

# How to Perform Benefits Checks using Participation Monitor



## Applies to:

SAP ECC 6.0 and above.

## Summary

Participation monitor is used to manage the employees' benefits in the HR scenario. It is used to ensure proper check on the benefits which has been opted by the user or is entitled to. The TCODE for Participation monitor is HRBEN0003.

**Author:** Srivastava.G

**Company:** Yash Technologies Pvt. Ltd. India

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## Author Bio



Srivastava.G has been working with Yash Technologies Pvt. Ltd. India. In SAP Practice as SAP ABAP Consultant.

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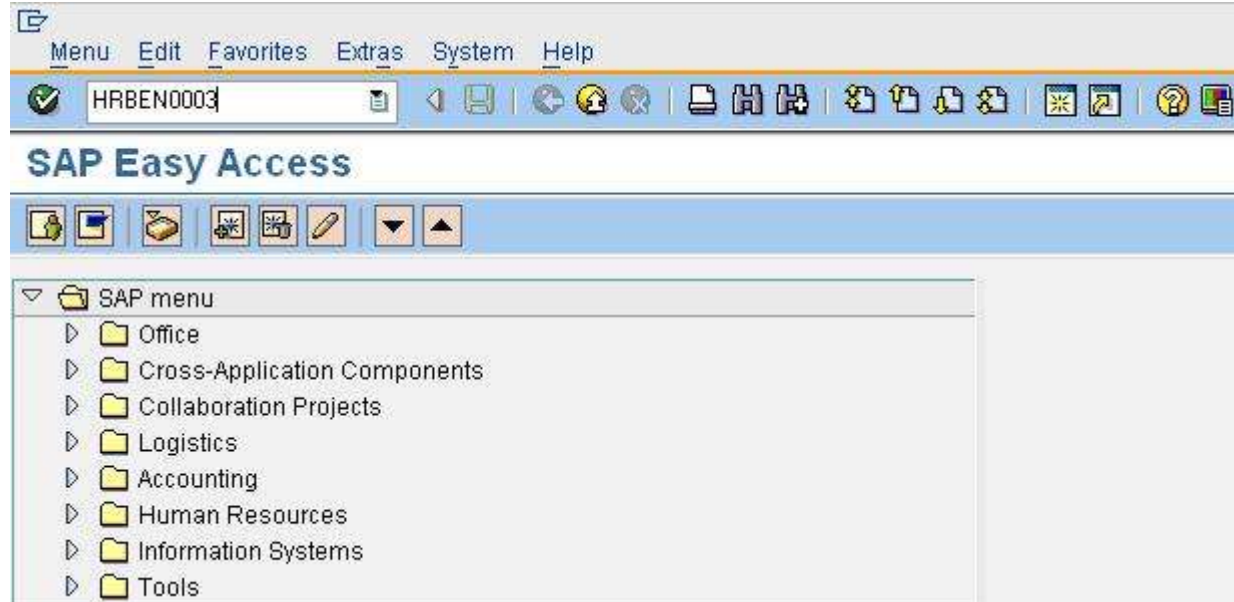
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## Introduction

Participation monitor is use to manage the employees' benefits in the HR scenario. It is used to ensure proper check on the benefits which has been opted by the user or is entitled to. The TCODE for Participation monitor is HRBEN0003.

### Menu Path:

Human resources -> Personnel management -> Benefits -> Participation Monitor



### Uses:

Participation monitor is used to manage the employee benefits, it further checks on the employees who are no longer entitled for the benefits or if they have some inconsistency which can adhere the proper execution of business process. Enables us to both check and correct the inconsistencies in the Participation.

## Procedure

On the first screen of the transaction we can see the three tabs

Further Selection: Using this tab we can choose different Selection on the second selection screen named as 'Selection'. For example Employment status, Company Code, Administration Group etc.

Search Help: This tab provides us the list of search help which we can choose for the out purpose e.g. E (Buyer) I (IC Number) etc.

