

THE*benefits*HUB

4.4 Release Notes



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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 **THEbenefitsHUB**.

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 Initial	SSN
Edit	408341	Lockney ISD	Washington	George		100-00-0001
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Employees listed are no longer active and have elections effective greater than 3 months from their inactivation date.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”.

SCHEDULED EVENTS

Exports

☐ Show Inactive

APL - Cancer - 2011-2012	Not Started
ID WatchDog -- 2010-2011	
Payroll - Skyward 2010-2011	Ends 08/31/2011
Vision - VSP -- 2010-2011	
VLTD - Unum Select (SA) - 2010-2011	

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

VISION - VSP -- 2010-2011

File History

Select Date Span: March 1 2011 to June 30 2011

SEARCH

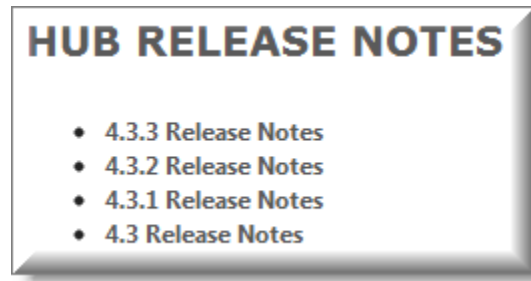
Filename	Filesize	Date Executed
g2243999	72672	05/17/2011 01:01:20
g2243999	72672	05/03/2011 01:02:14
g2243999	74624	04/19/2011 01:08:34
g2243999	75096	04/05/2011 01:01:16
g2243999	75584	03/22/2011 01:06:54
g2243999	76072	03/08/2011 01:01:47

6 Exports

Please contact an Account Representative with **THEbenefitsHUB** for more assistance regarding file content.

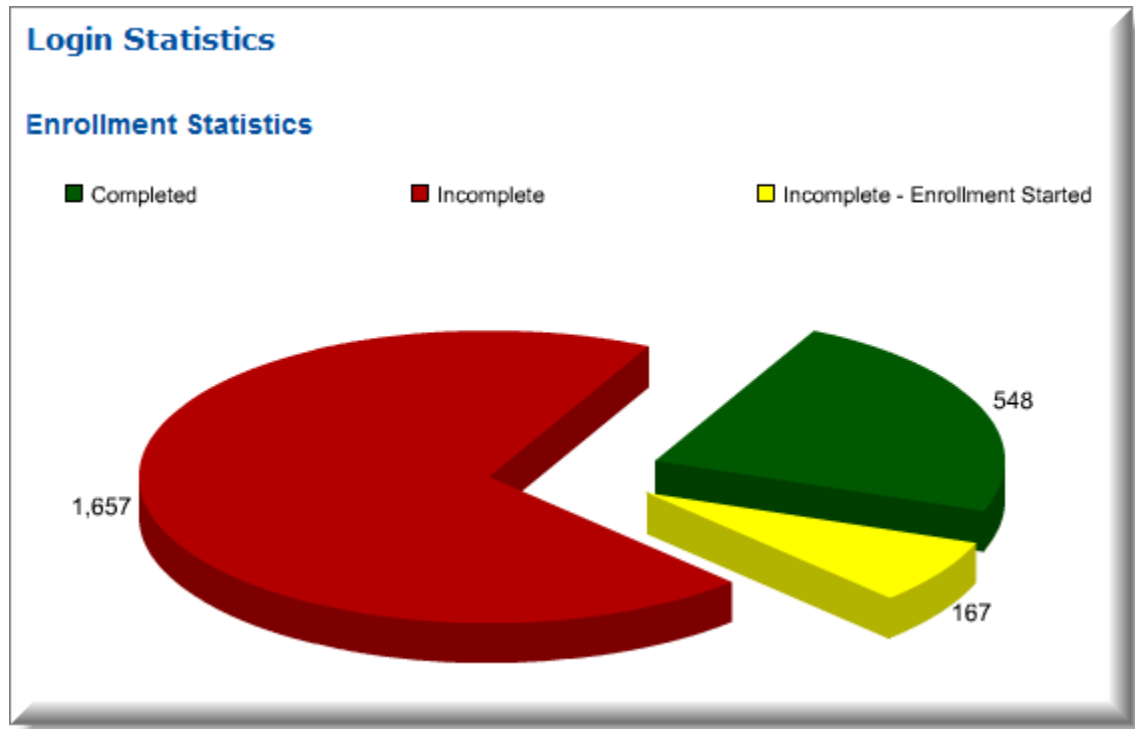
Release Notes

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.

COMPANY COMMUNICATIONS

E-mail Broadcast

Please enter the details of your message and click the "send" button.

Subject
Benefit Login Required

Message
Please complete your benefits enrollment by...

