DoubleDedArrears – Acceptable
double ded arrears - Unacceptable

Scheduled Query

Schedule Query

Find an Existing Value

Add a New Value

Run Control ID:

Add

After naming your query,
Click Add.

Find an Existing Value | Add a New Value

Scheduled Query

TN_BA278_DOUBLE_DED_ARREARS

Schedule Query

Run Control ID: doublededarrears

Report Manager

Process Monitor

Run

Query Name:

Search

*Description:

Save

Add

Update/Display

NOTE: To see a list of the queries you can run, type "TN_BA" in the "Query Name" field. Click the "Search" button.

If you click on the "Search" button without typing in a name, you will have over 2700 queries to select from.

Scheduled Query

TN_BA278_DOUBLE_DED_ARREARS

Schedule Query

Run Control ID: doublededarrears

Report Manager

Process Monitor

Run

Query Name:

Search

*Description:

Save

Add

Update/Display

If you know the query name or part of the name, you can type that information in the field.

Scheduled Query

TN_BA278_DOUBLE_DED_ARREARS

Schedule Query

Run Control ID: doublededarrears

Report Manager

Process Monitor

Run

Query Name: TN_BA278

Search

*Description:

Save

Add

Update/Display

Enter the Selected Query Name (**TN_BA278**)
Click the "Search" button.

Example: **TN_BA278**.

Scheduled Query

TN_BA278_DOUBLE_DED_ARREARS

Scheduled Query Search Page

*Query Type:

Query:

Search

Query Personalize | Find | View All |   First 1 of 1 Last

TN_BA278_DOUBLE_DED_ARREARS E's with double deductions	Public
------------------------------------------------------------------------	--------

Return

Click on the link of the query you would like to schedule to run.

Scheduled Query

TN_BA278_DOUBLE_DED_ARREARS

Scheduled Query Search Page

*Query Type:

Query:

Query Personalize | Find | View All | First 1 of 1 Last

TN_BA278_DOUBLE_DED_ARREARS EE's with double deductions Public

TN_BA278_DOUBLE_DED_ARREARS

Pay Period End Date:

Enter the "Pay Period End Date"
Click the "OK" button.

Scheduled Query

TN_BA278_DOUBLE_DED_ARREARS

Schedule Query

Run Control ID: doublededarrears

Report Manager

Process Monitor

Run

Query Name: TN_BA278_DOUBLE_DED_ARREARS

Search

*Description: EE's with double deductions

Update Parameters

Prompt Name	Value
PAY_END_DT	2016-02-15

Save

Add

Update/Display

Click the "Run" button at the top right.

Scheduled Query

TN_BA278_DOUBLE_DED_ARREARS

Process Scheduler Request

User ID nancg0116002

Run Control ID doublededarrears

Server Name

Run Date 04/17/2016

Recurrence

Run Time 10:58:33AM

Reset to Current Date/Time

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	PSQUERY	PSQUERY	Application Engine	Web	TXT	Distribution

HTM
PDF
TXT
XLS
XML
XMLP

OK

Cancel

The format will default to TXT, but you can change the query format to see it as a PDF or an Excel (XLS) document.

Scheduled Query

TN_BA278_DOUBLE_DED_ARREARS

Process Scheduler Request

User ID nancg0116002

Run Control ID doublededarrears

Server Name

Run Date

Recurrence

Run Time

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	PSQUERY	PSQUERY	Application Engine	Web	XLS	Distribution

Click the "OK" button.

We selected to use XLS for the excel document format.

Scheduled Query

TN_BA278_DOUBLE_DED_ARREARS

Schedule Query

Run Control ID: doublededarrears

Query Name: TN_BA278_DOUBLE_DED_ARREARS

Search

*Description: EE's with double deductions

Update Parameters

Prompt Name	Value
PAY_END_DT	2016-02-15

Save

Add

Update/Display

Report Manager

Process Monitor

Run

Process Instance:5446802

Non Payroll ABC's
Click the "Report Manager" button.

State ABC's Only
Click the "Process Monitor" button.

Make a note of the "Process Instance" Number.
This number is helpful if there is an issue in the
future when retrieving this query.

Scheduled Query

TN_BA278_DOUBLE_DED_ARREARS

List Explorer **Administration** Archives

View Reports For

Folder Instance to Refresh

Name Created On 09/22/2015 Last 1 Days

Reports Personalize | Find | View All | First 1 of 1 Last

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 Report					

After clicking the Report Manager button, this page appears. To see the query, select the “Administration” button.

[Go back to Schedule Query](#)

Save

List | Explorer | Administration | Archives

Scheduled Query

TN_BA278_DOUBLE_DED_ARREARS

List | Explorer | Administration | Archives

View Reports For

User ID: nancg0116002 Type: Last Days: Refresh

Status: Folder: Instance: to

Report List Personalize | Find | View All | First 1-2 of 2 Last

Select	Report ID	Prco Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	3431596	5446802	EE's with double deductions	04/17/2016 11:02:00AM	Microsoft Excel Files (*.xls)	Posted	Details
<input type="checkbox"/>	3431570	5446769	EE's with double deductions	04/17/2016 10:04:37AM	Text Files (*.txt)	Posted	Details

Select All Deselect All

Delete Click the delete button to delete the selected report(s)

Go back to Schedule Query

Save

List | Explorer | Administration | Archives

The report may take a minute to run. Continue to click the Refresh button until the Distribution Status shows "Posted".

Click the Description: "EE's with double deductions" button in the Report List.

Notice the Process Instance Number matches the one you wrote down earlier.

Scheduled Query

TN_BA278_DOUBLE_DED_ARREARS

Report Detail

Report	
Report ID	3431596
Name	PSQUERY
Run Status	Success
Process Instance	5446802
Process Type	Application Engine
Message Log	

Again you will notice your process instance number from earlier.

EE's with double deductions

Distribution Details	
Distribution Node	hruat
Expiration Date	04/24/2016

File List		
Name	File Size (bytes)	Datetime Created
AE_PSQUERY_5446802.log	1,929	04/17/2016 11:05:32.002651AM CDT
TN_BA278_DOUBLE_DED_ARREARS-5446802.xlsx	4,249	04/17/2016 11:05:32.002651AM CDT

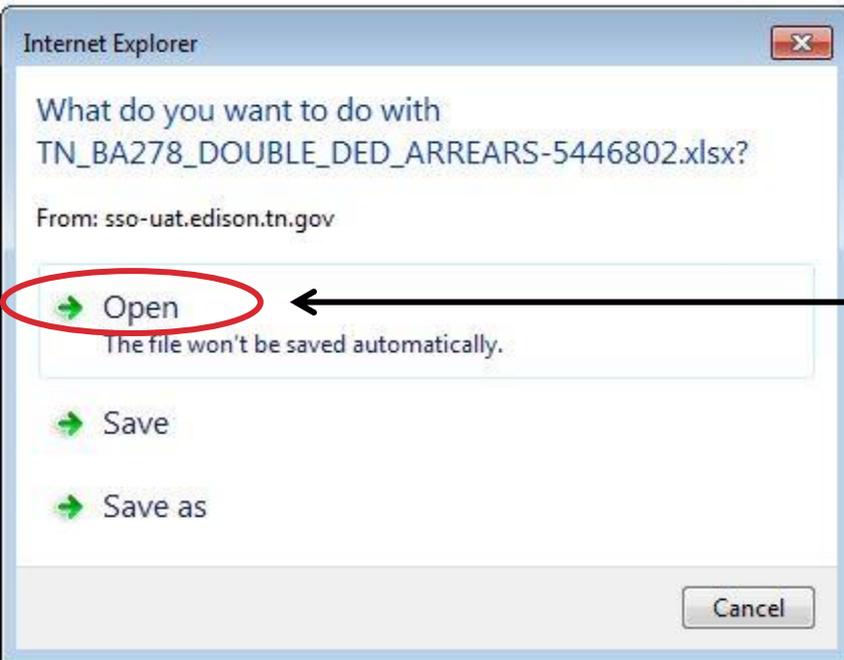
Distribute To	
Distribution ID Type	*Distribution ID
User	nancg0116002
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

Click the second link under "File List" ending in ".PDFX" or ".XLSX" to view the Query.

NOTE: *The query will open in a separate window.*

Scheduled Query

TN_BA278_DOUBLE_DED_ARREARS



After clicking on the query name in the file list this windows appears. Click the "Open" button.

Scheduled Query

TN_BA278_DOUBLE_DED_ARREARS

1	EE: 1																
2	Pay Period End Date = 2016-02-15																
3	Co	Pay Period En	ID	Dept ID	Plan Typ	Plan	Descr	Dedn Class	Curr D	Curr Pa	Last	First Na	Middle	Address 1	City	State	Postal
4	TN	2/15/2016	00455555	3490301701	Dental	PPDN	Cigna	Before-Tax	32.20	16.10	Nashville	Joe	A	P.O. 190	Nashville	TN	37212
5																	
6																	

This is a
 TN_BA278_Double_DED_Arrears
 Query which was ran to Excel.

Schedule TN_BA278_Double_DED_ARREARS from the Query Viewer

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with

Search

Advanced Search

To Schedule a query from the Query Viewer.
Click the "Schedule" button.

