THE*benefits*HUB

4.4 Release Notes

MGM BENEFITS GROUP

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Enhanced Reporting Framework

We have implemented the framework for more efficient reporting capabilities. There are several new reports slated to be implemented by the end of June 2011 including the Monthly Billing Report, Skyward and RSCCC / TxEIS Payroll files. We will provide more details with each report release.

New Administrator Dashboard Icon

This new icon provides company and broker users with additional tools to administer needed changes, view export information, view release notes and manage logins.

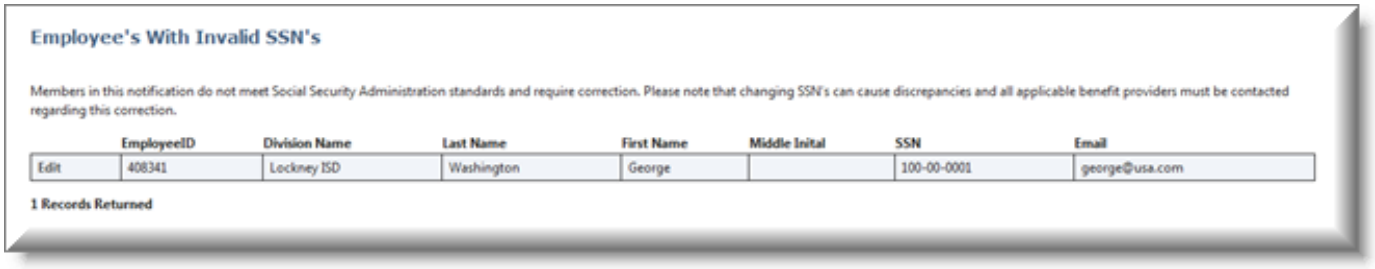
The dashboard menu contains 4 new items:

Ineligible Member Notification System (IMNS)
EDI / File Viewer
Release Notes
Login Statistics

Ineligible Member Notification System (IMNS)

This is a new tool which pinpoints action items for the company administrator. These notifications help the administrator foresee events and potential issues that could cause discrepancies with benefit providers. Administrators should review this feature frequently to ensure accurate employee information is maintained in **THE*benefits*HUB**.

The system will be released with the following notifications with more implemented by the end of June 2011:



Employee's With Invalid SSN's

Members in this notification do not meet Social Security Administration standards and require correction. Please note that changing SSN's can cause discrepancies and all applicable benefit providers must be contacted regarding this correction.

	EmployeeID	Division Name	Last Name	First Name	Middle Inital	SSN	Email
Edit	408341	Lockney ISD	Washington	George		100-00-0001	george@usa.com

1 Records Returned

Members with Invalid SSN's

Members in this notification do not meet Social Security Administration standards and require correction. Please note: changing SSN's can cause discrepancies and all applicable benefit providers must be contacted regarding this correction.

Employees Missing Pay Frequency

A pay frequency must be designated for listed employees or premiums will display inaccurately. The employee's pay frequency can be set on the Employee Payroll screen under Employee Administration icon. Please note: it is important to re-save this screen to apply the displayed pay frequency.

Inactive Employees with Future Elections

Employees listed are no longer active and have elections effective greater than 3 months from their inactivation date. Election termination dates should be confirmed or corrected on the Terminate Plan Elections screen under the Benefit Plan Information icon.

Employees Not Elected in Core Benefits

Employees in this notification are not enrolled in a required plan. Elect coverage on the applicable Benefit Election screens under the Benefit Plan Information icon.

Exported Employees with Missing Addresses

Benefit providers require address information on EDI file transmissions. Without complete address information entire EDI files may be rejected. Enter address information on the Employee Profile screen under the Employee Information icon.

