THE*benefits*HUB

4.5.0 Release Notes

Contents

EDI File Viewer

The EDI File Viewer under the Administrator Dashboard has been improved. The displayed information is now more helpful and easy to understand. We have added a delivery schedule calendar that shows all dates the selected export is set to deliver.

- Dates highlighted green indicate the first scheduled date
- Dates highlighted red indicate the last scheduled date
- Dates highlighted blue are regular scheduled delivery dates

Due to HIPAA regulations, it is not possible to view whole file contents through the EDI File Viewer.   File details or redacted copies can be provided upon request.

Pending EOI Screen

We have enhanced the pending Evidence of Insurability (EOI) screen for Co-Operatives. The page will now indicate the employee's division. The Employees will also be grouped by their division, minimizing the time it takes to process EOIs.

Email Broadcast System

The format and appearance of all emails generated by the system has been updated.
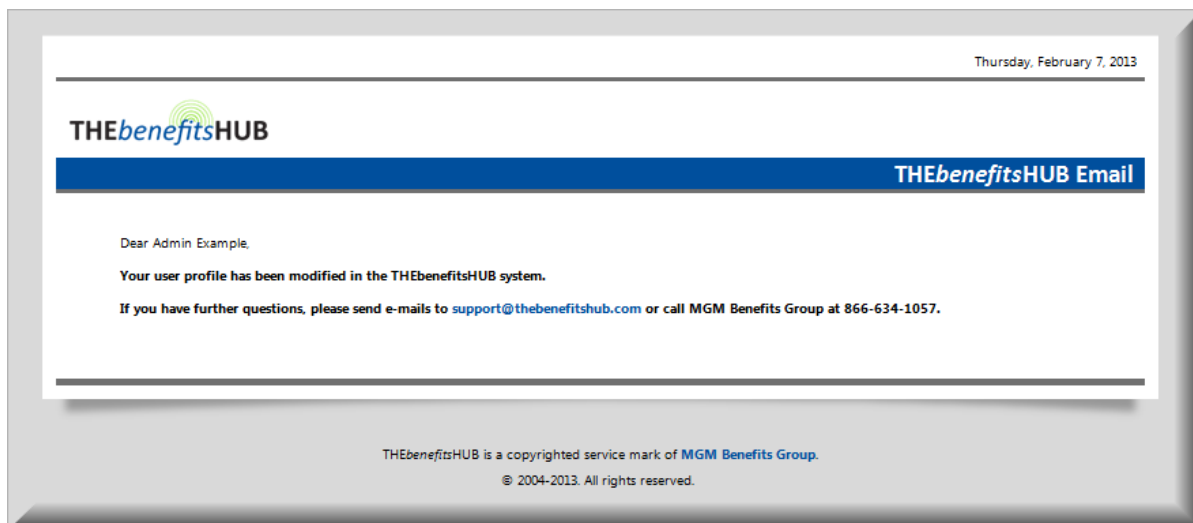
Consolidated Enrollment Form Enhancements

We have made some exciting enhancements to the Consolidated Enrollment Form (CEF). Enhancements include:

Enrollment Completion

When an employee reaches the CEF they are now finished with their enrollment and are automatically set to an enrollment status of Complete. This eliminates the need for the `Finished` button.   A PDF copy of the CEF will then be generated and stored in the File Cabinet.

File Cabinet

The File Cabinet stores all of an employee's saved CEFs from their enrollments. These forms will be available to administrators and employees for viewing at any time and will include any completed forms from this release forward. A link to the File Cabinet can be found under the Benefit Plan Information icon.
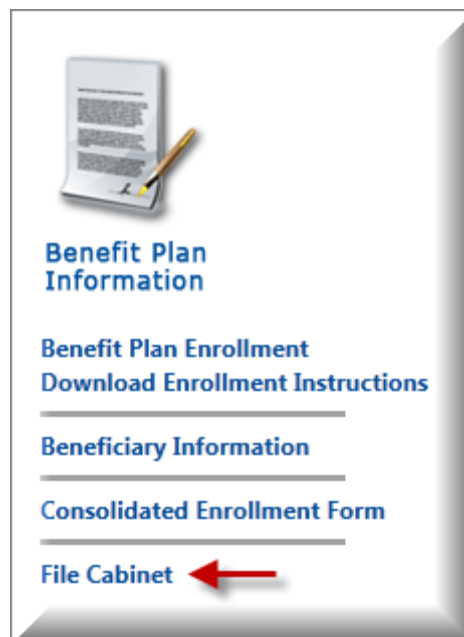
Email

The employee or administrator will now be able to email the employee's CEF to the employee. This email contains a link to log back into **THE**_benefits_**HUB**. Once the employee logs in, they will be taken directly to the File Cabinet where the CEF can be downloaded.   This provides an employee with secure, HIPAA compliant, access to their benefit elections as opposed to sending an unsecure email.

Beneficiary Display

The beneficiary designations on the CEF now display accurately.

Acceptance and Signature

We have added the ability to independently show or hide the acceptance and signature sections of the CEF.

Consolidated Enrollment Form Link

The CEF link will now display for the administrator regardless of the login status of the employee. This will allow the administrator to view the CEF at any time without setting the employee to a Complete status.

Employee Enrollment Enhancements

We have implemented many enhancements to improve the employee enrollment experience. Below are the items that have been updated:

Employee and Dependent Demographic Fields

We have reduced the unnecessary and unused fields to enhance the employee enrollment experience. These fields can be turned back on upon request.

