



Initial Goal Report

Benefits Associate Intern

Introduction

A "Benefits Associate" is typically an individual who works within the field of human resources or benefits administration. Their primary role is to support and assist with the administration of employee benefits programs in an organization. These benefits can include health insurance, retirement plans, paid time off, and various other perks and incentives provided to employees.



Currently I have been working as benefits associate intern in Namely which is subsidiary of Vensure Employee Solution. On September 6th, 2022, Namely was being acquired by a private equity-owned holding company that previously acquired PrismHR and Vensure.

Role and Responsibilities:

The responsibilities and tasks of mine as a Benefits Associate are:

1. Employee Support: Assisting employees with questions, concerns, and issues related to their benefits. This includes helping them understand their benefit options and coverage.
2. Enrolment: Aiding employees in the enrolment process for benefits, which may involve explaining choices, assisting with paperwork, and ensuring timely submission.
3. Data Management: Maintaining accurate records and databases related to employee benefits, which can include tracking employee eligibility, processing changes, and ensuring compliance.
4. Vendor Communication: Coordinating with benefit plan providers, insurance companies, and other vendors to manage benefits effectively.

5. Policy and Procedure Assistance: Assisting in the development and implementation of benefit policies, procedures, and guidelines within the organization.
6. Open Enrolment: Supporting the annual open enrolment process, where employees have the opportunity to make changes to their benefit selections.
7. Cost Analysis: Assisting with the evaluation of benefit program costs, making recommendations for adjustments to stay within budget and align with the organization's goals.
8. Employee Communication: Coordinating communication and educational efforts to help employees understand their benefits and make informed choices.
9. Problem Resolution: Addressing and resolving issues, discrepancies, and conflicts related to employee benefits.

Tools:

Microsoft excel: Microsoft Excel is a spreadsheet editor developed by Microsoft for Windows, macOS, Android, iOS and iPadOS. It features calculation or computation capabilities, graphing tools, pivot tables, and a macro programming language called Visual Basic for Applications. We basically receive all the data in the excel so where we start the enrolment process and so the same is done by the client where he fills all the required data in the excel.

Vensure client space: Through Vensure Client space basically we receive enrolment setup assignment and using this platform we can interact with the client also we receive all the enrolment files and attachments this tool itself.

Namely client tool: Through namely client tool we can setup, reimburse, check previous enrolled data and also test the enrolled setup.

Namely payroll: Through this tool we setup work life benefits.

Namely HCM: Through this tool we assign ourselves the client and start working on them.

Vensure PunchIN: This tool is used to mark the attendance and check the total time you worked.

Vensure GrethHR: This tool is used to mark the absence if you took leave for any reason and check payslips and also other finance related things.

Current Progress:

It's a learning opportunity, and we intern typically work closely with experienced HR and benefits professionals to gain hands-on experience in the field. The tasks may become more complex and autonomous as we gain more knowledge and experience throughout their internship.

Daily Activity:

The daily activities of a Benefits Associate Intern in Namely are to revolve around supporting the HR or benefits team in the administration and management of employee benefits programs. Here is a general idea of what a Benefits Associate Intern (I Aditya) do on a daily basis:

1. Administrative Tasks: They may handle administrative duties such as data entry, maintaining records, and updating employee benefit information in the HR system.
2. Enrolment Support: Assisting employees with benefit plan enrolment and changes, which might include explaining options and helping with paperwork.
3. Employee Inquiries: Responding to employee inquiries and questions about their benefits, and escalating issues to more experienced team members when necessary.
4. Open Enrolment Support: Aiding in the planning and execution of open enrolment periods, including distributing materials and answering employee questions.
5. Problem Resolution: Participating in the resolution of issues or discrepancies related to employee benefits, often under the guidance of experienced staff.