

FINANCE PROCEDURE MANUAL	TITLE: Insurance Processing – New Employees	
	NUMBER: FIN-ACG-005	VERSION: 01
	ISSUED DATE: 9/8/2009	REVISION DATE: N/A

➤ **Purpose:**

To account for the notification and collection of insurance premiums

➤ **Definitions:**

Enrollment Forms: Available from Human Resources Department, initially provided at Orientation Sessions.

➤ **Responsibility:**

Human Resource Department: Administers the enrollment process.

Payroll Department: Administers the receipt of the premium.

New Employee: Completes enrollment form to initiate insurance coverage.

➤ **Procedure Details:**

1. Human Resource Department conducts monthly orientation for all new employees and advises the new hire of their insurance options.
2. New employee completes enrollment form and submits to Human Resources.
3. Human Resource Department processes enrollment form and sends to Accounting Associate in Payroll.
4. Payroll Supervisor sets up payroll deductions for insurance coverage, where applicable.

5. Accounting Associate reconciles invoices received from insurance company with information in Payroll system.
6. Once invoice is reconciled, invoice is processed for prompt payment.

➤ **References:**

College Board Policy: 6Hx-18-5.14

<http://www.palmbeachstate.edu/boardoftrustees/documents/BoardPolicies/Section5/5.14.pdf>