

## Error Report Descriptions

Revised 5/17/16

Below is a listing of error reports that HR Systems runs for mid-month, month end, quarter end, fiscal year end, and open enrollment.

Unless otherwise noted, all reports are captured to Vista Plus. An email notice is sent to the Personnel Workteam (ua-personnel-team@lists.alaska.edu) for reports listed in the Personnel Error Reports sections, to the Payroll Workteam (UA-Payroll-WorkTeam@alaska.edu) for reports listed in the Payroll Error Reports sections, and to the Budget Workteam (ua-budget-team@lists.alaska.edu) for reports listed in the Budget sections.

### I. Mid-Month Error Reports

#### A. Personnel Error Reports (Mid-Month)

<u>Report Name</u>	<u>Report Description</u>	<u>Email Group</u>	<u>Vista Plus File Location</u>
9moEE_12moDep	Employees set-up on a 9-month plan code for health care coverage, but that have a 12-month plan code set-up for dependent health care charges.	Persnl email	Personnel/Personnel_Error_Rpts
12moEE_9moDep	Employees set-up on a 12 month plan code for health care coverage, but that have a 9-month plan code for dependent health care charges.	Persnl email	Personnel/Personnel_Error_Rpts
Act_Bcov_NoDepChg	Employees that have dependents set-up and active on BCOV health care records, but do not have a dependent health care deduction charge.	Persnl email	Personnel/Personnel_Error_Rpts
Act_Emp_w_Last_Work_Day	Employees who have an active employee status, but have a Last Work Day in PEAEMPL.	Persnl email	Personnel/Personnel_Error_Rpts
Active Emps Without Active Job	Employees with an active status in PEAEMPL, but no active job assignments in NBAJOBS effective within the last four (4) months.	Persnl email	Personnel/Personnel_Error_Rpts
Active_HC_elig_emps_wo_dedn_records	Employees that are eligible for health care but do not have a valid health care deduction open.	Persnl email	Personnel/Personnel_Error_Rpts
Active_Jobs_Incorrect_Salary_Group	Employees with active job that are in the incorrect salary group.	Persnl email	Personnel/Personnel_Error_Rpts
ActiveDepChg_NoActBcov	Employees with an active dependent health care deduction charge, but with an open BCOV record for dependent(s).	Persnl email	Personnel/Personnel_Error_Rpts
Bcov_emp_term_dep_open	Employees that have an end date on sequence 1 of their BCOV record set-up, and have open BCOV records for dependent(s).	Persnl email	Personnel/Personnel_Error_Rpts
Bene_dep_dob_or_gender_null	Employees with a dependent record in PDABENE that is missing a date of birth and/or gender entry.	Persnl email	Personnel/Personnel_Error_Rpts
Ck_Emps_w_matching_ID_SSN	Employees whose employee ID and SSN are the same; these fields should no longer match since UA changed to generated IDs in Banner. The SSN should be entered on PPAIDEN in the SSN/SIN/TFN field.	Persnl email	Personnel/Personnel_Error_Rpts
Deps_over_26_BCOV_not_shut_off	Identifies dependent who has turned 26 during CY, but BCOV has not been shut off at the end of the dependent's birth month. Employee may need to be contacted by local personnel office re: HC change form and deduction end date changes for child coverage	Persnl email	Personnel/Personnel_Error_Rpts
Deps_turn_26_and_ACA_is_shut_off	Identifies dependent who has turned 26 during CY. On PDABENE, ACA reportable child should not be unchecked until 1095-C for that CY is printed. Once the form is printed, the ACA reportable child box should be unchecked.	Persnl email	Personnel/Personnel_Error_Rpts
Emps_in_escrow	Active employees that have an active 201 escrow deduction. Employees should be in escrow for no more than 30 days; if the employee does not make a decision, the employee should be set up in either TRS or PERS, as appropriate. Personnel should send a reminder to the employee to make a retirement selection. If the employee does not make a selection after the 30-day reminder, a default TRS or PERS deduction must be setup for the employee.	Persnl email	Personnel/Personnel_Error_Rpts
Emps_w_open_Adj_dedn_wo_Adj_job_for_2_yrs	All Adjunct Employees (FT ECLS) that have open deductions but have not had an active job for at least two years.	Persnl email	Personnel/Personnel_Error_Rpts
Emps without Active Job & Open Health	Health care eligible employees that do not have a current job assignment, but have open health care deduction(s).	Persnl email	Personnel/Personnel_Error_Rpts
Emps_wo_Primary_Job	Active employees who do not have have a "Primary" designation for their active job assignment or for their main job assignment, if they have multiple active job assignments.	Persnl email	Personnel/Personnel_Error_Rpts
FIP_Mismatch	Employees that are set-up for a FIP health care dependent charge deduction, but do not have a set-up for FIP taxable benefit deduction.	Persnl email	Personnel/Personnel_Error_Rpts