Pay Frequencies

We have added a 19 Annual Pay Dates option to the Pay Frequency on the employee payroll screen.

Effective Date of Change

The employee will no longer be required to enter the effective date of change during their enrollment. This will save time and prevent confusion for all employees.

Gender Selection

Enhancements have been added to prevent errors when selecting dependent gender.

Dependent Information Validation

The system will now identify if a dependent is missing demographic information.

Dependent Deletion

This feature is no longer available. Dependents entered in error can reviewed and deleted upon request.

Inactive Dependents

Inactive dependents are now listed in a separate section below the current dependent section. Clicking the [view] or [hide] link will expand this section and all inactive dependents will be listed. The employee portal is defaulted to the Hide state. Employees can click the [view] or [hide] link to view their inactive dependents. If the employee needs to change the status of an inactive dependent, they need to contact their benefits administrator to apply this change.
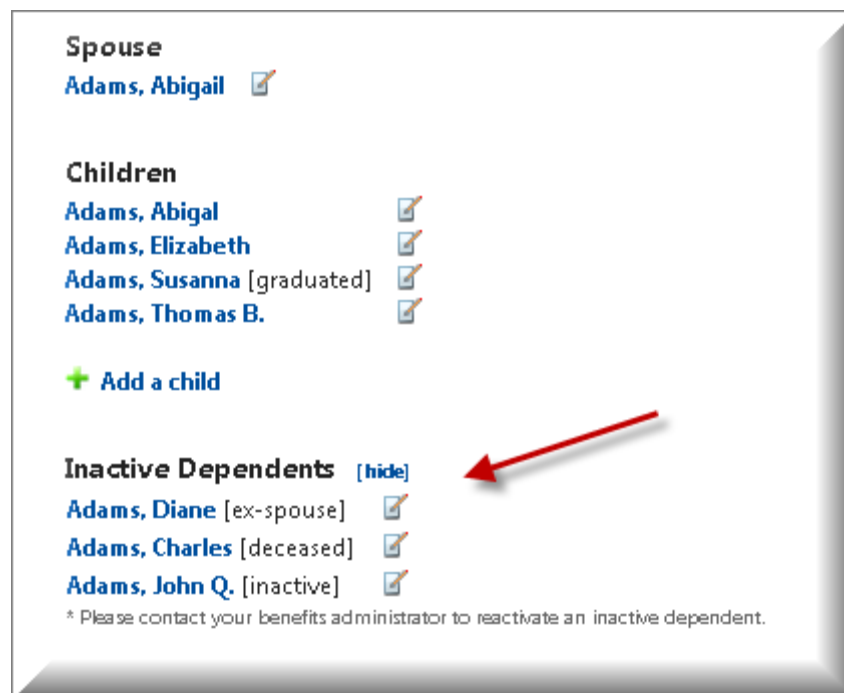
The administrator portal is defaulted to the View state. Administrators will have the option to Hide the inactive dependents.

Logout Redirect

When an employee logs out of the system it will now return to the main login page that contains the username, password formats, and the login video.

Beneficiary Designations

The wording on the Beneficiary Information screen has been updated. This should reduce confusion in applying beneficiary designations.

Change of SSN

When an administrator makes a change to an employee social security number they are alerted with a pop-up box warning prior to saving the new social security number.
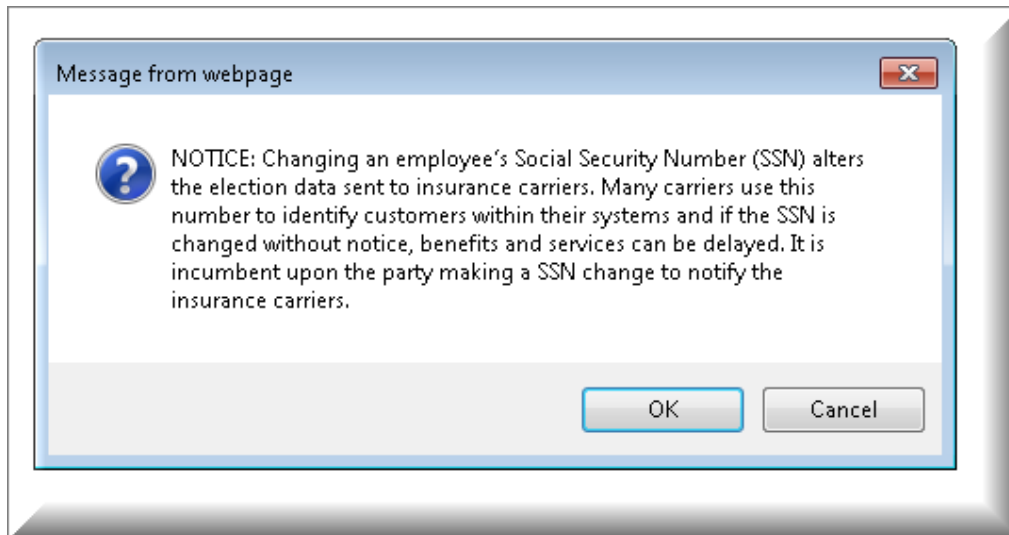
Password Generation and Reset

The logic that is used to create and reset employee passwords has been updated. This update should rectify the problems some employees had logging into the system.

Set Login Status

This feature has been disabled. Mass changes to employee enrollment status can be applied upon request.

Conclusion

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

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