Search Results

*Folder View

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
TN_BA209C_STATE_HLTH_PREM_INDV	Recon IND Bill Charges Med Act	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA209_HLTH_INS_PREM_AGENCY		Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA210_XXX	Demographic Information	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA216_BUDGET_QUERY	Query for Agency Budget Proj	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA219_AETP_FLEX_ENROLLMENTS		Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA219_AETP_INS_ELECTIONS		Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA219_MEDSUPP_ELECTIONS	Medsupp Changes	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA219_MED_DEN_COVERAGE	Med/Den Elect as of covg date	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA219_MED_DEN_ELECTIONS	Medical/Dental Changes	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
TN_BA278_DOUBLE_DED_ARREARS	EE's with double deductions	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

Scheduled Query

Add a New Value

Scheduled Query

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

▼ Search Criteria

Private Query: begins with ▼ N

Query Name: begins with ▼ TN_BA278_DOUBLE_DEI

Run Control ID: begins with ▼

Description: begins with ▼

Case Sensitive

Search Clear Basic Search  Save Search Criteria

Click the “Add a New Value” button if you have never run this query.

Find an Existing Value | Add a New Value

Scheduled Query

Create a name for your Query

Scheduled Query

Private Query:

Query Name:

Run Control ID:

Create a name for your query and type it in the "Run Control ID" field. Name your query as it relates to the query. No spaces allowed in the name of the query.

Example:
DoubleDedArrears - Acceptable
Double Ded Arrears - Unacceptable

|

Scheduled Query Adding a Run Control ID

Scheduled Query

[Find an Existing Value](#) [Add a New Value](#)

Private Query:
Query Name:
Run Control ID:

After naming your query,
Click Add.

[Find an Existing Value](#) | [Add a New Value](#)

Schedule TN_BA278_Double_DED_ARREARS From the Query Viewer

Scheduled Query Search Page

*Query Type:

Query:

Query Personalize | Find | View All | First 1 of 1 Last

TN_BA278_DOUBLE_DED_ARREARS EE's with double deductions Public

TN_BA278_DOUBLE_DED_ARREARS

Pay Period End Date:

From here you will continue running this query as previously discussed.

1	Benefits Queries for Agencies	196
2	Query Name	Description
3	TN_BA01_DEPENDNT_DEMOG	Dependent Demographic
4	TN_BA103_CHILD_AGE_26	Child Tax Dep Approaching 26
5	TN_BA103_CHILD_AGE_26_REVISD	Child Tax Dep Approaching 26
6	TN_BA103_CHILD_AGE_26_RH	Child Tax Dep Approaching 26
7	TN_BA103_CHILD_AGE_26_TEST	Child Tax Dep Approaching 26
8	TN_BA104_ELIGIBLE_NO_MEDICAL	Active EE's Elig w/Waive Covrg
9	TN_BA125_LVE_WOPAY_FOR_MT_22M	LOA without pay more than 22 m
10	TN_BA125_LVE_WOPAY_FOR_MT_22MX	LOA without pay more than 22 m
11	TN_BA125_REWRITE	TN_BA125_REWRITE
12	TN_BA130_PASS_THR_PMNT_BENBILL	Pass Thru Payments Ben Billing
13	TN_BA130_PASS_WGS_PMNT_BENBILL	Pass Through Pymts Ind Bill
14	TN_BA133_AUDIT_OPEN_ENRL_ESS	Audit OE Self-Service Changes
15	TN_BA133_AUD_DEP_BIRTHDATE_1RH	Audit dependents birthdate
16	TN_BA133_AUD_DEP_BIRTHDATE_RH	Audit dependents birthdate
17	TN_BA142_TEMP_PRIMARY_NID_DEP	Temp NID as primary for Dep
18	TN_BA142_TEMP_PRIMARY_NID_EMPL	Temp NID as primary for Empl
19	TN_BA142_TEMP_PRIM_NID_DEP_OLD	Temp NID as primary for Dep
20	TN_BA15A_HOLD_COVERAGE_ARREARS	EE's with Arrears
21	TN_BA162_VIEW_PAYCHECK	Paycheck Deduction Information
22	TN_BA164_INVALID_COUNTY	TN Employees w/ invalid county
23	TN_BA172B_RETRO_DEDUCTIONS	Retro Deductions for State EE
24	TN_BA172_RETRO_DEDUCTIONS	Retro Deductions-NonPayroll EE
25	TN_BA174_FTD_LIFE_INS_COUNTS	Ft.Dbrn Life Insurance Counts
26	TN_BA174_FTD_LIFE_INS_CTS_OLD	Ft.Dbrn Life Insurance Counts
27	TN_BA185_ADR_WITH_HIPAA_DELIMS	Addresses with Hipaa Delimeter
28	TN_BA185_ADR_W_HIPAA_DELIMS_R2	Addresses with Hipaa Delimeter
29	TN_BA185_ADR_W_HIPAA_DELIMS_RH	Addresses with Hipaa Delimeter
30	TN_BA185_ADR_W_HIPAA_DELIMS_RX	Addresses with Hipaa Delimeter
31	TN_BA185_ADR_W_HIPAA_DEL_RH2	Addresses with Hipaa Delimeter
32	TN_BA185_ADR_W_HIPAA_DEL_RH3	Addresses with Hipaa Delimeter
33	TN_BA201_SECURITY_BY_BUS_UNIT	Security access by business un
34	TN_BA207_DEP_TERMS	Dep Terms - Div,Mar,Age,Cancel
35	TN_BA207_IND_EVENTS	Ineligible Dependent Events
36	TN_BA208_BAS003_REPORT_NO_INST	Preparation and Elect Errors



This query shows a list of queries ABCs can run.

Benefit Coverage Queries

<u>TN_BA103_CHILD_AGE_26</u>	Page 54
<u>TN_BA207_DEP_TERMS</u>	Page 55
<u>TN_BA219_MED_DEN_COVERAGE</u>	Page 56
<u>TN_BA219_MED_DEN_ELECTIONS</u>	Page 57

TN_BA103_CHILD_AGE_26

Prompts	When to Run	Intended Results
From date: MM/DD/YYYY To date: MM/DD/YYYY	Quarterly	This query is the age off query that shows ABCs dependents approaching their 26th birthday at which time they will be removed from the plan. ABC's can specify a date range, such as 60 or 90 days.

This information will be returned with the Header Title at the Top of the query:

- Employee ID
- NID (SSN)
- Dep/Benef. (number)
- Name
- Relation (to Employee)
- Birthdate
- Student (not used by Benefits)
- Student Last Date
- Plan Type (Medical, Dental, Vision, etc.)
- Coverage elected (East, Middle, or West)
- Plan (Partnership Cigna, BCBS, etc.)
- Disabled
- Benefits Program (HED, LG, LE, State)

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Child Tax Dep Approaching 26												
2	ID	NID	Dep/Benef	Name	Relation	Birthdate	Student	StdntLstDt	Plan Typ	Covrg Elec	Plan	Disabled	Ben Progm
3	00897890	789456123	02	Smith, Bob	CN	1/4/1987	N		11	E	PDON	N	HED
4													
5													

TN_BA219_MED_DEN_COVERAGE

Prompts	When to Run	Intended Results
Coverage Begin Date: MM/01/YYYY	As Needed	This query will show any new coverage that is effective MM/01/YYYY. This query can be run throughout the year for new hire enrollments or changes for special qualifying events. This query also includes vision.

This information will be returned with the Header Title at the Top of the query:

- Department ID
- Position Number
- Business Unit
- Employee ID
- NID (SSN)
- Name (First & Last name)
- Plan Type (Medical, Dental, Vision, etc.)
- Benefit Plan (Partnership Cigna, BCBS, etc.)
- Description (Benefit Plan)
- Coverage Code
- Description (Coverage Code)

	A	B	C	D	E	F	G	H	I	J	K
1	Med/Den Elect as of covg date										
2	Dept ID	Position	Business Unit	ID	NID	Name	Plan Type	Benefit Plan	Descr	Coverage Code	Descr
3	9250700000	99002024	LGGA2	00999888	999888777	Jones, John	11	PDON	Delta Preferred	A	Single
4	9250700000	99002024	LGGA2	00999888	999888777	Jones, John	10	PPPV1M	Partnership PPO BCBS Middle	A	Single
5	9250700000	99002024	LGGA2	00999889	989898989	Doe, Jane	11	PDON	Delta Preferred	A	Single
6	9250700000	99002024	LGGA2	00999889	989898989	Doe, Jane	10	PPPV1M	Partnership PPO BCBS Middle	A	Single
7	9250700000	99002024	LGGA2	00999890	777888999	Jameson, James	11	PDON	Delta Preferred	A	Single
8	9250700000	99002024	LGGA2	00999890	777888999	Jameson, James	10	PPPV1M	Partnership PPO BCBS Middle	A	Single

TN_BA219_MED_DEN_ELECTIONS

Prompts	When to Run	Intended Results
Keyed From Date: MM/DD/YYYY Keyed To Date: MM/DD/YYYY	As Needed	This query will show all elections made in Edison between a specific date range.

