

2018 Required Compliance and Employee Benefit Notices Checklist

Today's Date: _____

Company Name: _____ Primary HR Contact: _____

Number of FT Employees _____ Number of PT Employees: _____

States Your Company Have Employees in: _____

Request Compliance Delivery in Additional Languages: _____

HR & Compliance Resources

HR Hotline Support Number: **1-800-435-5858** / HR Compliance Document and Training Library: **www.hr360.com**

Username: _____ Password: _____

COBRA Administration - TPA Discovery Benefits: **1-877-765-8810**

Additional compliance resources and example policies: **www.CuratedCompliance.com**

Required Employee Benefit Compliance Notices: (Mark the Notices that Granite Currently Delivers for F/T, P/T)

F/T	P/T	N/A	Required Employee Benefit Compliance Notices
			SPD - <i>All organizations who offer health insurance, and other health and welfare benefits are required to provide employees with a summary plan description for each benefit. HR Service Inc. will create one summary plan description that includes all health and welfare benefits, along with required ERISA language. In a few easy steps taken by your organization, your documents will be completed. (\$129.00 Year) www.ErisaSolutions.com. Granite's 4 Digit Partner Key to receive 5% discount: 2038 For questions call: 1-855-447-3375 x1</i>
			Notice of Modification (changes to Group Health plans) - To be included with SPD
			Health Insurance Exchange Notice
			Disclosure of Grandfather Status (grandfathered plans only)
			Notice of Patient Protections (non-grandfathered plans only)
			Notice of Special Enrollment Rights
			HIPAA Notice of Privacy Practices for Protected Health Information <i>Note: Fully insured group health plans that do not create or receive protected health information (PHI) - other than summary health and enrollment information - are not required to develop this notice.</i>
			HIPAA Notice of Break of Unsecured Protected Health Information - <i>See note above.</i>
			Women's Health and Cancer Rights Act (WHCRA) Notices
			Mental Health Parity and Addiction Equity Act (MHPAEA) Disclosure
			Employer Children's Health Insurance Program (CHIP) Notice
			Newborns' and Mothers' Health Protection Act Notice
			Medicare Part D - Creditable Coverage Disclosure Notices
			Medicare Part D - Non- Creditable Coverage Disclosure Notices
			Genetic Information Non-Discrimination Act (GINA) Disclosure
			General Notice of COBRA Rights (Notice of Qualifying Event, COBRA Election Notice, Notice of Unavailability of COBRA Coverage, Notice of Underpayment of COBRA Premium, Notice of Early Termination of COBRA Coverage will be delivered by COBRA TPA)
			General FMLA Notice
			Uniformed Services Employment and Reemployment Rights Act (USERRA) Notice
			Summary of Benefits and Coverage (SBC) Template
			Form 1094 and 1095 Tax Return - <i>applicable to 50 + ALE</i>

Required Employee Compliance Notices - Other: (Mark the Notices that Granite delivers for F/T, P/T)

F/T	P/T	N/A	Required Employee Compliance Notices / California Labor Laws
			California Disability Insurance Provisions
			California Paid Family Leave
			California Programs for the Unemployed
			California Rights of Victims of Domestic Violence, Sexual Assault and Stalking
			California Unlawful Sexual Harassment Handout
			California Workers' Compensation Time of Hire Pamphlet Physician Pre-Designation
			Your Anti-Harassment Policy and Acknowledgement Statement - <i>Need Copy to deliver by:</i>
			Employee handbook acknowledgment page - <i>Need copy to deliver by:</i>
			2810.5 Notice to Employer

Additional Employee Notices/Acknowledgments Requested

List document name and due date (ex: Confidentiality Agreement, Social Media Policy, etc.)

1- _____

2- _____

3- _____

How Do You Currently Deliver the Required Compliance Notices?

For F/T Employees: _____

For P/T Employees: _____

Existing EE's (New Requirement or Updates): _____

Additional Information

Current Payroll Company: _____

Current HRIS Company: _____

Any Integrations Needed? _____

Do you have a Section 125/POP? _____

Yes/No - *Circle Your Choice*

Do you have the current Labor Law posters Y _____ N _____

Are you an Applicable Large Employer (ALE) Under the ACA? Yes _____ No _____

General Rule: If an employer has at least 50 full-time employees including full-time equivalent employees, on average during the prior year, then the employer is an ALE for the current calendar year.

Note: You could be an ALE as a "Controlled Group."

Two or more businesses that have a certain level of common or related ownership generally are treated as a single employer, and are combined for purposes of determining whether or not they collectively employ at least 50 full-time employees, including full-time equivalent employees.

If your company is commonly owned with other entities, you will need to determine if your company is part of Controlled Group. Determining whether a controlled group exists requires expert advice of a tax and/or legal advisor.

If you are an ALE, then who handles your 1094 and 1095 filings:

Payroll Company _____

Outside Vendor _____

In House _____

Erisa Form 5500 - Do you have 100 or more employees participating in a health and welfare benefits plan? Yes _____ No _____

Who handles the 5500 filing? _____

Send compliance documents out annually by: _____

Open items needed by: _____

Reviewed and Discussed By:

Customer Name: _____

Signature: _____

Date: _____

Granite Representative: _____

Signature: _____

Date: _____

F/T	P/T	N/A	Required Employee Benefit Compliance Notices General Notice of COBRA Rights Notice of Qualifying Event COBRA Election Notice
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