Organization Structure: provides us the list of structure from where we can choose our selection.

### Participation Monitor

Further selections Search helps Org. structure

**Key date**

Today  
 Other keydate

Key Date

---

**Selection**

Personnel Number

---

**Additional data**

Benefit area  to

1st Program Grouping  to

2nd Program Grouping  to

Key date facilitates us with the selection range for duration to retrieve the Employees Record. Data records overlapping by one day will be retrieved.

**Key date**

Today  
 Other keydate

Key Date

If Radio button 'Today' is selected then the system retrieves the data and person for the current system date.

### Participation Monitor

Further selections Search helps

**Key date**

Today  
 Other keydate

Key Date

---

**Selection**

Personnel Number

---

**Additional data**

Benefit area

Calendar

September 2007

	MO	TU	WE	TH	FR	SA	SU
Wk 35						1	2
36	3	4	5	6	7	8	9
37	10	11	12	13	14	15	16
38	17	18	19	20	21	22	23
39	24	25	26	27	28	29	30

Choose Cancel

If the Other keydate button is selected then the date we specify is considered as selection criteria.

Here I have specified the date 13th of September 2009.

Personnel Number is unique number by which the employee is identified. It is highest ranking key of infotype structure within a client.

The screenshot shows a 'Selection' dialog box with a tab labeled 'Selection'. Below the tab, there is a text input field labeled 'Personnel Number' which is currently empty. To the right of this field is a small square button with a yellow arrow pointing to the right, representing the search or execution function.

N.B.: The selection for personal number can be modified according to the user need

Individual personnel number

Range of Personnel number

All Personnel Number with highest number specified as limit

All Personnel Number

Value set for personnel Number

In Additional Data section:

Benefit Area specifies the highest level of benefits data. By the help of this we can manage different pools of benefit area so that they can be administered differently. Few examples are geographical Location or Functional / Production Areas e.g. Code 07 which stands for Canada Benefits.

The screenshot shows an 'Additional data' dialog box with a tab labeled 'Additional data'. It contains three rows of data entry fields:
 

- 'Benefit area' with the value '07' entered.
- '1st Program Grouping' with an empty text box.
- '2nd Program Grouping' with an empty text box.

1st Program grouping is the program which groups the employee according to the selection on high level for further business procedure.

2nd Program grouping is the program which groups the employees according to the selection on highest level for further business procedure.

The system sorts employees according to the selection procedure.

Now execute the selection.

Internally authorization checks will be done and then the list will be displayed according to our selection.

Participation Monitor: Overview

Stop participation | Change plan election

Participation on 2007-09-13	Status	Valid from	Reason
07 Canada Benefits			
00070004 Mrs Carol Chapelski			
<input type="checkbox"/> Dental Plan		1997-01-02 - 9999-12-31	Dependent Kevin Chapelski
<input type="checkbox"/> Medical Insurance		1997-01-02 - 9999-12-31	Dependent Kevin Chapelski
<input type="checkbox"/> Vision Plan		1997-01-02 - 9999-12-31	Dependent Kevin Chapelski
00070006 Mrs Louise Edwards			
<input type="checkbox"/> Vision Plan		1997-01-02 - 9999-12-31	Dependent Bill Edwards not
<input type="checkbox"/> Medical Insurance		1997-01-02 - 9999-12-31	Dependent Bill Edwards not
<input type="checkbox"/> Dental Plan		1997-01-02 - 9999-12-31	Dependent Bill Edwards not

After enrolment inconsistencies may occur in participation due to following reason.

Changes In Customizing

- Plan Definition
- Flexible Administration Setting.

Changes in Employee's official assignment or geographical location.

Manual adjustment directly in Infotype.

So it is suggested to the do any changes using TCODE HRBEN0001 for Enrollment.

To withdraw any Employee from participation chooses the services to be removed and click the tab Stop participation.

