

Compliance Source
Your Complete HR Solution
BHINI – New Orleans, LA
February 15, 2016



Agenda

- ▶ *Who are we*
- ▶ *Built for Benefits*
- ▶ *Enrollment Platform*
- ▶ *HR Employer Reports*
- ▶ *Eligible Benefits*
- ▶ *Onboarding*
- ▶ *HR360*
- ▶ *ACA*
- ▶ *Mobile Features*
- ▶ *Package Options*
- ▶ *Payroll vs Software vs CSI*

- ▶ *Founded in 2009*
- ▶ *CSI was started to help companies navigate the Affordable Care Act*
- ▶ *We provide compliance services, audits, broker support, IRS filing and consultation with the ACA*
- ▶ *Located in St. Louis, Missouri*
- ▶ *Work with Attorneys, CPA's, Brokers & Clients throughout the Midwest*

Our System is Built for Benefits

- ▶ *For Human Resources*
 - ▶ *Improves communication*
 - ▶ *Gain instant access to your data*
 - ▶ *Streamlines benefit shopping experience*
 - ▶ *Modernizes employee management*
- ▶ *For Employees*
 - ▶ *Easy access to HR information*
 - ▶ *On-the go mobile access*
 - ▶ *Paperless onboarding*
- ▶ *Complies with Affordable Care Act (ACA)*
- ▶ *Data Collection for 1094/1095 Reporting*
 - ▶ *Track and categorize your employees*
 - ▶ *Import health plan enrollment data*
 - ▶ *Calculate affordability and monthly FTE*