**A. Personnel Error Reports (Mid-Month) continued**

<u>Report Name</u>	<u>Report Description</u>	<u>Email Group</u>	<u>Vista Plus File Location</u>
FIP_Mismatch_NoDepChg	Employees set-up with a FIP taxable benefit deduction, but do not have a FIP dependent health care deduction set-up.	Persnl email	Personnel/Personnel_Error_Rpts
FSA_Bcov_Term_Mismatch	Terminated employees where the PDABCOV End Date does not match PDAEDN End Date for the employee's FSA (RA) deduction.	Persnl email	Personnel/Personnel_Error_Rpts
FSA_dedn_setup_incorrect	Employees that have incorrect end dates on BCOV record; employee set-up on BCOV recs, dedn end dates, and/or sequence number may be incorrect.	Persnl email	Personnel/Personnel_Error_Rpts
FSA_dedn_will_not_meet_goal***	Employees that have elected Flexible Spending Account deductions that will not meet their intended goal in this fiscal year. ***Not currently run/captured to Vista Plus.	Persnl email	Personnel/Personnel_Error_Rpts
Full_Part_Time_Mismatch	Employees whose employee status in PEAEMPL (FT/PT) does not match the job status (total assignments) in NBAJOBS.	Persnl email	Personnel/Personnel_Error_Rpts
HC_dedn_end_Bcov_open	Employees with a terminated health care deduction charge, but the associated BCOV record has not been ended.	Persnl email	Personnel/Personnel_Error_Rpts
Health_Bcov_Term_Mismatch	Employees terminated in the last month where the PDABCOV End Date does not match the PDAEDN End Date for the health care deduction.	Persnl email	Personnel/Personnel_Error_Rpts
Health_Care_Gender_Mismatch	Employees with a dependent record in PDABENE where the relationship and gender are mismatched (e.g. daughter marked as male or vice versa)	Personnel	Personnel/Personnel_Error_Rpts
HR_Addr_Chg_by_non_HR_users	Employees whose HR address was changed in PPAIDEN by a non-HR user. Email syhr@alaska.edu if an HR user ID should be exempt from the report.	Persnl email	Personnel/Personnel_Error_Rpts
HR_Addr_Punctuation	Employees that have punctuation such as a comma or period in the HR Address.	Persnl email	Personnel/Personnel_Error_Rpts
HR_Name_Punctuation	Employees that have punctuation such as a comma, asterisk or period in any of the name fields (First, Middle, or Last)	Persnl email	Personnel/Personnel_Error_Rpts
L6070_active_HC_dedns_on_incorrect_plan_codes	Identifies L6070 union members who are not set up on a Health Care deduction plan code beginning with a "C" and are being overcharged through their health care payroll deductions.	Persnl email	Personnel/Personnel_Error_Rpts
L6070_CRs_wo_11_01_mm_dd	L6070 employees (CRs only) who do not have a step increase month and day of 11/01 on their NBAJOBS base job detail. The MM/DD values are used in the annual step increase process, which inserts a step job record for eligible L6070 employees per the current CBA.	Persnl email	Personnel/Personnel_Error_Rpts
L6070_emps_wo_2EMP_step_dates	L6070 employees who do not have a step increase month or day in PEA2EMP (these fields should usually reflect the month and day of the adjusted service date on PEAEMPL); the query includes employees in a CR or CT ECLS.	Persnl email	Personnel/Personnel_Error_Rpts
Missing_NonUn_HC_BCOV_Records	Non-union employees whose health care record is not setup in PDABCOV.	Persnl email	Personnel/Personnel_Error_Rpts
Missing_Union_HC_BCOV_Records	Union employees whose health care record is not setup in PDABCOV.	Persnl email	Personnel/Personnel_Error_Rpts
No_seq_1_record_on_PDABCOV	PDAEDN has been set up but no corresponding PDABCOV seq 1 record has been set up for dedns such as FSA, HSAs, or HC	Personnel	Personnel/Personnel_Error_Rpts
NonUn_emps_in_Un_HC	Employees in a non-union employee class that have an open Union Health Care deduction charge.	Persnl email	Personnel/Personnel_Error_Rpts
Prim_Job_Mismatch_to_Empl_Ecls	Employees whose primary job ECLS in NBAJOBS does not match the employee ECLS in PEAEMPL.	Persnl email	Personnel/Personnel_Error_Rpts
Temp_Emps_wo_End_Date	Employees who have a temporary status in PEAEMPL, but have a job assignment without an end date in NBAJOBS.	Persnl email	Personnel/Personnel_Error_Rpts
Term_Emps_wo_Last_Work_Day	Employees who have a terminated status in PEAEMPL, but do not have a Last Work Day.	Persnl email	Personnel/Personnel_Error_Rpts