This information will be returned with the Header Title at the Top of the query:

- Business Unit
- Department ID
- Position Number
- Employee ID
- NID (SSN)
- Name (First & Last Name)
- Plan Type (Medical, Dental, Vision, etc.)
- Coverage Election (Elect, Terminate, etc.)
- Benefit Plan (Partnership Cigna, BCBS, etc.)
- Description (Benefit Plan)
- Coverage Code
- Description (Coverage Code)
- Date Keyed
- Coverage Begin Date

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Medical/Dental Changes													
2	Busines s Unit	Dept ID	Position	ID	NID	Name	Plan Typ	Covrg Elec	Benefit Plan	Descr	Coverag e Code	Descr	Date Keyed	Covg Bgn
3	LGGA2	9250700000	99002024	00999999	789789789	Jones, Bob	11	E	PDON	Delta Preferred	C	Employee plus Spouse	1/6/2014	1/1/2014
4	LGGA2	9250700000	99002024	00999989	789456456	Doe, John	10	E	PPPV1M	Partnership PPO BCBS Middle A		Single	1/6/2014	1/1/2014
5	LGGA2	9250700000	99002024	00999990	987987987	Smith, Jamie	10	T					3/5/2014	4/1/2014
6	LGGA2	9250700000	99002024	00999990	987987987	Smith, Jamie	11	T					3/5/2014	4/1/2014
7														

Billing Queries

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TN_BA125_LVE_WOPAY_FOR_MT_22M

Prompts	When to Run	Intended Results
NONE	Quarterly	This query will show those employees who have been on Leave of Absence for more than 22 months.

This information will be returned with the Header Title at the Top of the query:

- Employee ID
- Employee Record #
- Pay Status
- Effective Date

	A	B	C	D	E
1	LOA without pay more than 22 m				
2	ID	Empl Rcd#	Pay Status	Eff Date	
3					
4					
5					

TN_BA162_VIEW_PAYCHECK

Prompts	When to Run	Intended Results
Edison Employee ID: 00xxxxxx From Period End Date: MM/DD/YYYY To Period End Date: MM/DD/YYYY	As Needed	This query will show the deductions that an employee has for a specific time frame.

This information will be returned with the Header Title at the Top of the query:

- Employee ID
- Department ID
- Pay Run ID (based on date)
- Company (TN or INS)
- Group
- Pay Period End Date
- Plan Type (Medical, Dental, Vision, etc.)
- Benefit Plan (Partnership Cigna, BCBS, etc.)
- Deduction Code
- Deduction Class
- Current Deduction
- Current Paycheck
- Current Refund
- Net Taken

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	C
1	Paycheck Deduction Information														
2	ID	Dept ID	Pay Run ID	Co	Group	Pay Period End	Plan Typ	Plan	Deductn Cd	Dedn Class	Curr Dedn	Curr Paybk	Cur Refund	Not Taken	
3	00789456	3170400002	14SM0630	TN	7SS	6/15/2014	10	PPPV2M	PPPV2M	B	134.49	0.00	0.00	0.00	
4	00789456	3170400002	14SM0630	TN	7SS	6/15/2014	10	PPPV2M	PPPV2M	N	521.55	0.00	0.00	0.00	
5	00789456	3170400002	14SM0630	TN	7SS	6/15/2014	20	FB10AU	FDL	A	6.24	0.00	0.00	0.00	
6	00789456	3170400002	14SM0630	TN	7SS	6/15/2014	20	FB10AU	FDL	N	4.16	0.00	0.00	0.00	
7	00789456	3170400002	14SM0630	TN	7SS	6/15/2014	70	RET021	RETIRE	N	244.16	0.00	0.00	0.00	
8	00789456	3170400002	14SM0630	TN	7SS	6/15/2014	40	401KS	401K	B	100.00	0.00	0.00	0.00	
9	00789456	3170400002	14SM0630	TN	7SS	6/15/2014	40	401KS	401K	P	25.00	0.00	0.00	0.00	
10	00789456	3170400002	14SM0630	TN	7SS	6/15/2014	60	FSAM	FSAHTH	B	50.00	0.00	0.00	0.00	
11	00789456	3170400002	14SM0630	TN	7SS	6/15/2014	27	FO13A9	OSA13	A	2.10	0.00	0.00	0.00	
12															

TN_BA172_RETRO_DEDUCTIONS

Prompts	When to Run	Intended Results
RP Pend. Dt: MM/DD/YYYY	Monthly	(LG, LE, UT/TBR ONLY) This query lists all employees that will have a retro deduction listed on the Collections Applied Report. The retro can be positive or negative depending on the situation.

This information will be returned with the Header Title at the Top of the query:

- Retro/Deduction Effective Date
- Reprocess End Date
- Company
- Group (TN or INS)
- Unit (LETEA, LGGA1, etc.)
- Department ID
- Pay Period End Date
- NID (SSN)
- Employee ID
- Name
- Benefit Program (GA1, TEA, TEO, etc.)
- Plan Type (Medical, Dental, Vision, etc.)
- Plan (BCBS, Cigna, etc.)
- Deduction Code
- Deduction Class
- Deduction Amount
- New Amount to be deducted
- Amount Override
- Retro Amount
- Process Flag

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	
1	Retro Deductions-NonPayroll EE																				
2	RD Eff Dt	RP PEnd Dt	Co	Group	Unit	DeptID	Pay Period End	NID	ID	LN, FN	Ben Program	Plan Type	Plan	Deductn Cd	Ded Class	Deduct Amt	New Amount	Amt. Ovr.	Retro Amt.	Proc. Flag	
3	12/1/2012	1/31/2013	NP	INS	LETEA	9056300000	12/31/2012	987987987	00999888	Doe, Jane	TEA	14	VISEXP	VISN	B	10.89	5.73	0.00	-5.16	Loaded PS	
4	9/1/2012	1/31/2013	NP	INS	HETBR	9001600000	9/30/2012	654654654	00888989	Smith, Jane	HED	10	PPPV2M	PPPV2M	N	727.01	1260.15	0.00	533.14	Loaded PS	
5	9/1/2012	1/31/2013	NP	INS	HETBR	9001600000	10/31/2012	654654654	00888989	Smith, Jane	HED	10	PPPV2M	PPPV2M	N	727.01	1260.15	0.00	533.14	Loaded PS	
6	9/1/2012	1/31/2013	NP	INS	HETBR	9001600000	9/30/2012	654654654	00888989	Smith, Jane	HED	11	PDON	PDON	B	45.66	73.50	0.00	27.84	Loaded PS	
7	11/1/2012	1/31/2013	NP	INS	LGGA1	9219100000	11/30/2012	999888777	00888977	Jones, John	GA1	10	PPPV1E	PPPV1E	B	0.00	878.23	0.00	878.23	Loaded PS	
8	9/1/2012	1/31/2013	NP	INS	LGGA1	9207700000	9/30/2012	777888999	00998877	Doe, John	GA1	10	PPOV1M	PPOV1M	B	593.50	905.13	0.00	311.63	Loaded PS	

TN_BA209_HLTH_INS_PREM_AGENCY

Prompts	When to Run	Intended Results
<p>Date From: MM/DD/YYYY Date To: MM/DD/YYYY Business Unit: STATE - First 5 digits of Dept. # HETBR - TN Board of Regents HEUTN - UT LETEA - LE Active Teachers LETEO - LE Active Support Staff LGGA1 - LG Active level 1 LGGA2 - LG Active level 2 LGGA3 - LG Active level 3 NP/TN: NP - Non Payroll Members TN - Payroll Members</p>	As Needed	This query will show the specific total deduction amount for each budget code, Employee portion and Employer portion. This is used as a budgeting tool for agencies.

This information will be returned with the Header Title at the Top of the query:

- Business Unit
- Budget Code
- Deduction Source (Employee or Employer)
- Deduction Amount

	A	B	C	D
1	TN_BA209_HLTH_INS_PREM_AGENCY			
2	Business Unit	Budget Cd	Deduction Source	Deduction Amount
3	LGGA1	50501	EMPLOYEE	1364.81
4	LGGA1	50503	EMPLOYEE	10284.80
5	LGGA1	50510	EMPLOYEE	4018.91
6	LGGA1	50518	EMPLOYEE	29649.00
7	LGGA1	50523	EMPLOYEE	19658.05
8				

TN_BA216_BUDGET_QUERY

Prompts	When to Run	Intended Results
Business Unit: STATE - First 5 digits of Dept. # HETBR - TN Board of Regents HEUTN - UT LETEA - LE Active Teachers LETEO - LE Active Support Staff LGGA1 - LG Active level 1 LGGA2 - LG Active level 2 LGGA3 - LG Active level 3	As Needed	This query will show the specific deduction for each individual in your agency, Employee portion and Employer portions. This is used as a budgeting tool for agencies.

This information will be returned with the Header Title at the Top of the query:

- Employee ID
- Position Number
- Department ID
- Last Name
- First Name
- Coverage Code (Employee, Family, etc.)
- Employer Rate
- Employee Rate

	A	B	C	D	E	F	G	H
1	Query for Agency Budget Proj							
2	ID	Position	DeptID	Last	First Name	Covrg Cd	Employer Rate	Employee Rate
3	00987654	99000709	9059200000	Doe	Jon	B	0.00	1331.30
4	00963852	99000709	9059200000	Jones	Rob	B	0.00	1371.30
5	00959896	99000709	9059200000	Jobs	Bob	C	0.00	1038.48
6	00979491	99000709	9059200000	Smith	Jane	A	0.00	532.04
7	00939291	99000709	9059200000	James	Tom	C	0.00	1088.48
8								
9								

TN_BA297_LOA_IN_BILLING

Prompts	When to Run	Intended Results
NONE	Monthly	This query will allow you to see anyone actively enrolled in billing.

