

Glynn Griffing & Associates



Benefits Management Solutions

Glynn Griffing and Associates has partnered with Employee Navigator® to provide an integrated HR and employee benefits management portal to help our clients improve communications, assist with disclosure and compliance requirements, manage employees and benefits, and streamline open enrollment.

Improve Communication...

As technology and flexibility become increasingly important in today's business environment, executives and managers are looking for effective and efficient tools with which they can better communicate with their employees. Whether it's federal and/or state disclosure requirements, company policies and forms, benefit communication, and/or benefit enrollment, our benefits portal allows you to pick and choose which components work best for your organization.

Featuring a mobile app and a convenient online HR and employee portal, you and your employees will have 24/7 access to organizational resources.

Start Simple...

A simple first step in implementing an online human resource system for your organization can be to post federal forms and notices, required Summary of Benefits and Coverage Notices, and company resources such as your employee handbook, corporate forms, or benefit summaries in the Document Resource Library.

The Document Resource Library is a powerful tool that allows HR to link documents to benefit plans, create work flows, and categorize HR forms (i.e. New Hire forms).

The communications capabilities of the system further allow HR administrators to post custom alerts and add company articles or news to the employee portal. Office contacts, RSS feeds, links to web resources, and system emails are all customizable.

Portal Features:

- Policy Summaries & HR Documents
- Side-by-Side Plan Comparisons
- Plan Documents
- Carrier Contact Information
- Plan Rates, Eligibility, and Contributions
- Open Enrollment
- Qualified Change of Status Event Tracking
- Beneficiary Tracking
- Customizable Alerts



Manage Employees...

In addition to being used as a communications resource, the Benefits Portal enables HR Administrators to create a complete virtual personnel file. You can easily track and create reports for all of your critical HR data. Employee information that is important to your organization can be marked as “required,” which allows you to easily account for missing data in order to stay in compliance.

Additional tracking features include:

- Leave status & review dates
- Equal Employment Opportunity Commission & veteran status
- Payroll groups
- Salary history
- Birthdays and anniversaries

The Benefits Portal allows you to give your employees greater convenience and access to company information. Track and approve changes while you permit your employees to:

- Update their address
- Manage emergency contacts
- Update education, licenses, and certificates
- Access the company directory

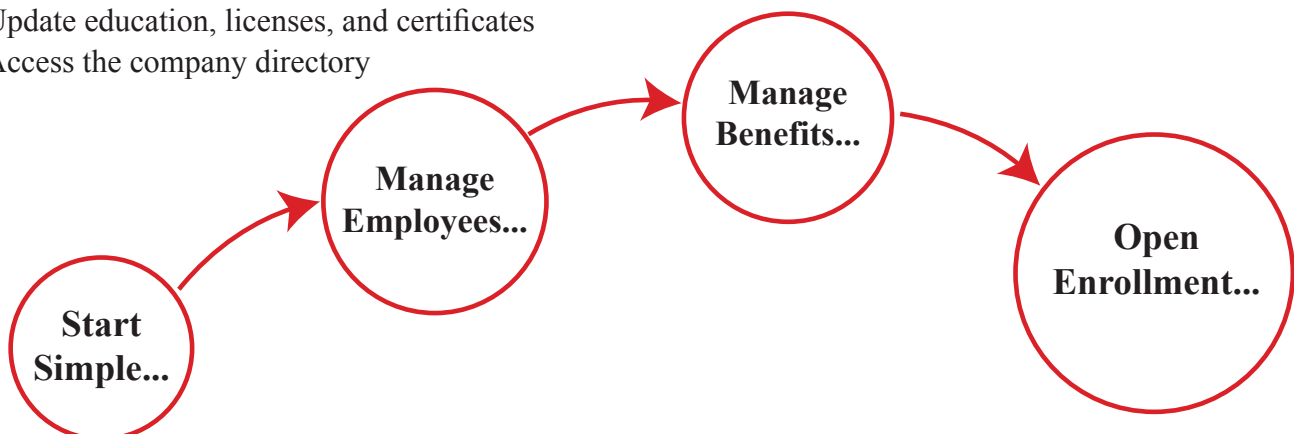
Manage Benefits...

At the heart of the Benefits Portal is a robust communication engine that helps brokers and HR Administrators collaborate on the messaging for employee benefits and company perks. Go beyond simply posting benefit summaries, and let your employees see their current benefit options and selections through side-by-side plan comparisons featuring plan rates, services, in-network vs. out-of-network costs, and contribution amounts.

As companies grow, so does the need to customize benefits, policies, and/or processes by business units. This system allows you to categorize your employees based on their classes, departments, etc., which allows HR to control who sees what documents and benefit communications. The rules engine also allows you to create a more complex set of eligibility rules to further delineate your employees.

Plan configuration options include:

- Rules based eligibility
- Contributions by “classes”
- Customizable plan descriptions, links, and documents
- Rules for documents including: Evidence of Insurability, Summary of Benefits and Coverage, “show in enrollment,” and “required”
- Rate adjustments for age band changes
- Cafeteria and HSA contingency support





Open Enrollment...

After setting up your benefit plans, you can open up the Benefits Portal for enrollment season. Online enrollment allows HR to roll out a complete self-service enrollment experience for your employees. Changes made during enrollment will be posted to the HR Homepage, and/or you can elect to receive email notifications of each change. In turn, HR can make the necessary changes on their carriers' portals

Enrollment benefits administration services include:

- Open enrollment season
- New hire
- Life events
- Beneficiary tracking
- Alerts for missing beneficiary and dependent information
- Active and passive re-enrollment options

HR enrollment features include:

- Evidence of insurability tracking
- COBRA tracking
- Enrollment pending approval
- HR user restrictions

Reporting...

Systems are only as good as their reports, and the ease with which information can be shared. The Benefits Portal includes over 40 standard reports and a custom report writer that allows HR to configure row and column reports that can be saved and shared in multiple formats.

Additional Services

HR Enhanced Communication License

- Create checklists for employees
- Track acknowledgements of receipt by employees
- Allow employees to upload requested and required documents directly into the system
- Broadcast emails to employees by class

Carrier Feed Options

- Reporting only (included in the Benefits Portal)
- Self-Service Electronic Data Interchange
- Outsourced Electronic Data Interchange
- Fully Managed Electronic Data Interchange

Payroll Integration Options

Employee Navigator® has three options for sharing data with payroll:

- Utilize Payroll Deduction Report (included in the Benefits Portal)
- Configure a custom import ready payroll file
- Share data real-time via Employee Navigator® and one of their strategic payroll partners





Glynn Griffing & Associates

Employee Benefits and Insurance

Professional Service. Personal Care.

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