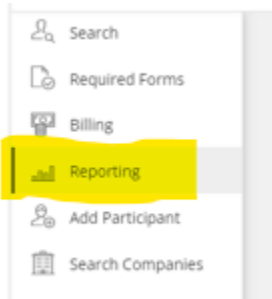


Over-Age Dependent Recertification (Ages 21 to 26) Reporting

See below instructions on how to run an Over-Age Dependent Recertification report in August of each year. The result will produce a list of dependents that are eligible for student recertification effective September 1st.

1. Select **Reporting** from the left-hand fly-out



2. Select **Dependent Extract**

Report	Description
Employee Extract	This report includes employee demographic in the selection criteria as of date selected.
Dependent Extract	This report includes dependent data in the selection criteria as of date selected
Benefit Extract	This report includes which employees are enrolled in a certain benefit(s) defined in the selection criteria as of date selected

3. Select:
 - a. Optional Criteria 2
 - b. **Dependent Life, Extended Health, Vision and Dental** benefits
 - c. **Eligible Dependent**
 - d. Enter the “as of date”

Click on **Run Report**.

Optionally select criteria 1 to report

Optionally select criteria 2 to report

Optionally select Work Statuses to report

Optionally select benefit types to report

Optionally select dependent status to report



Optionally enter a specific Certificate Number

Select as of date

Select language

Run Report

4. Select the gear icon and make selections as below, then click **OK**.

Table  



Columns Sort Group Aggregate Paging

Hide and show columns.

<input type="checkbox"/> (All)	<input type="checkbox"/> Member Eligibility Set Effective Date	<input type="checkbox"/> Dependent Gender	<input type="checkbox"/> Dependent Option Description
<input checked="" type="checkbox"/> Certificate Number	<input type="checkbox"/> Member Smoking Status	<input checked="" type="checkbox"/> Dependent Status	<input type="checkbox"/> Dependent Coverage Effective Date
<input checked="" type="checkbox"/> Member Last Name	<input checked="" type="checkbox"/> Work Status	<input type="checkbox"/> Dependent Relationship	<input type="checkbox"/> Dependent Coverage Term Date
<input checked="" type="checkbox"/> Member First Name	<input type="checkbox"/> School Division (Criteria Group 1)	<input type="checkbox"/> Dependent Smoker Status	<input type="checkbox"/> Dependent COB
<input type="checkbox"/> Member Middle Name	<input checked="" type="checkbox"/> Employee Group (Criteria Group 2)	<input checked="" type="checkbox"/> Dependent Student Status	<input checked="" type="checkbox"/> Dependent Date of Birth
<input type="checkbox"/> Member Date of Birth	<input checked="" type="checkbox"/> Dependent Last Name	<input checked="" type="checkbox"/> Dependent Disabled Status	<input type="checkbox"/> Dependent COB Effective Date
<input type="checkbox"/> Member Gender	<input checked="" type="checkbox"/> Dependent First Name	<input checked="" type="checkbox"/> Dependent Benefit Description	
<input type="checkbox"/> Member Eligibility Set	<input type="checkbox"/> Dependent Middle Initial	<input type="checkbox"/> Dependent Plan Description	

