

BENEFITS ADMINISTRATION SERVICES OFFERING



Partner with APW to serve as your Outsourced Benefits Administrator

What we can do for you:

- General benefits administration including, but not limited to, open enrollment management, enrollments, terminations, changes, communications, carrier/HRIS updates, reconciliations, recordkeeping, process documentation.
- Provide benefits reports such as the annual census for the benefit broker to submit to carrier(s) in order to effectively quote costs for each plan.
- Act as liaison between company and benefits broker to provide recommendations on benefit plan design and implementation if needed or if suggestions would improve benefits for employees.
- Assist in utilizing technology and automation platforms to streamline administration processes.
- Provide employee support and guidance in regard to utilization of benefits. Provide benefit resources to employees including vendor contact information.
- COBRA administration assistance.
- Assist with compliance management.
- Benefit reconciliation – APW reconciles all invoices directly to most recent payrolls to ensure all new hire and terminations are caught.
- Guidance with compliance, required notices, Summary Plan Descriptions (SPD), and annual notices.
- Employer Recordkeeping Support – Plan documents, employee census data, employee SPD communications, ACA, IRS filings.



With our team approach, you'll have a collective mindset of human resource pros and operations expertise.



You'll never have to worry about being left in the lurch. We'll make sure your needs are covered.



Buy blocks of time for 30-day intervals.

Contact us today at info@austinpeopleworks.com