18 Month COBRA Notification

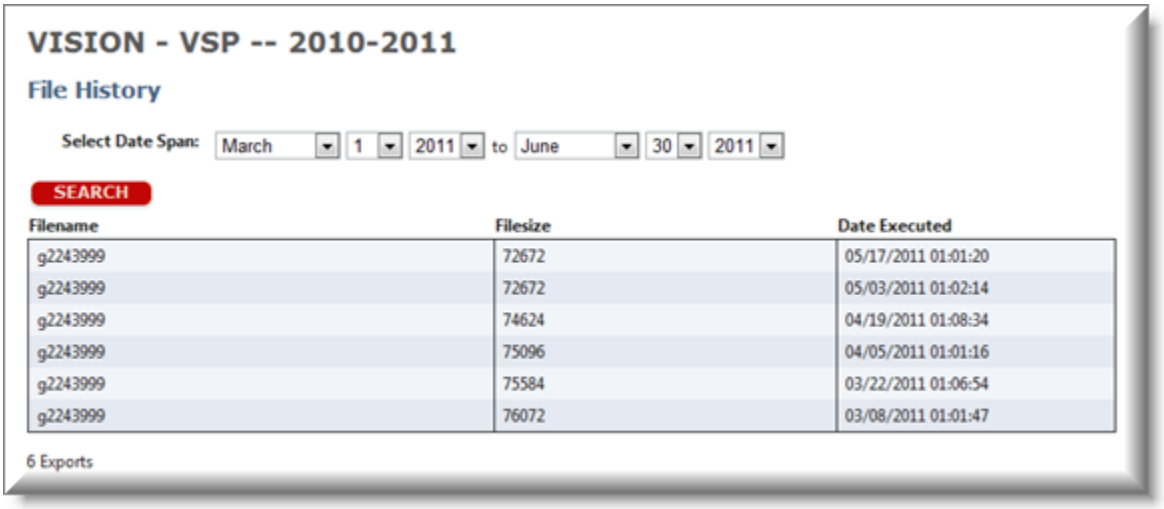
Employees in this notification have active COBRA elections exceeding 18 months. Election termination dates should be confirmed or corrected on the Terminate Plan Elections screen under the Benefit Plan Information icon.

These notifications can be individually enabled or disabled per administrator request. Only employees associated to divisions in which the administrator has rights will be listed on IMNS notifications.

EDI / File Viewer

This new feature allows the viewing of scheduled exports. By default the viewer displays active and future scheduled events. Exports having a future start date will be designated as "Not Started".

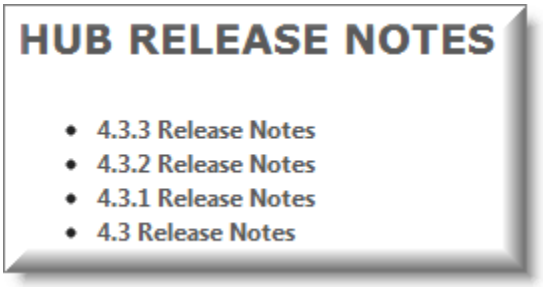
By clicking an event name, you can view successful file delivery information:



Please contact an Account Representative with **THE*benefits*HUB** for more assistance regarding file content.

