Hot Off The Press

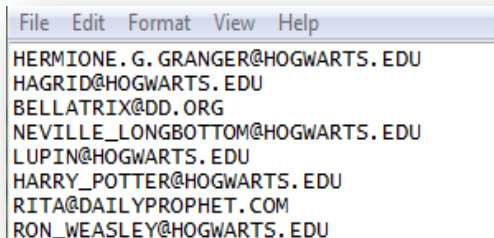### New way to Contact your Benefit Eligible Employees/Retirees

HISTORY: System Benefits Administration (SBA) has started to use a set of email addresses generated by the BPP Operations Center to distribute various informational emails like the Benefit Briefs email. This email list is generated the last day of the month. It is used to replace the email addresses from the previous month in the "listserv" member used by SBA. Another workstation heard of the process and asked for the list for their employees. Now it has been decided to provide the respective list for all System members.

ACTION: New email lists on File Depot

MONINS91/BP7020N produces 3 files that are loaded to the BPP File Share folder in File Depot. No action is required on your part. The information is provided as a courtesy. Use of the information depends on your need to communicate with your employees/retirees. SBA has a staff member delete all the email addresses in their listserv and then add all the email addresses in the newly updated file. Their listserv is built to not allow 'reply all' so that massive emails are not generated by individuals using 'reply all'. If you are interested in using these lists, you should contact your IT department for assistance in setting up and maintaining a listserv.

1) EMAIL_BENBRF_WS*.TXT

- This is a list of email addresses for all benefit eligible employees for your workstation (*).
- It is intended that this list be the LISTSERV source for you to create. You will then be able to email your newly created LISTSERV with information / notices pertaining to activity for your employees.
- These are the persons emailed when SBA sends out their "Benefit Briefs". If two or more employees are using the same email address in the BPP System, that address will appear only once in the list.

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File  Edit  Format  View  Help
HERMIONE.G.GRANGER@HOGWARTS.EDU
HAGRID@HOGWARTS.EDU
BELLATRIX@DD.ORG
NEVILLE_LONGBOTTOM@HOGWARTS.EDU
LUPIN@HOGWARTS.EDU
HARRY_POTTER@HOGWARTS.EDU
RITA@DAILYPROPHET.COM
RON_WEASLEY@HOGWARTS.EDU
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2) NAMES_BENBRF_WS*.CSV

- This is a CSV file that includes all the email addresses from the BENBRF_WS*.TXT list, along with employee name & UIN.
- This list can be used to help research and make corrections if emails are returned as invalid.
- Note the columns titled "First Name" and "Last Name" contain the entire name – the title indicates which name is shown first.

	A	B	C	D	E
1	WS	UIN	LAST NAME	FIRST NAME	EMAIL
2	H	444005555	GRANGER HERMIONE G	HERMIONE G GRANGER	HERMIONE.G.GRANGER@HOGWARTS.EDU
3	H	333004444	HAGRID RUBEUS	RUBEUS HAGRID	HAGRID@HOGWARTS.EDU
4	D	888009999	LESTRANGE BELLATRIX	BELLATRIX LESTRANGE	BELLATRIX@DD.ORG
5	H	666007777	LONGBOTTOM NEVILLE	NEVILLE LONGBOTTOM	NEVILLE_LONGBOTTOM@HOGWARTS.EDU
6	H	555006666	LUPIN REMUS J	REMUS J LUPIN	LUPIN@HOGWARTS.EDU
7	H	111002222	POTTER HARRY	HARRY POTTER	HARRY_POTTER@HOGWARTS.EDU
8	P	777008888	SKEETER RITA	RITA SKEETER	RITA@DAILYPROPHET.COM
9	H	222003333	WEASLEY RONALD B	RONALD B WEASLEY	RON_WEASLEY@HOGWARTS.EDU

3) NOEMAIL_BENBRF_WS*.CSV

- A CSV file with contact information for benefit eligible employees from your work station (*), that *do not have an email address.*
- Includes employee status, name, address and phone number.
- The phone number and mailing addresses are provided so that you may contact these individuals who do not have email addresses. You might encourage them to supply an email address for future communications.
- Note the columns titled "First Name" and "Last Name" contain the entire name. The title indicates which part of the name is shown first. This allows you to sort by last name as well as send correspondence to the entire name.
- The second column (B) is the employee status

	A	B	C	D	E	F	G	H	I	J	K
1	Q		UIN	LAST NAME	FIRST NAME	HOME PHONE	WORK PHONE	STREET ADDRESS	CITY	STATE	ZIP CODE
2	Q	R	999008888	DURSLEY DUDLEY	DUDLEY DURSLEY	1112223333	2223334444	NUMBER 4, PRIVET DRIVE	LITTLE WHINGING	SU	77777
3	Q	R	888007777	WEASLEY MOLLY	MOLLY WEASLEY	3334445555	4445556666	THE BURROW	OTTERY ST CATCHPOLE	EN	55555
4	Q	S	777006666	BLACK SIRIUS	SIRIUS BLACK	5556667777	6667778888	NUMBER 12, GRIMMAULD PLACE	LONDON	EN	44444
5	Q	A	666007777	DUMBLEDORE ABERFORTH	ABERFORTH DUMBLEDORE	7778889999	8889990000	THE HOG'S HEAD	HOGSMEADE	EN	99999

Similar documentation about this feature can be found in the same File Depot folder (BPP File Share) under the name "BENBRF_DOCUMENTATION.docx". If you do not have access to the File Depot application or the BPP File Share folder, please have your security officer send that request to BCS support along with the name and UIN of those needing access.

Please email BCSSupport@tamus.edu with problems or questions.