

SCREEN 341 – COBRA SUBSIDY MAINTENANCE

This screen is used to maintain and view the listing of individuals whose COBRA benefits are subsidized.

After receiving the screen, the available options are:

1. Return (to the User Table Maintenance Menu)
2. View
3. Add
4. Delete
5. Modify

These options are described below:

1. RETURN

To return to the User Table Maintenance Menu screen: Type an **E** or **300** in the **FUNCTION** field and press the **ENTER** key or use the **F3** function key. Press **F4** to return to the main B/P/P menu.

2. VIEW

Press **ENTER** to page through the table. Pressing **ENTER** again after the end of the table is reached will return to the beginning of the table. Press the **PF9** key to alternate between sorting by UIN and name. The screen returns to the start of the table in the order selected when the sort order is changed.

3. ADD

Enter an **A** in the function (Fnc) field and enter the desired **UIN** or **SSN** in the corresponding **UIN** field. Press **ENTER** to add the record. Press the **PF1** key with the cursor in the **UIN** field to provide Name/UIN look-up help. Multiple entries can be made by entering **A** and **UIN** on additional lines before pressing **ENTER**. Lines do not have to be blank to be used to enter new records.

4. DELETE

Enter a **D** in the function (Fnc) field of the record(s) to be deleted. Multiple records may be selected before pressing **ENTER** to delete the selected record(s).

5. MODIFY

Enter an **M** in the function (Fnc) field of the record(s) to be modified. Enter the new Subsidy End Date. The Name and Work Station will be updated with the current BPP values by the system. Press **ENTER** to modify the selected record.

SCREEN 341 – COBRA SUBSIDY MAINTENANCE

341 TAMUS B/P/P System - COBRA Subsidy Maintenance						02/18/10 14:19	
						D BPP0009 R001	
Screen: <u> 1 </u>							
Individuals with subsidized COBRA Rates in effect							
						Subsidy	
Fnc	UIN	End Date	Name	WS	Added/Updated		
2	3	4	A	B	By	Date	
-	-	-	-	-	C	D	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
(Press ENTER to commit changes or move to next page if no changes pending)							
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---							
Help		Exit Main			S/NAM		

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
1	SCREEN CODE	3-digit code that identifies the screen the user would next like to view; is used to maneuver through the B/P/P System Screens.
2	FNC (Function)	See the previous page for the function options available.
3	UIN	Valid UIN or SSN on the Personnel File. Employee's Dental, Medical or Vision deduct code must be D or T when adding.
4	END DATE	Expiration date of the COBRA subsidy. The latest of the Dental, Medical and Vision stop dates when the record was added.
A	NAME	Employee's name when record was added or updated.
B	WORK STATION	Employee's Work Station.

C	ADDED BY	User ID adding the record.
D	DATE ADDED	The date the record was added or updated.