

Creating a Healthy Benefits Strategy with ADP TotalSource® Strategic Support



A more human resource.™

Here's how we'll build it together

Every great partnership starts with a plan – and that is exactly what ADP TotalSource® provides to you as our client. We will walk you through a proven process to help you identify your business issues and employee expectations, and then develop the right benefits and communication program for your business. It's that simple.

Our process allows you to be the expert on your business's needs, and your ADP TotalSource Human Resource Business Partner (HRBP) to be the expert on benefits strategy development and execution.

Over the next several months, you and your ADP TotalSource HRBP will walk through this plan together.

Empowering Your Business

September 2016

- **For You: The Organizational Fitness Survey.** Your first opportunity to complete the Organizational Fitness Survey, which provides valuable information to help align your benefits to your business strategy and preferences.
- **For Employees: The Employee Benefits Satisfaction Survey.** In the Organizational Fitness Survey, you had the opportunity to opt-in to the Employee Benefits Satisfaction Survey, which your employees complete.

What if you missed these survey opportunities? Don't worry, there will be another opportunity in January for you and your employees to complete the Organizational Fitness and Employee Benefits Satisfaction surveys.

October 2016 – January 2017

- **Employee Benefits Satisfaction Survey.** If you opted in to the survey in September, your employees can complete it in October. The survey (which is provided at no additional cost for you as a client) is just 10 questions and gives you an understanding of what your employees like about your current program, as well as areas of opportunity.
- **Pre-Open Enrollment Strategy Consultation.** In this virtual or in-person strategic session, we'll discuss trends for 2017 and begin gathering information about your business's performance and challenges in 2016, as well as your outlook for 2017 and beyond. We'll also discuss what you can do now to prepare for the simplest, most effective Benefits Enrollment Consultation in spring 2017.

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November 2016 – February 2017

- **Prepare for Your Benefits Enrollment Consultation.** You can prepare for this upcoming meeting by reviewing timely content on this site. Articles and other information provide insights on benefit trends, legislation, and attracting and retaining employees.
- **Employees Opt In for Personalized, Electronic Enrollment Communication.** Your worksite employees can opt-in to receive ongoing electronic enrollment communications in February. These state-of-the-art enrollment communications are designed to meet the busy lifestyles of employees – they're short and engaging, and help worksite employees understand their benefit options.
- **Catch Up on the Surveys.** If you missed the opportunity to take part in the Organizational Fitness Survey and the Employee Benefits Satisfaction Survey, you and your employees can participate in January. There is still time to gather this great data before your consultation.

March – April 2017

- **Benefits Enrollment Consultation.** This meeting is when our strategic preparation comes together. With external trends information, ADP TotalSource's data-driven insights and your company's own survey responses, we'll be well positioned to help you efficiently make benefits decisions that match your strategy, budget and unique workforce needs.
- **Open Enrollment for Worksite Employees.** Once your benefits elections are complete, enrollment is in the hands of your employees. With ADP TotalSource, your employees will receive attention-getting communication that includes:
 - **Personalized enrollment videos.** Employees who share an email address with us won't have to search for their enrollment deadlines or benefits options. Instead, we'll email them links to short, individualized videos with Open Enrollment highlights. We'll also deliver email reminders during Open Enrollment, if needed, so employees don't miss out.
 - **Open Enrollment meetings that are to the point.** Our Open Enrollment meetings are short and focused, providing a quick summary of your workplace employees' choices. This approach creates meetings that are efficient and effective.

Once they're engaged and educated, employees can enroll on My TotalSource® and can call the Employee Service Center for help if they need assistance.

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June 2017

- **June 1, 2017: Benefits Plan Year Begins.** Once employees' elections are in, we'll follow up in two ways:
 - 1) **With you.** We'll summarize worksite employees' elections and any changes to your benefits contributions.
 - 2) **With employees.** Now that employees have chosen their plans, we'll help them use their benefits well. We'll make sure they know where to go for help – the Employee Service Center, their carriers and other resources.

Throughout this season, your ADP TotalSource HRBP will walk you through this strategic partnership plan. Together, we'll build a 2017–2018 benefits strategy that helps ensure your organization's readiness for the coming year.