This information will be returned with the Header Title at the Top of the query:

- Employee ID
- First Name
- Last Name
- Effective Date
- Plan Type (Medical, Dental, Vision, etc.)
- Billing Status (A is Active)

	A	B	C	D	E	F
1	Active in billing for agency					
2	ID	First Name	Last	Eff Date	Plan Typ	Bill Stat
3	00987654	John	Doe	8/1/2011	11	A
4	00987654	John	Doe	8/1/2011	10	A
5	00889977	Bob	White	6/1/2014	11	A
6	00998877	Jane	James	5/1/2012	11	A
7	00998877	Jane	James	5/1/2012	10	A
8	00778899	Robert	Jones	5/1/2014	27	A
9	00778899	Robert	Jones	5/1/2014	14	A
10						

Demographic Queries

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<u>TN BA142 TEMP PRIMARY NID EMPL</u>	Page 69
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TN_BA01_DEPENDNT_DEMOG

(Due to the size of the spreadsheet it has been split)

Prompts	When to Run	Intended Results
Business Unit: STATE - First 5 digits of Dept.# HETBR - TN Board of Regents HEUTN - UT LETEA - LE Active Teachers LETEO - LE Active Support Staff LGGA1 - LG Active level 1 LGGA2 - LG Active level 2 LGGA3 - LG Active level 3	As Needed	This query will show all of an employee's dependent demographics including the date of the last update.

This information will be returned with the Header Title at the Top of the query:

- Employee ID
- Employee Record
- NID (SSN)
- Employee Name
- Action (HIR)
- Reason (NPE)
- Pay Status
- HR Status
- Business Unit
- Department ID
- Job Code
- Benefit Program Effective Date
- Benefit Program (GA1, GA2, TEO, etc.)
- CBR Event ID
- Dependent ID
- Dependent Name
- Same Address as Employee (Y or N)
- Postal
- Relationship to Employee
- Dependent Beneficiary Type
- Marital Status of Dependent
- Marital Status Date
- Sex
- Birthdate of Dependent
- Death Date
- Student (Y or N)
- Disabled (Y or N)
- Medicare Date
- COBRA Date
- CSB Eligible
- CBR Action
- CBR Employee ID
- Student Date
- Court Ordered Dependent
- FEHB
- Federal Plan
- Same Phone Number as Employee
- Type of Phone
- Address Type
- Eligible Leave
- Certificate Verification
- Dependent Employee ID
- Civil Service Status
- Employer Name
- Same Public Service
- Date of last Update

TN_BA01_DEPENDNT_DEM (Cont.)

(Due to the size of the spreadsheet it has been split)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1	Dependent Demographic																					
2	Empl ID	Empl Record	NID	Empl Name	Empl Last Name	Empl First Name	Empl Middle Name	Action	Reason	Pay Status	HR Status	Unit	Dept ID	Job Code	Ben Prog Eff Date	Ben Progm	CBR Evt ID	Dep/Benef ID	Dep Name	Dep Last Name	Dep First Name	Dep Middle Name
3	00999000	1	999888777	Doe, John	Doe	John	C	HIR	NPE	A	A	LGGA1	9219100000	INSPAR	11/1/2012	GA1	0/03		Doe, Joe	Doe	Joe	
4	00999000	1	999888777	Doe, John	Doe	John	C	HIR	NPE	A	A	LGGA1	9219100000	INSPAR	11/1/2012	GA1	0/02		Doe, Joan	Doe	Joan	
5	00999000	1	999888777	Doe, John	Doe	John	C	HIR	NPE	A	A	LGGA1	9219100000	INSPAR	11/1/2012	GA1	0/01		Doe, Jane	Doe	Jane	E
6																						

	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR	AS	AT
	Same Addr	Postal	Relation	Dependent Beneficiary Type	Mar Status	Mar StatDt	Sex	Birthdate	Death Date	Student	Disabled	Medicare Dt	COBRA Dt	CSB Elig	CBR Action	CBR Emplid	StdntLstDt	Court Order FI	FEHB	Fed Pln	Same Phone	Type	Addr Type	Elig Par Leave
Y			CN	O	S		M	2/3/2013		N	N							N	N		Y	HOME	HOME	N
Y			SP	O	M	8/1/2013	F	6/25/1986		N	N							N	N		Y	HOME	HOME	N
Y			CS	O	S		F	4/1/1991		N	N							N	N				HOME	N

	AU	AV	AW	AX	AY	AZ
	Certificate Ver	Dep Empl ID	CivSer Stat	Employer Name	Same Public Sce	Dt. of last upd
N			N		N	10/2/2013
N			N		N	8/30/2013
N			N		N	12/5/2012

TN_BA142_TEMP_PRIMARY_NID_DEP

Prompts	When to Run	Intended Results
NONE	Monthly	This query will show you all of the dependents that have a temporary Social Security Number and the name of the employee for that dependent. If you do not have the permanent SSN, you will need to get this information from the employee.

This information will be returned with the Header Title at the Top of the query:

- Department Number
- Employee ID
- Employee NID (SSN)
- Employee Name
- Dependent NID (SSN needs to be updated)
- Dependent ID
- Effective Date
- Dependent Name
- Dependent Birthdate

	A	B	C	D	E	F	G	H	I
1	Temp NID as primary for Dep								
2	Department	Empl ID	Empl NID	Empl Name	Dep NID	Dep ID	Eff Date	Dep Name	Dep Birthdate
3	3595005220	00999991	999888777	Jones, John	999004263	02	7/1/2010	Jones, Baby	8/7/2010
4	3595006120	00999992	999888778	Doe, Bob	999999999	04	11/1/2012	Doe, Baby	12/24/2012
5	3453005000	00999993	999888779	Smith, John	999759895	01	1/2/2008	Smith, Baby	1/2/2008
6	3440100001	00999994	999888780	James, Jane	999999999	03	5/1/2012	James, Baby	6/15/2012
7									

TN_BA142_TEMP_PRIMARY_NID_EMPL

Prompts	When to Run	Intended Results
NONE	Monthly	This query will show you all of your employees that have a temporary Social Security Number. If you do not have the permanent SSN, you will need to get this information from the employee.

This information will be returned with the Header Title at the Top of the query:

- Department Number
- Effective Date
- Employee ID
- NID (SSN to be changed)
- Name

	A	B	C	D	E
1	Temp NID as primary for Empl				
2	Dept ID	Eff Date	Empl ID	NID	Name
3	9050200000	1/1/2009	00999901	999999999	Jones, John
4	9003900000	3/1/2011	00999902	999999999	Smith, James
5	9003900000	2/1/2012	00999903	999999999	James, Jessie
6	9002401000	11/18/2013	00999904	999999999	Doe, Jane
7					

TN_BA164_INVALID_COUNTY

Prompts	When to Run	Intended Results
NONE	Quarterly	This query will show you if any of your employee's have been entered into Edison with an invalid county.

This information will be returned with the Header Title at the Top of the query:

- HR Status
- Company
- Employee ID
- Address Type
- County Listed in Address

	A	B	C	D	E
1	TN Employees w/ invalid county				
2	HR Status	Co	ID	Addr Type	County
3	A	TN	00999901	BUSN	
4	A	TN	00999902	MAIL	
5	A	TN	00999903	MAIL	
6	A	TN	00999904	HOME	
7					

TN_BA222_ADDRESS_VERIFICATION

Prompts	When to Run	Intended Results
Business Unit: STATE - First 5 digits of Dept. # HETBR - TN Board of Regents HEUTN - UT LETEA - LE Active Teachers LETEO - LE Active Support Staff LGGA1 - LG Active level 1 LGGA2 - LG Active level 2 LGGA3 - LG Active level 3	As Needed	This query will show all of your employee's addresses.

This information will be returned with the Header Title at the Top of the query:

- **Business Unit**
- **Department ID**
- **Description of Department**
- **NID (SSN)**
- **Employee ID**
- **Name**
- **HR Status**
- **Address**

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Address Query for Agencies												
2	Unit	Dept ID	Descr	NID	ID	Name	HR Status	Address 1	Address 2	City	County	State	Postal
3	LGGA2	9250700000	Community Foundation	999888777	00999981	Doe, John	Active	123 Doe Road		Nashville	DAVIDSON	TN	37216-3822
4	LGGA2	9250700000	Community Foundation	888999777	00999982	Smith, John	Active	123 Smith Road		Nashville	Davidson	TN	37214-2709
5	LGGA2	9250700000	Community Foundation	989898989	00999983	James, Bob	Inactive	123 James Road		Nashville	Davidson	TN	37204-2127

TN_BA233_MISSING_HOME_ADDRESS

Prompts	When to Run	Intended Results
NONE	Quarterly	This query will show you all of your employee's that are missing a home address in Edison

This information will be returned with the Header Title at the Top of the query:

- Employee ID
- Employee Record #
- Employee Name
- Business Unit
- Department ID
- Mail Drop

	A	B	C	D	E	F
1	Empls w/out Home Address					
2	ID	Empl Rcd#	Employee Name	Unit	DeptID	Mail Drop
3	00999888	0	Doe, Jon J.	LETEA	9052800000	99024
4						

TN_BA242_RELATIONSHIP_TYPE

Prompts	When to Run	Intended Results
Relationship to Employee: (Use spy-glass to select correct relationship)	As Needed	This query will show all Dependents listed as a certain Relationship. You will select the relationship you would like to audit when prompted.