**A. Personnel Error Reports (Mid-Month) continued**

<u>Report Name</u>	<u>Report Description</u>	<u>Email Group</u>	<u>Vista Plus File Location</u>
Termed_Approver_w_Proxy_Setup_List	Identifies active proxies who are listed for a terminated approver. HR Systems will research the proxy records in NTRAPRX, and remove the active proxies from the terminated approver records as appropriate.	Persnl email	Personnel/Personnel_Error_Rpts
Terms_w_active_job_status	Identifies employees with an effective date record that has an "Active" status, and a job change reason of "TERM."	Persnl email	Personnel/Personnel_Error_Rpts
Un_Emps_in_NonUn_HC	Employees in a Union employee class that have an open Non-Union health care deduction charge.	Persnl email	Personnel/Personnel_Error_Rpts

**B. Payroll Error Reports (Mid-Month)**

<u>Report Name</u>	<u>Report Description</u>	<u>Email Group</u>	<u>Vista Plus File Location</u>
201_Escrow_dtot_not_0	Identifies any employees (active or term'd) that appear to have a balance for the 201 escrow deduction in either the employee amount, the employer amount, or applicable gross fields. It is possible that for the "older" deduction records -JV's were completed to move the money.	Payroll email	Payroll Runs/Payroll Error Reports
201_Escrow_dtot_ltd	Lists life-to-date amounts for employees (active or term'd) who have had a 201 escrow deduction in either the employee amount, the employer amount, or applicable gross fields. It is possible that for the "older" deduction records -JV's were completed to move the money.	Payroll email	Payroll Runs/Payroll Error Reports
Term_Emps_w_Act_Auto_Dep	Employees who are terminated in PEAEMPL, but have active autodeposits in GXADIRD.	Payroll email	Payroll Runs/Payroll Error Reports

