



HR and Benefits Compliance Tool Box

MichBusiness members receive many tools, discounts and live support to make compliance for your business easier and affordable. From the requirement of a Summary Plan Description (SPD) if you have a group health plan in place, to COBRA administration assistance and changes to health care reform, we are here to assist and provide guidance. Take a look at the various compliance services listed that members have access to and contact our office today with questions.

What Is It?

Who Needs It and Where Can I Find It?

Summary Plan Description

The Employee Retirement Income Security Act (ERISA) guidelines make it mandatory for all businesses with two or more employees to provide employees with a compliant Summary Plan Description.

<https://michbusiness.com/services/spds/>

Section 125 Plan (POP)

Employers that deduct the employee's portion of the company-sponsored insurance premium directly from said employee's paycheck before taxes are de-ducted.

<https://michbusiness.com/services/section-125/>

COBRA Administration

Employers of 20 or more are subject to COBRA, a federal law that basically requires employers to offer individuals who would otherwise lose their health benefits the option of continuing their health care coverage.

<https://michbusiness.com/services/cobra/>

What Is It?

DOL Compliance

The Department of Labor has the authority to conduct an investigation of your employee benefit plan to ensure that it conforms to ERISA and can focus on areas from reporting, to fiduciary obligations, to disclosure requirements.

A DOL Audit Guide for ICE-9, ERISA and Wage & Hour can be found at:

<https://michbusiness.com/health-care-reform-connect/compliance/dol-compliance/>

ACA Compliance

ACA compliance requires that all groups determine if they are a small or large employer. Both small and large employers must provide Employee Notices.

If large group, Pay or Play Guidelines apply as well as Employer Reporting.

<https://michbusiness.com/health-care-reform-connect/compliance/aca-compliance/>

The **FTE Calculator** will help you determine if you are a “large employer.”

This employee calculation is critical as it determines whether your business may be subject to the health insurance employer penalty.

<https://michbusiness.com/health-care-reform-connect/mandates/are-you-a-large-employer/>

Compliance Model Notices are considered resource materials intended for your use and are designed to meet Affordable Care Act Regulatory Compliance Requirements. Some Notices will require the organization to include specific plan information prior to distribution to employees.

<https://michbusiness.com/health-care-reform-connect/compliance/compliance-model-notices/>

6055 & 6056 Reporting: BASIC’s “ACA Elevate” is a stand-alone solution for ACA filing that generates applicable Forms 1094-B, 1095-B, 1094-C, and 1095-C forms and electronic filing with simple uploads of an MS Excel workbook. ACA Elevate offers 2 different solutions to insure every employer remains compliant with the 6055 and 6056 reporting requirements.

ERISA Compliance

The Employee Retirement Income Security Act of 1974 (ERISA) is a federal law that establishes minimum standards for health, retirement and other welfare benefit plans including, disability, life and apprenticeship plans. Although ERISA does not require an employer to offer a retirement or health plan, it does require that the plans that are offered meet certain minimum standards.

<https://michbusiness.com/health-care-reform-connect/compliance/erisa-compliance/>

For more information or assistance, call

888.277.6464

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