



# Wespath

BENEFITS | INVESTMENTS

IDENTIFYING CHANGES BETWEEN INVOICES

## HealthFlex Job Aid



### What:

Identify changes made during a specific time period that you define

### When:

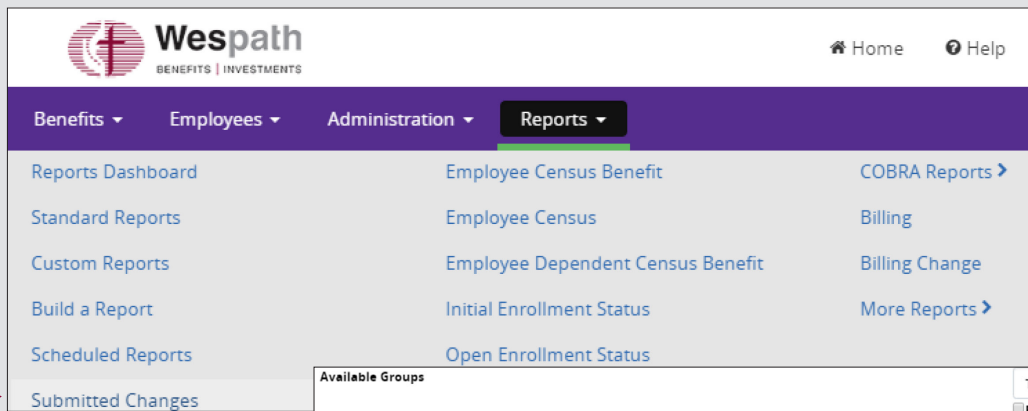
Available as needed

### Log into BenefitSolver:

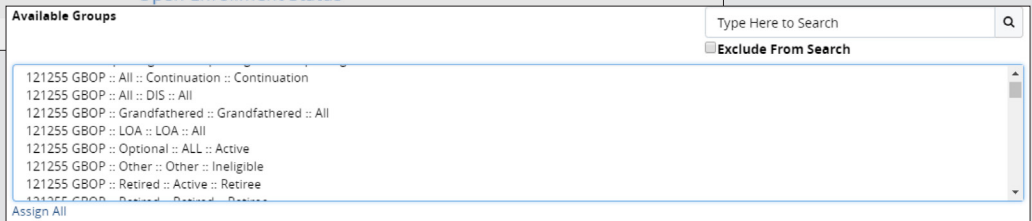
1. Portal: <https://portal.wespath.org>
2. Login
3. BenefitSolver



1. Click "Reports" and then "Submitted Changes"



2. Click "Assign All"



3. Enter date range (From and To fields)

From:  (MM/DD/YYYY) To:  (MM/DD/YYYY)

Format:

Note: Your report will be generated off-line and you will be notified by e-mail when it has completed. ([edit e-mail](#))  
 Completed reports are available via the "Dashboard" link above.

4. Click "Generate Report"

Retrieve Report

1. Click "Reports" and "Reports Dashboard"

2. Click on "Submitted\_Changes" report to open/save it.

SAMPLE:

| SSN   | Lname      | Fname   | Mname | Suffix | Pay Freq | Company        | Structure Group                                | Status      | Approved                | Completed               | Input  | Reason                                  | Effective Date | Editor                 |
|-------|------------|---------|-------|--------|----------|----------------|--|-------------|-------------------------|-------------------------|--------|---|----------------|------------------------|
| ##### | WILLIAMS   | WILLIAM |       |        | MO       | GBOP / Wespath | 335999 Sample :: Mandatory :: Clergy :: Active |             |                         |                         |        |   |                |                        |
| ##### | JOHNSON    | JOHN    |       |        | MO       | GBOP / Wespath | 335999 Sample :: Mandatory :: Clergy :: Active |             |                         |                         |        |   |                |                        |
| ##### | JONES      | SALLY   | M.    |        | MO       | GBOP / Wespath | 335999 Sample :: Mandatory :: Clergy :: Active |             |                         |                         |        |   |                |                        |
| ##### | MAY        | APRIL   |       |        | MO       | GBOP / Wespath | 335999 Sample :: Mandatory :: Clergy :: Active |             |                         |                         |        |   |                |                        |
| ##### | LAURELS    | LAURA   |       |        | MO       | GBOP / Wespath | 335999 Sample :: Mandatory :: Clergy :: Active |             |                         |                         |        |   |                |                        |
| ##### | JACKSON    | SAM     |       |        |          |                |  | In Progress | Wed 02/06/2019:11:51:48 |                         | Manual | New Hire Enrollment                     |                |                        |
| ##### | JEFFERSON  | JEFF    |       |        |          |                |  | Approved    | Wed 02/06/2019:07:51:48 |                         | Import | Employment Transfer (Gains Eligibility) |                |                        |
| ##### | SMITH      | MAF     |       |        |          |                |  | Approved    | Wed 02/06/2019:07:51:48 |                         | Import |   |                |                        |
| ##### | SMITH      | MAF     |       |        |          |                |  | Approved    | Wed 02/06/2019:07:51:48 |                         | Import |   |                |                        |
| ##### | WASHINGTON | JASC    |       |        |          |                |  | Approved    | Wed 02/06/2019:07:51:48 | Wed 02/06/2019:07:51:48 |        |   |                |                        |
| ##### | JONES      | HOV     |       |        |          |                |  | Approved    | Wed 02/06/2019:07:51:48 | Wed 02/06/2019:07:51:48 |        |   |                |                        |
| ##### | MADISON    | GEO     |       |        |          |                |  | Approved    | Wed 02/06/2019:07:51:48 | Wed 02/06/2019:07:51:48 |        |   |                | 2012019 Pedro Reno     |
| ##### | JONES      | HOV     |       |        |          |                |  | Approved    | Wed 02/06/2019:07:51:48 | Wed 02/06/2019:07:51:48 |        |   |                | 2012019 System         |
| ##### | MARTIN     | GEO     |       |        |          |                |  | Approved    | Wed 02/06/2019:07:51:48 | Wed 02/06/2019:07:51:48 |        |   |                | 2012019 System         |
| ##### | THOMAS     | DAV     |       |        |          |                |  | Approved    | Wed 02/06/2019:07:51:48 | Wed 02/06/2019:07:51:48 |        |   |                | 2012019 Teresa Wilson  |
| ##### |            |         |       |        |          |                |  | Approved    | Wed 02/06/2019:07:51:48 | Wed 02/06/2019:07:51:48 |        |   |                | 2012019 Teresa Wilson  |
| ##### |            |         |       |        |          |                |  | Approved    | Wed 02/06/2019:07:51:48 | Wed 02/06/2019:07:51:48 |        |   |                | 2012019 SAMUEL JACKSON |
| ##### |            |         |       |        |          |                |  | Approved    | Wed 02/06/2019:07:51:48 | Wed 02/06/2019:07:51:48 |        |   |                | 1012019 Cheryl Johnson |
| ##### |            |         |       |        |          |                |  | Approved    | Wed 02/06/2019:07:51:48 | Wed 02/06/2019:07:51:48 |        |   |                | 1012019 Cheryl Johnson |
| ##### |            |         |       |        |          |                |  | Approved    | Wed 02/06/2019:07:51:48 | Wed 02/06/2019:07:51:48 |        |   |                | 1012019 Cheryl Johnson |
| ##### |            |         |       |        |          |                |  | Approved    | Wed 02/06/2019:07:51:48 | Wed 02/06/2019:07:51:48 |        |   |                | 1012019 HOWARD JONES   |
| ##### |            |         |       |        |          |                |  | Approved    | Wed 02/06/2019:07:51:48 | Wed 02/06/2019:07:51:48 |        |   |                | 1012019 Cheryl Johnson |

**Note:** This will include changes made by participants as well as administrative users (plan sponsor, Wespath, or Businessolver). It will also include system generated changes. Please contact the Wespath Health Team at 1-800-851-2201 if you have questions about this report.