paperless



efficient



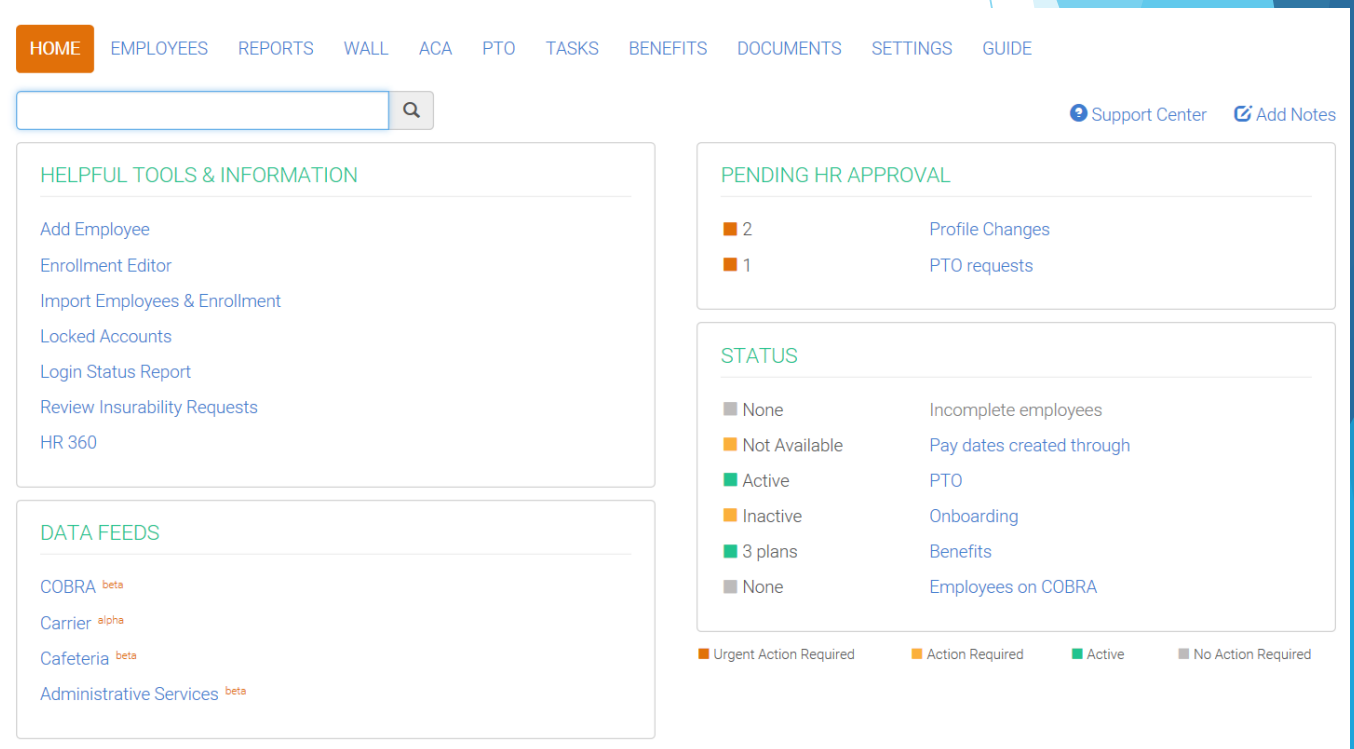
accessible

Enrollment Platform

- Easy access to employee data
- Track Enrollments/Waivers
- Calculate payroll deductions
- Paid Time Off tracking
- One click COBRA notifications
- Approve qualifying events
- Updates Carriers

HR Home Screen

- Search Employees
- Approve Pending Requests
- Status Updates



The screenshot displays the HR Home Screen of the CSI Enrollment Platform. The interface features a top navigation bar with links: HOME, EMPLOYEES, REPORTS, WALL, ACA, PTO, TASKS, BENEFITS, DOCUMENTS, SETTINGS, and GUIDE. A search bar is located below the navigation bar. The main content area is divided into three sections:

- HELPFUL TOOLS & INFORMATION:**
 - Add Employee
 - Enrollment Editor
 - Import Employees & Enrollment
 - Locked Accounts
 - Login Status Report
 - Review Insurability Requests
 - HR 360
- PENDING HR APPROVAL:**
 - 2 Profile Changes
 - 1 PTO requests
- STATUS:**
 - None: Incomplete employees
 - Not Available: Pay dates created through PTO
 - Active: Onboarding
 - Inactive: Benefits
 - 3 plans: Employees on COBRA
 - None: Employees on COBRA

A legend at the bottom indicates the status of actions required: Urgent Action Required (orange square), Action Required (yellow square), Active (green square), and No Action Required (grey square).

HR HOME SCREEN

- HOME
- EMPLOYEES
- REPORTS
- WALL
- ACA
- PTO
- TASKS
- BENEFITS
- DOCUMENTS
- SETTINGS
- GUIDE

Search Employees

Q

Support Center Add Notes

HELPFUL TOOLS & INFORMATION

- Add Employee
- Enrollment Editor
- Import Employees & Enrollment
- Locked Accounts
- Login Status Report
- Review Insurability Requests
- HR 360

DATA FEEDS

- COBRA beta
- Carrier alpha
- Cafeteria beta
- Administrative Services beta

PENDING HR APPROVAL

- 2 Profile Changes
- 1 PTO requests

STATUS

- None Incomplete employees
- Not Available Pay dates created through
- Active PTO
- Inactive Onboarding
- 3 plans Benefits
- None Employees on COBRA

Urgent Action Required Action Required Active No Action Required



Approve pending requests

Status Updates

HR Employer Reporting

Standard & Custom Reports are available:

- HSA Funding Report
- COBRA Report
- Beneficiary Report
- Enrollment Status Report
- Medicare Eligible Report – Part D Notice
- Dependent Age 26 Report
- Birthday report- 64½ & 25 ½

60+ Reports to choose from +
Exponential Custom Reports

Additional Reports

- | | |
|---|---------------------------|
| • New Hire | • Enrollment Cost |
| • Qualifications | • Total Compensation |
| • Emergency Contacts | • Self Bill Summary |
| • Dependents | • Carrier Updates |
| • Termination | • Primary Care Physicians |
| • Employment Eligibility Verification (I-9) | • Payroll Deductions |
| • Voluntary Life Events | • Retirement |
| | • Employees by Plan |
| | • W-2 Summary |

EXAMPLE REPORTS

New Event Report

12/29/2015

Run »

