

# Compliance dashboard®



Making sense of compliance

# Know Your Compliance Obligations. Minimize Your Risk.

Employers that sponsor employee benefit plans have legal compliance obligations under various federal laws and regulations. Don't be caught unaware. Reduce your risk and preserve your employee resources with an automated compliance system customized to your exact plan needs.

## COMPLIANCE 101

**1** Benefit plans covered by ERISA and/or the Public Health Service Act (PHSA) are legally required to comply with a host of specific requirements.

Responsibilities typically arise from the following regulations:

- » ERISA
- » COBRA
- » HIPAA
- » Medicare
- » Other federal mandates

**2** As Plan Sponsors, private sector employers are considered "Plan Administrators."

Plan Administrators are **directly responsible** for many compliance obligations and liability (both personal and corporate) for non-compliance.

**3** Both Plan Sponsors and Plan Administrators are "Fiduciaries."

Fiduciaries are held to a very high standard of behavior and can be **personally liable** to perform their duties in accordance with the governing laws and plan documents.

## HOW IT WORKS

### Compliancedashboard® TOP 3 BENEFITS

- 1** Know exactly which legal requirements you are responsible for.
- 2** Never miss a compliance activity with our email reminder system.
- 3** Pull reports at any time for internal management or audit purposes.

#### INFORMATION AGGREGATOR



All of your compliance obligations are organized in a single calendar, customized to your plan.

#### ON-TIME EXECUTION



Email reminders break down your compliance responsibilities into clear, understandable activities.

# How Does **Compliancedashboard**® Help?

**Compliancedashboard**® is a compliance solution designed to help employers understand the compliance obligations associated with their benefit plans. This customized system gives you the information you need, when you need it. **Compliancedashboard**® offers employers the necessary tools to easily identify compliance obligations, track progress, and document activity.

## WHAT'S AT STAKE

### Plan Administrator Liability

Typically, an employer that sponsors a group health plan is:

- » **Directly responsible** for ensuring compliance obligations are met
- » Liable for penalties if legal duties are not satisfied

### DOL/IRS Audits

**All benefit plans are subject to investigation by the DOL.**

- » DOL has the power to subpoena documents and witnesses
- » Compliance procedures and documentation are key components of DOL investigations.

### Benefits Liability

**Compliance defects in documentation or eligibility** can cause an employer to be liable for unintended benefits or benefits outside the plan terms that may not be covered by insurance.

### Corporate Transaction Issues

Due diligence surrounding the **sale/merger of a business unit** often involves the inspection of legal compliance.

- » Proper documentation and record keeping are inspected
- » Deficiencies can impact the business transaction

### Document Request Liability

Plan participants have the right to request and inspect plan documents. **Statutory penalties and lawsuits** may occur if employers do not maintain compliant documents.

#### VERIFICATION & FOLLOW-UP



Record tasks as you complete them, and upload your own documents as proof.

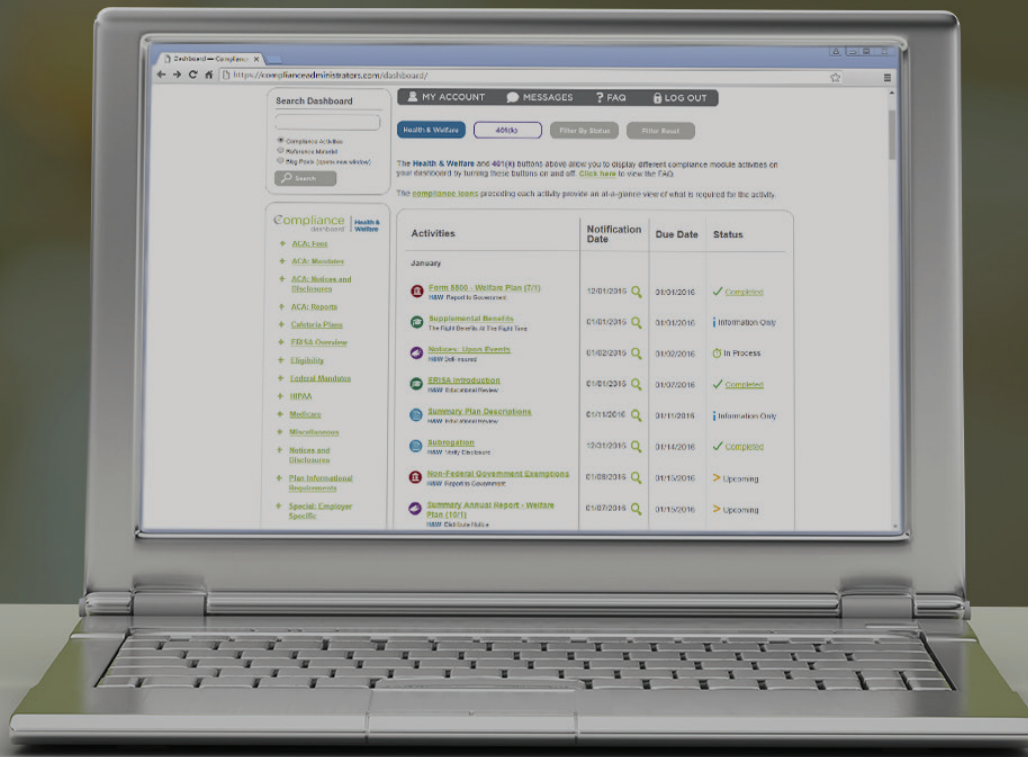
#### AUDIT TRAILS



Generate on-demand reports of your compliance progress for audit purposes.

“ **Compliancedashboard**® has been a tremendous asset to our company. With the use of the dashboard, we no longer struggle with the confusion of which policies apply to our organization. I truly feel more confident in our company's compliance because of this valuable tool. ”

— HR Director, Kentucky



## Who Can Benefit from Compliancedashboard®?



### SMALL EMPLOYERS

Your organization may not employ HR staff who are well-versed in regulatory compliance. Our **step-by-step guidance** includes **action-oriented instructions** to give your personnel a streamlined process for completing compliance tasks.



### LARGE EMPLOYERS

Your HR staff may have experience with compliance, but they may not have an organized system in place. Our **documentation and reminder system** automatically implements an effective process that saves your HR personnel time and energy.



### MULTIPLE LOCATION EMPLOYERS

You may not always have the time or ability to keep up with the compliance processes at various offices. Our system gives HR staff the **ability to assign tasks to other locations** and **track their compliance progress** from any location.



### MULTIPLE EMPLOYER PLANS

With multiple entities involved, your health plan has many moving parts. Our process **caters to the unique and complex organization structure** of your plan, **clearly defining responsibilities** among all parties involved.

