



Sage Accpac HRMS Benefits Enrollment

Save countless hours and piles of paperwork by moving benefits open enrollment online. Sage Accpac HRMS Benefits Enrollment takes the powerful benefits management solution of Sage Accpac HRMS to the next level by empowering employees to make their own benefits elections over the Internet or intranet. Easy, step-by-step wizards guide administrators through the benefit plan set-up process, and walk employees through open enrollment. Benefits Enrollment even includes year-round life events management that allows employees to update information such as marital status and dependents.

Benefits Enrollment can provide invaluable cost and time savings for any organization. It saves paper and postage fees by eliminating the need for printed documents, and significantly reduces time delays due to manual processing by having employees enter their own benefit elections. It can even increase employee satisfaction by giving everyone full and detailed 24/7 access to benefit plans, and including links to providers who often answer key benefits questions on their Web sites. Finally, when combined with Sage Accpac HRMS, it provides a powerful, reliable, secure, and complete benefits management solution for any mid-sized organization.

From developing innovative products to providing award-winning customer support, Sage Software is dedicated to surpassing expectations in all aspects of our business. Rest assured our software is supported by a nationwide network of certified business partners who are your resource for implementation, training, service, and support. For more information about Sage Accpac HRMS, please contact your local Sage Software business partner, or call us toll-free directly at 800-873-7282. You may also visit our Web site at www.sageaccpac.com.

BENEFITS

Select from an extensive list of benefit plan eligibility criteria, and allow employees to choose only from those plans that are applicable to them based on this criteria.

Employees can update marital status, dependents, dependent status, and more throughout the year as the result of events that impact their benefits.

Easily monitor the progress of employees in the open enrollment process, and send customizable reminder e-mails to employees.

Include URL links to benefit provider Web sites, and post company-specific plan documents for employees to review online.

No employee training required—uses familiar Internet browser technology and easy-to-use wizards to guide employees through the benefits open enrollment process.

During the enrollment process, employees can easily compare current benefit elections with alternative benefit plans.

Sage Accpac HRMS Suite
ZSI/ABC SYSTEMS, INC
 Friday, May 07, 2004
 Welcome, Donald A. Adams
 Check for New Messages

Dependents/Beneficiaries

Employee: Mary Adams

First Name: * Mary
 Middle Initial: M
 Last Name: * Adams
 Type: * Dependent
 Relationship: * Dependent child
 Birth Date: 2/16/1956 (mm/dd/yyyy)
 Age: 48
 SSN: * 287-98-7987 (123-45-6789)
 Gender: Female
 Smoker: ☐ Yes ☒ No
 Address: 1000 Bay View Court
 Apt b4
 City State Zip: San Jose, FL 95010

Dependent Coverage

Plan	Enroll Date
Dental	1/1/2003
Dental 2001	1/1/2001
Dental 2002	1/1/2002

FYI

If you have permission to add/update, enter the dependent's information as necessary. Make sure you **Save** after you make changes and before you select another dependent.

If a change requires approval, you will be notified when it's been approved. Otherwise, the change is effective immediately.

If you see a **Life Events** link below, your administrator has set up life events for your company and you may be able to change benefit elections or beneficiary assignments if you add, edit or remove a dependent. Click the **Life Events** link and, if applicable, select the life event that is the reason for your dependent update.

If you do not have

◀ View Benefits information in the HRMS ESS module.

FEATURES

Flexible Project Creation and Set-Up	Set-up wizards in Benefits Enrollment support multiple open enrollment projects, and guide administrators through the process of setting up benefit plan information, including open enrollment start and end dates, applicable companies, applicable organizational levels, dependent eligibility, and more. During the open enrollment process, employees will only be able to choose from those plans applicable to them, based on the criteria you set up.
Automated Workflows	Save administrative hours with powerful, fully automated workflow capabilities. Keep up to date with all employee selections as they occur instead of waiting to batch update benefit elections. Errors are automatically flagged, allowing administrators to request the employee make the appropriate changes.
Life Events Management	Besides entering annual benefit elections, employees can use Benefits Enrollment as a self-service tool to quickly provide the HR department with life event updates. Employees and managers can add dependents, change marital status, update W-4 elections, change dependent status, and designate dependents as students. These features are available at all times, including during the open enrollment period.
Guided Enrollment Process	Sophisticated tools include step-by-step wizards that pilot employees through benefits enrollment. These wizards can be easily customized to meet the needs of your company's specific open enrollment process. Employees are prompted to choose plans based on automatic eligibility criteria and can even save their progress and return at a later date. When selections are complete, they can authorize changes with digital signatures.
Benefit Plan Integration	Empower employees with instant access to online information, including company-specific plan documents, with a click of a mouse. Links to external Web sites can even be added to for easy access to plan providers and other helpful online information.
Election Comparisons	During the open enrollment process, employees can make informed decisions by comparing the costs and coverage of their current benefit elections with new plan offerings.
Integration to Sage Accpac HRMS	Once approved by the appropriate administrator, changes made to benefit elections during the open enrollment period are automatically updated in Sage Accpac HRMS.
24/7 Access	Benefits Enrollment uses the familiar Microsoft Internet Explorer web browser to have your employees up and running in no time. The user interface requires no training, and 24/7 Web access even provides employees with the flexibility to involve spouses at home in the decision-making process.
Administrator Features	Administrators can easily manage the entire open enrollment process with comprehensive tools. Customize reminder messages for employees who haven't finished enrolling in benefits, easily monitor the progress of each employee, quickly approve or reject benefit selections, and batch update approved benefit plan data changes to Sage Accpac HRMS.



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software
Your business in mind.

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