T. E. B. Benefits Group Inc.

Solving the benefits & HR puzzle

Proposal

County of El Paso Texas

July 26, 2018

Benefits Enrollment
& Administration
System

The next generation of Benefits & HR

T.E.B.'s online enrollment and administration platform eliminates the burden of paper driven enrollments bringing accuracy and efficiency to benefits and HR administration

Features

- Employee & Administrator 24/7 Access
- Employee Personalized Portal
- Employer Administrator Dashboard
- Online Document Upload
- Electronic Reconciliation
- Electronic Carrier Feeds (EDI)
- ACA Tracking & Reporting
- New Employee On-Boarding
- PTO
- Payroll Integration
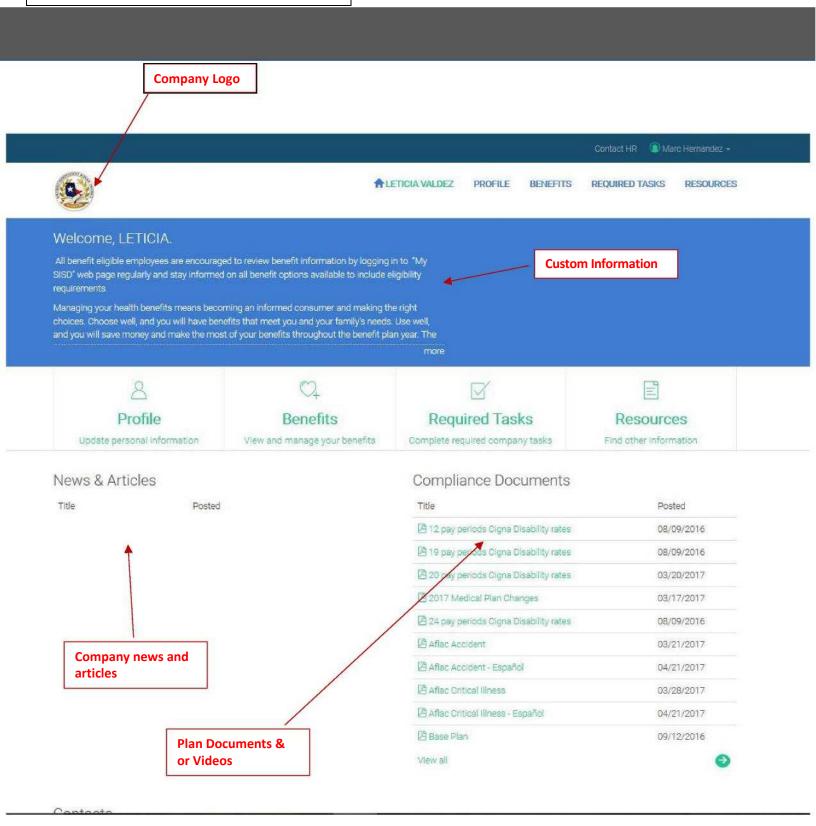- Custom Ad-Hoc Reports
- Benefit Videos
- Benefit Brochures and Plan Description

We pride ourselves in our outstanding customer service. We always strive for our client's satisfaction.

Providing you.................

EXHIBIT B

- Dedicated bilingual Account Representative
- Dedicated Account IT Specialist
- Bilingual employee enrollment personal assistance

Employee 24/7 Portal Home

EXHIBIT B

Company Logo

Contact HR   Marc Hernandez ▾

🏠 LETICIA VALDEZ   PROFILE   BENEFITS   REQUIRED TASKS   RESOURCES

Welcome, LETICIA.

All benefit eligible employees are encouraged to review benefit information by logging in to "My SISD" web page regularly and stay informed on all benefit options available to include eligibility requirements.

Managing your health benefits means becoming an informed consumer and making the right choices. Choose well, and you will have benefits that meet you and your family's needs. Use well, and you will save money and make the most of your benefits throughout the benefit plan year. The

more

Custom Information

Profile
Update personal information

Benefits
View and manage your benefits

Required Tasks
Complete required company tasks

Resources
Find other information

News & Articles

Title	Posted

Company news and articles

Compliance Documents

Title	Posted
📄 12 pay periods Cigna Disability rates	08/09/2016
📄 19 pay periods Cigna Disability rates	08/09/2016
📄 20 pay periods Cigna Disability rates	03/20/2017
📄 2017 Medical Plan Changes	03/17/2017
📄 24 pay periods Cigna Disability rates	08/09/2016
📄 Aflac Accident	03/21/2017
📄 Aflac Accident - Español	04/21/2017
📄 Aflac Critical Illness	03/28/2017
📄 Aflac Critical Illness - Español	04/21/2017
📄 Base Plan	09/12/2016

