

Getting Started With AspenHR:

How It Works and What to Expect

Working with AspenHR is a great way to offload your HR to experts while giving you more time to focus on your business. On top of that, you gain cost predictability and better access to health plans and benefits.

Because AspenHR offers so many services and is essentially acting as your HR department, they'll request some documents before providing a price quote. This typically consists of information about your current employees, payroll, and benefits plan. AspenHR uses this for underwriting purposes and to provide you with the most accurate price for our services.

It may seem overwhelming at first, but the information should all be readily available to you from either your existing provider(s) or data you have handy. There are 3 main sets of data you'll be asked for, and potentially others depending on which services you are interested in.



How It Works



Documents You'll Need

1. Employee Census

Employee census data consists of a list of your employees and enrolled dependents and basic information about them. This is generally limited to name, gender, date of birth, and zip code.

The information is used for underwriting of benefits offerings and to estimate the health care costs your group is likely to incur. It's essential for getting accurate insurance costs. Your current payroll provider will generally have employee census data readily available for you to download.

2. Payroll Information

The next set of data you'll be asked for is something like a payroll register. This report provides a record of all pay details for employees during a specific pay period. The main piece of information AspenHR is interested in is employee wages.

The payroll register provides year-to-date data that helps AspenHR understand the types of employees, existing enrollments in benefits, and any trends. It may also be used for underwriting purposes.

Like the employee census, payroll reports should be available through your current payroll solution.

3. Benefits Plan Information

If you're currently offering benefits, you'll be asked for details on your current plan. Requested info will most likely consist of a copy of your current health benefit invoice and details related to the plan design and employer contribution.

AspenHR uses this to ensure they're offering comparable (or in most cases better) plans and rates. If you don't have this information on hand, reach out to your current benefits broker or provider and they will be able to send it over.



Next Steps

AspenHR can turn around a proposal with 3 business days upon receipt of the requested information.

Assuming the scope of services and price meet the client's expectations, AspenHR will then draft the Client Service Agreement (CSA) which will codify the important aspects of the AspenHR/client relationship.

AspenHR can typically commence services within 2-3 weeks of signing the Client Service Agreement.