

Employee Services – Benefits I

Product Overview

Benefits I Module offers the following functionality:

- Administrators can create Benefits Providers and Benefit Plans that will allow employee enrollment that will create or update a scheduled deduction in PayChoice Online.
- Plans can be modified that will automatically create or update scheduled deductions in PayChoice Online for all employees enrolled in the modified plan.
- Reports will provide information on Benefit Plans and Employee Enrollment..

Benefits I Prerequisites

For a company to use the Benefits I module, they must have access to the following systems:

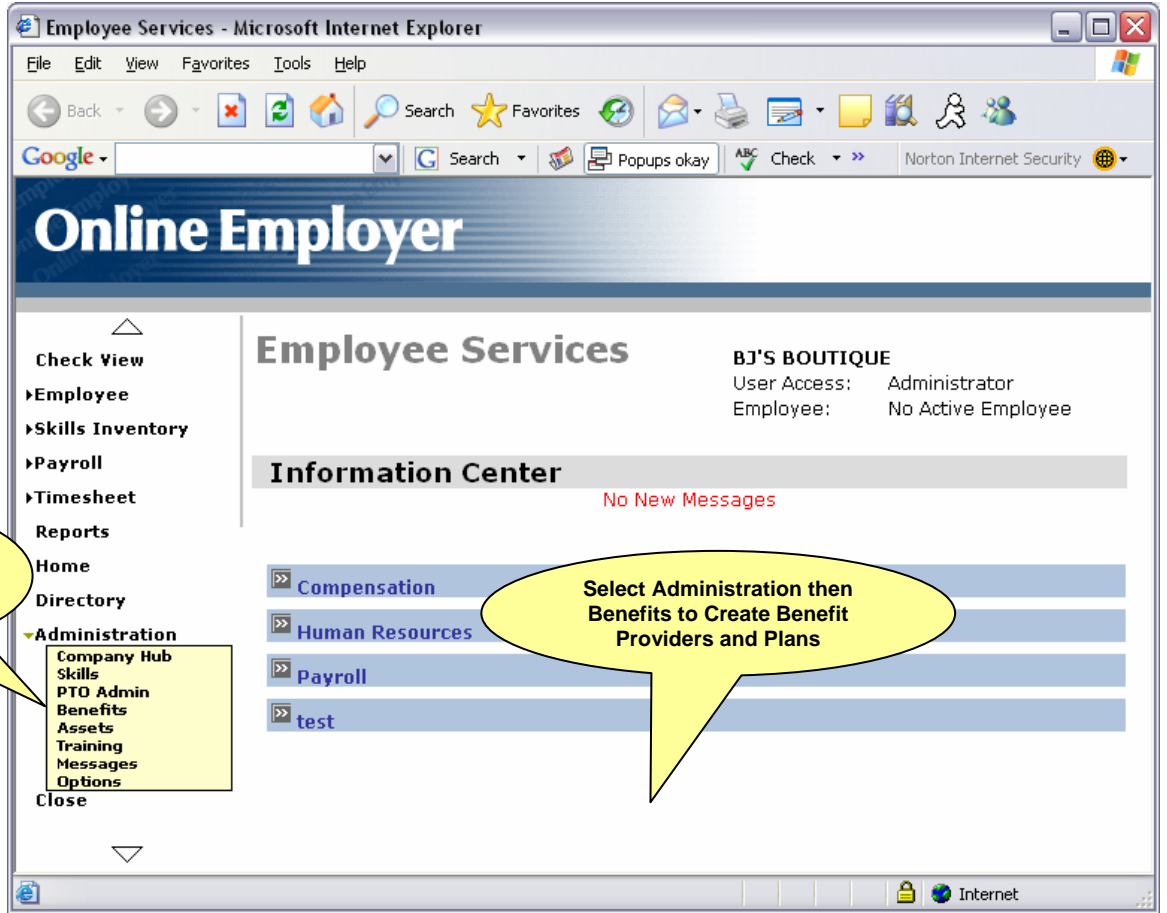
1. PayChoice Online
2. Employee Services
3. In order to have access to the Benefits I Module, the user must have:
 - a. Administrator Access to Employee Services

Accessing Benefits I

There are two points of entry into Benefits I from Employee Services and they are from the following menu items:

1. Administration – To create Benefit Providers and Benefit Plans
2. Payroll/Benefits – To enroll an employee in an existing Plan.

Before an employee can be enrolled in a Benefit Plan the Provider and Plan must first be created. To create a Provider and Plan select option 1 above.



Benefit Provider

When the Benefits Option is selected from the Administration menu a list of Benefits Providers is displayed. From this page the administrator can do the following:

- Add a New Benefits Provided
- Edit an Existing Benefits Provider
- Access the Plans available for a particular Benefits Provider

The screenshot shows the 'Online Employer' web application interface. The main content area displays a table of 'Company Benefit Providers' with the following data:

Name	Number	Contact	Phone	Link	Plans
US Healthcare	USH3456	John Smith	856-998-6789	www.ushealthcare.com	Plans

