



## Employees Pending Enrollment Report

The Employees Pending Enrollment Report provides a snapshot of employees still within their 30-day enrollment period but have not made their benefit selections for either new hire enrollment or annual enrollment. Agencies should follow up with employees to make sure they enroll by the enrollment cut-off date. To retrieve the weekly Employee Pending Enrollment report, go to the reports tab and download. These are reports generated by the GaBreeze system and delivered to the "Your Reports – Download Reports" tab to allow agencies to take action on the information.

After specifying search criteria, the agency can select the reports they want to download. Only select one report at a time to download. Only the latest report needs to be downloaded since each report is a complete snapshot for the given day.

It's recommended that agencies create one local folder for each report type that can be downloaded to store the files that have been downloaded from the GaBreeze site. Agencies should also use the following naming standard for the files:

Pending Enrollment Report - PndEnrl-MMDDYYYY.txt  
Substitute the MMDDYYYY with the current date.

Weekly reports will be available by 12:00 pm ET Friday.



## Pending Enrollment Report Layout

Data Element	Format	Description
Agency/Group ID	CHAR(10)	This will be the same as Department Code for some agencies and an Agency Group ID for agencies with regions.
Department Code	CHAR(10)	This is Agency ID
Mail Drop	CHAR(10)	Enveloped in Double Quotes
SSN	CHAR(11)	Format 999-99-9999 includes '-'
Employee ID	CHAR(15)	Positionally required, provide space if none exists Enveloped in Double Quotes For agencies who have an Employee ID they should provide it, otherwise provide a value of space.
Employee Name	CHAR(50)	Full Name Enveloped in Double Quotes
Activity Type	CHAR(30)	'New Hire' or 'Annual Enrollment' without the single quotes
Agency Hire Date	MM/DD/YYYY	Most Recent Hire Date
Default Date	MM/DD/YYYY	Date when the employees enrollment will be defaulted if they don't make elections.

- **Searching for Reports** - The site will allow for agencies to search for reports based on Report Type, Year and Month.
- **Report Storage** - The GaBreeze site will retain reports for up to 24 months. Agencies should keep copies on a local secure server if they need history for more than 24 months.

## Need Help?

If you need help navigating the GaBreeze Employer Web site or have questions about any of the features described in this job aide, you can contact the DOAS Team at 1-888-968-0490, or 404-656-2730 if calling within the metro-Atlanta area, Monday through Friday, 8:00 a.m. to 4:30 p.m. Eastern Time.



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