

# Making Benefit Admin a Breeze

with CommPayHR &  
EverythingBenefits

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Be the employest.  
Harness the growing complexity of HR.



# Our Presenters

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- Founder and President, CommPayHR
- 30 Year Industry Veteran



# What is Benefits Admin?

**Benefit Administration** is the process of creating, managing and updating an organization's employee **benefits** program.

- Employee Eligibility Tracking
- Employee Education
- Employee Enrollment & Data Gathering
- Employee Updates and Rules Enforcement

**Benefits administration** typically falls under the responsibility of Human Resources and involves managing health insurance, retirement accounts, vacations, paid time off and parental leave.



# Impact of COVID- 19/WFH/Remote Employees

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  - March 2020 – Work from Home begins
- - New tools – Zoom, Slack, Teams etc.
  - New electronic processes to replace manual ones
  - Looking for new tools and automation

## Traditional Methods of BenAdmin



Paper enrollment forms completed by employees and submitted to 'HR'



In person enrollment meetings with broker representative usually during work hours, and without domestic stakeholders



Employee enrollment data needs to be re-entered into carrier website(s)



New hires rarely get benefit of annual enrollment meeting

## Upside of Electronic BenAdmin

- Employee enrolls electronically using BenAdmin system
- All benefit messaging and decision-making tools delivered consistently and 'on demand'
- Data flows directly to carriers
- Process works for annual enrollment, new hires and other life-events
- Solutions for large companies and smaller employee groups

# Key Challenges of Manual Enrollment

- It's manual – so you don't get the consistency and convenience of an enrollment platform
- Communicating benefits enrollment info to carriers manually is error-prone, time-consuming and disruptive to everyone.
- Most carriers only allow groups with 100 or more to enroll using automated EDI tech.
- Any issue resolution is time-consuming and difficult due to manual filing limitations.
- Additional data entry is required into payroll for employee deductions

# CommPayHR's Benefit Admin & Enrollment Platform



Eligibility rules creation and enforcement



Tracking of Dependents & Beneficiaries



Benefit detail and decision-making tools



Tied to payroll deductions and calculated based on employee pay frequency





# CommPay BenAdmin with Carrier Connectivity

## isolved Benefits

- isolved manages eligibility rules and plan waiting periods
- Stores employer and employee costs for payroll based on coverages or cost bands

## isolved Benefit Enrollment

- Employee digitally presented with Benefit costs, details and decision tools
- Employee enrolls using online enrollment in isolved, approved by management

## EB Connection to Carrier

- For employers >100 employees, EDI feeds/API's exist for each carrier
- For employers <100 employees, Smart forms used to submit digitally to carriers

## Carriers

- Receive employee benefit enrollment & dependent data
- Data Collection Process is easy, accurate, inexpensive and consistent



# Who is EverythingBenefits?

EverythingBenefits is CommPayHR's partner for Carrier Connectivity. EB is a full benefits administration technology platform providing a suite of products to help employers enroll, manage, and communicate benefits information across medical, voluntary, ancillary, and financial plans.

Solution Lineup:  
Carrier Connectivity  
Financial Connectivity  
Benefits Reconciliation

# What is Carrier Connectivity using Smart Forms?

Digitized Versions of Carrier's Enrollment Forms

Ideal for smaller groups <100 ee's who previously had no alternative

Quick Setup: 2-3 Weeks to Full Operation

Automated and Secure Delivery

Expansive Carrier Network

# Why CommpayHR's BenAdmin with Carrier Connectivity?

- Employee-Friendly and Efficient
- Completely eliminates the manual process of enrollment and sending data to your benefit Carriers
- Supports providers with virtually every type of benefit
- Works for any size groups or companies
- Proactively & continuously monitors data for changes
- Gets clients up and running in days or weeks versus months
- Reduces carrier response time by 80-90%
- Employer Cost-efficient

# Thank You & Questions?

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