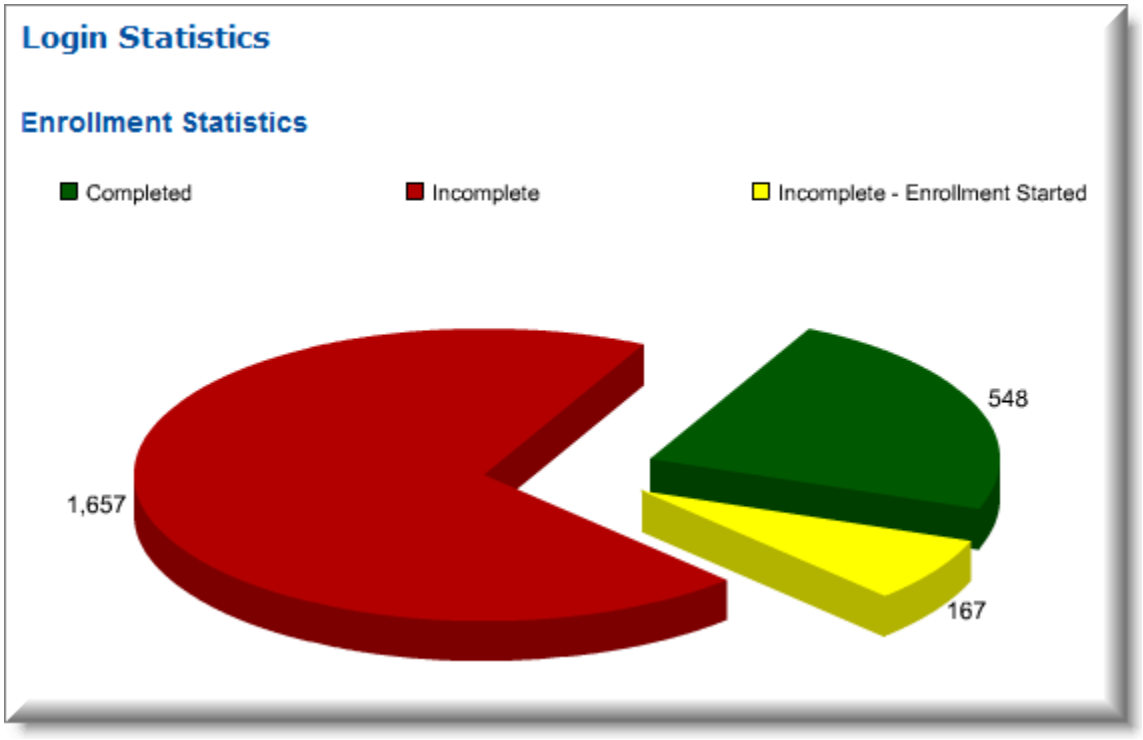
Release Notes

This feature contains current and previous release notes. Click the applicable link to view a "PDF" version of the Release Notes.

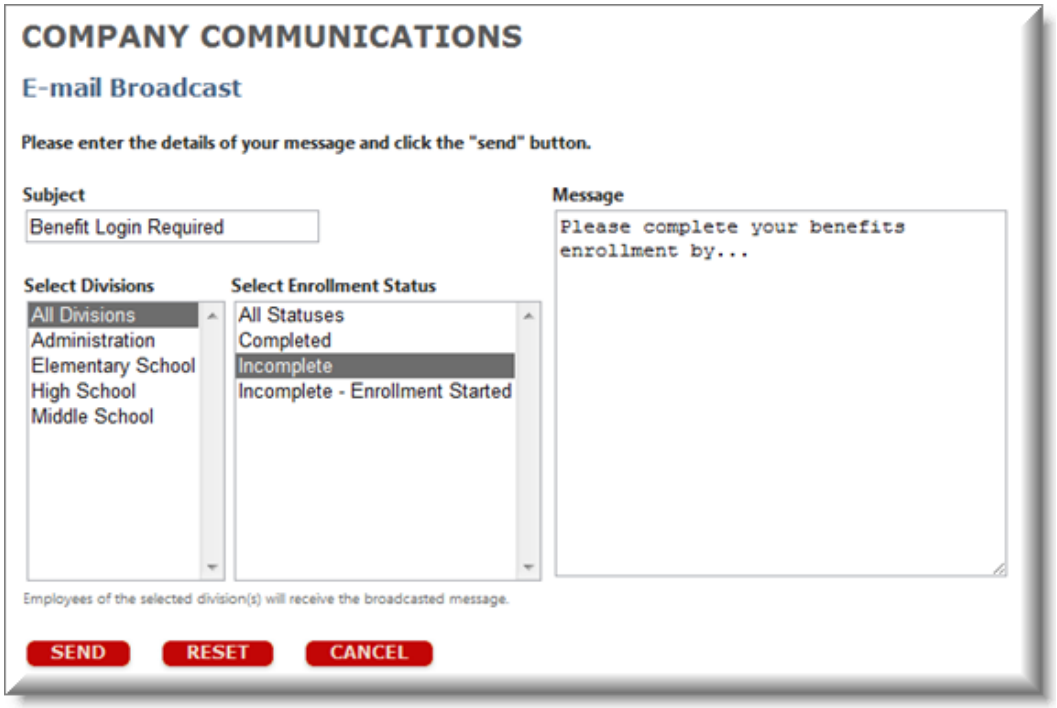


Login Statistics

This chart provides a quick view of enrollment statistics based on the employee login status.

