

# Employer Best Practices Checklist

Your team at CoreMark Insurance Services, Inc has compiled this list to make sure your Employee Benefits Program runs efficiently and you meet all employer requirements for compliance.



- Review your monthly statement to ensure additions and terminations have taken place.
- Update employee deductions whenever enrollment changes happen.
- Monitor employee hire dates to offer your benefits program to new hires in a timely fashion.
- Collect waiver forms from eligible employees waiving or declining your coverages (i.e. medical, dental, vision, etc).
- Encourage employees to reach out to CoreMark if you have questions or bills you think are incorrect.
- Review statutory and documentation requirements for employers, and new ones that may apply as you grow.

## **Applicable Large Employers:**

- Monitor measurement periods for variable hour employees.
- Prepare for 1094/1095 filing to prevent missing deadlines.