

# CoSource BenAdmin, powered by bswift



## Benefits Enrollment and HR Made Simple.

### Award Winning Benefit Information System

- Recently ranked as the #1 Employee Benefit Information System by Business Insurance Magazine
- Robust functionality for employers, employees, and carriers
- Fully automated system streamlines inefficient manual and paper process
- Easy-to-use employee self-service, transaction management, relevant information for all benefit plans in one place, reports, proactive alerts, and much more.



### Enrollment and Employee Self-Service

CoSource BenAdmin, powered by bswift's award-winning enrollment system, offers a wide range of options that can be tailored to fit all of your needs:

- Open, new hire, life event and special (individual) enrollments;
- Enforces all applicable rules;
- Administrators and employees cannot make mistakes;
- Eligibility effective dates and premium bills are accurate.

#### Enrollment options include:

- Administrator-only or employee self-service enrollments.
- Passive, semi-passive and active enrollments.
- Enrollment for only one benefit plan or for each and every benefit plan offered to an employee.
- Over 140 benefit plan types
- Benefits information all on one page or expanded content available to the employee during enrollment (at the "point of purchase")
- Side-by-side plan comparisons that include "drill down" information.
- Overage dependent notifications, status change alerts, emails to employees who have not completed enrollment.
- Web links, FAQ's, documents, glossary, online question submissions and more.

#### Employee Self-Service tools include:

- Address changes
- Emergency contacts
- Payroll tax withholding
- Direct deposit information
- Benefit enrollments
- Change dependents and beneficiaries
- Total compensation statements
- Onboarding
- Vacation/PTO requests and tracking
- Updating resumes/skills
- A Spanish version
- And more...

### Human Resources

- Integrated Employee Information Management
- Applicant Tracking
- Asset / Property Tracking
- Company Library / Portal
- Education / Skills Tracking
- Employee Communications
- Employee Portal
- Employee Self-Service
- HR Compliance / Legislation
- HR Software and Tools / HRIS / HRMS
- HRO: HR Outsourcing
- Leave Administration
- Onboarding
- Performance Appraisals
- Reporting
- Surveys
- Time and Attendance
- Vacation / Time Off Tracking

## About bswift

bswift offers software and services that streamline all aspects of HR, benefits and payroll administration. Currently, more than 3,500 employers utilize bswift's Web-based, state-of-the-art technology to significantly reduce administrative costs and time-consuming paperwork, making life easier for HR staff and employees alike. **The bswift system was ranked #1 Benefit Information System by Business Insurance Magazine for two years in a row (2007-2008).**

## How It Works:

### The HR Manager:

- Directs employees to a self-service enrollment Website
- Generates online standard and custom reports

### The Employee:

- Enters demographic information
- Views side-by-side benefit plan comparisons
- Easily accesses answers to all benefits questions
- Enrolls in benefits online

### The System:

- Electronically transmits election data to carriers and payroll/HRIS/ERP systems
- Provides online access to provider directories and plan documents
- Generates a confirmation statement for each employee
- Answers subsequent benefits questions online

In addition to employee self-service on the system, CoSource BenAdmin, powered by bswift, also provides a standard pre-populated printable enrollment paper form customized to the individual employee, including currently elected and available benefits, with individual-specific costs. Administrators can easily input employees' elections from the paper form into an employee profile and still take advantage of the electronic vendor feeds and powerful reporting tools.