This information will be returned with the Header Title at the Top of the query:

- **Relationship to Employee (Your Selection)**
- **Employee ID**
- **Head of Contract Name (Employee)**
- **Address**
- **Dependent Number**
- **Dependent Name**
- **Dependent Birthdate**

	A	B	C	D	E	F	G	H	I	J	K
1	Depts & Beneficiaries by Type										
2	Relationship to Employee	ID	HOC Name	Address 1	Address 2	City	State	Postal	Dep/Benef	Dep Name	Dep Birthdate
3	CD	00999981	Doe, John	123 Doe Lane		Nashville	TN	37204	02	Doe, Alex	1/16/1996
4	CD	00999981	Doe, John	123 Doe Lane		Nashville	TN	37204	01	Doe, Jane	1/16/1996
5	CD	00999982	Smith, Jane	123 Smith Drive		Portland	TN	37148	03	Smith, John	6/28/2000
6	CD	00999982	Smith, Jane	123 Smith Drive		Portland	TN	37148	05	Smith, Faith	7/11/2005
7	CD	00999982	Smith, Jane	123 Smith Drive		Portland	TN	37148	02	Smith, James	10/17/2005
8	CD	00999982	Smith, Jane	123 Smith Drive		Portland	TN	37148	01	Smith, Joan	4/26/2007
9	CD	00999982	Smith, Jane	123 Smith Drive		Portland	TN	37148	04	Smith, Sam	7/16/2002

TN_BA282_INVALID_EMAIL

Prompts	When to Run	Intended Results
NONE	Quarterly	This query will show who does not have an email address listed or if the email listed appears to be invalid.

This information will be returned with the Header Title at the Top of the query:

- Business Unit
- Department ID
- Employee ID
- Employee Name
- User ID of Employee
- Email Address
- Last Date Address was updated
- Last User who updated Email

	A	B	C	D	E	F	G	H
1	Invalid or Blank Email Address							
2	Busn Unit	Dept ID	EmplID	Employee Name	UserID/OperID	Email ID	Last Upd DtTm	Last Upd User
3	LGGA2	9250700000	00999990	Jon Jones	Jonj0531001		6/24/2014 14:22	shera0904001
4	LGGA2	9250700000	00999991	Bob White	bobw0904001		9/14/2013 13:20	ERP_BATCH
5	LGGA2	9250700000	00999992	Jane Doe	janed0630001		9/14/2013 13:20	ERP_BATCH
6								

TN_BA302_PERSON_AND_JOB

Prompts	When to Run	Intended Results
NONE	As Needed	This query shows all personal and job information for all active employees in your agency.

This information will be returned with the Header Title at the Top of the query:

- Employee ID
- Name
- Birthdate
- Sex
- Marital Status
- NID (SSN)
- Address of Employee
- Phone Number
- Email Address
- Department ID
- Position Number
- Compensation Frequency
- Compensation Rate

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Person and Job Information																		
2	ID	Name	Birthdate	Sex	Mar Status	NID	Address 1	Address 2	Address 3	City	County	State	Postal	Phone	Email Address	Dept ID	Position	Comp Freq	Comp Rate
3	00999888	Smith, John	3/13/1980	M	S	987654321	123 Smith Road			Nashville	Davidson	TN	37217-4633		Email@email.com	9250700000	99002024	M	
4	00999889	Jones, Joe	9/7/1970	M	W	987987987	123 Jones Road			Nashville	Davidson	TN	37214-2709		Email@email.com	9250700000	99002024	M	
5	00999890	Doe, Jane	6/15/1975	F	M	654654654	123 Doe Road			Nashville	Davidson	TN	37215-1208			9250700000	99002024	M	

TN_BA313_ADDRESS_CHANGES

Prompts	When to Run	Intended Results
Effective Date From: MM/DD/YYYY Effective Date To: MM/DD/YYYY	Monthly	Shows all the addresses that have been updated for an agency.

This information will be returned with the Header Title at the Top of the query:

- Employee ID
- NID (SSN)
- Name
- Effective Date
- Status of Address
- Address
- Last Date address was updated
- Login of Who Updated Address
- Description of the login

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Address Changes													
2	ID	NID	Name	Eff Date	Status	Address 1	Address 2	Address 3	City	State	Postal	Last Upd DtTm	by	Description
3	00998877	987987987	Jones, John	6/9/2014	A	123 Jones Lane			Madison	TN	37115-5928	6/9/2014 7:21	shera0904001	Sherri Lawrence
4	00887799	987654654	White, Bob	6/4/2014	A	123 White Lane			Nashville	TN	37243	6/4/2014 15:46	bobe0831001	Bob E. White
5	00778877	987654321	Jameson, James	6/10/2014	A	123 James Lane			Madisonville	TN	37354-1463	6/10/2014 15:22	jame0722001	James Jameson
6														

TN_BA77_LE_5_DIGIT_ZIP

Prompts	When to Run	Intended Results
NONE	Quarterly	This query will identify invalid ZIP codes.

This information will be returned with the Header Title at the Top of the query:

- **Company**
- **Department ID**
- **Description of Department**
- **Group**
- **Employee ID**
- **NID (Last 4 digits of SSN)**
- **Name**
- **Address Type**
- **Address (with Zip Code)**

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Query to Identify invalid zip												
2	Co	Dept ID	Descr	Group	ID	National ID	Name	Addr Type	Address 1	Address 2	City	State	Postal
3	NP	9056800000	Monroe Co Bd Ed	INS	00206359	XXX-XX-9999	Jones, John	HOME	123 John Lane		Tellico Plains	TN	37385
4	NP	9054200000	Henderson S Ins	INS	00206361	XXX-XX-9991	Doe, Jane	HOME	123 Jane Lane		Lexington	TN	38351
5	NP	9054200000	Henderson S Ins	INS	00206664	XXX-XX-9992	Doe, John	HOME	123 Doe Lane		Reagan	TN	38368
6	NP	9052300000	Dekalb Co Bd Ed	INS	00206827	XXX-XX-9993	Jones, Jill	HOME	123 Jill Lane		Baxter	TN	38544
7	NP	9050700000	Bledsoe C Bd Ed	INS	00207320	XXX-XX-9994	Smith, Jack	HOME	123 Smith Lane		Pikeville	TN	37367
8	NP	9053000000	Fentress Bd Ed	INS	00207440	XXX-XX-9995	Smith, Joe	HOME	123 Joseph Lane		Jamestown	TN	38556
9													

ESS and AE Queries

(Employee Self Service and Annual Enrollment)

<u>TN BA133 AUDIT OPEN ENRL ESS</u>	Page 79
<u>TN BA219 AETP INS ELECTIONS</u>	Page 80
<u>TN BA219 NEW HIRE ESS</u>	Page 81
<u>TN BA219 OE NOT SUBMITTED</u>	Page 82
<u>TN BA265 OE ELECTIONS IN ESS</u>	Page 83
<u>TN BA309 INELIG FOR PARTNER</u>	Page 84
<u>TN BA311 ESS NEW DEPENDENTS</u>	Page 85

TN_BA133_AUDIT_OPEN_ENRL_ESS

Prompts	When to Run	Intended Results
Edison Employee ID: 00xxxxxx	During/After AE	This query will show all of an employee's elections made through ESS with a date/time stamp. If the employee submits the enrollment multiple times, all of the activity will show on this report.

This information will be returned with the Header Title at the Top of the query:

- Employee ID
- Employee Record
- Dependent Number
- Employee or Dependent Name
- Plan Type (Medical, Dental, Vision, etc.)
- Election (Elect or Waive)
- Plan (BCBS, Cigna, etc.)
- Description of Plan
- Coverage Code
- Annual Pledge (only for State Flex)
- Schedule ID (Open Enrollment or New Hire)
- Date and Time of Election
- Election after Submit

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Audit OE Self-Service Changes												
2	ID	Empl Record	Dep/Benef	Emp or Dep Name	Plan Typ	Election	Plan	Descr	Covg Cd	Annl Pledg	Sched ID	Date/Time	Elect After Submit
3	00999999	0 00		Doe, John	60	Elect	FSAM	Flex Spending Account Medical		1200.00	OES13	10/15/2013 16:51	
4	00999999	0 00		Doe, John	60	Elect	FSAM	Flex Spending Account Medical		1000.00	OES12	10/1/2012 8:23	
5	00999999	0 00		Doe, John	60	Elect	FSAM	Flex Spending Account Medical		1500.00	OES11	10/25/2011 15:40	
6	00999999	0 00		Doe, John	61	Waive				0.00	OES11	10/25/2011 15:40	
7	00999999	0 00		Doe, John	6Y	Waive				0.00	OES11	10/25/2011 15:40	
8	00999999	0 00		Doe, John	10	Elect	PPPV2M	Partnership PPO Cigna Middle	A	0.00	OES11	10/25/2011 15:40	
9	00999999	0 00		Doe, John	10	Elect	PPPV2M	Partnership PPO Cigna Middle	A	0.00	OES11	10/11/2011 14:11	
10	00999999	0 00		Doe, John	60	Elect	FSAM	Flex Spending Account Medical		1800.00	OES11	10/11/2011 14:11	
11	00999999	0 00		Doe, John	61	Waive				0.00	OES11	10/11/2011 14:11	
12	00999999	0 00		Doe, John	6Y	Waive				0.00	OES11	10/11/2011 14:11	

TN_BA219_AETP_INS_ELECTIONS

Prompts	When to Run	Intended Results
Event Date: 01/01/YYYY	During AE	This query will show who has made changes to their health insurance during AE. It will show the old coverage and the new coverage.

