

# SOP

## EMPLOYEE BENEFITS ENROLLMENT

- Once emp is hired calendar enrollment date



- 30 days prior to enrollment eligibility, provide plan enrollment information, and review with employee



- When employee returns documentation, send enrollment info to carrier



- Based on enrollment choices, determine employee monthly and per pay period costs  
*Note: determine if imputed income applies*
- Send deduction info to payroll



- Audit monthly invoice to ensure employee is properly enrolled