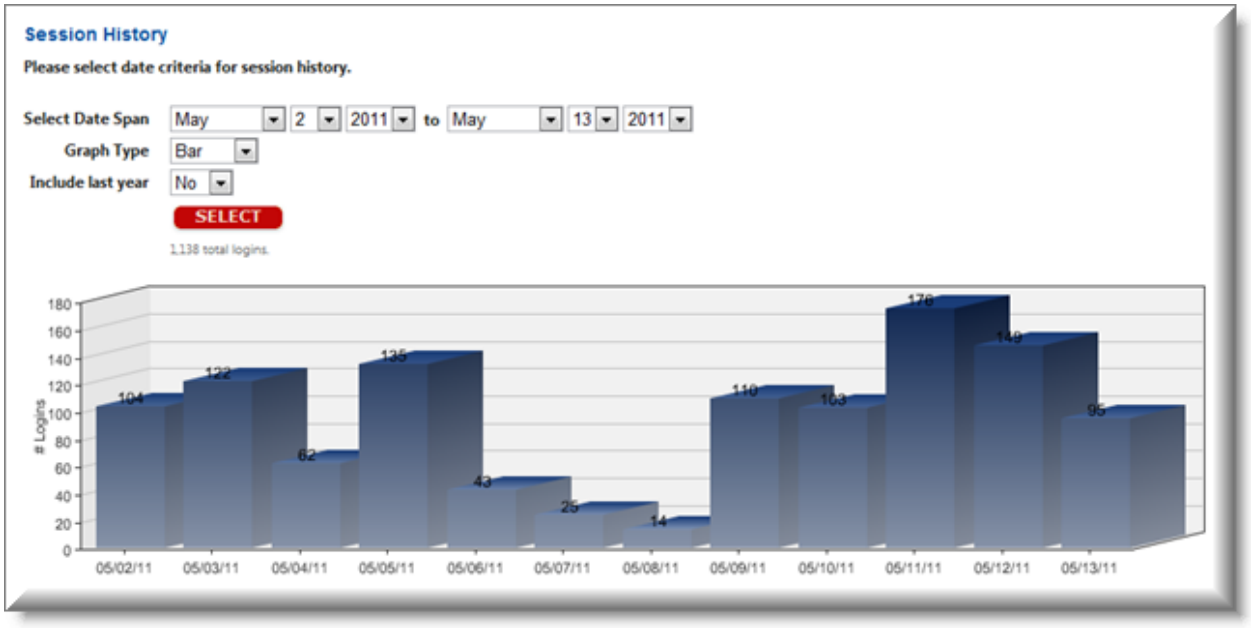


By clicking on a section of the pie chart, the email broadcast system can be used to email the employees within that status.



Login Statistics (cont'd)

