



Implementation Timeline - Option #1: Followed when the Employer processes payroll deduction data from the Employee Enrollment Forms.

Number of Days from Effective Date:	Work to be performed:
90	ASRM receives Request for Group Insurance.
89-66	ASRM performs system setup, appoints agent, prepares policy forms and enrollment materials.
65-60	Enrollment materials to Employer.
59-55	Employer prepares for Open Enrollment.
54-25	Open Enrollment Period.
24-7	Post Enrollment -Employer collects all Enrollment Forms -Employer updates payroll records accordingly -Employer sends forms to ASRM (bundled)
6-1	ASRM processes forms, loads data, performs quality assurance review.
0	Deductions begin on the first full paycheck following Policy Effective Date.

Sample Implementation Timeline - Option #1:

As an example, a July 1st policy effective date is requested. Using the above produces this sample implementation timeline:

- Step 1: ASRM receives Request for Group Insurance FormDue Date: 4/1**
- Step 2: ASRM Set upDue Date: 4/24**
 - Systems
 - Agent appointment
 - Policy forms
 - Enrollment materials
- Step 3: Enrollment materials to EmployerDue Date: 5/1**
- Step 4: Employer prepares for Open EnrollmentDue Date: 5/5**
- Step 5: Open Enrollment completedDue Date: 6/5**
- Step 6: Post Enrollment - Enrollment Forms sent to ASRMDue Date: 6/23**
- Step 7: ASRM processes forms, loads data, performs QA reviewDue Date: 6/30**
- Step 8: Deductions begin on the first full pay cycle following 7/1**



Implementation Timeline - Option #2: Followed when the Employer opts to have ASRM prepare Employee deductions.

Number of Days from Effective Date:	Work to be performed:
90	ASRM receives Request for Group Insurance.
89-66	ASRM performs system setup, appoints agent, prepares policy forms and enrollment materials.
65-60	Enrollment materials to Employer.
59-55	Employer prepares for Open Enrollment.
54-25	Open Enrollment Period.
24-19	Post Enrollment -Employer collects all Enrollment Forms -Employer sends forms to ASRM (bundled)
18-12	ASRM sends "Election Results File" to Employer listing total deduction amount per employee for payroll deduction preparation.
11-1	ASRM performs quality assurance review.
0	Deductions begin on the first full paycheck following Policy Effective Date.

Sample Implementation Timeline - Option #2:

As an example, a July 1st policy effective date is requested. Using the above produces this sample implementation timeline:

- Step 1: Submit Request for Group Insurance FormDue Date: 4/1**
- Step 2: ASRM Set upDue Date: 4/24**
 - Systems
 - Agent appointment
 - Policy forms
 - Enrollment materials
- Step 3: Enrollment materials to EmployerDue Date: 5/1**
- Step 4: Employer prepares for Open EnrollmentDue Date: 5/5**
- Step 5: Open Enrollment completedDue Date: 6/5**
- Step 6: Post Enrollment - Enrollment Forms sent to ASRMDue Date: 6/12**
- Step 7: ASRM sends "Election Results File" to EmployerDue Date: 6/19**
- Step 8: ASRM performs quality assurance reviewDue Date: 6/30**
- Step 9: Deductions begin on the first full pay cycle following 7/1**