***Please distribute this alert to any users within your agency who are responsible for benefit enrollments.***

**‘No Access - PEBTF Forms Automation Online’ Indicator**

* Information regarding the ‘No Access - PEBTF Forms Automation Online’ Indicator

Effective August 27, 2023, the ‘No Access – PEBTF Forms Automation Online’ indicator will be present on Infotype 0002 (Personal Data) under the ‘Additional Data’ section of the screen as shown below.



When the indicator is checked on the Infotype 0002 (Personal Data) in SAP, an employee is unable to utilize the PEBTF Forms Automation Online Application via Employee Self-Service (ESS) due to the following reasons:

* Dependent(s) on coverage who have a Qualified Medical Support Notice (QMSN)
	+ Suspension of benefits by Pennsylvania Employees Benefits Trust Fund (PEBTF) – handled by OA Bureau of Employee Benefits (BEBS) only

After the initial upload of the indicator for impacted employees, manual maintenance of the indicator is required moving forward by BEBS, HR Service Center Employee Services Division and Independent Agency HR Offices.

A history of the update(s) made to the indicator is not required. When updating the indicator, users should utilize the PA 30 (Maintain HR Master Data) by executing the following steps:

* + Enter the personnel record via PA30 (Maintain HR Master Data)
	+ Select the ‘All’ radio button  followed by the ‘Overview’ icon 
	+ Highlight the most recent record on the IT0002 (Personal Data)
	+ Select the ‘Change’ icon 
	+ Select the ‘Green Check’ icon 
	+ Select the ‘Save’ icon 

**Questions?**

Any Policy-related questions regarding the ‘No Access - PEBTF Forms Automation Online’ indicator for Benefit Enrollment should be sent to the OA, BENHELP email account at **ra-benhelp@pa.gov**.

Any system questions regarding the ‘No Access - PEBTF Forms Automation Online’ indicator for PEBTF Form Automation Online, can be submitted via an [Ask HR Help Desk Ticket](https://copahrprod.servicenowservices.com/esc?id=sc_cat_item&sys_id=49dc343f1b0c0d10075ca932f54bcb65&sysparm_category=3d00682a1bbea410075ca932f54bcb3c) via Service Now in the benefits category.