

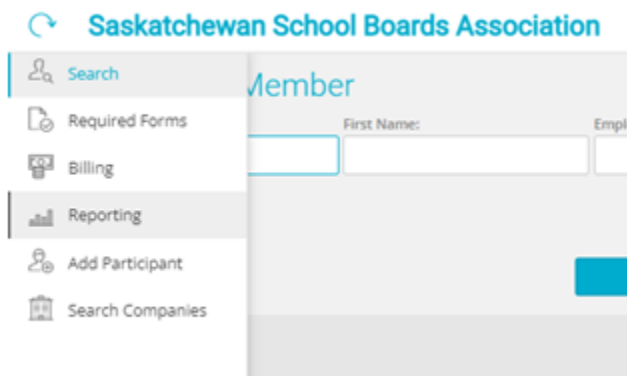
# Pending/Unprocessed Ariel Events – Reporting and Resolving – Cheat Sheet

## Why Clean Up Pending/Unprocessed Events?

- General Maintenance to ensure records are up to date and premiums are charged correctly.
- To ensure the yearly Benefit Recalculation event processes each Sept. 1<sup>st</sup>. This event triggers the system to apply the new premium rates to each employee record. This event is unable to process if there are other pending events.

## Run a Report in Ariel to Identify all Pending/Unprocessed Events

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



2. Click on **Enrollment Status**

Enrollment Status	This report provides a summary report of current participant events
Member/Benefit/Cost Extract (wide format)	This provides a current view (enrolled benefits) of each member's personal information, coverage and costs as of specified benefit effective date
Benefit Change Extract	This report contains details about the benefit changes that occurred during the requested time period

3. Select **Optional Criteria 1 and 2** (School Division and division groups)
4. Select **<ALL>** Work Statuses
5. Select **<ALL>** events
6. **“Select as of date”** as the end of the current year
7. Click **Run Report**

Select your initial filter criteria below and click the Run Report button to return the results. Further filtering can be done after the initial results are returned.

Optionally select criteria 1 to report

Optionally select criteria 2 to report

Optionally select Work Statuses to report

Optionally select event(s) to report

Optionally enter a specific Certificate Number

Select start date for election retrieval is based on event effective date

Select end date for election retrieval is based on event effective date

Select as of date

Select language

Run Report

- <ALL>
- ATHOL MURRAY COLLEGE OF NOTRE DAME
- CHINOOK S.D.
- CHRIST THE TEACHER R.C.S.S.D.
- CONSEIL DES ECOLES FRANSAKOISES
- CORNERSTONE CHRISTIAN SCHOOL
- CREIGHTON S.D.
- GOOD SPIRIT S.D.**
- HOLY FAMILY R.C.S.S.D.
- HOLY TRINITY R.C.S.S.D.


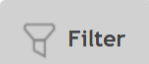
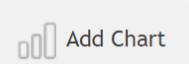
- GOOD SPIRIT S.D. (037) - All Support Staff
- GOOD SPIRIT S.D. (038) - C.U.P.E.**
- CHINOOK S.D. (039) - Elementary Support Staff (non-union)
- CHINOOK S.D. (040) - Support Staff
- CHINOOK S.D. (041) - ADMIN STAFF


- <ALL>
- Active
- Long Term Disability
- Personal Leave of Absence without benefits
- Personal Leave of Absence with benefits
- Maternity / Parental Leave with benefits
- Maternity / Parental Leave without benefits
- Deceased
- Retirement Bridging
- Sick Leave with benefits


- <ALL>
- Administrator Override
- Age Band Change
- Age Reduction
- Age Termination
- Beneficiary Change
- Benefit Extension Termination
- Benefit Recalculation
- Birth or Adoption of a Child
- Conversion


8. Select **Filter** and fill in the fields as indicated below. Click **ADD**.


Enrollment Status Extract







**Filter rows by cell values.** 

Filter Column:  

Comparison:  





Value:   




