

## STEPS FOR PROCESSING “OPEN EVENTS”

**Whether you do daily, weekly, or monthly processing of “Open Events”, the steps are the same.**

1. Run the Ben Admin process by entering in your Run Control ID

Main Menu>Benefits>Manage Automated Enrollment>Events>Run Automated Event Processing

Ben Admin will close events that require no further action. Events awaiting action from you or the employee will remain where they are until some action is taken.

2. Go to “Update Processing Controls”. Enter you Schedule ID, Event Status of “O” and click on Search. This will list all your open events.

Main Menu>Benefits>Manage Automated Enrollment>Events>Update Processing Controls

Keep in mind that any time you do something in the Job Record it creates an event that will show up here.

3. Do the appropriate election entry for each open event.

Main Menu>Benefits>Manage Automated Enrollment>Participant Enrollment>Perform Election Entry

4. Run the Ben Admin process by entering in your Run Control ID

Main Menu>Benefits>Manage Automated Enrollment>Events>Run Automated Event Processing

Ben Admin will close events that require no further action. Events awaiting action from you or the employee will remain where they are until some action is taken.

5. Repeat steps 2 through 4 until all events are closed. Only the events that affect the current payroll need to be closed. If you are having trouble closing events, contact the ITD Service Desk at 328-4470, Toll Free 800-837-9807 or email [itdservicedesk@nd.gov](mailto:itdservicedesk@nd.gov).

Keep in mind that if an employee has multiple events, Ben Admin can only process one event at a time. When one event has been closed, the next will open.

**If you process events once a month or at payroll time**, please allow enough time to run the benefit administration process before payroll closes. This will give you the opportunity to:

1. Gather additional information from employee, if needed
2. Provide you time for any trouble shooting, if needed
3. Provide you time for those last minute changes

**Updated July 2007**