Select Divisions

- All Divisions
- Administration
- Elementary School
- High School
- Middle School

Select Enrollment Status

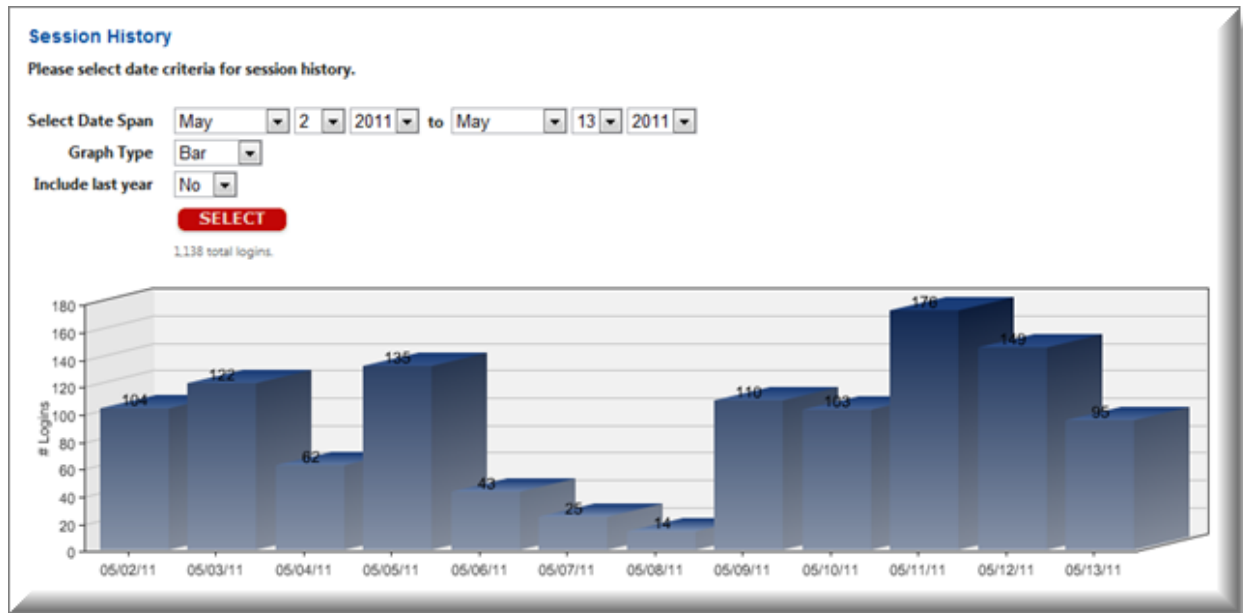
- All Statuses
- Completed
- Incomplete
- Incomplete - Enrollment Started

Employees of the selected division(s) will receive the broadcasted message.

SEND **RESET** **CANCEL**

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 **THEbenefitsHUB** thus preventing multiple logins from the same user. When a user fails to logout, the user lock will prevent them from logging back into **THEbenefitsHUB**. 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.

User Locks

Below is the list of existing user lock records. To delete a user lock record, click the corresponding **✖** icon.

Employee

User Name	Server ID	Last Access	
Julius Caesar	StagingApp2	6/10/2011 08:23:48	✖
Bart Simpson	StagingApp2	6/10/2011 08:22:08	✖
George Washington	StagingApp2	6/10/2011 08:19:56	✖

3 employee lock records

Company User

User Name	Server ID	Last Access	
james.polk [James Polk]	StagingApp2	6/10/2011 08:43:55	✖

1 company user lock records

4 total user lock records

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

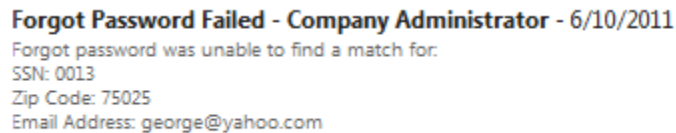
Forgot Password History Logging

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.



Password Reset - 6/10/2011
Password was reset using Forgot Login page and was emailed to george@usa.com

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.



Forgot Password Failed - Company Administrator - 6/10/2011
Forgot password was unable to find a match for:
SSN: 0013
Zip Code: 75025
Email Address: george@yahoo.com

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.

EMPLOYEE ADMINISTRATION

Select Employee to Edit.

Select the employees you wish to edit from this list below.

Member Type: Employee

Select Criteria: Last Name

Enter Keyword: **SEARCH**

OR

Select Company: z_Admin Training Company

Select Division: Select Division

Select Document: Employee Menu

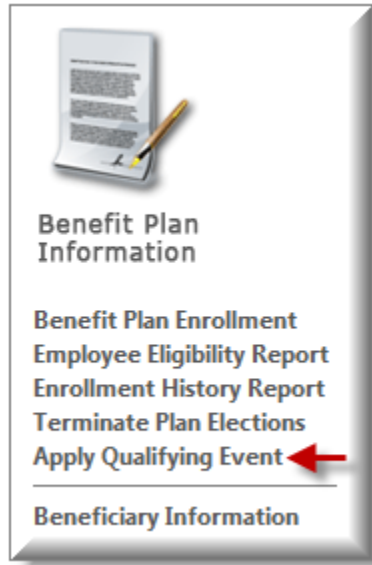
[000-00-0030] Beiber, Justin [COBRA]
[000-00-0015] Bird, Tweety
[000-00-0013] Caesar, Julius
[000-00-0037] Cash, Johnny [Terminated]
[000-00-0010] Clown, Bozo
[000-00-0025] Clues, Blues
[000-00-0040] Diane, Princess
[000-00-0014] Dog, Pluto
[000-00-0004] Duck, Daffy
[000-00-0080] Dugger, Michelle

Click here to add employee.

37 returned employees

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.