Aldrich BENEFITS LP

ALDRICH BENEFITS + EMPLOYEE NAVIGATOR

What is Employee Navigator?

Employee Navigator is an online benefits administration system which will digitize your paper processes creating a simplified administration process for you in HR, a site that is customizable to your specific wants and needs, and an easy and user friendly experience for your employees.

How much does Employee Navigator cost?

Aldrich Benefits offers Employee Navigator's benefits administration as a solution at no additional cost. There may be a charge for additional modules such as ACA Reporting and PTO Tracking.

HOW CAN EMPLOYEE NAVIGATOR HELP?

There are many uses for Employee Navigator! Here are just some of it's main functions:

Benefit Elections: Employees can use EN to complete their own benefit elections as a new hire, after a Qualifying Life Event, or during your annual open enrollment. No more time wasted on paper enrollment forms and the related back and forth with each insurance carrier!

> *How does that work?* After an employee completes their benefit elections, Aldrich transfers their selections made on EN to each of your insurance carriers! This can be done manually, such as through an online carrier portal, or automatically through file feeds between EN and the carrier.

Onboarding: New hire employees can use EN to complete onboarding tasks such as Address, W-4, Emergency Contacts, Policy Signing, Employee Handbook, etc. Say goodbye to that paper onboarding packet!

Employee Management: HR Users can use EN to upload and maintain documents, input notes on the Employee file, provide mandatory notices electronically, upload and track PTO plans, post resources/contact information/links/news/etc. for employees, and more!

Reporting: HR Users can pull preloaded reports from EN or create and save your own reports with a variety of demographic and enrollment fields.

Payroll Integrations: Connect your payroll vendor's system to EN through an API feed, eliminating the need for double entry in multiple systems. Ask us if your payroll vendor offers integration with EN!

COBRA Integrations: Connect your COBRA administrator's system to EN through a file feed, taking the burden of double entry in multiple systems off your plate. Ask us if your COBRA administrator offers integration with EN!