

WHO YA GONNA CALL?

2024 Employee Benefits Plan Seminar

Agenda

Thursday May 16th, 2024

10:00 – 10:30 a.m.	Registration
10:30 – 10:45 a.m.	Introduction - Jeff McNaughton, EBP Director
10:45 – 11:15 a.m.	Benefits Admin Session 1: Ariel Admin Guide, Salary Changes and Corrections, and Employee Billing - Leanne Petford & Divya Girisankar, EBP Benefits Administrators
11:15 – 12:00 p.m.	Benefits Admin Session 2: Transfers, Required Forms Feature, and Over-Age Student Processing - Dominic Herod & Leanne Petford, EBP Benefits Administrators
12:00 – 1:00 p.m.	Buffet Lunch
1:00 – 2:00 p.m.	Round Table Discussions
2:00 – 2:15 p.m.	Refreshment Break
2:15 – 2:45 p.m.	Benefits Admin Session 3: COB, Late Applicants, and Renewal and Premium Rate Highlights - Leanne Petford, EBP Benefits Administrator
2:45 – 3:15	Benefits Admin Session 4: Leave of Absence, Long-Term Disability, and Return to Work - Jeff McNaughton, EBP Director
3:15 – 3:30 p.m.	Closing Comments - Jeff McNaughton, EBP Director
4:30 – 6:00 p.m.	Appetizers, Drinks and Networking!

Friday May 17th, 2024

8:30 – 9:00 a.m.	Registration & Full Breakfast Buffet
9:00 – 9:45 a.m.	Benefits Admin Session 5: Manulife Admin and Plan Member sites, SSBA Plan Member Portal, and Reporting - Dominic Herod & Divya Girisankar, EBP Benefits Administrators
9:45 – 10:30 a.m.	Refreshment Break and Group Photo
10:30 – 11:30 a.m.	Mindfulness: Being Present in Your Work and Life - ComPsych
11:30 – 12:00 p.m.	Closing Comments / Manulife Door Prize - Jeff McNaughton, EBP Director