**C. Budget Error Reports (Mid-Month)**

<u>Report Name</u>	<u>Report Description</u>	<u>Email Group</u>	<u>Vista Plus File Location</u>
9s_series_PCN_not_Add_Assignment_w_Regular_ECLS	Identifies 9-series PCNs that have been setup for a regular ECLS (A9, AR, CR, EX, F9, FN, FR, NR, XR) in error. 9-series PCNs are only to be used for temporary positions.	Budget email	Budget_Offices/Budget_Error_Reports
Account_Code_Mismatch	Lists positions with account codes that are not set-up as anticipated based on the ECLS, Overload, and/or Workstudy status. Refer to the Labor Account Code Table at <a href="http://www.alaska.edu/files/hr/reference.reference.labor_account_changes.pdf">http://www.alaska.edu/files/hr/reference.reference.labor_account_changes.pdf</a> .	Budget email	Budget_Offices/Budget_Error_Reports
Active_PCN_w_incorrect_Budget_Profile	Identifies PCNs that have an incorrect Budget Profile based on the position ECLS. Refer to the "Budget Data Entry Chart" for a complete cross-reference of appropriate Budget Profiles at <a href="http://www.alaska.edu/files/hr/budget.data_entry.pasn_budget_entry_chart.pdf">http://www.alaska.edu/files/hr/budget.data_entry.pasn_budget_entry_chart.pdf</a> .	Budget email	Budget_Offices/Budget_Error_Reports
Active_PCN_Regular_ECLS_w_Posn_Type_not_S	Identifies Regular positions that do not have a Position Type of Single, which indicates that the position only accommodates one incumbent (job sharing and initial training of employee, not withstanding). All Regular positions (ECLSs A9, AR, CR, EX, F9, FN, FR, NR, XR) should have a Position Type of Single.	Budget email	Budget_Offices/Budget_Error_Reports
Active_PCN_Temporary_ECLS_w_Posn_Type_not_P	Identifies Temporary positions that do not a Position Type of Pool, which indicates that the position can accommodate more than one incumbent at a time. All Temporary positions (ECLSs FT, FW, CT, NT, XT, NX, XX, GN, GT, SN, ST) should have a Position Type of Pool.	Budget email	Budget_Offices/Budget_Error_Reports
Active_RSRVD_PCN_w_Budget_not_equal_\$100	Identifies Reserved positions that do not have an adjusted Finance budget of \$100. Reserved positions must have this amount as a place holder for their Finance Budget. Their Budget record in PBAPBUD <i>should not</i> be altered.	Budget email	Budget_Offices/Budget_Error_Reports
non-ADDL_PCLS_incorrect_titles	Identifies PCLS title changes for non-Overload/Summer Assignment (non-ADDL) positions where the title change was made in an attempts to denote that the PCLS is for an hourly and/or additional assignment. PCLS titles are <i>only</i> to be created by SW Classification & Compensation; modifications to PCLS titles must also be authorized by this department.	Budget email	Budget_Offices/Budget_Error_Reports
PCN_equals_Budget_Auth_Number_wo_Budget	Positions that are Authorized, but do have any budget. Authorized positions must maintain a budget of \$1 or greater. A JV can be submitted to place budgetary funds back onto the position.	Budget email	Budget_Offices/Budget_Error_Reports

**C. Budget Error Reports (Mid-Month) continued**

<u>Report Name</u>	<u>Report Description</u>	<u>Email Group</u>	<u>Vista Plus File Location</u>
PCNs_w_Multiple_Incumbents	Positions with multiple incumbents. If incumbents are not job sharing, or one is acting as interim, then only one incumbent should be assigned per each Authorized position. One incumbent must be moved to another position.	Budget email	Budget_Offices/Budget_Error_Reports
Posn_in_incorrect_SGRP	Position records that are open for the current year, but are not on the correct salary group (SGRP) designation.	Budget email	Budget_Offices/Budget_Error_Reports
Posn_to_Jobs_ECLS_Mismatch	Positions in NBAPOSN where the corresponding NBAJOBS record has a different ECLS. This mismatch can occur when job reclassifications have not been not been processed completely. If not a Pooled position, the ECLS on the position must be updated to reflect that of the incumbent's job.	Budget email	Budget_Offices/Budget_Error_Reports
Wrong_Auth_Number_to_BPRO	Positions that have an incorrect Authorization Number for the Budget Profile based on the position ECLS. The Authorized by field in NBAPBUD must be updated.. Refer to the "Budget Data Entry Chart" for a complete cross-reference of appropriate Budget Profiles at <a href="http://www.alaska.edu/files/hr/budget.data_entry_posn_budget_entry_chart.pdf">http://www.alaska.edu/files/hr/budget.data_entry_posn_budget_entry_chart.pdf</a>	Budget email	Budget_Offices/Budget_Error_Reports

**II. Pre-Month End Error Reports**

<u>Report Name</u>	<u>Report Description</u>	<u>Email Group</u>	<u>Vista Plus File Location</u>
Bene_dep_dob_or_gender_null	Employees with a dependent record in PDABENE that is missing a date of birth and/or gender entry.	Persnl email	<b>Not Captured to Vista Plus at Month End</b>
Health_Care_Gender_Mismatch	Employees with a dependent record in PDABENE where the relationship and gender are mismatched (e.g. daughter marked as male or vice versa)	Persnl email	<b>Not Captured to Vista Plus at Month End</b>
Health opt-out Report (pdp2hop)	Employees with either a 349 or a 649 opt-out deduction record that is either missing the end date or has an incorrect end date in PDAEDN.	Persnl email	Personnel/Mnth_Qtr_End
Missing HR Address	Employees missing an HR Address in Banner. Emailed to MAU with missing HR address error(s). Corrections must be made at month end before the the Health Eligibility and FSA reports can be processed and submitted to the vendors.	Persnl email	<b>Not Captured to Vista Plus</b>
Missing Occupational Codes	Employees with Missing Occupational Codes in NBAPOSN. This report is the same as the Unemployment error report in the Quarter End Report section. Missing occupational codes must be assigned by the MAU recruitment consultants and entered in UAKjobs. Recruitment must then forward the code to the MAU Budget office to enter in NBAPOSN. The codes must be updated before PBA can submit the report to the Dept of Labor each quarter.	Budget/Recruit email	Personnel/Mnth_Qtr_End & Budget_Offices/Budget_Error_Reports

