

# Benefits Administration | In-House



ELIGIBILITY AND OPEN ENROLLMENT	CARRIER AND PLAN MANAGEMENT	EMPLOYEE COMMUNICATION	REPORTING AND COMPLIANCE	PAYROLL ADMINISTRATION	SERVICE DELIVERY
Eligibility determination	Plan design	Provide plan comparison tools	Produce scheduled reports	Process benefit deduction changes	Designated benefits specialist who serves as an extension of your in-house benefits team
New hire open enrollment processing	Rate negotiations	Produce election confirmations	Provide management reports and ad hoc reporting assistance	Calculate employee and employer cost of coverage	Provide benefits operating procedures to streamline benefits processing
Employee, family status and demographic change events	Plan fiduciary responsibility	Provide notification to employees of opportunities to enroll	Auto-populate information and IRS codes onto Forms 1094-C and 1095-C for ACA reporting	Calculate chargebacks	Supply online employee and manager self-service tools including access to benefits information
Administrative events	Project manage open enrollment	Produce enrollment materials, guides and communications campaign	Provide best practice guidance for utilizing technology to support ACA compliance	Calculate imputed income for life insurance and domestic partner coverage	Respond to employee, manager and practitioner inquiries
Identification of COBRA notices	Send electronic data interface (EDI) enrollments to carriers where supported	Case management for employee interactions	Produce Form 5500	Benefits direct billing for retirees or employees on leave without pay	Run scheduled processes
Maintain election and dependent/beneficiary data	Make premium payments to carrier	English and Spanish support and language line for employees	Non-discrimination testing		Monitor scheduled processes for completion
Collect PCP data	Process evidence of Insurability	Warm transfer to other vendors or carriers	Maintain Section 125 compliance		Update benefits configuration as required
Process dependent changes due to qualified life event changes	Process emergency enrollments	Guide employees to plan materials	Maintain HIPAA compliance		Periodic system enhancements
Track student/disabled status	Maintain HR data	Respond to inquiries about benefit plan offerings, enrollments and online navigations	Produce SOC 1 and Medicare Part D reports		
Process Qualified Medical Child Support Orders and domestic partner affidavits	Receive and resolve connection discrepancy and error reports				
Calculate Medicare eligibility	Identify and resolve discrepancies identified between carrier invoices and benefits solution				
	Prepare consolidated vendor invoice				

### Task key

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# Benefits Administration | ADP Comprehensive Benefits



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