View all   ➡

Plan Documents & or Videos

Contacts

EXHIBIT B

Employee self-service options

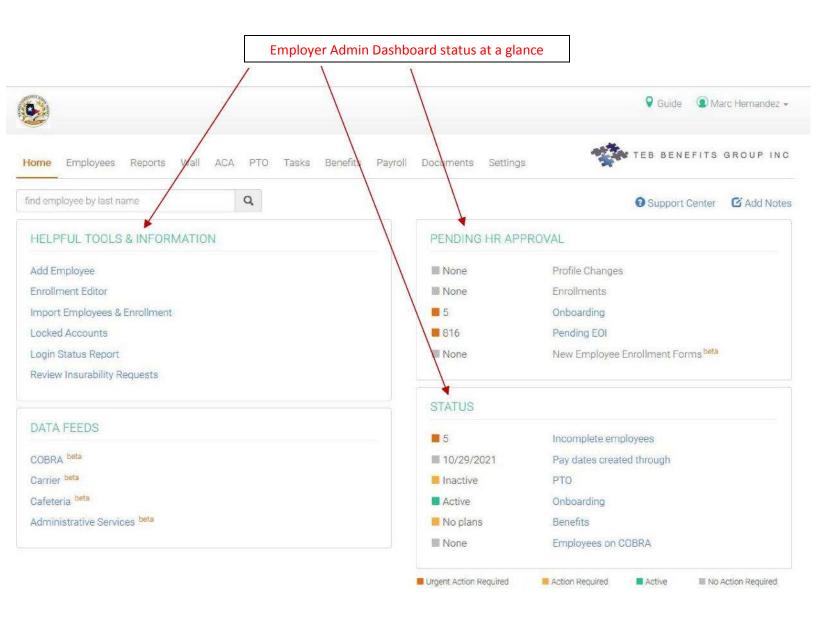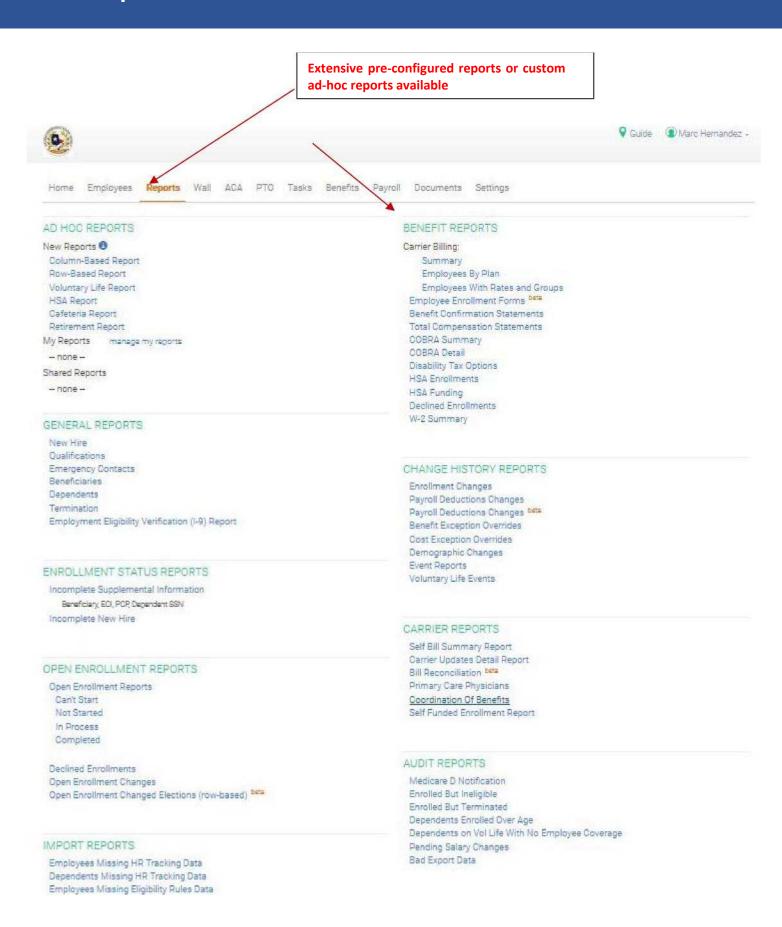Employee access to manage their benefits eliminates HR calls and visits.

....