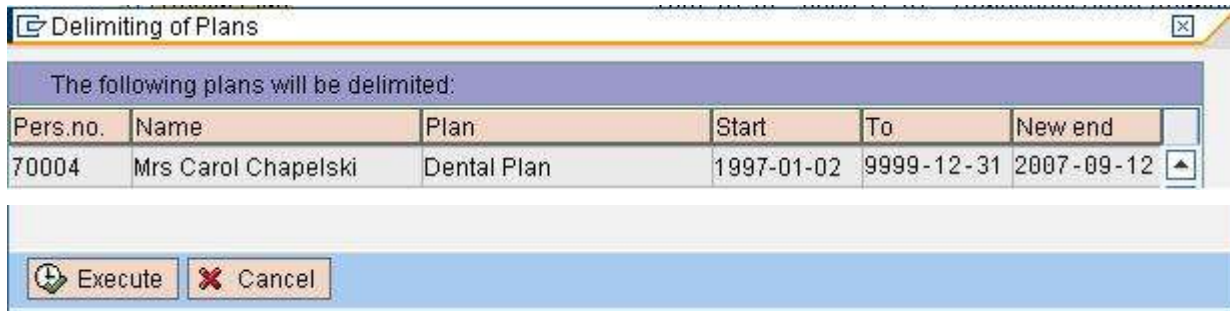
Participation Monitor: Overview

Stop participation | Change plan election

Participation on 2007-09-13	Status
07 Canada Benefits	
00070004 Mrs Carol Chapelski	
<input checked="" type="checkbox"/> Dental Plan	
<input type="checkbox"/> Medical Insurance	
<input type="checkbox"/> Vision Plan	



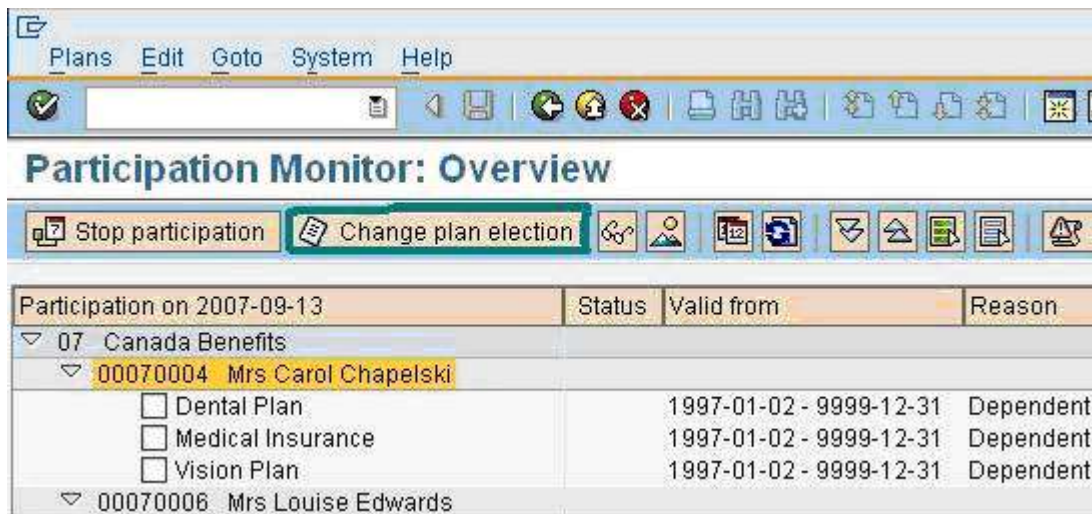
A window will pop up.



### Click On Execute.


The deletion may also depend on the change date you have selected it should not be too far from the current date.

Change Plan election tab gives us the overview of the Employee benefits. Information about various plans we can change the plans from here. Although it is advised to make changes from HRBEN0001.






We need to highlight the Employee for which the overview has to be displayed. Click on Change Plan election.






