

Benefits Administration Reporting

Benefits administration has traditionally been a function of Human Resource departments and includes reporting of employee insurance, paid time off and other non-salary item data. Business intelligence, when applied to benefits administration, allows employees to view vacation accrual, stock plans and flexible spending accounts over the Web without help from their HR representative. HR departments can also apply business intelligence to benefits reporting to ensure they are providing the appropriate benefits packages to their employees at competitive prices. As Human Resources departments increasingly move benefits administration to a self-service model, benefits administration applications are integrated with corporate portals and intranets for one-stop HR reporting and analysis.

Key Performance Indicators

- Benefits Elections
- 401(k) Contribution
- Vacation Accrual per Employee
- Sick Days Taken
- Average Tenure of Employees
- Average Healthcare Cost per Employee

Sample Report: Employee Benefits Profile and Status

Jane Johnson's Benefits Profile						
Benefits	Current Election		Type	Available	Used	Pending
401(k)	7%		Vacation	8.16	1.00	1.00
Employee Stock Plan	Non-participant		Sick	1.26	1.00	-
Health Insurance Plan	Enhanced		Personal	1.00	-	-
Flexible Spending Account	\$1,000		Comp. Days Awarded	0	-	-
Education Reimbursement	1 course/term		Unpaid Leave		-	-
			Jury Duty		-	-
			Family Leave		-	-
			Bereavement		-	-

Start Date	End Date	Days	Type	Paid/Unpaid
1/2/2003	1/2/2003	1.00	vacation	paid
3/31/2003	3/31/2003	1.00	sick	paid
4/21/2003	4/21/2003	1.00	vacation	paid
Total:		3		

This dashboard enables employees to see their current paid time off and benefit elections without the help of HR. Companies using intranets or portals can link this dashboard into existing projects to provide employees with real-time access to their HR profile. The next step would be to enable HR professionals to access this same employee information with enhanced drilling capabilities to assist users with questions, make updates to elections and perform trend analysis across groups of employees.

COMMON BUSINESS QUESTIONS

- How many paid vacation days do I have remaining?
- Which healthcare insurance package am I signed up for?
- How many stock options has this employee been granted? What is the vesting schedule?
- Which employees have their 5 year anniversary with the company this month?
- What is the average 401(k) contribution by employee?
- What was the corporation's payment to 401(k) plans in 2002?
- What is the aggregate cost to the company of vacation days granted in the retention package?
- How many employees take advantage of the flexible spending option?