This information will be returned with the Header Title at the Top of the query:

- Business Unit
- Employee ID
- Benefit Record
- Name
- Benefit Program
- Plan Type (Medical, Dental, Vision, etc.)
- Coverage Begin Date
- New Benefit Plan (BCBS, MetLife, etc.)
- New Coverage Code (Single, etc.)
- Old Benefit Plan
- Old Coverage Code
- Election Source

	A	B	C	D	E	F	G	H	I	J	K	L
1	TN_BA219_AETP_INS_ELECTIONS											
2	Business Unit	Empl ID	Ben Record	Name	Benefit Program	Plan Type	Coverage Begin Date	New Benefit Plan	New Covrg Cd	Old Benefit Plan	Old Covrg Cd	Elect Source
3	40100	00999981	0	Doe, John	CSA	10	1/1/2014	PPOV1M	D	PPOV1M	A	Central BA
4	34101	00999982	0	Jones, Jill	CSA	10	1/1/2014	PPPV1E	B			ESS
5	34501	00999983	0	James, Bob	CSA	10	1/1/2014	PPPV1E	A	PPPV1W	A	ESS
6	32901	00999984	0	Smith, Tim	CSA	10	1/1/2014	PPOV1M	A	PPOV1M	D	Central BA

TN_BA219_NEW_HIRE_ESS

Prompts	When to Run	Intended Results
From Coverage Begin Date: MM/DD/YYYY To Coverage Begin Date: MM/DD/YYYY	Monthly	This query will show everyone who has not submitted an enrollment, including those who have made changes in ESS but have not submitted their enrollment. They will need to go back and submit for the changes to take effect.

This information will be returned with the Header Title at the Top of the query:

- Employee ID
- Last and First Name
- Email
- Department ID
- Department Description
- Reason Not Submitted
- County

	A	B	C	D	E	F	G	H
1	New Hire ESS Not Submitted							
2	Empl ID	Last Name	First Name	Email	Dept ID	Dept Descr	Reason	County
3	00789456	Doe	John	AnyEmail@gmail.com	3596200000	Benefits Administration	MISSING DOCUMENTATION	Davidson
4	00987654	James	James	AnyEmail@gmail.com	3596200000	Benefits Administration	NOT SUBMITTED	Davidson
5	00897845	Smith	Bob	AnyEmail@gmail.com	3596200000	Benefits Administration	MISSING DOCUMENTATION	Davidson
6	00999999	Jones	Jane	AnyEmail@gmail.com	3596200000	Benefits Administration	NOT SUBMITTED	Davidson

TN_BA219_OE_NOT_SUBMITTED

Prompts	When to Run	Intended Results
Event Date: 01/01/20YY	Weekly During AE	This query will show everyone who has not submitted an enrollment, including those who have made changes in ESS but have not submitted their enrollment. They will need to go back and submit for the changes to take effect. Look for the employees with "SAVED" in the "Saved but not Submitted" column in the query.

This information will be returned with the Header Title at the Top of the query:

- Employee ID
- Last and First Name
- Email
- Department ID
- Department Description
- Reason Not Submitted
- County

	A	B	C	D	E	F	G	H
1	New Hire ESS Not Submitted							
2	Empl ID	Last Name	First Name	Email	Dept ID	Dept Descr	Reason	County
3	00789456	Doe	John	AnyEmail@gmail.com	3596200000	Benefits Administration	MISSING DOCUMENTATION	Davidson
4	00987654	James	James	AnyEmail@gmail.com	3596200000	Benefits Administration	NOT SUBMITTED	Davidson
5	00897845	Smith	Bob	AnyEmail@gmail.com	3596200000	Benefits Administration	MISSING DOCUMENTATION	Davidson
6	00999999	Jones	Jane	AnyEmail@gmail.com	3596200000	Benefits Administration	NOT SUBMITTED	Davidson

TN_BA265_OE_ELECTIONS_IN_ESS

Prompts	When to Run	Intended Results
Schedule ID: OEGYY - Local Government OEHYH - Higher Education OESYY - State OETYY - Local Education	During/After AE	This query is an audit of all elections made by your employees during AE. If they submit an enrollment multiple times, each enrollment they submit will show with a date and time stamp.

This information will be returned with the Header Title at the Top of the query:

- Department ID
- Employee ID
- Employee Record
- Name
- Plan Type (Medical, Dental, Vision, etc.)
- Election
- Plan (BCBS, Dental, Vision, etc.)
- Plan Description
- Coverage Code (Single, etc.)
- Annual Pledge (State Flex only)
- Schedule ID
- Date and Time of Submission
- Elect After Submission

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	OE Self-Service Elections												
2	Dept ID	ID	Empl Record	Name	Plan Typ	Election	Plan	Descr	Covg Cd	Annl Pledg	Sched ID	Date/Time	Elect After Submit
3	9063200000	00999921	1	Smith, John	10	Elect	PPLV2W	PPO Limited Cigna West	D	0.00	OET13	11/1/2013 23:31	
4	9059500000	00999922	0	Jones, Bob	14	Elect	WISEXP	Vision Expanded	B	0.00	OET13	11/1/2013 23:28	Y
5	9055200000	00999923	0	James, Jill	11	Elect	PDON	Delta Preferred	D	0.00	OET13	11/1/2013 23:20	
6	9055200000	00999923	0	James, Jill	11	Elect	PDON	Delta Preferred	D	0.00	OET13	11/1/2013 23:18	Y

TN_BA309_INELIG_FOR_PARTNER

Prompts	When to Run	Intended Results
Eligibility Field 2: INELIG20YY	Before AE	This query will identify all of your employees who did not fulfill the Partnership Promise.

This information will be returned with the Header Title at the Top of the query:

- Employee ID
- Eligibility Field (States if Employee is not Eligible and What Year)
- Name of Employee

	A	B	C
1	List of ineligible for Partner		
2	ID	Elig Fld 2	Name
3	00998877	INELIG2014	Jones, James
4	00998878	INELIG2014	Smith, John
5			

TN_BA311_ESS_NEW_DEPENDENTS

Prompts	When to Run	Intended Results
Class: ALL - State/Higher Ed. New Hires NHR - LE/LG New Hires OE - AE for All Agencies Beginning Event Date: MM/DD/YYYY Ending Event Date: MM/DD/YYYY	Monthly	This query will show you all new dependents that were added by the employee through ESS. This can be used for new hires or during AE.

This information will be returned with the Header Title at the Top of the query:

- Department ID
- Position Number
- Class (You selected this)
- Schedule ID
- Event Date
- Employee ID
- Employee Record
- Employee Name
- Benefit Program (GA1, GA2, TEA, etc.)
- Plan Type (Medical, Dental, Vision, etc.)
- Dependent Number
- Dependent Name
- Proof Received (Dependent Verification)

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	New Dependents Added via ESS												
2	Dept ID	Position	Class	Sched ID	Event Date	ID	Empl Record	Employee Name	Ben Progrm	Plan Typ	Dep/Benef	Dependent Name	Proof Rcvd?
3	9250700000	99002024	NHR	EVENTM	1/21/2014	00999987	0	Jane Doe	GA2	10	01	John Doe	Y
4	9250700000	99002024	NHR	EVENTM	1/21/2014	00999987	0	Jane Doe	GA2	11	01	John Doe	Y
5													

General Queries

TN BA AGENCY QUERY LIST

Page 86

TN_BA_AGENCY_QUERY_LIST

Prompts	When to Run	Intended Results
NONE	Quarterly	This query will show you all of the queries that an ABC has access to run.

This information will be returned with the Header Title at the Top of the query:

- Query Name
- Description of Query

	A	B
1	Benefits Queries for Agencies	
2	Query Name	Description
3	TN_BA01_DEPENDNT_DEMOG	Dependent Demographic
4	TN_BA103_CHILD_AGE_26	Child Tax Dep Approaching 26
5	TN_BA125_LVE_WOPAY_FOR_MT_22M	LOA without pay more than 22 m
6	TN_BA130_PASS_THR_PMNT_BENBILL	Pass Thru Payments Ben Billing
7	TN_BA133_AUDIT_OPEN_ENRL_ESS	Audit OE Self-Service Changes
8	TN_BA142_TEMP_PRIMARY_NID_DEP	Temp NID as primary for Dep
9	TN_BA142_TEMP_PRIMARY_NID_EMPL	Temp NID as primary for Empl
10	TN_BA15A_HOLD_COVERAGE_ARREARS	EE's with Arrears
11	TN_BA162_VIEW_PAYCHECK	Paycheck Deduction Information
12	TN_BA164_INVALID_COUNTY	TN Employees w/ invalid county
13	TN_BA172B_RETRO_DEDUCTIONS	Retro Deductions for State EE
14	TN_BA172_RETRO_DEDUCTIONS	Retro Deductions-NonPayroll EE

State Queries

(Queries that are run by Central State Agencies only)

<u>TN BA15A HOLD COVERAGE ARREARS</u>	Page 89
<u>TN BA172B RETRO DEDUCTIONS</u>	Page 90
<u>TN BA219 AETP FLEX ENROLLMENTS</u>	Page 91
<u>TN BA220 LIFE NO MED ENRLMNT</u>	Page 92
<u>TN BA229 COUNT 120 DAY EMPLS</u>	Page 93
<u>TN BA229 COUNT DEFFERD COMP</u>	Page 94
<u>TN BA229 COUNT NOT IN DEF COMP</u>	Page 95
<u>TN BA229 DEF COMP DED BY EMPL</u>	Page 96

<u>TN BA229 LIST NOT IN DEF COMP</u>	Page 97
<u>TN BA266 EMPLS IN DEF COMP</u>	Page 98
<u>TN BA266 EMPL NOT IN DEF COMP</u>	Page 99
<u>TN BA278 DOUBLE DED ARREARS</u>	Page 100
<u>TN BA308 SM HIRED AFTER 15TH</u>	Page 101
<u>TN BA312 WCP WIT ARREARS</u>	Page 102
<u>TN BA324 1450 EMPLOYEES</u>	Page 103

TN_BA15A_HOLD_COVERAGE_ARREARS

Prompts	When to Run	Intended Results
NONE	Monthly	This query will show a list of employees who are on payroll and are past due that BA plans on canceling if they do not pay.