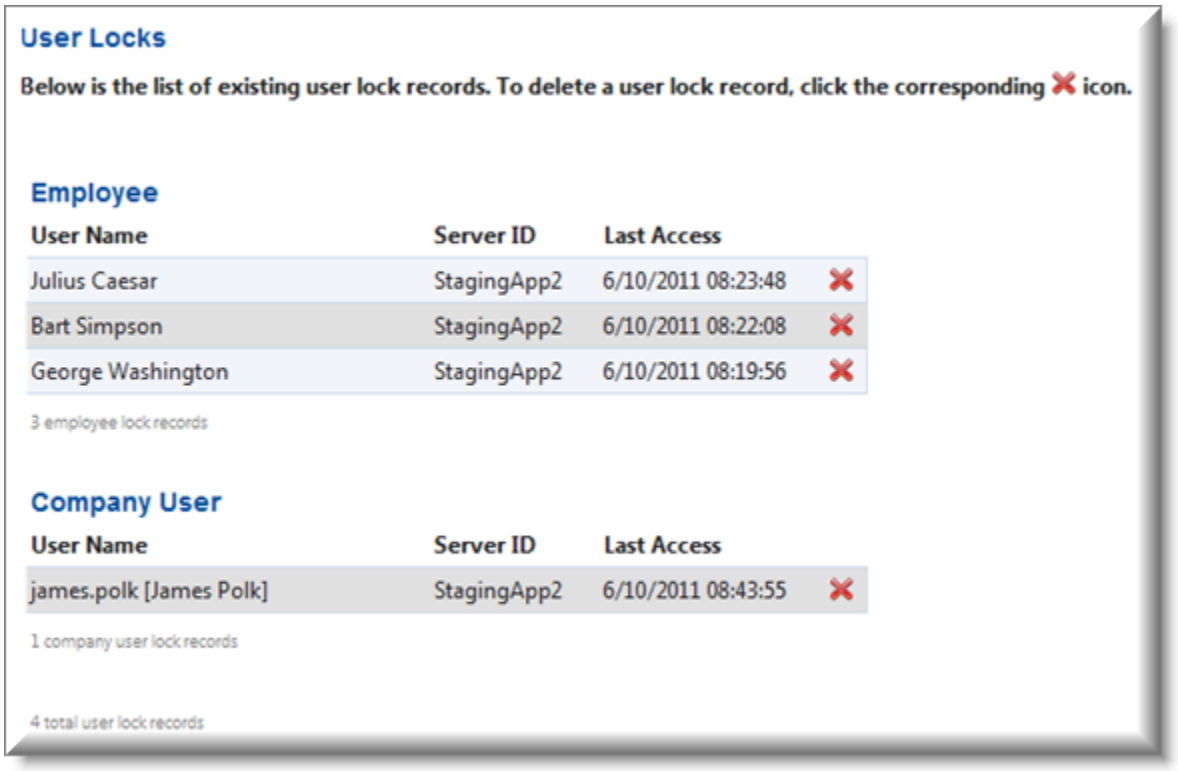
The Session History displays various graph types summarizing daily login counts over a selected date span.



Login Statistics (cont'd)

This section displays all users currently logged in to the company.

User Locks are created when a user is logged into **THE***benefits***HUB** thus preventing multiple logins from the same user. When a user fails to logout, the user lock will prevent them from logging back into **THE***benefits***HUB**. The user lock can be deleted by clicking the ✘ next to the corresponding user. When a user lock is deleted a record of this action will be logged in the user's history file.

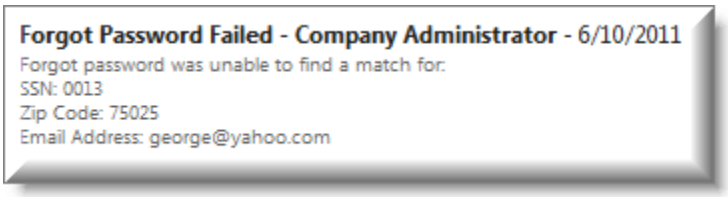


Only users associated to divisions in which the administrator has rights to will be seen in the User Lock area.

Forgot Password History Logging

When an employee user utilizes the Forgot Password feature and a match is found, a record of this action will be recorded in the employee's History File under the Employee Information icon.

When a match is not found, a record of the failed reset will be recorded in the company's History File under the Company Administration icon.

