Effective July 1, 2019 _benefit profiles are automatically created_ after the new hire record is saved in IOI.

**DUAL ENTRY DAYS ARE OVER!!** You should no longer create a record in benefitsCONNECT manually.

The IOI payroll record should be created as soon as you know the start date, to allow the time necessary for the benefit profile to populate in benefitsCONNECT. _Below is the timing for the file feeds on a weekly basis._

**NEW PROCESS!**

**Benefits Enrollment & Change Process Flow**

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**BY MIDNIGHT TUESDAY**

Admin Enters Information in IOI

**BY MIDNIGHT THURSDAY**

Admin or BAC or Staff Member Enters Benefits Elections in BenefitsCONNECT

**BY MIDNIGHT WEDNESDAY**

Information loaded in BenefitsCONNECT

**ON FRIDAY MORNING**

BenefitsCONNECT feeds deductions to IOI payroll

**ON MONDAY MORNING**

BenefitsCONNECT feeds elections To UMR and Guardian

**WITHIN 24 - 72 HOURS**

UMR adds elections in 24 hours

Guardian adds elections within 72 hours

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888-697-0021
support@ioipay.com

1-833-857-0755
bac.anobenefits@ajg.com