Back to Reports Menu

Print Excel Save Modify

New Event Report

	SSN	Last Name	First Name	Event	Details	Date	Who
Detail	6322	Simms	Doug	Employee Is Newly Eligible	Newly eligible window has opened with these plans: [Life Insurance 15-16 (PlanId: 5665)]	01/14/2016	Kaitlin Moore
Detail	0093	MacKenzie	Katie	Employee Is Newly Eligible	Newly eligible window has opened with these plans: [Life Insurance 15-16 (PlanId: 5665)]	01/14/2016	Kaitlin Moore
Detail	0900	Burghoff	Mark	Employee Is Newly Eligible	Newly eligible window has opened with these plans: [Life Insurance 15-16 (PlanId: 5665)]	01/14/2016	Kaitlin Moore

Carrier Billing Summary

Back to Reports Menu

Carrier

Guardian

01/28/2016

Generate

- ☒ Class
- ☐ Department
- ☐ Business Unit
- ☐ Division
- ☐ Office

Print Excel PDF

Plan Name	Grouping	Class	Rate	Lives	Amount	Premium
Group Life and AD&D		Default	0.150	2	\$164,000.00	\$24.60
Group Life and AD&D		salaried	0.150	1	\$56,000.00	\$8.40
Short Term Disability		Default	0.000	2	\$500.00	\$0.00
Short Term Disability		salaried	0.000	1	\$250.00	\$0.00
Long Term Disability		Default	0.330	2	\$8,200.00	\$45.11
Long Term Disability		salaried	0.330	1	\$2,800.00	\$15.40

Records: 6

EXAMPLE REPORTS

Carrier Updates Detail - Events (12/29/2014 - 01/28/2016)

- [view](#) Devereau, Timothy - 302-98-1175
- [view](#) Fox, John - 001-00-0005
- [view](#) Giantony, Jason - 502-12-1234
- [view](#) Johnson, Dave - 500-12-1212
- [view](#) Livingston, Stuart - 561-92-1322
- [view](#) MCcolgan, Jane - 400-12-5555
- [view](#) Pentek, Kristen - 777-77-4545
- [view](#) Sampson, Pete - 988-45-2158
- [view](#) Schroeder, Mary - 265-89-4451
- [view](#) Tillmann, Robin - 985-33-2267
- [view](#) Winston, Lee - 999-98-5654

Open Enrollment Report

Open Enrollment Effective 

Select A Report:

- Employees Can't Start 3
- Employees Not Started 3
- Employees In Process 3
- Employees Completed 7

Healthcare Spending Account Enrollment Report

[Back to Reports Menu](#)

[Prior](#) [Active](#) [Open](#) [All](#)

[Print](#) [Excel](#) [PDF](#)

SSN	First Name	Last Name	Start Date	End Date	Employee Per Pay Contributor	Employee Yearly Contributor	Start Date	End Date	Employer Per Pay Contributor	Employer Yearly Contributor
302-98-1175	Timothy	Devereau	10/01/2015		\$65.00	\$1,625.00	10/01/2015		\$0.00	\$0.00
500-12-1212	Dave	Johnson	10/01/2015		\$125.00	\$3,125.00	10/01/2015		\$0.00	\$0.00
561-92-1322	Stuart	Livingston	11/01/2015		\$20.00	\$460.00	11/01/2015		\$19.92	\$458.33
400-12-5555	Jane	MCcolgan	10/01/2015		\$10.00	\$250.00	10/01/2015		\$20.00	\$500.00
988-45-2158	Pete	Sampson	10/01/2015		\$255.00	\$6,375.00	10/01/2015		\$0.00	\$0.00
265-89-4451	Mary	Schroeder	10/01/2015		\$100.00	\$2,500.00	10/01/2015		\$0.00	\$0.00
999-98-5654	Lee	Winston	10/01/2015		\$25.00	\$625.00	10/01/2015		\$0.00	\$0.00

Records: 7

HR REPORTS

HOME EMPLOYEES **REPORTS** WALL ACA PTO TASKS BENEFITS DOCUMENTS SETTINGS GUIDE

Custom
Report
Options

AD HOC REPORTS

New Reports ⓘ

Column-Based Report
Row-Based Report
Voluntary Life Report
HSA Report
Cafeteria Report
Payroll Deductions Report
Retirement Report

My Reports manage my reports

-- none --

Shared Reports

-- none --

General
Employee
Reports

GENERAL REPORTS

New Hire
Qualifications
Emergency Contacts
Beneficiaries
Dependents
Termination
Employment Eligibility Verification (I-9) Report