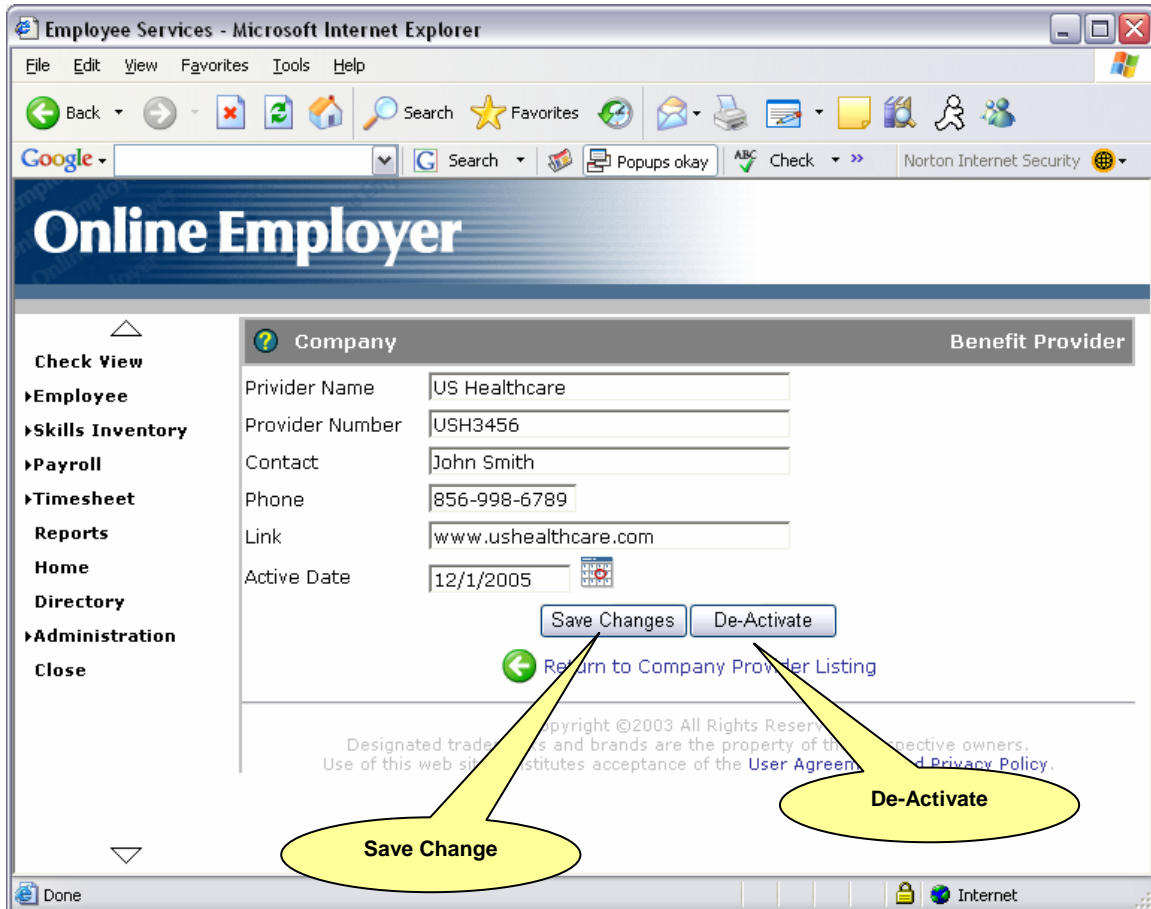
Three callout boxes highlight specific features:

- Add New Benefits**: Points to the 'Add New' button in the top right of the table.
- Edit Existing Benefits**: Points to the 'Edit' link in the first row of the table.
- View Available Plans**: Points to the 'Plans' link in the first row of the table.

The left navigation menu includes: Check View, Employee, Skills Inventory, Payroll, Timesheet, Reports, Home, Directory, and Administration. The Administration menu is expanded to show: Company Hub, Skills, PTO Admin, Benefits, Assets, Training, Messages, and Options.

Creating and Editing Benefit Provider

When you click the Add New or Edit buttons from Company Benefits Provider page, you will be taken to the Benefits Provider page.



On this page you can add or edit basic Provider information. Once the information is complete the changes can be saved by pressing the **Save Changes** button

(Future)

A Provider can be De-Activated by pressing the **De-Activate** button. When a Provider is De-Activated, the plans associated with that provider are no longer available for enrollment; however the enrolled employees remain unchanged.

Benefit Plan

When the Plans button is selected for a Provider list of Benefits Plans available for that Provider is displayed. From this page the administrator can do the following:

- Add a New Benefits Plan
- Edit an Existing Benefits Plan

Creating and Editing a Benefit Plan

The first step is to select the Report Grouping from the dropdown list. When a Report Grouping is selected the box on the left will be populated with the fields available in that grouping.

The screenshot shows a web browser window titled "Employee Services - Microsoft Internet Explorer". The page is titled "Online Employer" and displays a form for configuring a "Benefit Plan". The form is organized into sections: "Company" and "Benefit Plan".

Company Section:

- Provider: (Dropdown menu)
- Plan Name:
- Plan Number:
- Deduction Codes: Employee: Employer:
- Monthly Premium:
- Company Contribution: Amount: Type:
- Effective Date:

Benefit Plan Section:

- Group Payroll Deduction Update for Applicable Employees**
- Update Date: (Date Required to initiate group update)
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Left Navigation Menu:

- Check View
- Employee
- Skills Inventory
- Payroll
- Timesheet
- Reports
- Home
- Directory
- Administration
- Close

Footer:

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