# STARS Employer Training

## Entering Insurance Changes - Running Reports

STARS

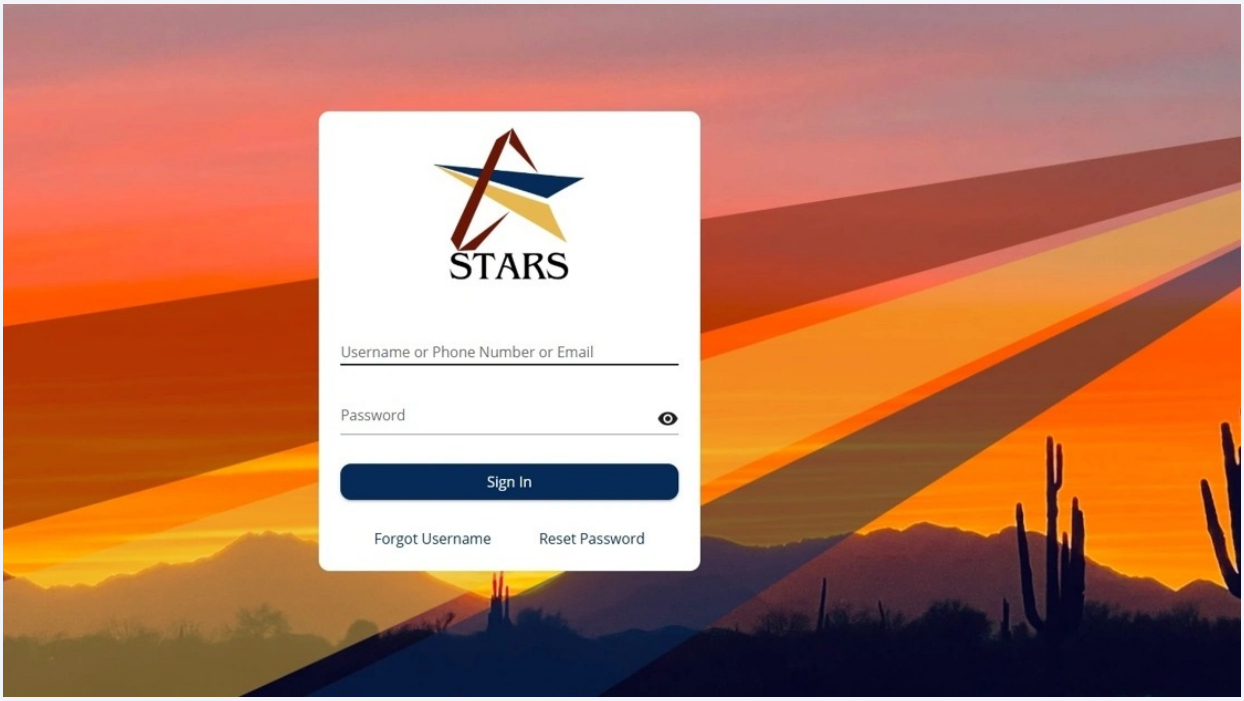
PSPRS

Serving Those Who Serve Others

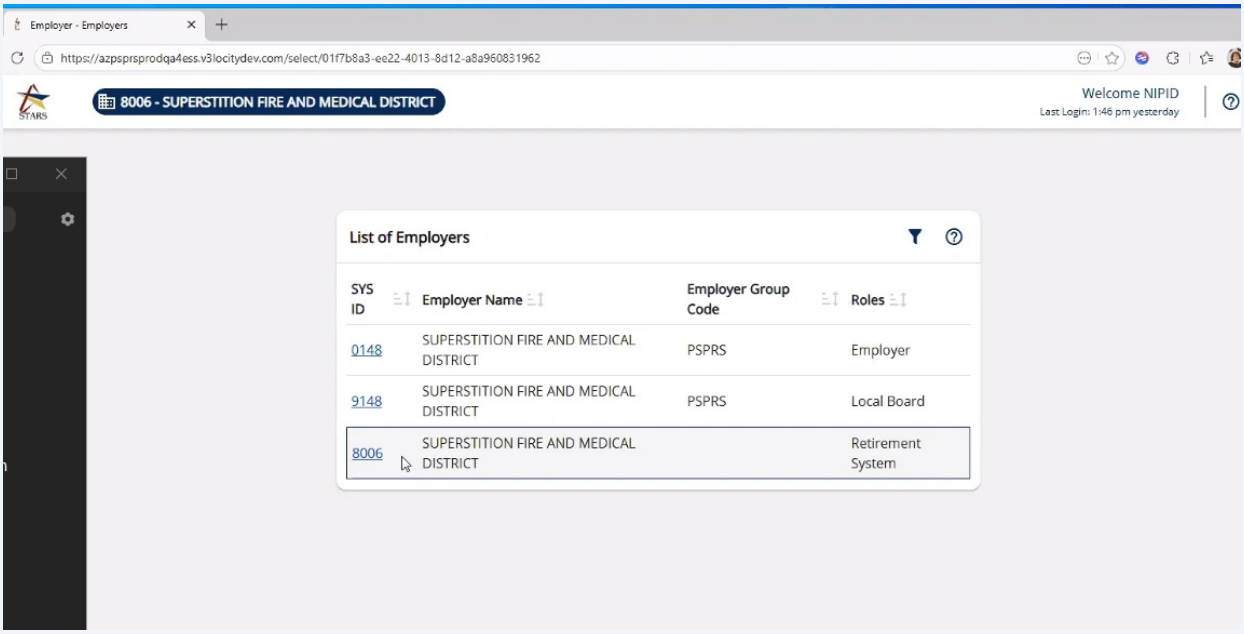
# Entering Insurance Changes - Running Reports

Through this guide, employer users will learn the simple process for generating and scheduling customizable