

To: Board of Education

From: David Cunningham, director, human resources & legal services, ext. 4937
Anna Stubblefield, director, human resources, ext. 1760

Re: Implementation of Employee Online Benefit Enrollment

Date: January 21, 2016

Background:

The FIS (Sungard/Bplus) Administrative Software was authorized in December 2007. The district implemented the Finance module in January 2009 and the Human Resources/Payroll module in March 2011.

As part of the Human Resources/Payroll software, various modules are being utilized including Employee Online, Sub-Tracker, Recruitment, Position Control, Workflow and Credentials. We are now prepared to enhance Employee Online by implementing Online Benefit Enrollment for medical, dental, vision and voluntary benefits as we continue full integration of the administrative software.

Rationale:

The district currently uses an outside vendor to administer benefits online enrollment, incurring an annual expense. By implementing BusinessPlus Online Benefit Enrollment, the district will realize some ongoing savings and gain efficiencies in processing the benefit data ensuring employees have timely access to district paid and voluntary benefits. The benefits of having an integrated Online Benefit Enrollment system include:

- One-Click Benefit Confirmation
 - Easier, streamlined process for continuation of existing benefits
 - Maintains ability to review every detail if desired
- All (mid-year as well as open enrollment) benefit election processes would be online/electronic
 - No more new hire enrollment packets with several confusing forms
 - Fewer paper forms for qualifying events
 - Greater control of deadlines/proof of enrollment completion
- Allows more flexibility with open enrollment dates – less time needed for testing, transmittal to and from third-party vendor
- Data management
 - In house, as opposed to outside
 - File loads – minimizes times we upload/download files for open enrollment
 - Electronic file transfers throughout the year
 - Manual adds to vendor web portal eliminated improving accuracy and improving efficiency
 - Improved invoice reconciliation
- Consistent with district-wide effort to go paperless
- Continues board goal of integrating software

Recommendation:

Staff recommends that the board fund the proposed integration of the FIS (Sungard/Bplus) Online Benefit Enrollment in an amount not to exceed \$50,485. Since this system directly impacts district paid and voluntary benefits, the funding source for payment of this is our Health Care Reserve Fund.

Motion:

"I move the Board of Education approve the implementation of the FIS (Sungard/Bplus) Online Benefit Enrollment at a cost not to exceed \$50,485 to be paid from the Health Care Reserve Fund."