



Process:	How to run an Unpaid Benefit Premium Report		Date: August 1 st 2017
			Revision: 1
Frequency	Action	Action Detail / Key Points	
Starting Process			
Every Compute or as needed.	1	Open Internet Browser .	Visit: https://reporting.hris.azdoa.gov
	2	Enter User Name and Password .	<p>User Name: Enter your User Name which is typically referred to as HRIS Power User ID.</p> <p>Password: Enter your HRIS Power User ID password</p> <p>Note: You must have proper security access as a “HRIS Warehouse Specialist” established in order to access this report. This report will be available in Benefits, HR and Payroll folders.</p> <p>To request access, please contact your agency security administrator to submit a HRIS Security Request Form to ADOA Service Desk.</p>
	3	Open Benefit Folder.	<p>Click the folder titled “Benefits”.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;">  Benefits Benefits Reports </div>
	4	Access the Unpaid Benefit Premium Report .	<ol style="list-style-type: none"> Click “Unpaid Benefit Premium” icon. <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;">  Missing Benefit Premium Report </div> <ol style="list-style-type: none"> Then select Agency and then Process Level. Finally, click “View Report”. The Unpaid Benefit Premium Report will appear.

	5	<p>View Unpaid Benefit Premium Report.</p>	<p>The Unpaid Benefit Premium report displays a listing of all unpaid benefit premiums that are owed by the employee.</p> <p>Please review the benefit premium carefully to determine if the information is accurate.</p> <ul style="list-style-type: none"> • If employee owes the benefit premium, please create a Benefit Premium Billing Statement that includes a listing of all premiums that are owed. • If the employee owes the employer portion of the benefit premium, please submit a GAO73B - One Time Benefit Premium Adjustment form to benefitpremium@azdoa.gov. • If the benefit premium shown on the report is inaccurate or you have questions as to why the benefit premium is shown on the report, please submit a Benefit Premium Research Request form to benefitpremium@azdoa.gov. <p>Unpaid benefit premium will continue to show on the report each compute cycle until ADOA receives payment or the employee's benefit coverage is terminated.</p> <p>Once payment is received by ADOA HITF, the benefit premium will no longer appear on the report.</p>
<p>Contact Benefits Services Division at 602.542.5008 if you have any questions.</p>			