reports to collect information about retiree health insurance subsidy and pension deduction amounts for premium payments. These reports are referred to in STARS as “Insurance Listing by Totals” reports and provide details for individual retirees.

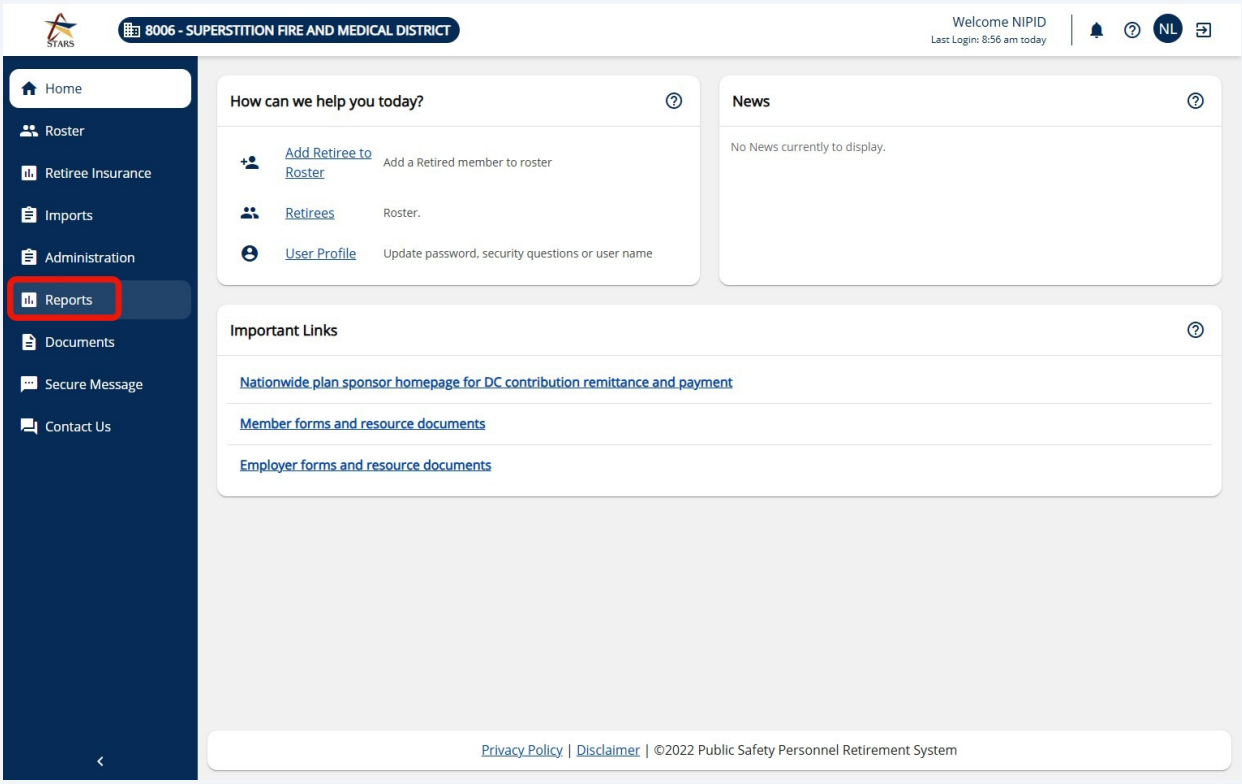
1 Enter **Username** and **Password** to login to STARS.