This information will be returned with the Header Title at the Top of the query:

- Employee ID
- Company
- Group (INS, TN, BIL, etc.)
- Department ID
- Plan Type (Medical, Dental, Vision, etc.)
- Plan (BCBS, Cigna, etc.)
- Deduction Code
- Deduction Class
- Arrears Amount
- HR Status

	A	B	C	D	E	F	G	H	I	J
1	EE's with Arrears									
2	ID	Co	Group	DeptID	Plan Typ	Plan	Deductn Cd	Ded Class	Arrears	HR Status
3	00999888	NP	BIL	9003900000	10	PPPV1E	PPPV1E	B	496.49	A
4	00998877	NP	BIL	9003900000	11	PPRN	PPRN	B	18.23	A
5	00887799	NP	BIL	9003900000	11	PDRN	PDRN	B	46.75	A
6	00999988	NP	BIL	9003900000	11	PPRN	PPRN	B	10.59	A
7	00999989	NP	INS	9000200000	11	PDON	PDON	B	52.24	I
8										

TN_BA172B_RETRO_DEDUCTIONS

Prompts	When to Run	Intended Results
RP Pend. Dt: MM/DD/YYYY Unit: STATE first 5 digits of Dept. #	Monthly	This query lists all employees that will have a retro deduction listed on the paycheck. The retro can be positive or negative depending the situation.

This information will be returned with the Header Title at the Top of the query:

- Retro/Deduction Effective Date
- Reprocess End Date
- Company
- Group (TN or INS)
- Unit (First 5 digits of Dept. #)
- Department ID
- Pay Period End Date
- NID (SSN)
- Employee ID
- Name
- Benefit Program (GA1, TEA, TEO, etc.)
- Plan Type (Medical, Dental, Vision, etc.)
- Plan (BCBS, Cigna, etc.)
- Deduction Code
- Deduction Class
- Deduction Amount
- New Amount to be Deducted
- Amount Override
- Retro Amount
- Process Flag

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	
1	Retro Deductions-NonPayroll EE																				
2	RD Eff Dt	RP PEnd Dt	Co	Group	Unit	DeptID	Pay Period End	NID	ID	LN, FN	Ben Program	Plan Typ	Plan	Deductn Cd	Ded Class	Deduct Amt	New Amount	Amt. Ovr.	Retro Amt.	Proc. Flag	
3	12/1/2012	1/31/2013	NP	INS	LETEA	9056300000	12/31/2012	987987987	00999888	Doe, Jane	TEA	14	VISEXP	VISN	B	10.89	5.73	0.00	-5.16	Loaded PS	
4	9/1/2012	1/31/2013	NP	INS	HETBR	9001600000	9/30/2012	654654654	00888989	Smith, Jane	HED	10	PPPV2M	PPPV2M	N	727.01	1260.15	0.00	533.14	Loaded PS	
5	9/1/2012	1/31/2013	NP	INS	HETBR	9001600000	10/31/2012	654654654	00888989	Smith, Jane	HED	10	PPPV2M	PPPV2M	N	727.01	1260.15	0.00	533.14	Loaded PS	
6	9/1/2012	1/31/2013	NP	INS	HETBR	9001600000	9/30/2012	654654654	00888989	Smith, Jane	HED	11	PDON	PDON	B	45.66	73.50	0.00	27.84	Loaded PS	
7	11/1/2012	1/31/2013	NP	INS	LGGA1	9219100000	11/30/2012	999888777	00888977	Jones, John	GA1	10	PPPV1E	PPPV1E	B	0.00	878.23	0.00	878.23	Loaded PS	
8	9/1/2012	1/31/2013	NP	INS	LGGA1	9207700000	9/30/2012	777888999	00998877	Doe, John	GA1	10	PPOV1M	PPOV1M	B	593.50	905.13	0.00	311.63	Loaded PS	

TN_BA219_AETP_FLEX_ENROLLMENTS

Prompts	When to Run	Intended Results
Event Date: 01/01/YYYY	As Needed	This query will show who is enrolled in flexible benefits. If you want to see who is enrolled in flex benefits for 2015 so you can remind them to re-enroll for 2016 use the date Jan. 1, 2015.

This information will be returned with the Header Title at the Top of the query:

- Business Unit
- Employee ID
- Benefits Record #
- Name
- Benefits Program
- Plan Type
- Benefit Plan
- Coverage Begin Date
- Election Source

	A	B	C	D	E	F	G	H	I
1	TN_BA219_AETP_FLEX_ENROLLMENTS								
2	Business Unit	Empl ID	Ben Rcd#	Name	Benefit Program	Plan Type	Benefit Plan	Coverage Begin Date	Elect Source
3	31701	00998877	0	Doe, John S	CSA	60	FSAM	1/1/2013	ESS
4	34901	00998878	0	Smith, John	CSA	60	FSAM	1/1/2013	ESS
5	34800	00998879	0	James, John	CSA	60	FSAM	1/1/2013	ESS
6									

TN_BA220_LIFE_NO_MED_ENRLMNT

Prompts	When to Run	Intended Results
Business Unit: STATE First 5 digits of Dept. # HETBR - TN Board of Regents HEUTN - UT Keyed Since Date: MM/DD/YYYY	As Needed	This query will list all of your employees that have basic life insurance - not medical. It shows the plan type and the election date.

This information will be returned with the Header Title at the Top of the query:

- Business Unit
- Employee ID
- Name
- Plan Type
- Coverage Election
- Plan
- Election Date

	A	B	C	D	E	F	G
1	Enrlmnts in Basic Life-No Med						
2	Unit	ID	Display Name	Plan Typ	Covrg Elec	Plan	Elect Date
3	30901	00999888	Jon Doe	20	E	BL20U	3/13/2014
4	30901	00999881	Jane Doe	20	E	BL20U	1/3/2014
5	30901	00999981	John James	20	E	BL20U	2/3/2014
6	30901	00999982	James Jones	20	E	BL20U	5/7/2014

TN_BA229_COUNT_120_DAY_EMPLS

Prompts	When to Run	Intended Results
As of Date: MM/DD/YYYY	As Needed	This query will show the number of 120 day employees in each agency.

This information will be returned with the Header Title at the Top of the query:

- **Business Unit**
- **Department ID**
- **Description of Department**
- **Plan**
- **Count (Number of Employees)**

	A	B	C	D	E
1	Count of 120 Day Employees				
2	Business Unit	Dept ID	Descr	Plan	Count
3	30101	3010700005	Sgt. At Arms and Pages		4
4	30101	3011600003	Leg Info. Services and Sales		1
5	30227	3021200000	Verbatim Transcripts		1
6	30227	3022700510	Indigent Defense		1
7					

TN_BA229_COUNT_DEFFERD_COMP

Prompts	When to Run	Intended Results
As of Date: MM/DD/YYYY	As Needed	This query will show you the number of employees in each agency that is in Deferred Comp. This list does not show any names of those employees.

This information will be returned with the Header Title at the Top of the query:

- Business Unit
- Department ID
- Description of Department
- Plan Type
- Count (Number of Employees)

	A	B	C	D	E
1	Count of Empls in Deferred Cmp				
2	Business Unit	Dept ID	Descr	Plan Typ	Count
3	35910	3595006559	CO NE CPS Investigation Unit	401(k)	7
4	35910	3595006560	CO Special Investigations	401(k)	16
5	35910	3595006560	CO Special Investigations	457	2
6	35910	3595006610	CO Foster Care & Adoptions	401(k)	17
7	35910	3595006610	CO Foster Care & Adoptions	457	1
8	35910	3595006620	CO Permanency Planning	401(k)	7
9	35910	3595006620	CO Permanency Planning	457	1
10	35910	3595006640	CO Recruitment Retention	401(k)	1
11	35910	3595006660	Independent Living Services	401(k)	21
12	35910	3595006660	Independent Living Services	457	2
13	35910	3595006700	Office of Child Health	401(k)	3
14					

TN_BA229_COUNT_NOT_IN_DEF_COMP

Prompts	When to Run	Intended Results
As of Date: MM/DD/YYYY	As Needed	This query will show you the number of employees in each agency that is NOT in Deferred Comp. This query does not show any names of those Employees.

