sage HRMS

Sage Employee Self-Service Benefits Enrollment

Helps your employees to choose or change their workplace benefits easily and quickly

Sage Benefits Enrollment takes the powerful benefits management solution of Sage HRMS to the next level by enabling employees to make their own benefit elections through the Internet or Intranet. Not only can you save countless hours and piles of paperwork, but you can increase employee satisfaction by empowering them to be proactive with their decisions. Easy, step-by-step wizards guide administrators through the benefit plan setup process and walk employees through open enrollment. Sage Benefits Enrollment even includes year-round life events management, so employees will find it easy to update information such as marital status, dependents and beneficiaries.

Sage 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 because employees enter their own benefit elections.

Employees can also be more productive as a result of having full and detailed 24/7 access to benefit plans and links to providers who often answer key benefits questions on their websites.

Finally, when combined with Sage HRMS, it provides a powerful, reliable, secure, and complete benefits management solution for any midsized organization that can significantly increase Return On Employee Investment (ROEI).
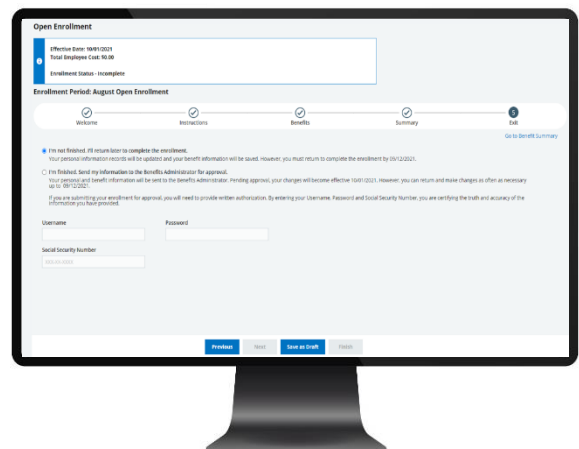
Key Benefits

Providing a generous and competitive benefits package is one-way employers can recruit and keep talented employees and is a significant factor in reducing workforce turnover.

Flexible benefits eligibility criteria
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.

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

Monitor open enrollment progress
Easily monitor the progress of employees in the open enrollment process and send customizable reminder emails to employees.

Benefit plan integration
Include URL links to benefit provider websites and post company-specific plan documents for employees to review online.

Passive open enrollment
Administrators can elect to allow their employees to keep the same benefits from the previous year with only a review of their summary page and a digital signature with the passive open enrollment feature.

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

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

Features

Transform the benefits experience of your employees
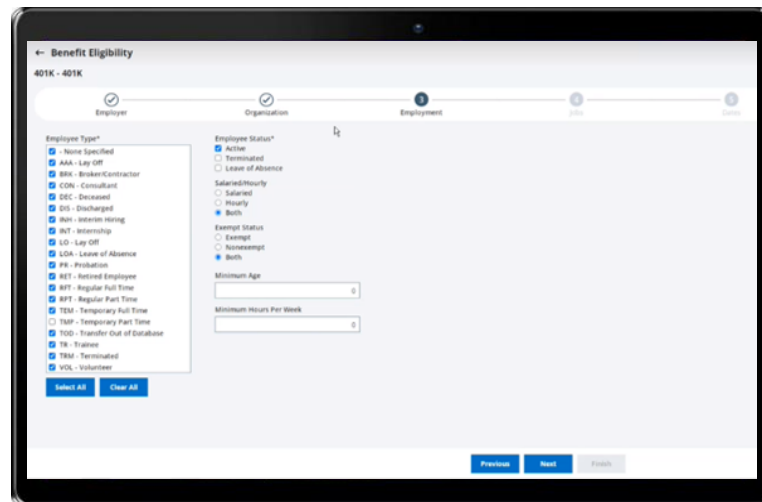
Flexible project creation and setup

Setup wizards in Sage 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 can only choose from those plans applicable to them, based on the criteria you set up.

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.

Life events management

Besides entering annual benefit elections, employees can use Sage Benefits Enrollment as a self-service tool to quickly provide the HR department with life event updates. Employees can add dependents, change marital status, change dependent status, and designate dependents as students. These features are available at all times, including during the open enrollment period.

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 that the employee make the appropriate changes.

3

Benefit plan integration

Empower employees with instant access to online information, including company-specific plan documents, with a click of a mouse. Even links to external websites can be added 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.
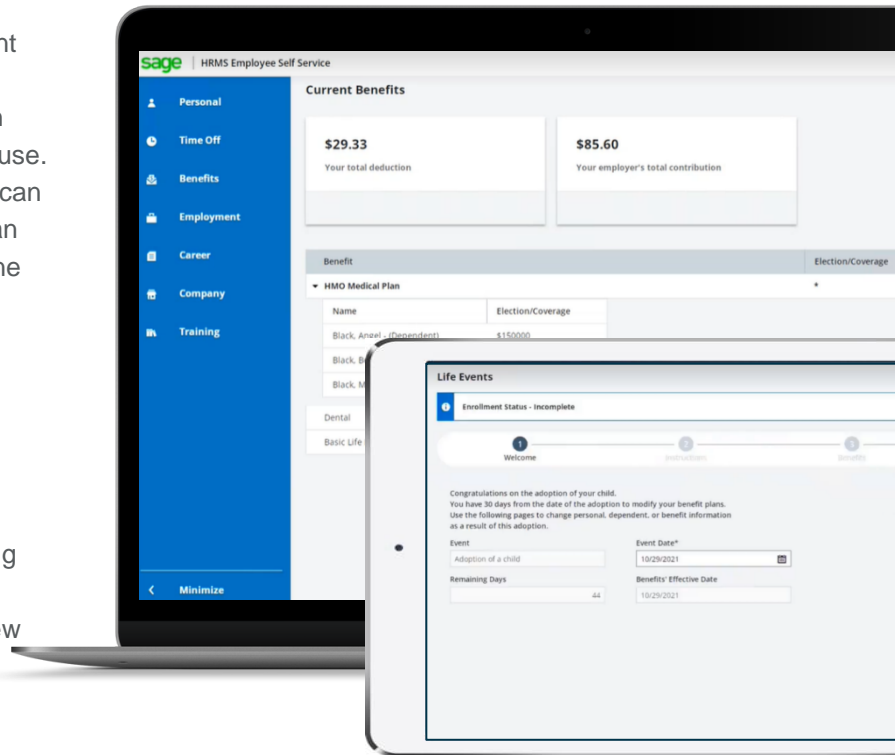
Administrator features

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 HRMS.

Integration to Sage HRMS* & HRMS Payroll

Once approved by the appropriate administrator, changes made to benefit elections during the open enrollment period are automatically updated in Sage HRMS. When also installed with Sage HRMS Payroll, benefit deduction changes are also automatically updated, eliminating hours of duplicate data entry.

* Sage Benefits Enrollment is an optional add-on to Sage Employee Self Service. Sage HRMS is required to use Sage Benefits Enrollment.

For more information

Please speak to your Sage Business Partner or Sage Account Manager

Visit https://www.sage.com/en-us/products/sage-hrms/

Or if you're new to Sage, call us on **1-866-271-6050**