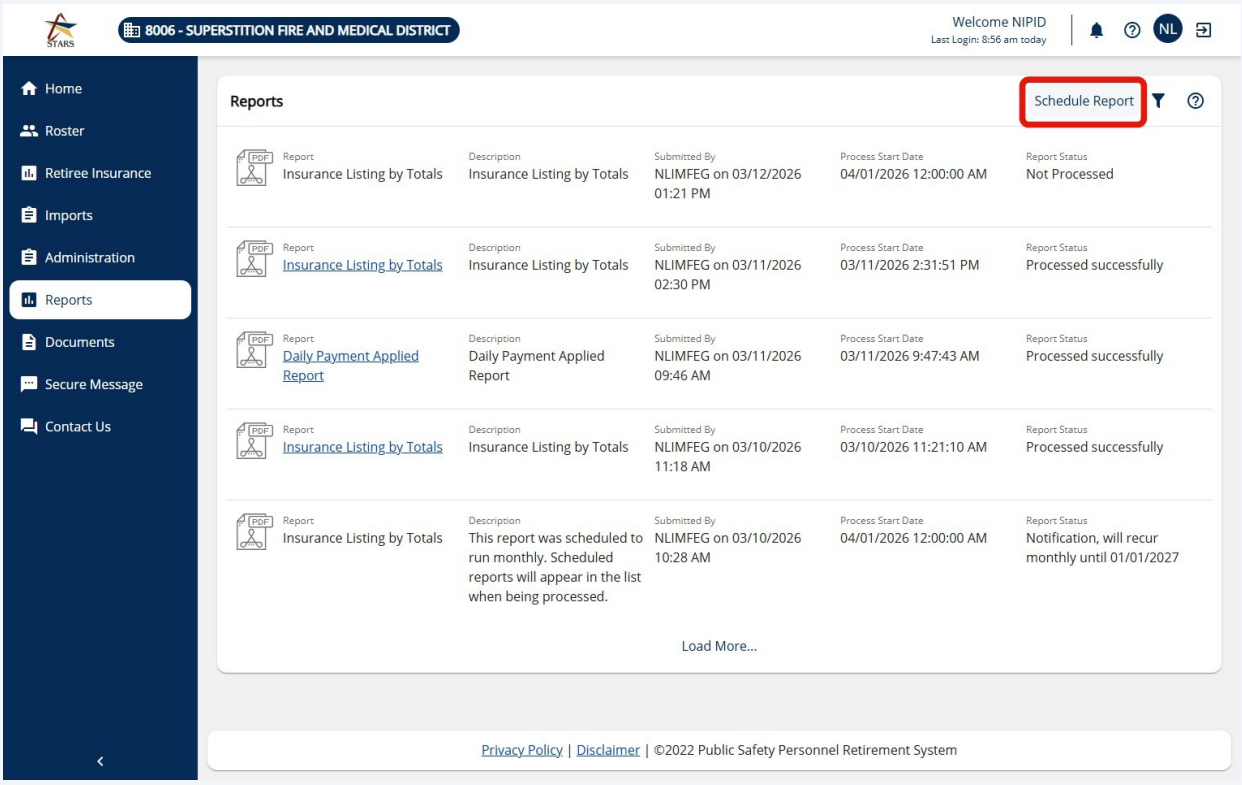
2 Be sure you are logged into the 8000 series system ID (SYS ID) for administering the insurance and requesting subsidy.



