BN.01 – Elect Benefits

Benefits

Benefits Processing

Employee Hire or Assignment Change

Create Employee Demographic File for Fidelity Interface

Fidelity Employee Demographic Interface

A

Create Employee Demographic File for MetLife Interface

MetLife Employee Demographic Interface

C

- Auto and Home Insurance

Create Employee Demographic File for Health and Wellness Interface

Health and Wellness Employee Demographic Interface

D

Create Employee Demographic File for BE Interface

BE Employee Demographic Interface

Automatic file upload runs to Oracle HCM

Receive Vanderbilt Payroll file from BE

End

E

X

Manually upload files to Oracle HCM

Receive eligibility, enrollment, and retro files

Benefits Express (BE)

Assign Benefits Eligibility to employee and create enrollment windows

- Metlife, Unum, Aetna, Navitus, Cigna, Blue Cross, Superior Vision

Submit elections to plan carriers if necessary

D

Notify Employee of Self-Service enrollment opportunity

Record Elections

Manage One Time Premium Adjustments (BN.08)

End

Submit Vanderbilt Payroll file to Benefits Processing

E

Plan Carrier

Plan carrier(s) receives files

D

- Metlife, Unum, Aetna, Navitus, Cigna, Blue Cross, Superior Vision, and VUMC (GFTG, OCC Health, etc.)

End

Plan Carrier records reception and determination of documentation when needed

Plan Specific Documentation Received from Employee

Third party receives "purchased plan" and submits to Benefits Processing

Submits determination to BE

Benefits Administration

Z

Notify BE of receipt of documentation

Employee

Employee Has Life Event

Log into BE Self-Service or the HR home page within enrollment window

- Window begins latter of hire effective date or entered date

Submit Elections

No

- LTD Prior Certification
- Marriage Certificate

Employee purchases third party insurance

C

Dep/Benef to Enroll?

Yes

No

Z

Submit required generic documentation to Benefits Administration

Yes

Generic doc. required?

No

Enroll Dependents and/or Designate Beneficiaries

Review Eligible Plans and Make Plan Selections

Plan-specific doc. required?

Yes

Submit Plan-Specific Required Documentation to Unum/MetLife

- Evidence of Insurability
- Statement of Health

Log into Fidelity Self-Service

Review Eligible Plans and Make Voluntary Plan Selections

Designate Beneficiaries

Submit Elections

Fidelity

Assign Retirement Eligibility to Employee and Open Self-Service Access

A

X

Send mandatory eligibility and voluntary enrollment files to Benefits Processing

Record Elections

Send Enrollment Confirmation to Employee

End