

# ROLE: BENEFITS MANAGER



In some organizations, the HR and Benefits Manager are one in the same. However, as your employee group grows, the Benefits Manager role becomes ever more vital.

The Benefit Manger is usually on the “hot seat” and seldom receives any recognition for a job well done. When you develop a comprehensive benefit program, few employees, if any, thank you for your efforts. However when renewal premiums increase and tough decisions have to be made on which benefits must be reduced or eliminated, you are the one who is the target for criticism.

GenusHR will provide Benefits Managers with a powerful resource to procure an assortment of a first-rate benefit plans and reduce the overall cost of employee benefits. We can develop a class structure that will not only put controls on costs but protect your company from discrimination. Also a rich benefit offering will help the HR Manger to recruit and retain qualified personnel as well as provide an incentive for vertical employee promotion.

Our Benefit Administration Solution includes the administration of health, retirement, life, disability and other ancillary health plans. Our solution includes and is not limited to:

## FEATURED SERVICES FOR BENEFIT MANAGERS

- *Vacation, Sick, and PTO Tracking and Reporting*
- *Benefit Billing & Reconciliation Management*
- *Web Based Open Enrollment Administration*
- *Cobra Administration, Invoicing, and Collection*
- *Procurement and Implementation of Comprehensive Benefit Programs*
- *Data Integration with Insurance Providers*
- *Benefit Compliance & Discrimination Monitoring*
- *Retirement and Pension Administration*
- *Stimulus Package: American Recovery & Reinvestment Act Compliance*
- *Participant Support & Claim Center*
- *Renewal & Competitive Quoting*
- *Participants Manage Benefits via Employee Self Service Suite*
- *Improved Diversity & Quality of Benefit Plans*
- *Increased Employee Recruitment & Retention*
- *Employee Benefit Profile Maintenance: Termination & Dependent Status Changes*
- *Benefit Manual Development*
- *Eligibility Notification (Waiting Periods, Open Enrollment, Promotion, Demotion, Introductory Periods, etc.)*