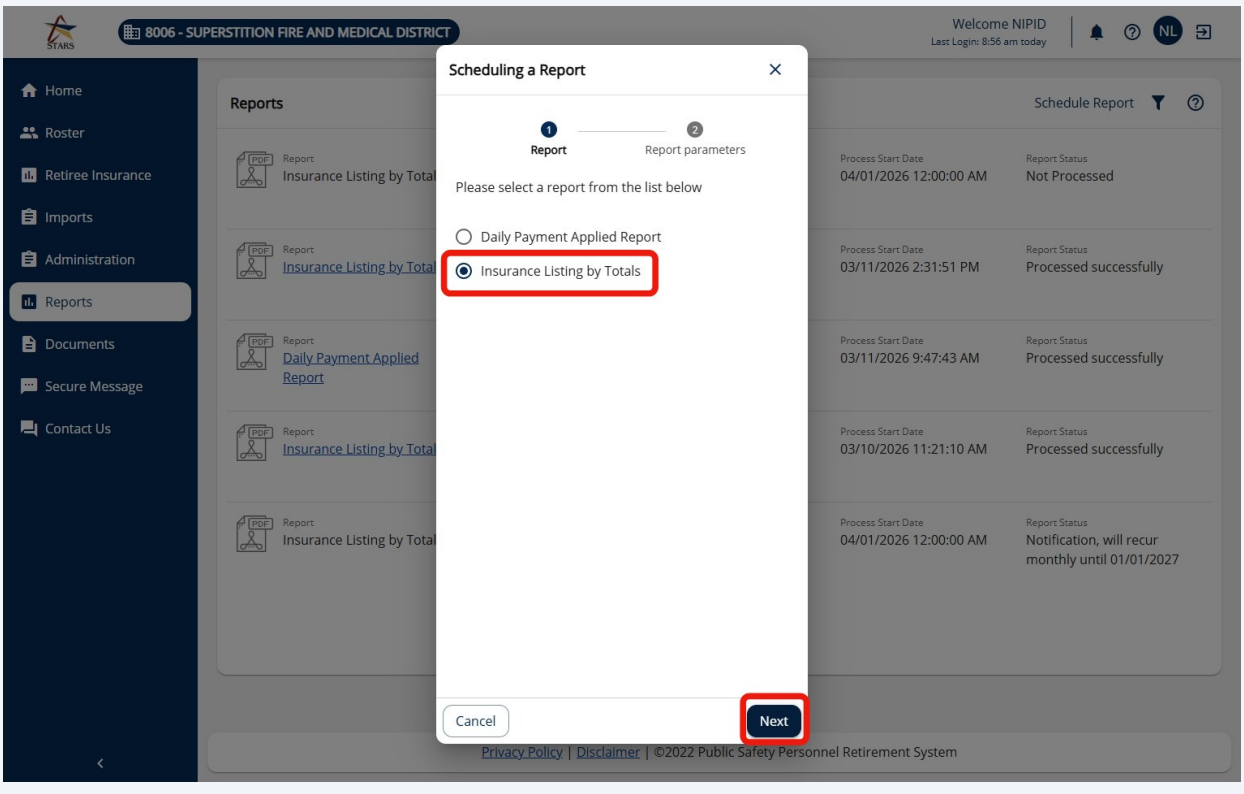

3 Users will select and click the **Reports** tab from the STARS homepage.



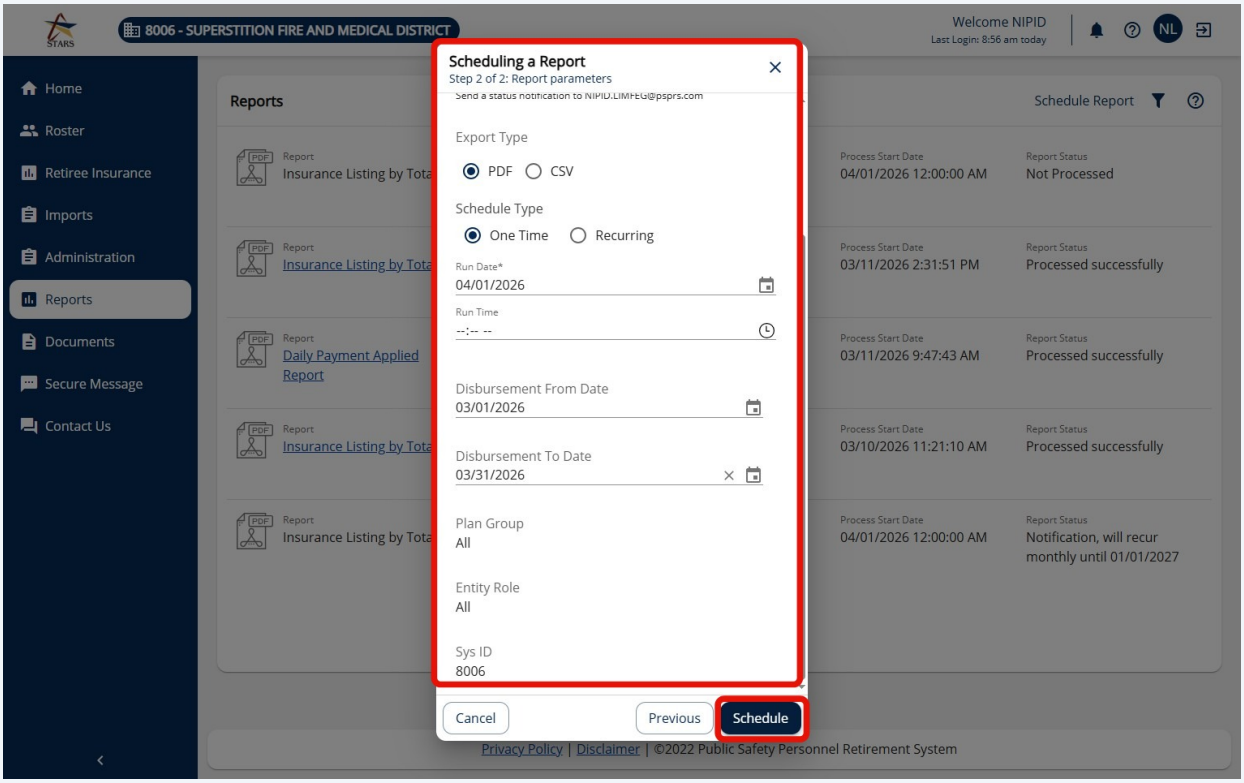
## 4 Users will click **Schedule Report** to begin the process to run reports.




