



Let's Have a Chat Talking Benefits



Group Administration Overview

As the plan administrator for your group, there are a number of things you need to know and do. This list is a summary only of the more day-to-day tasks. Please refer to the plan administrator's checklist guide for a more comprehensive look at the scope of duties involved.

New employees:

On the first day of full-time employment, as stipulated by the benefit contract—regardless of waiting period—the enrolment form(s) should be completed and submitted to the benefit provider. Retain the original, ink signed copy in the employee's file. Once the employee fulfills the waiting period they will be automatically added for coverage. If they do not last the waiting period, notify the representative and that employee will be terminated by date of termination and no premium applied.

Waiving the waiting period:

Contractual waiting periods can either be fulfilled from date of hire or waived in full. An in-between period CANNOT be chosen. It is either one or the other.

If waiving the waiting period, a cover letter stating the intention needs to accompany the enrolment form and sent to the insurance carrier/benefit provider. This needs to be on a letterhead and signed.

Employee changes:

All employee changes must be submitted within 31-days of the change. This can include, but is not limited to, salary, marital status, adding a child or spouse, or removing dependents, change in beneficiary nomination, changes in spousal benefits, etc.

Terminating employees:

All benefits cease the last day of employment. Benefits are not carried through to the end of the month or beyond if that employee is not actively at work—unless there is an approved severance package applied. Severance must be approved ahead of time and does not include coverage for Life or Disability.

Should you have any questions or concerns, please call,

A handwritten signature in black ink that reads 'Lori Power'. The signature is written in a cursive, flowing style.

Lori Power, GBA
Group Benefit Specialist

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Please consult legal and accounting advice directly.