

What to look for in a benefits administration platform.



When evaluating different products, you must decide which internal processes you will support, such as open enrollment, termination and qualifying events, and then choose your system priorities accordingly. Software is like buying a car—there are required functions, and “nice-to-have” add-ons.

When reviewing functionality, look for these requirements. Or use this checklist to review the functionality of these platform requirements:



Requirements:



ONLINE OPEN ENROLLMENT:

Save your clients the burden of paper enrollment.



QUALIFYING EVENTS:

Employees should be able to manage changes online on their own.



TERMINATIONS:

Let software do the COBRA heavy lifting.



1095-C:

Integrate this reporting function directly with your benefits administration platform to minimize error.



FUNDING STRATEGY OPTIONS:

Automate multiple ancillary buckets, rates, and premium percentages.



CARRIER INTEGRATION:

Choose a system that supports EDI integrations over a manual approach.



PAYROLL INTEGRATION:

Most employers already have a system and they're messy to switch.



COMPLIANCE-STRONG:

Federal requirements will drive employers to go online—be ready.



Healthcare impacts every aspect of HR; your software shouldn't stop at benefits administration. Look for the following HR features:

TIME & ATTENDANCE:

Manage timesheets and clock-in and clock-out with the click of a button.



ONBOARDING:

Upload key documents and sign new hire forms online.



NOTICES:

View notices and sign online.



ELECTIONS:

Reference plan cost and check HSA balances.



PTO TRACKING:

Optimize time tracking and time off management.



BRANDABLE:

Create a branded feel for you and your benefits program.



IPHONE APP:

Access important HR information anywhere, anytime.



BILLING:

Utilize self-billing with online benefits administration software.