## 5 Users will select the **Insurance Listing by Totals** option and click **next**.

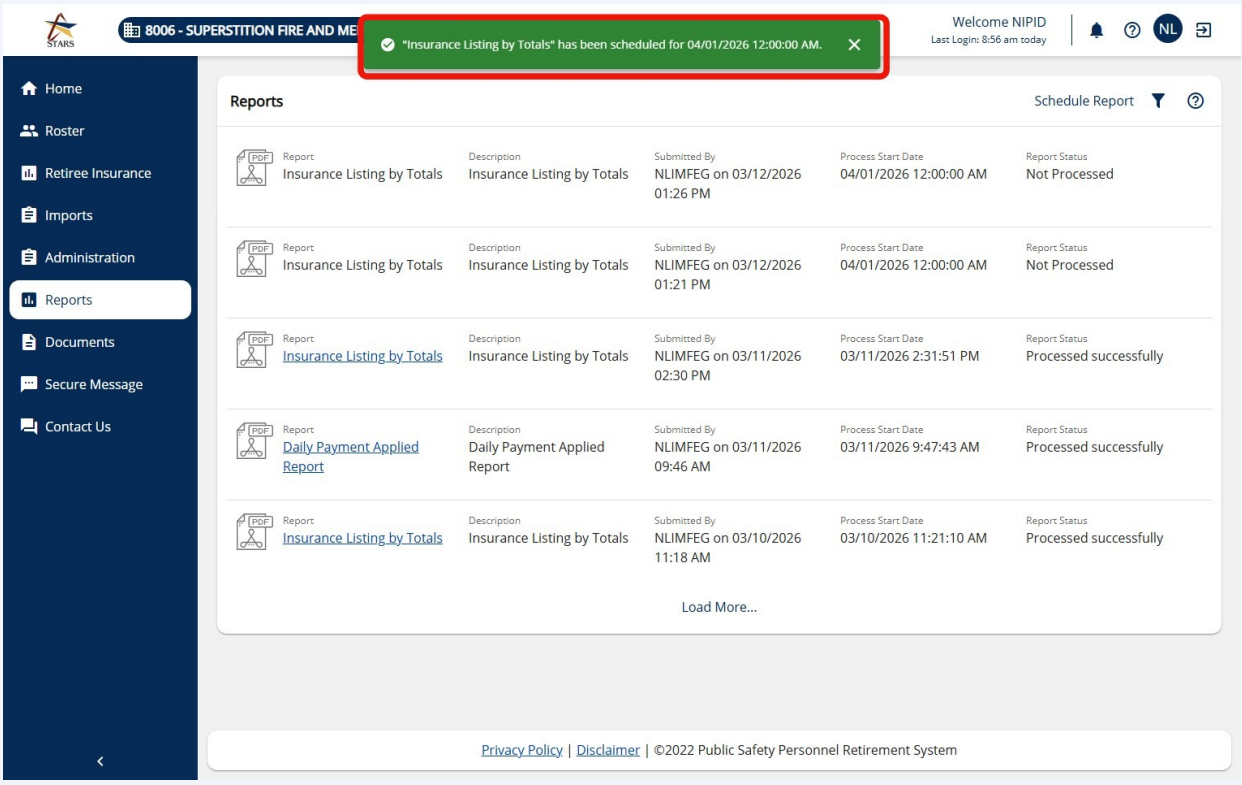


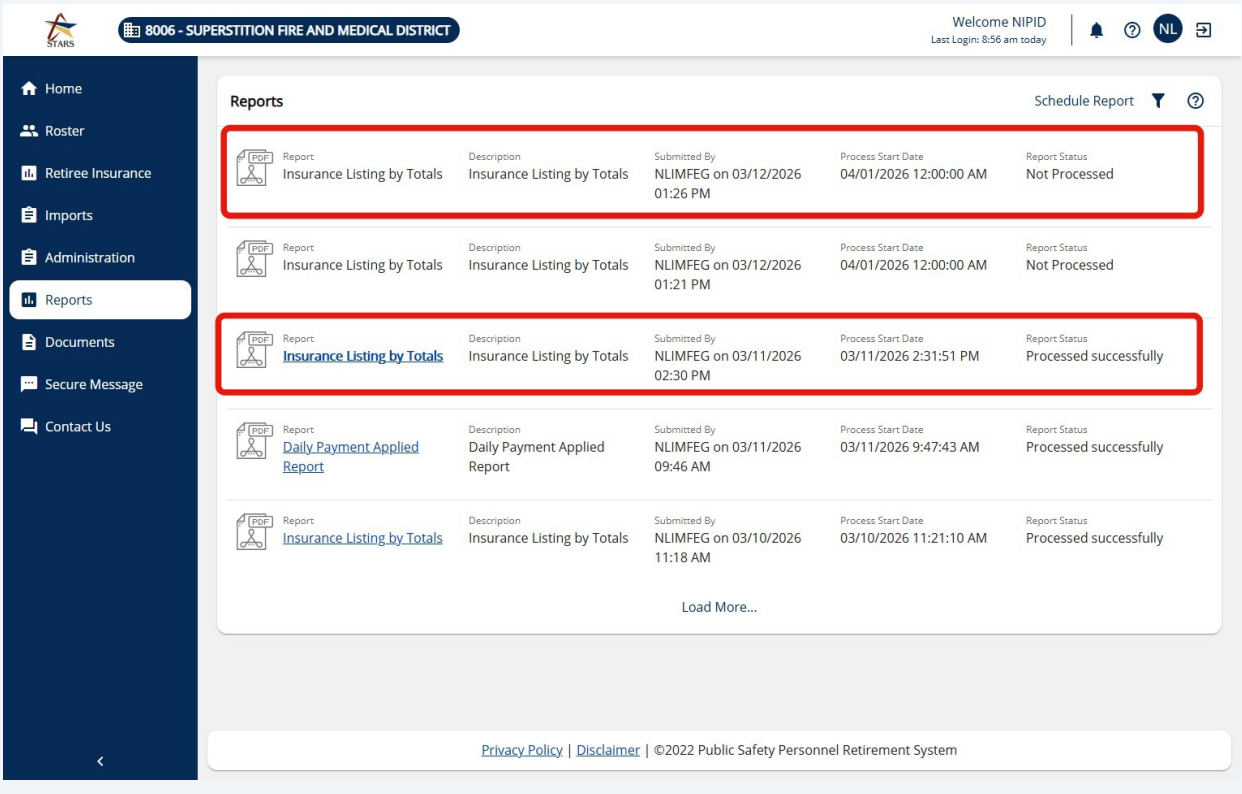
6 Users will select the **Export Type**, **Schedule Type**, **Run Date**, and enter desired **Disbursement** dates and click **Schedule.**



## 7

Users will receive confirmation that the report has been scheduled through the prominent **green text box**.




## 8

Users will look under the **Report Status** to see whether the report is available.