

Information Tools

Section 5

**Introduction**

In addition to the EHRP Base Benefits pages that are central to the business process (covered in previous sections of this chapter), the user can obtain Base Benefits Management Information (MI) in condensed formats from the following:

- Use
  - Life and AD/D Benefits
  - Retirement Plans
- Inquire Pages
  - Employee Data Summary
  - Benefits Summary (Pay Dedns)

**Inquire Pages**

Inquire pages are queries that are built into EHRP for users to access easily. Since EHRP is accessed in a browser format, the inquiries can be printed using the Print button on your browser tool bar. Inquire pages will allow the user to view summary data that meets the inquiry criteria.

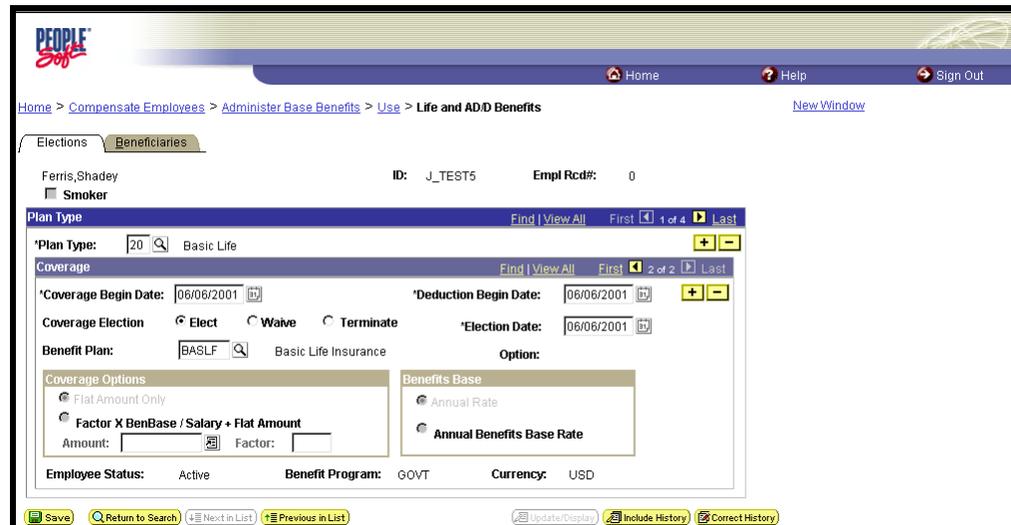
**Life and AD/D Benefits**

This page allows users to examine an employee’s FEGLI benefits enrollment.

**Navigational Path**

Home → Compensate Employees → Administer Base Benefits → Use → Life and AD/D Benefits

**Life and AD/D Benefits Sample**



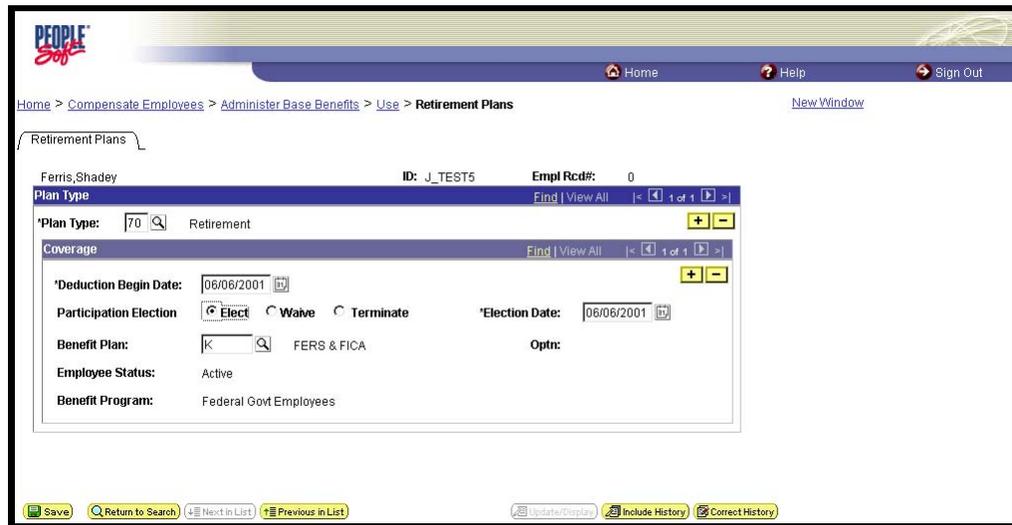
**Retirement Plans page**

This page provides a summary of the Retirement Plan that an employee has been assigned to.

