



NEW RESOURCES FOR ADMINISTRATORS

Dear Administrator:

We know it can be daunting to learn new processes for managing employee benefits, so we created a series of step-by-step interactive instructions with plenty of visual cues for completing employment and benefits management tasks in My Admin Portal (MAP).

Whether you're a veteran administrator or you've just stepped into your role, take advantage of these interactive guides. They can help you work efficiently and minimize errors:

- [New Hire Process](#)
- [Mid-Year Enrollment Process](#)
- [Compensation Changes](#)
- [Termination of Employment and Benefits](#)
- [Institution Management](#)
- [Annual Enrollment](#)

All the guides are available in the [Administrators' Resource Center](#) (ARC). We've also posted a fillable worksheet in the ARC and MAP that new hires and newly eligible employees can use to provide you with essential details for enrolling them in benefits:

- [Employee Information Data Collection Sheet](#)

Finally, there are three new additions for member education in the [eLearning Library](#) and [Choose Well](#) podcast. Refer your employees to these resources to help them navigate the end-of-the-year rush.

- [Managing Burnout](#)
- [Managing Burnout - Podcast](#)

- [Practicing Gratitude](#)

We hope these new resources are helpful for accomplishing your work with ease and efficiency.

Your IBAMS team

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