

## SERVICE OVERVIEW



Working with our Client's and Partners in meeting their measurable goals and objectives. Serving our clients and partners how they want to be served with robust offerings and capabilities.

Your benefits, payroll, and employee resources in a single, simple and intuitive solution and service offering.

## WHAT WE DO

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- A background image of a modern office with large windows, desks, and people working.
- Benefits Administration
  - Electronic Data Interchange (EDI)
  - Affordable Care Act (ACA) Tracking, Reporting and Filing
  - Dependent Verification
  - COBRA Administration
  - Employee Portal and Enrollment
  - Health Advocacy Call Center
  - Open Enrollment Only Solution

## WHO WE ARE

MyWorkplace, Inc. is a group of benefits, payroll, human resources, employee advocacy, and software professionals dedicated to producing SaaS (Software as a Service) solutions and associated services to simplify, consolidate, communicate and efficiently manage the complexities of employee, communication, benefits, payroll, human resources, compliance, and employee engagement activities. Since 1998, our management and in-house development teams have focused on developing our client-driven software and service solutions to meet the diverse challenges facing our clients today.

## OUR SERVICES AND CAPABILITIES

- Annual open enrollment management and employee engagement
- Mobile App Enabled
- Dependant verification
- Admin event enrollment window for new hires, rehires, and eligilibty class changes
- Beneficiary Management
- HSA contribution management and change requests
- Unlimited benefits related documentation and resources posting. Documents and resources can be filtered by employee classes so that employees only have access to the items that pertain to them
- Unlimited compliance and company level documentation posting. As with benefit resources, compliance and company resources can be limited to specified employee classes
- Multi-media resouces support
- Confirmation statements produced and emailed to employees upon each completed enrollment session. Confirmation statements kept on file and accessible by benefits administrator in the admin portal
- Employees may review current benefits and pending benefit changes
- Employees may review benefits held pending Evidence of Insurability (EOI) requirements
- Multi-plan year enrollment capable for enrollment windows that cross plan years, i.e. employees can enroll in current plan year and subsequent plan year benefit options when available in a benefit category