



PROVEN & TIMELY

Compliance Services

Partnership | Education | Solutions



Leader in Benefit
Account Administration



NueSynergy
CUSTOMER FOCUSED & TECHNOLOGY DRIVEN

COMPLIANCE SERVICES

COMMUNICATIONS & EXPOSURE ANALYTICS



HIPAA Help

The Health Insurance Portability and Accountability Act (HIPAA) set standards for the privacy and security of health information, to help keep employee personal information private. HIPAA imposes portability, nondiscrimination and other requirements on employer-sponsored health plans.

- Compliance with HIPAA Regulations
- HIPAA training for employees
- Preparation and delivery of privacy and security policies
- Preparation of required notices for employees

ERISA Boost

The Employee Retirement Income Security Act (ERISA) is a federal law that sets minimum standards for most voluntarily established pension and health plans in private industry. ERISA regulations require any employer that sponsors a health or welfare benefit plan to provide a Summary Plan Description (SPD) to employees.

- Assistance with ERISA regulations
- Establish measurement periods and language
- Preparation of "Wrap" SPD and Summary of Material Modifications (SMM)
- Toolkits for New Hires, Open Enrollment, Termination, FMLA, Variable-Hour Employees and more

Employer Express

Employers are required to distribute numerous notices to employees each year. Under the Affordable Care Act (ACA), all employers are required to provide employees with information about their benefits. This comprehensive service provides the appropriate notices for distribution to employees under two models to help employers maintain compliance and avoid costly fines and penalties:

Employer Express

- Delivers notices to employers monthly via online Compass portal
- Includes descriptions for every notice with delivery rules and requirements

Exposure Testing

Compliance regulations have always been challenging. The Affordable Care Act (ACA) added even more rules and regulations for employers to abide by or face fines, fees or penalties. This service consists of twelve individual exposure tests to identify and quantify employer noncompliance and exposure.

- 5500 Test
- 6055/6056 Participation Test
- Affordability Test
- Cadillac Test
- Section 125 Nondiscrimination Test
- Common Ownership Test
- Benefits Participation Test
- W2DD Test
- Lookback Analysis Test
- Affordability Safe Harbor Test
- Full-Time Equivalent Size Test
- Nondiscrimination Test

Exposure testing provides pass/fail results and documentation along with guidance on how to correct failed test results to become compliant.



Pricing is based on company size
and date of proposal

Contact NueSynergy at
Sales@NueSynergy.com or by
calling 855-890-7239.

COMPLIANCE SERVICES

FUNCTIONAL DATA



Tracker: Monthly

For businesses with variable-hour employees, the ACA requires employers to track hours worked so that benefits can be offered when a variable-hour employee meets or exceeds the minimum requirements.

Determining full-time status can be challenging, and the rules for measuring and offering benefits include significant penalties for failure to comply. This service provides the following:

- Establishing the measurement period, administrative period and stability period as applicable to the employer's situation and industry
- Monthly data collected with real-time reports showing the date an employee becomes benefit eligible, how long the employee remains stable on benefits, and the average hours worked throughout the measurement period.
- Assistance with monitoring both initial measurement period and ongoing employee measurement periods.

Employees often ask when they will be eligible for benefits or why they haven't been offered coverage. Tracker Monthly reports allow an employer to see how many hours an employee has accrued during the measurement period to accurately inform employees where they stand with regard to benefit eligibility.

Tracker: IRS Reporting

Applicable Large Employer (ALE) is defined as an employer with 50 or more full-time equivalent employees. ALEs must file an information return (Form 1094) with the Internal Revenue Service (IRS) and provide statements (Form 1095) to employees who were benefit eligible at any time during the reporting year.

Self-Insured employers of any size must also perform ACA filing each year, which includes reporting on dependents of employees. Failure to perform the required IRS reporting can result in the assessment of several penalties. (Available in two formats: *Full Service* or *Filing Only*)

1) Full Service Model

- Data collection and consolidation to capture employee information, months that benefits were offered and months of enrollment in benefits or declination.
- Creation of 1094 and 1095 forms and calculation of line 14 and 16 IRS codes
- PDF copies of all forms
- Electronic transmission to the IRS with real-time IRS results
- Post-filing reports and documentation from the IRS
- Optional 1095 distribution via USPS mail or electronic delivery
- Audit defense guarantee

2) Filing Only Model

- Data collection and consolidation with the line 14 and 16 IRS codes provided by the employer
- PDF copies of all forms
- Electronic transmission to the IRS with real-time IRS results Post-filing reports and documentation from the IRS Optional 1095 distribution via USPS mail or electronic delivery

COMPLIANCE SERVICES

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Tracker: LeaveXpress

Managing leaves of absence is time-consuming and tedious. It requires expertise in state and federal laws, benefit rules and payroll. This service takes the compliance challenges off the hands of employers and includes direct communication with employees about their leaves of absence. This protects the employer from discrimination claims by keeping employee health information private from employer personnel.

- Data collection and consolidation to capture historical leaves of absence
- Establish proper measurement periods and methods
- Work flow process creation and management
- All required documents sent on behalf of employer
- Approval or denial of leave based on federal and/or state guidelines
- Document storage
- Real-time reporting for employers to view leave requests, status of leave, and return-to-work status

Helpline

Form completion and pulling reports from multiple systems can lead to confusion and mistakes. Employees have questions when they receive compliance-related communications. Helpline supports an employer and its HR team by fielding employee questions.

- Phone and email support from 7 a.m. to 7 p.m. Central, Monday through Friday
- Response within 24 hours

PCORI Filing

The Patient Centered Outcomes Research Institute (PCORI) was established by the 2010 Affordable Care Act. PCORI is a U.S.-based, non-governmental institute created as a modification to the Social Security Act.

Employers with any type of self-insured benefit plan must calculate and remit this fee with IRS Form 720 each year by July 31.

- Calculation number of covered lives per quarter
- Calculation of the fee to be remitted to the IRS
- Preparation of IRS Form 720 with remittance coupon
- Instructions for mailing the filing to the IRS

5500 Filing

The purpose of the Form 5500 filing is to provide the Internal Revenue Service and the Department of Labor (DOL) with information about a benefit plan's or retirement plan's operation and compliance with government regulations.

- Collection of proper schedules
- Completion of Form 5500
- Transmission to DOL

Consulting

When an in-depth consultation is required on a compliance or human resources issue – or for webinars/live speaking engagements – experts are available for an hourly rate or an annual retainer.

NueSynergy partners with NavigateHCR and its compliance experts who are national speakers and educators. In addition to consultation, these experts also provide continuing education credits for certain industry professionals:

- Dr. Kristin Kahle, NavigateHCR Founder and CEO
- Angie Surra, NavigateHCR Vice President of Compliance

Compliance and HR issues arise everyday, and obtaining clear answers and solutions can be challenging. NueSynergy, in partnership with the NavigateHCR industry experts, is here to support you. And through a proprietary, cloud-based platform we make compliance is simple and easy to use.

This material is not intended to provide specific legal, tax, or other professional advice.



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