Employees could

- Enroll during open enrollment period
- Update personal information 24/7
- Request change in family status
- Upload required HR documents
- Request PTO
- View selected benefits
- Download claim forms
- View summary plan descriptions and policies

EXHIBIT B

- Communicate with HR

- Change beneficiaries

EXHIBIT B

Employer Admin Dashboard status at a glance

Guide   Marc Hernandez ▾

Home   Employees   Reports   Wall   ACA   PTO   Tasks   Benefits   Payroll   Documents   Settings

TEB BENEFITS GROUP INC

find employee by last name   🔍

❓ Support Center   ☑ Add Notes

HELPFUL TOOLS & INFORMATION

Add Employee
Enrollment Editor
Import Employees & Enrollment
Locked Accounts
Login Status Report
Review Insurability Requests

PENDING HR APPROVAL

▢ None	Profile Changes
▢ None	Enrollments
▪ 5	Onboarding
▪ 816	Pending EOI
▢ None	New Employee Enrollment Forms beta

DATA FEEDS

COBRA beta
Carrier beta
Cafeteria beta
Administrative Services beta

STATUS

▪ 5	Incomplete employees
▪ 10/29/2021	Pay dates created through
▪ Inactive	PTO
▪ Active	Onboarding
▪ No plans	Benefits
▢ None	Employees on COBRA

▪ Urgent Action Required   ▪ Action Required   ▪ Active   ▪ No Action Required

Reports

Extensive pre-configured reports or custom ad-hoc reports available

Home   Employees   **Reports**   Wall   ACA   PTO   Tasks   Benefits   Payroll   Documents   Settings

AD HOC REPORTS

New Reports
- Column-Based Report
- Row-Based Report
- Voluntary Life Report
- HSA Report
- Cafeteria Report
- Retirement Report

My Reports   manage my reports
- -- none --

Shared Reports
- -- none --

GENERAL REPORTS

- New Hire
- Qualifications
- Emergency Contacts
- Beneficiaries
- Dependents
- Termination
- Employment Eligibility Verification (I-9) Report

ENROLLMENT STATUS REPORTS

- Incomplete Supplemental Information
  - Beneficiary, EOI, PCP, Dependent SSN
- Incomplete New Hire

OPEN ENROLLMENT REPORTS

- Open Enrollment Reports
  - Can't Start
  - Not Started
  - In Process
  - Completed

- Declined Enrollments
- Open Enrollment Changes
- Open Enrollment Changed Elections (row-based) beta

IMPORT REPORTS

- Employees Missing HR Tracking Data
- Dependents Missing HR Tracking Data
- Employees Missing Eligibility Rules Data

BENEFIT REPORTS

Carrier Billing:
- Summary
  - Employees By Plan
  - Employees With Rates and Groups
- Employee Enrollment Forms beta
- Benefit Confirmation Statements
- Total Compensation Statements
- COBRA Summary
- COBRA Detail
- Disability Tax Options
- HSA Enrollments
- HSA Funding
- Declined Enrollments
- W-2 Summary

CHANGE HISTORY REPORTS

- Enrollment Changes
- Payroll Deductions Changes
- Payroll Deductions Changes beta
- Benefit Exception Overrides
- Cost Exception Overrides
- Demographic Changes
- Event Reports
- Voluntary Life Events

CARRIER REPORTS

- Self Bill Summary Report
- Carrier Updates Detail Report
- Bill Reconciliation beta
- Primary Care Physicians
- Coordination Of Benefits
- Self Funded Enrollment Report

AUDIT REPORTS

- Medicare D Notification
- Enrolled But Ineligible
- Enrolled But Terminated
- Dependents Enrolled Over Age
- Dependents on Vol Life With No Employee Coverage
- Pending Salary Changes
- Bad Export Data

System Security

T.E.B.'s Benefits Enrollment and Management system is powered by the Employee Navigator platform so our clients know their valued data is safe and secure.

Certified Data Center Locations

Employee Navigator utilizes Rackspace as a subservice organization that provides datacenter and hardware co-location services for the Employee Navigator platform. The subservice organization provides security and environmental controls for the Employee Navigator platform. These controls include providing security equipment, recording and monitoring physical access to the Employee Navigator platform systems, as well as providing environmental controls including power, cooling, flood control, fire suppression and detection. Rackspace also provides the infrastructure supporting the application layer, including: physical and virtual network, storage, computing, operating system, and managed security services.

SOC2 Type II

In an effort to provide Employee Navigator customers with a high level of comfort regarding the security of the data we are entrusted with, we recently successfully completed our first SOC2 Type II audit. A copy of the report can be provided upon request.

EXHIBIT B

Employee Navigator Platform is HIPPA compliant

Proposal Summary

PEPM Cost $ 2.25