ENROLLMENT STATUS REPORTS

Incomplete Supplemental Information

BENEFIT REPORTS

Carrier Billing:

Summary
Employees By Plan
Employees With Rates and Groups

Enrollment Cost:

replaced by Carrier Billing
Enrollment Cost (All Plans)
Enrollment Cost Summary
Enrollment Cost Detail
Benefit Confirmation Statements
Total Compensation Statements
COBRA Summary
COBRA Detail
Disability Tax Options
Declined Enrollments
W-2 Summary

Benefits
Reports

COBRA
Reports

CHANGE HISTORY REPORTS

Enrollment Changes
Payroll Deductions Changes
Payroll Deductions Changes beta
Benefit Exception Overrides
Cost Exception Overrides
Demographic Changes
Event Reports

Eligible Benefits

- ▶ Medical
- ▶ Dental
- ▶ Vision
- ▶ Life/A&D
- ▶ Voluntary Life
- ▶ Short/Long Term Disability
- ▶ Critical Illness
- ▶ Telemedicine
- ▶ Wellness
- ▶ Identity Protection
- ▶ Legal
- ▶ Laboratory Services
- ▶ 401K
- ▶ Permanent Life Insurance

Supplemental

- ▶ Retirement
- ▶ 529 College Savings Program
- ▶ Executive
- ▶ Gym Membership
- ▶ Travel Assistance
- ▶ Tuition Reimbursement
- ▶ Worksite
- ▶ Other

Onboarding

- ▶ **Employee Verification/Sign Off**
- ▶ Go paperless!
- ▶ Enter employee information
 - ▶ Address, Email, Etc.
- ▶ I-9 and W-2/W-4
- ▶ Electronic Signatures/Consent
- ▶ Orientation
- ▶ Company Policies & Procedures
- ▶ Safety and Training
- ▶ State Withholding Form
- ▶ Self Identification (EEOC)
- ▶ CEO Message
- ▶ Confidentiality Agreement
- ▶ Exchange Notice
- ▶ Employee Handbook
- ▶ Approve Tasks
- ▶ Send Reminders

Onboarding

HOME EMPLOYEES REPORTS WALL ACA PTO **TASKS** BENEFITS DOCUMENTS SETTINGS GUIDE

TOOLS ▼

Dashboard
Send Reminders / List Incomplete
Approve Tasks
Manage Employee
Bulk Assign
Task Report

ONBOARDING TASKS ▼

→ Getting Started

Orientation
Company Policies and Procedures
Safety and Training

CUSTOM TASKS ▼

[add a new one](#)

Getting Started

Please turn on the tasks you would like to enable for Getting Started

Tasks

☐ Off	Welcome	customize
☐ Off	Electronic Signature and Consent	customize
☐ Off	Address	customize
☐ Off	Form I-9, Employment Eligibility Verification	customize
☐ Off	Form W-4, Employee's Withholding	customize
☐ Off	State Withholding Form	customize
☐ Off	Emergency Contacts	customize
☐ Off	Self Identification (EEOC)	customize