This information will be returned with the Header Title at the Top of the query:

- **Business Unit**
- **Department ID**
- **Description of Department**
- **County**
- **Count (Number of Employees)**

	A	B	C	D	E	F
1	Count Empls Not in Def Comp					
2	Business Unit	Dept ID	Descr	County	Count	
3	32701	3271204800	Norris Dam	Anderson County	24	
4	32701	3271204900	Old Stone Fort	Coffee County	3	
5	32701	3271205000	Panther Creek	Hamblen County	5	
6	32701	3271205100	Paris Landing	Henry County	82	
7	32701	3271205200	Pickett	Pickett County	6	
8	32701	3271205300	Pickwick Landing	Hardin County	66	
9	32701	3271205400	Pinson Mounds	Madison County	3	
10						

TN_BA229_DEF_COMP_DED_BY_EMPL

Prompts	When to Run	Intended Results
Edison Employee ID: 00xxxxxx	As Needed	This query will show all an employee's Deferred Compensation deductions.

This information will be returned with the Header Title at the Top of the query:

- Employee ID
- Employee Record
- Name
- Department ID
- Check Date
- Plan Type
- Benefit Plan
- Deduction Class (Employee or Employer)
- Current Deduction

	A	B	C	D	E	F	G	H	I
1	Def Comp Deductions by Empl ID								
2	Empl ID	Empl Record	Name	Dept ID	Check Dt	Plan Typ	Benefit Plan	Ded Class	Curr Dedn
3	00999999	0	Jones, John	3170400002	6/30/2014	401(k)	401KS	Employee	100.00
4	00999999	0	Jones, John	3170400002	6/30/2014	401(k)	401KS	Employer Match	25.00
5	00999999	0	Jones, John	3170400002	6/13/2014	401(k)	401KS	Employer Match	25.00
6	00999999	0	Jones, John	3170400002	6/13/2014	401(k)	401KS	Employee	100.00
7									

TN_BA229_LIST_NOT_IN_DEF_COMP

Prompts	When to Run	Intended Results
As of Date: MM/DD/YYYY	As Needed	This query shows all state employee's that are not participating in Deferred Compensation. Your results will only show your agency information.

This information will be returned with the Header Title at the Top of the query:

- Business Unit
- Department ID
- Description of Department
- Last, First, & Middle Name
- Full or Part time
- Severance Months
- Email Address

	A	B	C	D	E	F	G	H	I
1	List Empls Not in Def Comp								
2	Business Unit	Dept ID	Descr	Last	First Name	Middle	Full/Part	Serv Mnths	Email ID
3	30410	3040100010	10th District Criminal Div	Jones	Jon	B	F	66	Email@Tn.gov
4	30410	3040100010	10th District Criminal Div	Smith	Joe	S	F	33	
5	30410	3040100010	10th District Criminal Div	Doe	John	D	F	1	
6	30410	3040100011	11th District Criminal Div	Doe	Jane	E	F	0	
7									

TN_BA266_EMPLS_IN_DEF_COMP

Prompts	When to Run	Intended Results
As of Date: MM/DD/YYYY	As Needed	This query list all of the employees participating in the Deferred Compensation Program.

This information will be returned with the Header Title at the Top of the query:

- Employee ID
- Employee Record
- Name
- Business Unit
- Department ID
- Plan Type (401k or 457)
- Plan

	A	B	C	D	E	F	G
1	Empls in Deferred Cmp						
2	ID	Empl Record	Name	Business Unit	Dept ID	Plan Typ	Plan
3	00999998	0	Doe, John	30101	3010100001	401(k)	401KM
4	00999988	0	Smith, John	30101	3010100001	401(k)	401KM
5	00999981	0	James, Bob	30301	3030126000	457	457
6	00999981	0	James, Bob	30301	3030126000	401(k)	401KM
7							

TN_BA266_EMPL_NOT_IN_DEF_COMP

Prompts	When to Run	Intended Results
As of Date: MM/DD/YYYY	As Needed	This query list all of the employees NOT participating in the Deferred Compensation Program.

This information will be returned with the Header Title at the Top of the query:

- Employee ID
- Employee Record
- Name
- Business Unit
- Department ID

	A	B	C	D	E
1	Empls Not in Def Comp				
2	ID	Empl Record	Name	Business Unit	Dept ID
3	00999981	0	Doe, John	34501	3453005000
4	00999982	0	James, Bob	32901	3291800100
5	00999983	0	Smith, James	34401	3441200001
6	00999984	0	Jones, Jill	34101	3410200000

TN_BA278_DOUBLE_DED_ARREARS

Prompts	When to Run	Intended Results
Pay Period End Date: MM/DD/YYYY	7 days before payday	This query will identify the people who will be double deducted for benefits coverage. Once you run the query, the field called Current Payback will show the additional amount that will be deducted.

This information will be returned with the Header Title at the Top of the query:

- Company
- Pay Period End Date
- Employee ID
- Department ID
- Plan Type
- Plan
- Plan Description
- Deduction Class (Before or After-tax)
- Current Deduction
- Current Payback
- Last, First, and Middle Name
- Address

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	EE's with double deductions																
2	Co	Period End	ID	Dept ID	Plan Typ	Plan	Descr	Dedn Class	Curr Dedn	Curr Paybk	Last	First Name	Middle	Address 1	City	State	Postal
3	TN	6/15/2014	00999931	3410403100	Medical	PPOV2M	Standard PPO Cigna Middle	Before-Tax	318.98	159.49	Doe	John	A	123 Doe Street	Portland	TN	37148
4	TN	6/15/2014	00999932	3453004100	Basic Life and AD and D	FB08DU	EE + CH Basic Life and ADD	After-Tax	16.71	11.14	Jones	Jill	B	123 Jones Hill	Jefferson City	TN	37760
5	TN	6/15/2014	00999933	3250500500	Medical	PPPV1M	Partnership PPO BCBS Middle	Before-Tax	492.28	251.86	James	Bob	C	123 James Drive	Nashville	TN	37211
6	TN	6/15/2014	00999933	3250500500	Dental	PDON	Delta Preferred	Before-Tax	77.41	37.56	James	Bob	C	124 James Drive	Nashville	TN	37211
7	TN	6/15/2014	00999933	3250500500	Basic Life and AD and D	FB10BU	Family Basic Life and ADD	After-Tax	24.15	16.10	James	Bob	C	125 James Drive	Nashville	TN	37211

TN_BA308_SM_HIRED_AFTER_15TH

Prompts	When to Run	Intended Results
Coverage Begin Date: MM/DD/YYYY 16th of the Month: MM/DD/YYYY Last Day of the Month: MM/DD/YYYY	Monthly	This query shows everyone hired after the 15th of the month. They will be billed for their first month's premium on the 15th of the following month. If they start too late in the month to have enough money to deduct their premiums, they will be double-deducted at the end of the month.

This information will be returned with the Header Title at the Top of the query:

- Group
- Employee Record
- Employee ID
- Name
- Last Start
- Coverage Begin Date
- Effective Date
- Election Date
- Plan Type
- Plan
- Coverage Code

	A	B	C	D	E	F	G	H	I	J	K
1	1st Deds will not Deduct										
2	Group	Empl Record	ID	Name	Last Start	Covg Bgn	Eff Date	Elect Date	Plan Typ	Plan	Coverage Code
3	7SS		0 00999951	Doe, John	6/16/2014	6/1/2014	5/1/2014	5/28/2014	1Y	EAP	H

TN_BA312_WCP_WITH_ARREARS

Prompts	When to Run	Intended Results
NONE	Monthly	This query will show all Workers Comp. employee's with Arrears on their account. The amount of arrears is listed on the query.

This information will be returned with the Header Title at the Top of the query:

- Employee ID
- Company
- Group
- Department ID
- Plan Type (Medical, Dental, Vision, etc.)
- Plan (BCBS, MetLife, etc.)
- Deduction Code
- Deduction Class
- Arrears (Amount owed)
- HR Status
- Benefit Program

	A	B	C	D	E	F	G	H	I	J	K
1	Worker's Comp with Arrears										
2	ID	Co	Group	Dept ID	Plan Typ	Plan	Deductn Cd	Dedn Class	Arrears	HR Status	Ben Progm
3	00999921	TN	7SS	3294500220	11	PDON	PDON	B	21.07	A	WCP
4	00999922	TN	7SS	3457002100	14	VISEXP	VISN	B	5.73	A	WCP
5	00999923	TN	7SS	4041071000	10	PPOV2E	PPOV2E	B	346.62	A	WCP
6	00999924	TN	7SS	4041071000	20	FB03BU	FDL	A	1.51	A	WCP
7											

TN_BA324_1450_EMPLOYEES

Prompts	When to Run	Intended Results
NONE	As Needed	This query will identify the employees that have been identified and approved as 1450 employees.

This information will be returned with the Header Title at the Top of the query:

- **Business Unit**
- **NID (SSN)**
- **Employee ID**
- **Last and First Name**

	A	B	C	D	E
1	List of 1450 Employees				
2	Unit	NID	ID	Last	First Name
3	32701	999888777	00999921	Jones	Bob
4	33701	999888778	00999922	Smith	John
5	33701	999888779	00999923	Doe	John
6	32701	999888780	00999924	James	Paul
7					