[Benefit Event Status] = Pending  

[Benefit Event Status] = Pending [Benefit Event Status] = Pending


9. Click on the gear function and check off the column titles shown below. Click **OK**.

 **Table**   





Columns Sort Group Aggregate Paging

 **Hide and show columns.**


<input type="checkbox"/> (All)	<input type="checkbox"/> Language Preference	<input type="checkbox"/> Email	<input checked="" type="checkbox"/> Benefit Event Status
<input checked="" type="checkbox"/> Certificate Number	<input type="checkbox"/> Address Line 1	<input type="checkbox"/> Member Eligibility Set	<input checked="" type="checkbox"/> Benefit Event Date
<input checked="" type="checkbox"/> Member Last Name	<input type="checkbox"/> Address Line 2	<input type="checkbox"/> Member Eligibility Set Effective Date	<input checked="" type="checkbox"/> Elections Last Saved
<input checked="" type="checkbox"/> Member First Name	<input type="checkbox"/> City	<input checked="" type="checkbox"/> Work Status	<input checked="" type="checkbox"/> Event End Date
<input type="checkbox"/> Member Middle Name	<input type="checkbox"/> Province	<input type="checkbox"/> School Division (Criteria Group 1)	<input checked="" type="checkbox"/> Event Expired
<input type="checkbox"/> Member Date of Birth	<input type="checkbox"/> Postal Code	<input checked="" type="checkbox"/> Employee Group (Criteria Group 2)	
<input type="checkbox"/> Member Gender	<input type="checkbox"/> Country	<input checked="" type="checkbox"/> Benefit Event Name	



10. If desired, download to an Excel, CSV or PDF by clicking on the download icon shown below.

 **Table**   

Columns Sort Group Aggregate Paging

 **Hide and show columns.**

## Resolve Pending/Unprocessed Events

Events that show a Status of **In Progress** or **Completed** under Enrollment History are NOT fully processed (pending). An event will show a status of **Processed** when it has been fully processed. If you are waiting on the employee to complete their portion, please send them a reminder. Otherwise, you can clean up pending events by using these directions:

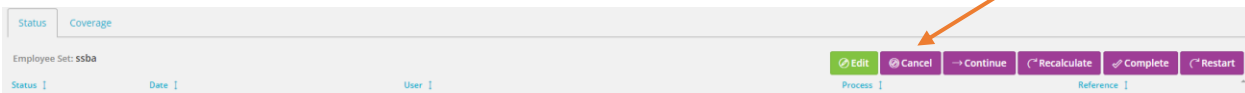
1. Under Enrollment History, click on the oldest event on the list showing **In Progress** or **Completed**

Enrollment History

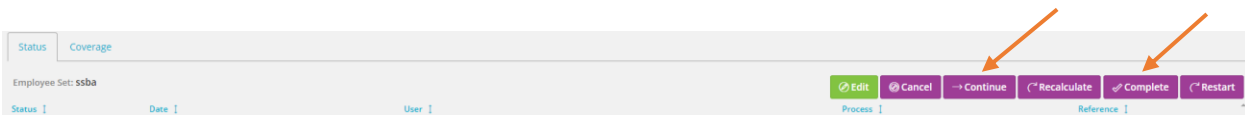
Show Cancelled Events:  Yes  No

Status	Event	Effective Date
In Progress	Benefit Recalculation	01/09/2022
Completed	Return from Leave with Benefit	17/06/2022
In Progress	Leave with Benefit - Member Election	23/02/2022
Processed	Salary Change	01/09/2021

- a. If the event was processed in error:
  - i. Click **Cancel**



- b. If the event is necessary:
  - i. Click **Continue** if you still need to process the changes
  - ii. OR click **Complete** to immediately mark the event as **Processed**



2. This should cause the remaining events to change to a **Processed** status. If not, use the same instructions above to complete the remaining events.
3. Check your work as necessary to ensure the necessary changes have applied. To check a correction in premium charges, click on the **Coverage** tab from the drop down.