**Navigational Path**

Home → Compensate Employees → Administer Base Benefits → Use → Retirement Plans

**Retirement Plans Sample**



**Employee Data Summary**

The **Employee Data Summary** page allows the user to view basic job data for a particular employee. This data is helpful when determining benefits eligibility and when responding to employee benefit questions.

**Navigational Path**

Home → Compensate Employees → Administer Base Benefits → Inquire → Employee Data Summary



### Employee Data Summary Sample

Home > [Compensate Employees](#) > [Administer Base Benefits](#) > [Inquire](#) > **Employee Data Summary** [New Window](#)

Employee Data Summ

Ferris,Shadey ID: J\_TEST5 Empl Rcd#: 0

Employee Summary Data	
<b>Employee Status:</b>	Active
<b>Benefits Employee Status:</b>	Active
<b>Full/Part Time:</b>	Full-Time
<b>Regular/Temporary:</b>	Regular
<b>Standard Hours:</b>	80.00
<b>Work Period:</b>	Biweekly
<b>Pay Group:</b>	Senior Exec Service Biweekly
<b>Company:</b>	Department of HHS
<b>Employee Type:</b>	Exception Hourly
<b>Business Unit:</b>	CDC00 Centers for Disease Control
<b>Job Code:</b>	132700 PHYSICAL SCIENCE TECHNICIAN
<b>Department:</b>	HCC27
<b>Location Code:</b>	420975003 Bruceston
<b>Annual Benefits Base Rate:</b>	\$43,044.000

National ID			
<b>Country:</b>	USA	<b>NID Type:</b>	PR
<b>SSN</b>		<b>National ID</b>	222-11-4444

**Gender:** Male  
**Marital Status:** Unknown

Significant Dates			
<b>Hire Date:</b>	06/06/2001	<b>Service Date:</b>	06/06/2001
<b>Company Seniority Date:</b>	06/06/2001	<b>Rehire Date:</b>	
<b>Termination Date:</b>		<b>Date of Birth:</b>	07/19/1977
<b>Effective Date:</b>	06/06/2001	<b>Date of Death:</b>	

[Return to Search](#) [Next in List](#) [Previous in List](#)

### Benefits Summary (Pay Dedns)

The **Benefits Summary** page permits the user to view deduction information on all benefit plans in which an employee is enrolled.

### Navigational Path

Home → [Compensate Employees](#) → [Administer Base Benefits](#) → [Inquire](#) → **Benefits Summary (Pay Dedns)**



# Benefits Summary Sample

PEOPLE Soft

Home Help Sign Out

Home > [Compensate Employees](#) > [Administer Base Benefits](#) > [Inquire](#) > **Benefits Summary (Pay Dedns)** [New Window](#)

Benefits Summary

ID: J\_TEST5 Ferris,Shadey Empl Rcd#: 0

Employee Status: Active

**Life AD/D Coverage** Find | View All | < 1 1-3 of 4 [D] >

Plan Type	Elect	Benefit Plan	Coverage	Coverage Begin Date	Pay End Date	Ded Class	Sales Tax	Last Deduction
Basic Life	E	BASLF		06/06/2001				
Option B	W			06/06/2001				
Option C	W			06/06/2001				

**Retirement Plan** Find | View All | < 1 of 1 [D] >

Plan Type	Elect	Benefit Plan	Contribution Percentage	Deduction Begin Date	Pay End Date	Ded Class	Sales Tax	Last Deduction
Retire	E	K	0.800	06/06/2001				

[Return to Search](#)