

BENEFITS ADMINISTRATION



Employer groups face many common challenges with their employee benefit packages. Aside from the always important issues of premium costs and plan designs, benefit departments are also faced with additional challenges, such as:

- Eligibility maintenance, including dependent members
- Effective carrier/vendor communication of eligibility
- Billing reconciliation
- Employee contributions and deductions maintenance
- Open enrollment periods, life event changes, and employee class changes
- Benefits communication to employees
- Paperwork requirements
- Historical benefits data maintenance
- Beneficiary tracking
- Dependent verification
- Benefit plan changes and existing eligibility data migration
- Renewal or mid-year changes for age-banding, salaries, reduction schedules, volume changes, reduction schedules, etc.
- Automation and data exchange between various systems
- Limited staff and resources

The MyWorkplace admin module is designed to assist HR and Benefits departments with these and other tasks required to effectively manage today's diverse benefit packages. Having a sophisticated and capable system such as MyWorkplace, however, is only part of the equationsolution. Managing the modern benefits package requires a knowledgeable and experienced benefits team. At MyWorkplace, we understand your challenges and are devoted to becoming the technology and Backoffice support member and extension of your benefits team.

Your team's account manager and IT manager are dedicated to your success. They will manage system setup, renewal changes, and day-to-day tech duties to ensure your time on MyWorkplace runs smoothly and effectively. We are always just a phone call away.