

Benefit Plan Administration & Communication

Your employees are the single most valuable resource of your company and the best way to retain your current employees and attract high caliber candidates is by offering and properly administering a comprehensive benefits package.

Your **gbac** representative will help you design your employee benefit offering and **gbac HR Consulting** can assist you with the plan administration:

- Track employee eligibility
- Creation of internal plan participant enrollment/waiver forms
- Creation of plan SPD-Summary Plan Description
- Provide newly eligible employees with plan and enrollment materials and track completion
 - SPD – Summary Plan Description
 - SBC – Summary of Benefits and Coverage
 - Benefit Summary
 - Exchange Notification
 - Enrollment forms
- Process new election forms
- Communicate employee share benefit premium deductions to payroll
- Justify monthly carrier invoices
- CMS annual notice and reporting

The way in which employers communicate benefits information to employees has a tremendous impact on how well the programs are understood, utilized and perceived by employees.

Providing your employees with ample informative resources will help better convey your message!