

Benefits | Training

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This training provides an introduction to Benefits in Work.

About this Training

Led by an HR Consultant

Approximately 1 hour long

Audience is Admins who will be responsible for employee benefits and open enrollment

Topics Covered

- Employee Benefit Plan Management
- Benefit Profile / Override Effective Dating
- Benefit Reporting
- Open Enrollment (if applicable)
- Qualifying Life Change Events
- New Hire Benefit Enrollment

Read these topics...

- [Adding a Benefit for an Employee](#)
 - [Adding a Dependent to an Existing Employee Benefit Plan](#)
 - [Adding Dependents, Beneficiaries, and Emergency Contacts](#)
 - [Transferring an Employee to Another EIN](#)
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