



# Benefit Manager & Benefit Assistant

## Benefit Management Solutions

### Why Benefit Management?

Benefit management requires time and resources not readily available in HR and Benefit Departments. Automating and outsourcing benefit management functions can reduce costs, save time, improve benefit plan performance and employee satisfaction and morale.

Advanced benefit management tools allow management to deploy major cost saving benefit plans like HSAs, HRAs & FSAs that are too administratively intensive to implement manually.

### Paypro Benefits Offers Two Benefit Management Solutions :

Paypro Benefits offers Benefit Assistant and Benefit Manager; two different levels of benefit administration automation and support.

#### The Benefit Assistant

The Benefit Assistant is ideal for clients that desire to maintain their current broker relationship but are looking to automate many aspects of benefit administration. The Benefit Assistant provides:

##### Automated Benefit Information Flows

- Employee demographic & employment data uploaded from M3 to Benefit Portal
- Benefit plan details setup and maintained by Paypro Benefits
- Deduction amounts transferred from Portal to Millennium

##### Benefit Tracking

- Employee benefit selection tracking for all plan types
- Employee benefit eligibility tracking
- Dependent tracking, including student status

### Employee Benefit Portal On The Web:

With the Paypro Benefits Portal your employees can:

- View their current plan selections
- Make plan comparisons including cost (if you offer multiple plans)
- Have access to plan documents, provider directories, and other forms & links
- Complete new hire enrollment
- Make open enrollment selections
- Make dependent changes



### COBRA Administration

The Benefits Assistant provides the tools needed for complete COBRA Administration including, but not limited to:

- COBRA eligibility tracking
- COBRA notice generation via mail merge
- COBRA plan selection tracking
- COBRA payment tracking

### Standard & Customized Reporting

- New eligibility report
- Plan adds and terms
- Current enrollment snapshot
- COBRA enrollment/status
- Customized reporting on all accessible fields

### Benefit Invoice Reconciler

The Benefits Invoice Reconciler saves you time and helps avoid all too common and costly premium overpayments to your carriers.



### The Benefit Manager

The Benefit Manager provides all the features, functions and benefits of the Benefits Assistant **plus**:

#### **A Dedicated Benefits Specialist**

The Paypro Benefits Specialist becomes an extension of your benefit staff by:

- Assisting with day-to-day employee benefit and carrier issues
- Ensuring the optimization of the Paypro Benefits Manager Solution



#### **Carrier Connect**

Carrier Connect includes, but is not limited to:

- Transmission of plan enrollments
- Terminations and changes to all benefit carriers

Important Note: The Benefit Manager solution is only available to clients who utilize Paypro Benefits as their "Broker of Record".

#### **Contact Paypro Benefits Today:**

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### *Why Benefit Communication & Education?*

A vital and often neglected aspect of managing benefits is communication with employees. Good communication with employees improves benefit plan performance, reduces administrative costs and increases employee morale.

Studies show that as benefit education for employees improves, satisfaction with Benefit plans increases.

Both Paypro Benefits' Benefit Assistant and Benefit Manager include a very strong employee communication and education component:

#### **Benefit Communication & Education Tools**

- A 24/7 Employee Benefits Portal on the web
- Customizable employee surveys (to guide plan design & measure satisfaction)
- Carrier & Plan Change Alerts



#### **Benefit Manager Tools**

The Benefit Manager provides all the communication and education tools provided by Benefit Assistant, **plus**:

- Periodic employee benefit meetings (customized schedule & curriculum)
- A dedicated Paypro Benefits Specialist

### *The Investment Required*

The Benefit Manager can be purchased simply by assigning Paypro Benefits as your health insurance broker.