



Common Mistakes...

Unfortunately things can get too busy in this world for us to remember every little detail and step for administering a Group Benefit Plan while continuing our regular everyday tasks. More often than not, the errors happen in the enrolment process, and would not be noticed until it was too late.

Easiest mistakes made:

- Late Applicants
- Unchanged Salaries
- Late Certificate status changes: single to family or family to single
- Using the wrong hire date
- Employees that opt out of the plan without signing a waiver
- Payroll deductions are missed for employee premium sharing
- Contract employees enrolled in STD/LTD
- Plan members not disclosed as contract status to the carrier
- Outdated beneficiary designations on file
- Make sure that any union agreements match the exact wording within the group contract

Ways to avoid mistakes:

- Payroll and Benefit audit once a year
- Complete Basic Training with Insurance Companies.
- Create a checklist for enrolling employees

When we take a little extra care during enrolments and changes to the employee it will save a lot of hassle later on. If you have any questions please give Generations Insurance a call and we'll be happy to help you.

The Pillars of Your Financial Security

- Life Insurance
- Estate & Retirement Planning
- Employee Health and Dental Plans
- Disability and Critical Illness Insurance
- Financial Consulting
- Employee Assistance Programs
- Partnership and Creditor Insurance
- Succession Planning
- Self Insured Programs

#101, 9919 99 Avenue, Grande Prairie, AB T8V 0R6

Ph: 780-532-2846 Fax: 780-532-5569

E-mail: info@generationsinsurance.com

www.generationsinsurance.com