**III. Month End Error Reports**

**A. Health Care Reports**

<u>Report Name</u>	<u>Report Description</u>	<u>Email Group</u>	<u>Vista Plus File Location</u>
Bene_dep_dob_or_gender_null	Employees with a dependent record in PDABENE that is missing a date of birth and/or gender entry.	Persnl email	<b>Not Captured to Vista Plus at Month End</b>
Health_Care_Gender_Mismatch	Employees with a dependent record in PDABENE where the relationship and gender are mismatched (e.g. daughter marked as male or vice versa)	Persnl email	<b>Not Captured to Vista Plus at Month End</b>
Health opt-out Report (pdp2hop)	Employees with either a 349 or a 649 opt-out deduction record that is either missing the end date or has an incorrect end date in PDAEDN.	PBA	Month End
pdp2834	Employees with errors returned for the Health Care eligibility file (e.g., mismatched ECLS & deduction, BCOV date errors). Emailed to MAU with reported error(s). Corrections must be made at month end before the file can be processed and submitted to the vendor.	Persnl email	<b>Not Captured to Vista Plus</b>

**B. Pension Vesting and Forfeiture**

<u>Report Name</u>	<u>Report Description</u>	<u>Email Group</u>	<u>Vista Plus File Location</u>
Pension ORP Vesting (pdr2pov)	Vesting progress report for employees in UA Pension Tier 3 and ORP T3 (for Emps hired after 7/1/2006). The first portion of the report contains any vesting date errors; these are researched by HR Systems. The second portion of the report lists the vesting progress of employees; upon reaching the 3-year vesting period, the vesting date is inserted in PEA2EMP through a system process.	Persnl/ Benfts email	Personnel Folder

**C. Miscellaneous Reports**

<u>Report Name</u>	<u>Report Description</u>	<u>Email Group</u>	<u>Vista Plus File Location</u>
Missing HR Address	Employees missing an HR Address in Banner. Emailed to MAU with missing HR address error(s). Corrections must be made at month end before the Health Eligibility and FSA files can be processed and submitted to the vendors.	Persnl email	<i>Not Captured to Vista Plus</i>

**IV. Quarter End Error Reports**

<u>Report Name</u>	<u>Report Description</u>	<u>Email Group</u>	<u>Vista Plus File Location</u>
Unemployment error report YYYY Q# (phr2uer)	The Benefits Accountant uses this report to submit to the Dept of Labor for required quarterly reporting. The report is the same as the Missing Occupational Codes report run for pre-Month End. Missing occupational codes must be assigned by the MAU recruitment consultants and entered in UAKjobs. Recruitment then forwards the codes to the MAU budget office to enter in NBAPOSN. The codes must be entered in Banner before PBA can submit the report to DOL.	PBA	Quarter Close

**V. Open Enrollment Error Reports**

<u>Report Name</u>	<u>Report Description</u>	<u>Email Group</u>	<u>Vista Plus File Location</u>
Emps_w_Incorrect_Supp_Life_Plan_Setup.xls	Identifies employees that have Supplemental Life Deductions set up with data entry errors.	Persnl email	Fiscal Year Close/Supplemental Life Changes
FSA_Dedn_setup_Incorrect	Identifies employees that have incorrect end dates on BCOV record.	Persnl email	Personnel/Personnel_Error_Rpts
Invalid_BCOV_Rec	Employees who have a PDABCOV record set up for a deduction that does not require a BCOV record (e.g. 020, ADJ, 654, etc.).	Persnl email	Personnel/Personnel_Error_Rpts
HC_dedn_end_Bcov_open	Employees with a terminated health care deduction charge, but the associated BCOV record has not been ended.	Persnl email	Personnel/Personnel_Error_Rpts
Bcov_emp_term_dep_open	Employees that have an end date on sequence 1 of their BCOV record set-up, and have open BCOV records for dependent(s).	Persnl email	Personnel/Personnel_Error_Rpts
Missing_NonUn_HC_BCOV_Records	Non-union employees whose health care record is not setup in PDABCOV.	Persnl email	Personnel/Personnel_Error_Rpts
Missing_Union_HC_BCOV_Records	Union employees whose health care record is not setup in PDABCOV.	Persnl email	Personnel/Personnel_Error_Rpts
NonUn_emps_in_Un_HC	Employees in a non-union employee class that have an open Union Health Care deduction charge.	Persnl email	Personnel/Personnel_Error_Rpts

