



Human Resources Benefits Enrollment

HR (8.601)
Rev. # 0.1

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Purpose:

Process for annual open enrollment for employee benefits and new hire benefits enrollment.

Procedure:

- 1) Annual open enrollment-currently in October
 - A) 4-2 months prior to renewal: HR and CFO work with Employee Benefits Broker on Carrier renewals
 - i) This may include going out to market and changing carriers.
 - ii) Discuss company contributions and make adjustments as needed.
 - iii) Confirm the carriers, offerings, cost of employee benefits package with CEO.
 - B) 2-1 month prior to renewal
 - i) Work with Broker to enter all information in Benefits Administration System (ex. Employee Navigator) for online enrollment.
 - ii) Create Benefits summaries and enrollment documents for explanation of benefits.
 - iii) Set Open Enrollment information meetings.
 - iv) Communicate meetings to employees.
 - C) 3 Weeks prior to Renewal
 - i) Hold meetings on job sites and in the office as well and virtually if needed.
 - ii) Open enrollment period is live.
 - D) Last week prior to renewal
 - i) Cal employees who haven't enrolled.
- 2) Post Open Enrollment Meeting
 - A) Pull new benefit deduction report from Benefits Admin. System and give to Accounting/Payroll.
 - B) Follow up on any evidence of insurability (EOI) forms that need to be completed.
 - C) Update New Hire Orientation with new benefits information, Update benefits hiring summary, update any company documents with benefit changes (handbook, website, intranet, HRIS, etc.)
- 3) New Hire Benefits Enrollment
 - A) Add new hire to benefit admin system.
 - B) Present benefits information in New Hire Orientation along with reference materials
 - C) New Hires have 1-2 weeks to enroll (depending on start date and benefits starts dates)
 - i) Medical & Dental, company paid life insurance & disability – begin months after hire.
 - ii) Voluntary Life Insurance, STD, LTD, Critical Illness, Accident-begin 60 days after hire.
 - D) After an employee completes enrollment, sent benefit deductions to payroll.
 - i) Follow up on any EOIs for new employees.