Employee
Information

Orientation,
Policies & Procedures,
Safety & Training

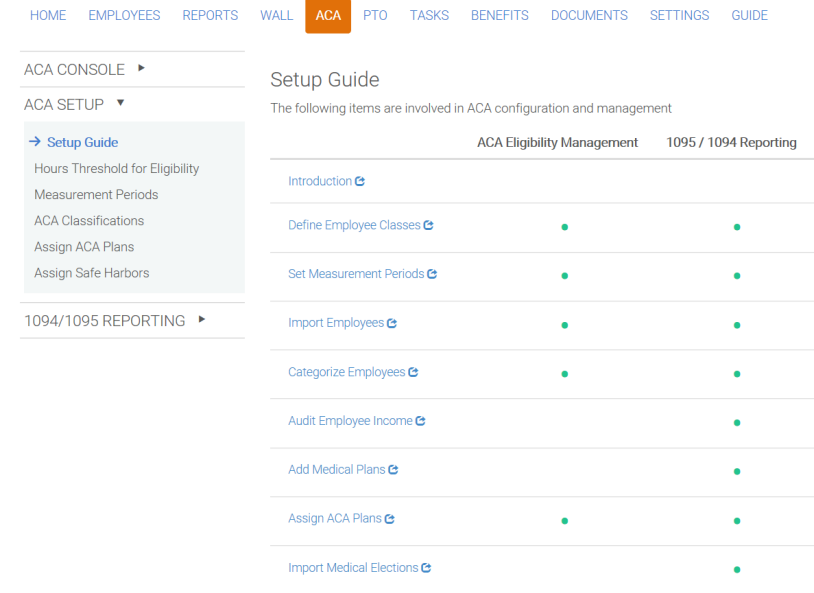
HR360 – Your Compliance Edge

- ▶ www.Hr360.com
- ▶ HR Training
- ▶ Salary Benchmarking
- ▶ Sample Job Description Builder
- ▶ Performance Review Builder
- ▶ Multi-State Law Comparison Tool
- ▶ Health Care Reform Updates
- ▶ HR News Alerts
- ▶ Recruiting & Hiring
- ▶ Discipline & Termination
- ▶ Forms & Policies
- ▶ HR Apps & Tools
- ▶ Resource Center
- ▶ Safety & Wellness
- ▶ Employee Benefits
 - ▶ Planning, Notice Calendar, HIPAA, HSAs/FSAs, etc.

Affordable Care Act (ACA)

Functions and Compliances

- ▶ ACA Guide
- ▶ ACA Updates
- ▶ Calculators
 - ▶ Affordability
 - ▶ ALE Calculator (A Large Employer)
 - ▶ FTE Calculations (Full Time equivalent)
 - ▶ 1095 Drafts
- ▶ Eligibility tracking for hourly employees
- ▶ Data Collection for 1094/1095
- ▶ Generate & Submit 1094-C, 1095-C



The screenshot shows the 'ACA Setup Guide' page in the CSI Compliance Source Inc. system. The page has a navigation bar with links: HOME, EMPLOYEES, REPORTS, WALL, ACA (highlighted), PTO, TASKS, BENEFITS, DOCUMENTS, SETTINGS, and GUIDE. Below the navigation bar, there's a sidebar with 'ACA CONSOLE' and 'ACA SETUP' (expanded). Under 'ACA SETUP', there are links: 'Setup Guide' (active), 'Hours Threshold for Eligibility', 'Measurement Periods', 'ACA Classifications', 'Assign ACA Plans', and 'Assign Safe Harbors'. The main content area is titled 'Setup Guide' and states 'The following items are involved in ACA configuration and management'. It features a table with two columns: 'ACA Eligibility Management' and '1095 / 1094 Reporting'. The table lists various setup tasks with green dots indicating completion status.

	ACA Eligibility Management	1095 / 1094 Reporting
Introduction		
Define Employee Classes	●	●
Set Measurement Periods	●	●
Import Employees	●	●
Categorize Employees	●	●
Audit Employee Income		●
Add Medical Plans		●
Assign ACA Plans	●	●
Import Medical Elections		●

- ▶ PCORI Fees
- ▶ Transitional Reinsurance Fees
- ▶ 5500 Filing
- ▶ Plan Compliance
- ▶ Minimum Value Review

Mobile Features

Beneficial for employees without computer access

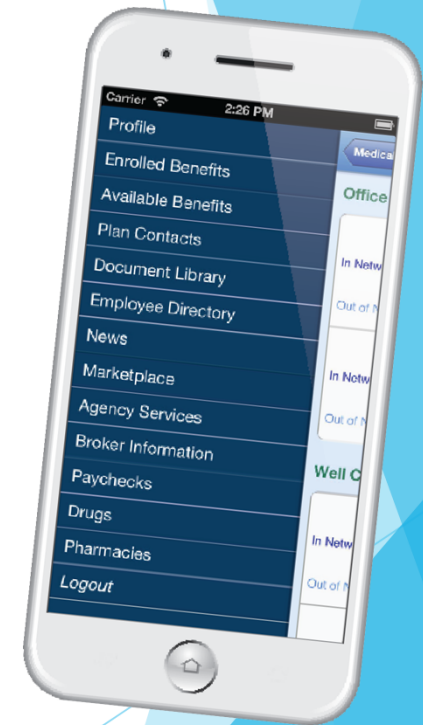
Everyone has a smart phone!