**V. Open Enrollment Error Reports (continued)**

<b><u>Report Name</u></b>	<b><u>Report Description</u></b>	<b><u>Email Group</u></b>	<b><u>Vista Plus File Location</u></b>
Un_Emps_in_NonUn_HC	Employees in a Union employee class that have an open Non-Union health care deduction charge.	Persnl email	Personnel/Personnel_Error_Rpts
Active_HC_elig_emps_wo_dedn_records	Employees that are eligible for health care but do not have a valid health care deduction open.	Persnl email	Personnel/Personnel_Error_Rpts
Emps without Active Job & Open Health	Health care eligible employees that do not have a current job assignment, but have open health care deduction(s).	Persnl email	Personnel/Personnel_Error_Rpts
12moEE_9moDep	Employees set-up on a 12 month plan code for health care coverage, but that have a 9-month plan code for dependent health care charges.	Persnl email	Personnel/Personnel_Error_Rpts
9moEE_12moDep	Employees set-up on a 9-month plan code for health care coverage, but that have a 12-month plan code set-up for dependent health care charges.	Persnl email	Personnel/Personnel_Error_Rpts
Act_Bcov_NoDepChg	Employees that have dependents set-up and active on BCOV health care records, but do not have a dependent health care deduction charge.	Persnl email	Personnel/Personnel_Error_Rpts
ActiveDepChg_NoActBcov	Employees with an active dependent health care deduction charge, but with an open BCOV record for dependent(s).	Persnl email	Personnel/Personnel_Error_Rpts
FIP_Mismatch	Employees that are set-up for a FIP health care dependent charge deduction, but do not have a set-up for FIP taxable benefit deduction.	Persnl email	Personnel/Personnel_Error_Rpts
FIP_Mismatch_NoDepChg	Employees set-up with a FIP taxable benefit deduction, but do not have a FIP dependent health care deduction set-up.	Persnl email	Personnel/Personnel_Error_Rpts
New_FY_FSA_Incorrect_rec_setup.xlsx	Employees set-up with FSA that will not meet goal.	Persnl email	Personnel/Personnel_Error_Rpts

**VI. Fiscal Year End Error Reports**

<b><u>Report Name</u></b>	<b><u>Report Description</u></b>	<b><u>Email Group</u></b>	<b><u>Vista Plus File Location</u></b>
FSA_Dedn_setup_Incorrect_FY	Identifies employees who have incorrect end dates on BCOV record, dedn end dates, and/or sequence number may be incorrect. Emailed to the MAUs.	Persnl email	<b><i>Not Captured to Vista Plus</i></b>
Active_Jobs_Incorrect_Salary_Group	Employees with active job that are in the incorrect salary group.	Persnl email	Personnel/Personnel_Error_Rpts
Missing_July_dd_SGRP_record	Lists employees who are missing the appropriate July effective date record for the fiscal year salary group. The absence of this date will prevent the future job record updates from being picked up and completed. Emailed to the MAUs.	Persnl email	<b><i>Not Captured to Vista Plus</i></b>
Posns_in_incorrect_sgrp	Identifies position records that are open for the current year, but are not on the correct salary group designation.	Budget email	Budget_Offices/Budget_Error_Reports

**VII. Specialty Error Reports Applicable for a Specific Fiscal Year**

<b><u>Report Name</u></b>	<b><u>Report Description</u></b>	<b><u>Email Group</u></b>	<b><u>Vista Plus File Location</u></b>
Econ_delux_emps_wo_fy12_record.xlsx	Identifies employees that were in Economy or Deluxe plans for FY11 that did not submit an open enrollment form for FY12 and need to be moved manually to the default 360 plan for FY12.	Persnl email	<b><i>Not Captured to Vista Plus</i></b>