

Hot Off The Press

Additional letters are being added to the “Download Letters” option in HRConnect

Background

During the past year, letters have been added and revised in the “Download Letters” area of HRConnect. As this allows for faster printing and reprinting of these critical documents, the higher volume letters had been addressed previously. Requests have been made to add the Age 25 and 65 letters to the HRConnect “Download Letters” area.

HRConnect / BPP changes

Effective October Month-end, to be run Thursday 10/23/2008:

1. The paper letters will be produced and sent to System Benefits Administration for confirmation / backup of the HRConnect process.
2. The Age 25 and 65 letters will be placed in each workstation’s “Download Letters” area in HRConnect. The Age 25 letter will be listed as “Notice of Dependent Turning Age 25” and the Age 65 letter will appear as “Notice of Medicare Eligibility”. Workstations will be notified via email when the letters are loaded to HRConnect. Each workstation will continue to receive the BP8030 and BP8033 reports from MONINS04, listing the recipients of the Age 25 and 65 letters.

Letter Description

There will be no factual changes to the addresses, names, or content of either letter. With the flexibility of the HRConnect printing process, some formatting, logos, and print placement changes may occur. Because of this, changes were made to ensure enough room exists for longer names and addresses.

Workstation actions

Since this is a remake of the current letters, the suggested workstation actions would be to verify the recipients of the letters are correct. Verify the addresses of the recipient and the workstation appear correct on the letter.

Please email bpphelp@tamu.edu with problems or questions.