The Benefits Administration "A-Team"

2025 Employee Benefits Plan Seminar
Agenda

Thursday, June 5th, 2025

9.30 – 10:00 a.m.	**Registration**
10.00 – 10.45 a.m.	**Introduction**: Jeff McNaughton, EBP Director **Benefits Admin Session 1**: Plan Eligibility and Common Rules & COB, Late App, and Summary Facts - Jeff McNaughton, EBP Director & Dominic Herod, EBP Benefit System Specialist - Divya Girisankar, EBP Benefit System Specialist
10.45 – 11.30 a.m.	**Benefits Admin Session 2:** Reporting & Administrative process for Dependent child - Dominic Herod & Divya Girisankar, EBP Benefit System Specialists
11.30 – 12.15 p.m.	**Benefits Admin Session 3:** Long Term Disability - Jeff McNaughton, EBP Director
12.15 - 1 p.m.	**Buffet Lunch**
1.00 - 1.45 p.m.	**Session 4:** Round Table 1
1.45 – 2.30 p.m.	**Benefits Admin Session 5:** Common Mistakes & Ariel Billing Features - Dominic Herod and Divya Girisankar, EBP Benefit System Specialists
2:30 – 2.45 p.m.	**Refreshment Break**
2:45 – 3.30 p.m.	**Session 6:** Manulife Mobile App - Debbie Byers, Service Relationship Specialist, Manulife - Jenn Chambers, Account Executive **Closing Comments** - Jeff McNaughton, EBP Director
4:30 – 6:00 p.m.	**Appetizers, Drinks, and Networking!**

Friday June 6th, 2025

8 am	**Registration & Full Breakfast Buffet**
8.30 – 9.15 a.m.	**Benefit Admin Session 7:** Round Table 2- **Ariel Enhancements** - Jeff McNaughton, EBP Director
9.15 - 10 a.m.	**Session 8**: EFAP – Virtual Presentation, - Elisabeth Wright, Senior Account Manager, ComPsych
10:00– 10:30 a.m.	**Refreshment Break and Group Photo**
10:30 – 11.15 a.m.	**Benefit Admin Session 9:** Life Claim Process - Dominic Herod, EBP Benefit System Specialist
11.15 – 11.30 a.m.	**Session 10:** Survey Monkey, Closing comments/Manulife Door Prize - Jeff McNaughton, EBP Director