
Auburn University Job Description

Job Title:	Mgr, Employee Benefits	Job Family:	No Family
Job Code:	KA35	Grade 37:	\$68,700 - \$114,500
FLSA status:	Exempt		

Job Summary

Reporting to the Executive Director, Benefits and Payroll, this position is responsible for managing and administering the employee benefit plans offered to Auburn University and Auburn University Montgomery employees.

Essential Functions

1. Manages and administers the mandatory retirement plans for the university and serves as the university liaison with the state of AL Teachers Retirement System to ensure timely and correct contributions and participation. Interprets state regulation changes and coordinates compliance efforts with all affected parties. Ensures contributions are remitted and accounts are balanced in a timely manner. Contacts the TRS with any questions regarding special circumstances and maintains a current relationship with TRS employees. Communicates weekly with TRS employees in regards to questions pertaining to contributions and salary due to an employees' retirement. Audits TRS retirement applications to verify correct contribution and leave days are communicated to TRS per retirement applications. Notifies TRS of returning to work retiree's part time status and monitors retiree's earnings for annual earning limitation on a monthly basis.
 2. Manages and administers the flexible spending account plan, maintains and revises plan documents and keeps current with legal rules and regulations to ensure IRS compliance. Manages the renewal, reconciliation and enrollment processes for the plan. Works with FSA vendor to resolve any issues that our participants may have in regards to payroll and/or claims issues. Processes weekly vouchers to maintain funds in the Flex accounts at WageWorks for participants' reimbursements. Prepares and distributes enrollment information to eligible employees. Edits, computes and performs data entry in Banner for flex deductions.
 3. Manages, monitors, notifies, and reviews part time employees who may become and who are eligible for AU's health insurance based on ACA rules to ensure compliance. Processes enrollments and declinations, monitors, and reviews datafeeds to TPA ACA vendor for accuracy of payroll information. Reviews and verifies correct information, makes corrections annually to the 1095 C's that must be mailed to employees/retirees who have AU's health insurance. Verifies correct information regarding premiums, correct months of coverage and dependents' information such as date of birth and social security numbers.
 4. Assists with the managing and administration of all employee benefit plans, to include review of new benefit offerings, renewals, compliance, implementation, enrollment and terminations to ensure proper enrollment and plan compliance. Balances and monitors the trust account, ACA vendor and mental health carrier. Maintains hard copy and electronic files in Excel for spreadsheet review and reconciliation of monthly claims and incoming premiums. Collaborates with ISS on many scripts and projects.
 5. Manages benefit plan documents/contract revisions and retention, summary plan description/summary of benefits and coverages revisions and dissemination, and other plan documentation requirements to ensure compliance and correct information is maintained.
 6. Creates and maintains enrollment and additional taxation on Sponsored Adult/Child Dependent. Processes applications, coding deductions in Payroll system to ensure the proper taxation is assigned to the employee during payroll processing. Monitors the deduction to maintain correct taxation.
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7. Communicates with employees to inform and advise regarding confidential matters, policies, procedures and regulations in regards to payroll and benefits issues to meet customer needs . Assists employees with situations regarding benefits and fosters ongoing education and learning opportunities.Manages, assists and administers the FMLA program.
8. Manages special projects and implementation of new programs, including the benefits fair, coordination of required mailings, Medicare Part D Subsidy, new tier structure in retirement plan and electronic enrollment design, configuration, testing, and implementing in production. Creates and implements the new Employee Class for biweekly graduate students.
9. Conducts New Employee Orientation with full time employees ensuring prompt enrollment in benefits, conducts training programs and presentations and represents Payroll & Employee Benefits at on and off campus events. Conducts open enrollment for benefits, prepares open enrollment benefit materials and literature, and coordinates annual benefit fair.
10. Manages and maintains the payroll critical configurations in banner and conducts appropriate testing when needed for creating new deductions/taxes or system changes. Updates the current premiums, builds new deductions as needed. Works with Information Support Services and with Tax Compliance office in regards to any upgrades to the payroll system regarding tax tables and tax treaty deductions for the Tax Compliance office. Plans, participates in, conducts, and evaluates special projects and studies requiring coordination of activities across departmental and functional lines.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Business, Management, or related.
Experience (yrs.)	8	Experience in coordinating the payroll process for an organization, tax law compliance, and implementing and administering a compliant employee benefit plan.

Substitutions allowed for Education:

When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

In depth knowledge of state and federal laws and regulations relating to employee benefits administration. Knowledge and a clear understanding of all relevant laws, regulations, guidance/policy related to all University benefits, including but not limited to COBRA, HIPAA, ACA, FMLA, Section 125, FSA, 403b/457b, benefits coordination.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, talking, hearing, .

Job occasionally requires standing, walking, reaching, handling objects with hands, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 3/22/2018