OK

5. Once the report completes, click on the download icon and select **Excel** or **CSV**.

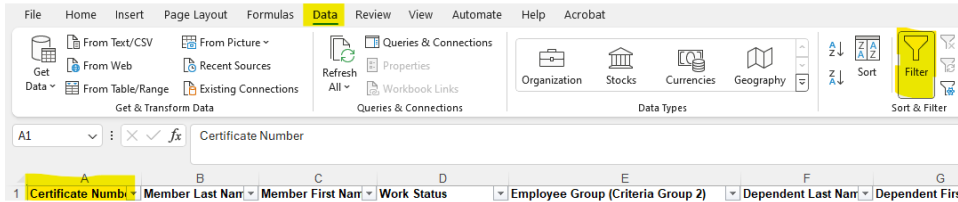
Table  

Columns Sort Group Aggregate Paging

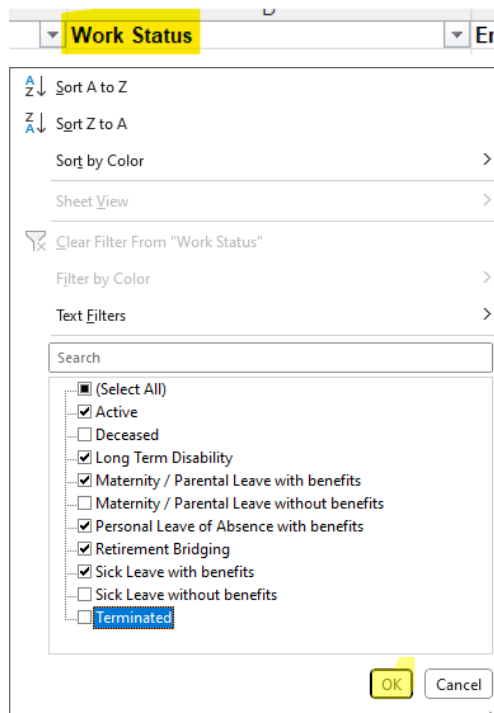
Hide and show columns.

Excel
CSV
PDF

6. This will produce a link to the file which you can then open in Excel and place a filter on the header row:
 - a. Select the first cell
 - b. Select the **Data** tab
 - c. Select the **Filter** icon



7. Under **Work Status**, remove all dependents where the member is on **Leave without Benefits, Terminated or Deceased** and click **OK**.



8. Remove all dependents who are “No” to **Dependent Student Status**

A	B	C	D	E	F	G	H	I
Certificate Number	Work Status	Dependent Last Name	Dependent First Name	Dependent Status	Dependent Student Status	Dependent Disabled Status	Dependent Benefit Description	Dependent Date of Birth

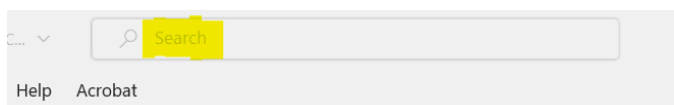
9. Remove all dependents who are “Yes” to **Dependent Disabled Status**

A	B	C	D	E	F	G	H	I
Certificate Number	Work Status	Dependent Last Name	Dependent First Name	Dependent Status	Dependent Student Status	Dependent Disabled Status	Dependent Benefit Description	Dependent Date of Birth

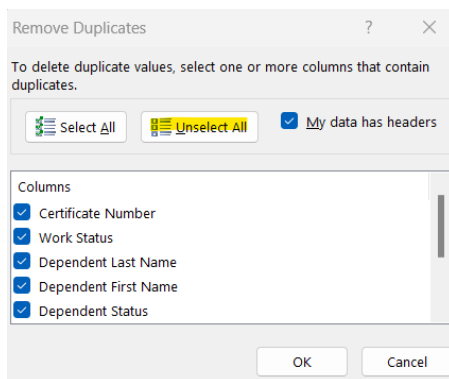
10. Remove all duplicate dependents:
 - a. Click the corner to highlight all cells

	A	B
1	Certificate Numbe	Work Status
40	39270	Active
41	39270	Active
86	39588	Active
87	39588	Active
180	37107	Active
181	37107	Active
371	36089	Active
372	36089	Active

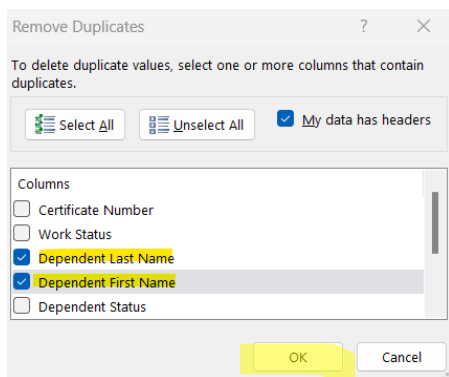
- b. Use the **Search** bar and type “Remove Duplicates”



- c. Click **Unselect All**



- d. Click **Dependent Last Name** and **Dependent First Name** and select **OK**.



The result is that each over-age student dependent shows only once on the report and this is the list of over-age students who will be eligible for recertification.