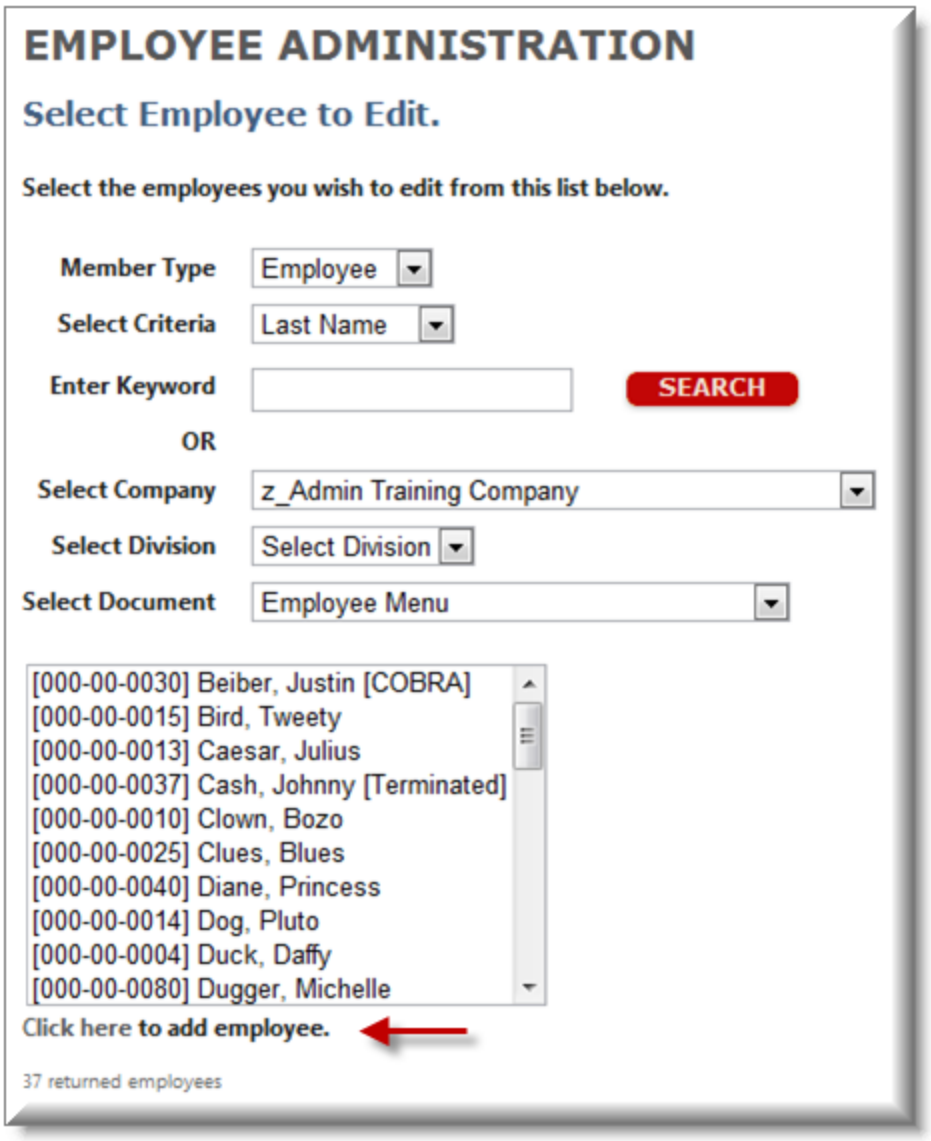


Set Login Status / Password History Logging

When the Login Status feature is used a record will be recorded in the company's History File under the Company Administration icon. This is viewable only by System Level users.

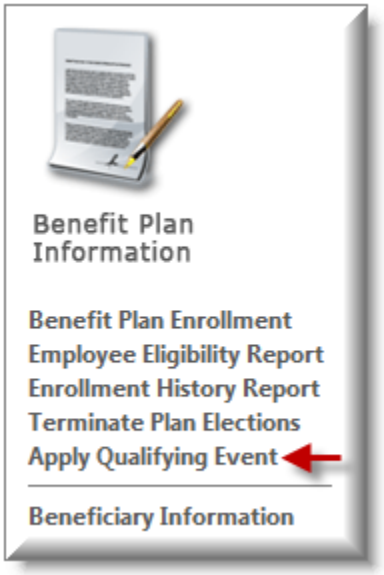
Add EE link on Edit Employee Screen

A link to the Add Employee screen has been added below the select box on the Edit Employee screen under the Employee Administration icon.



Apply Employee Qualifying Event Display

This link will now only appear when applicable.



Employee Status Change Alert

A warning message will appear when an employee status is changed from an “Active” status to a status that requires the employee to be terminated prior to the status change.

Conclusion

For questions or comments, please feel free to contact an Account Representative with **THE***benefits***HUB**.

Our team at MGM Benefits Group is continuing to work diligently to resolve issues promptly. We strive to make handling the benefits of your employees the easiest and most efficient experience possible. Your feedback has been critical in upgrading **THE***benefits***HUB** and we encourage you to continue to bring us suggestions on how we can improve the system.