

Open Enrollment Guide

6 Steps to Streamlined Employee Benefits



Managing open enrollment can be overwhelming for HR managers. But don't worry, it doesn't have to be that way. By streamlining the process, HR managers can transform manual tasks into automated procedures. This allows employers to easily manage benefit elections and ensure compliance with just a click of a button.

Additionally, employees can access critical benefits information anytime, from any location. To streamline your open enrollment, simply follow these six easy steps. Remember, compliance is essential to the process, so stay on top of all applicable policies, procedures, and laws.

1 Evaluate Current Benefit Offerings

- Perform research on competitive benefit offerings
- Conduct an employee survey to determine which benefits will be most attractive to your workforce
- Identify existing benefits with the lowest employee participation rates
- Conduct a vendor assessment to determine which vendors are meeting employer needs

2 Brush Up On Benefit Terms and Legislation

- To help define benefit terms for employees, review a [Health Benefit Term Glossary](#)
- Know the Affordable Care Act Guidelines for Employers
- Refresh yourself on the federal Consolidated Omnibus Budget Reconciliation Act (COBRA).
- Know [how to explain a high-deductible plan](#) to employees

3 Create a Communication Strategy

- Identify the proper channels to communicate information to employees
- Consider communication options for employees across multiple generations
- Plan to utilize payroll and HR self-service tools to send enrollment alerts and notifications to employees
- Create measurable and attainable goals, such as:
 - Decreasing employee turnover
 - Reducing employee sick time
 - Increasing competitive advantage in your recruiting strategy
- Evaluate your online employee platform to identify gaps in the user experience
- Create separate email and text message templates for managers and employees
- Make sure senior leadership is brought in on the strategy

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Have Resources Readily Available

- Encourage your employees to review resources on [health and relationship changes](#) before choosing elections
- Offer guides for [life insurance](#) and [disability insurance](#), so employees know how much is appropriate for them
- Consider interactive pdfs and videos that explain how to take advantage of [dental](#) and vision benefits
- Utilize an online document management system so resources are accessible in a centralized location

5

Explain Alternative Benefits

- If new benefits are presented, explain the reason for the change
- Tell employees what other benefit alternatives were also considered
- Explain why the company chose the offerings it did
- Emphasize how the changes benefit employees and help the organization meet its objectives

6

Configure Your Self-Service Solution

- Make sure your HR solution has the proper eligibility rules in place for new and existing plans
- Enter new rates for all benefit plans
- Double-check effective benefit dates to make sure they are correct
- Check that the covered participants are enrolled in their existing elections
- Verify that new plans are created with accurate start dates



How APS Can Help

APS is a comprehensive online payroll and HR solution with a single point of entry to manage one or many accounts. You can eliminate cumbersome benefits administration paperwork with APS online enrollment. Employees can easily view the cost of different plans and coverage types, enroll in benefit plans, and manage their dependents all from the employee self-service site.

Advantages of Automated Benefits Administration

Accessible To Employees: Employees can access their benefits information 24/7 from any device for better communication.

Streamlined Open Enrollment: Online enrollment reduces manual processes for more efficient management of employee benefits.

Unified Workflows: Benefits enrollment information saves automatically to the employee record, eliminating duplicate data entry.

COBRA Administration: Track qualifying events, meet coverage requirements, and reduce non-compliance fees.

Carrier Integrations: Automate benefits information reporting with your providers to further streamline the open enrollment process.

Extensive Integrations: With hundreds of integrations to choose from, you can automate reporting of benefits information

Automatic Deductions: Employee deduction amounts are automatically assigned to employees by mass updates at the end of open enrollment.

Flexible Plan Management: APS supports multiple plan types, including medical, dental, vision, life, and disability, so you can manage everything in one system.

This guide is intended to provide tips for a successful open enrollment process. It is not intended to provide advice on benefits offerings or legislation. APS does not provide ASO or PEO services. Our platform assists with benefits administration, open enrollment, carrier integrations, and COBRA administration. If you need assistance with the evaluation of benefit offerings and compliance with legislation, please contact your broker or HR consultant.




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