**Enroll**

Name: Mrs Carol Chapelski on 2007-09-13  Overview

---

**Offer**

 Enroll
  Costs
  Undo selection
  Error List





Plan	Status	Validity period	Activity
Flex			
Flexible Benefit Plan		2007-09-13 - 9999-12-31	
Dental			
Dental Plan		2007-09-13 - 9999-12-31	
Medical			
Medical Insurance		2007-09-13 - 9999-12-31	
Vision			
Vision Plan		2007-09-13 - 9999-12-31	
AD&D			
Accidental Death & Dismembmt		2007-09-13 - 9999-12-31	
Basic Life			
Life Insurance Coverage		2007-09-13 - 9999-12-31	
Pension Plan			
Company Pension Plan		2007-09-13 - 9999-12-31	
Savings Plan			
Registered RSP		2007-09-13 - 9999-12-31	




We can see that the Benefits are displayed for the Employee Selected in Previous screen.

Here we have few tabs. By clicking on Overview we get full view of all the benefits for which the employee has been enrolled, financial details etc.

Plan Attributes	Plan Details
Flexible Benefit Plan	1997-01-02 - 9999-12-31
Dental Plan	1997-01-02 - 9999-12-31
Medical Insurance	1997-01-02 - 9999-12-31
Vision Plan	1997-01-02 - 9999-12-31
Accidental Death & Dismembmt	1997-01-02 - 9999-12-31
Life Insurance Coverage	1997-01-02 - 9999-12-31
Company Pension Plan	1997-01-02 - 9999-12-31
Registered RSP	1997-01-02 - 9999-12-31

Choose any benefit plan, highlight it, then a pop up for the plan will be displayed we can choose the plan accordingly and then by clicking on enroll tab we can enroll the plan for the Employee.

 Enroll
  Costs
  Undo selection
  Error List

Plan	Status	Validity period	Activity
Flex			
Flexible Benefit Plan		2007-09-13 - 9999-12-31	
Dental			
Dental Plan		2007-09-13 - 9999-12-31	
Medical			

The green tick confirms the same.



**Error Logs:****Participation Monitor: Overview**

Participation on 2007-09-13	Status	Valid from	Reason
07 Canada Benefits			
00070004 Mrs Carol Chapelski			
<input type="checkbox"/> Dental Plan		1997-01-02 - 9999-12-31	Dependent Kevin Cha
<input type="checkbox"/> Medical Insurance		1997-01-02 - 9999-12-31	Dependent Kevin Cha
<input type="checkbox"/> Vision Plan		1997-01-02 - 9999-12-31	Dependent Kevin Cha

When we click on tab Error List we get details of error during transaction execution.

Ty...	Pers.No.	Message Text	LText
⚠		No text for plan type STCK	
⚠		No text for benefit plan FOAH	
⚠		No text for benefit plan JSTK	
⚠		No text for benefit plan STCK	
⚠		No text for benefit plan VID2	
⛔	100022	Infotype 0171 could not be read for person 00100022 on 19980101	?
⛔	100136	Infotype 0171 could not be read for person 00100136 on 19980101	?

**Result**

After all entries have been corrected the re-execution of Participation Monitor will show only the list of the entries which have been approved by the user (Participation Monitor).

## Related Content

Following link may be helpful for future requirements

[http://help.sap.com/bp\\_ps603/BBLibrary/Documentation/575\\_BPD\\_EN\\_US.doc](http://help.sap.com/bp_ps603/BBLibrary/Documentation/575_BPD_EN_US.doc)

[http://help.sap.com/bp\\_autov1600/Auto\\_Global/Automotive%20OEM\\_Files/AE277E5BC99E4B72B54E6E15B7979981.htm](http://help.sap.com/bp_autov1600/Auto_Global/Automotive%20OEM_Files/AE277E5BC99E4B72B54E6E15B7979981.htm)

<http://www.sap.com/solutions/business-suite/erp/hcm/featuresfunctions/workforce-process-management/index.epx>

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