Employee

- ▶ Enroll in plans
- ▶ View important documents
- ▶ Download ID cards
- ▶ Onboarding & Verification to Employer

HR User

- ▶ Access to reports
- ▶ Employee contact info
- ▶ Notices
- ▶ Benefit costs



Payroll Integration

- ▶ API coming 2nd quarter 2016
 - ▶ Will work with any payroll company
- ▶ Current working with:
 - ▶ ADP
 - ▶ Payroll 1
 - ▶ Paychex
 - ▶ IPS

Super Shopper

- ▶ Shop 17 carriers with one census
 - ▶ Health/Self Funded Fulling Funded
 - ▶ Group Life/Voluntary Life
 - ▶ Dental
 - ▶ Vision
 - ▶ Short Term Disability
 - ▶ Long Term Disability
 - ▶ Worksite products
- ▶ Simple online submission
- ▶ If group is on the platform, send request to quote, all data will be on the system.

Summary

- Complete Onboarding Tool
- Allows HR user complete view of employee benefits and deductions
- Mobile Platform
- Tracking of Required Tasks
- **Will prepare and File 1094/1095**
- **Will Calculate PCORI Fees!**
- **Will Calculate Transitional Reinsurance Fees!**

Package Options

Vital – One time enrollment

- ▶ Website branding with your company logo
- ▶ Customized group benefit creation
 - ▶ Health
 - ▶ Dental
 - ▶ Life
- ▶ Import full employee census
- ▶ Open/Close Enrollment Assistance
- ▶ Unlimited access to demographic & benefit information
- ▶ One hour of system training with our Compliance Source Experts
- ▶ \$500 Annual Set Up
- ▶ Best suited for company needing online enrollment

Package Options

Luxe – Ongoing use/ Employee Onboarding

- ▶ Complete onboarding services
 - ▶ Employee On Boarding
 - ▶ Track completion of required forms
 - ▶ Upload orientation or training videos
 - ▶ Eligibility
 - ▶ Track paid time off, sick days, and holidays
 - ▶ Ongoing reporting
 - ▶ Includes Agency Branding
- ▶ \$3.30 PEPM (in house net rate)
- ▶ \$500 Annual Set Up / Update
- ▶ Best suited for company needing online enrollment & onboarding

Package Options

Elite – Complete Compliance

- ▶ Comprehensive ACA reporting
ACA system setup provided
 - ▶ Stay compliant with variable hour employee tracking
 - ▶ 1094 and 1095 forms completed and filed
 - ▶ ALE Calculations
 - ▶ Affordability Calculation
 - ▶ Includes everything in Luxe package
 - ▶ Best suited for company needing complete compliance
- ▶ \$5.95 PEPM
- ▶ \$500 Annual Set Up / Update
- ▶ Best suited for company needing a complete compliance system

CSI is your complete HR system, what more could you ask for?

- ▶ *All of your benefits in ONE place*
- ▶ *Simple, easy to use*
- ▶ *Complete onboarding services*
- ▶ *Mobile Features*
- ▶ *ACA*
 - ▶ *Updates*
 - ▶ *Guides*
 - ▶ *Eligibility Tracking*
 - ▶ *And more!*
- ▶ *60+ Reports, along with custom report options*
- ▶ *Enrollment Platform*
- ▶ *Built for Benefits*
- ▶ *HR360*

CSI will not only save you time, but also keep all of your records in ONE accessible place for both employees & employers.

Let us help simplify your HR, and take the hassle out of paperwork.

Payroll vs Software vs CSI

	<i>Payroll</i>	<i>Software</i>	<i>CSI</i>
FTE Calc.	Yes	Maybe	Yes
1094/1095 Creation	Yes	Yes	Yes
Variable Hour Measurement	Yes	Maybe	Yes
Affordability Calc.	Maybe	No	Yes
Plan Compliance	No	No	Yes
PCORI Fee Calc	No	No	Yes
Transitional Reinsurance Fee	No	No	Yes