Group Benefits Enrollment/Change Form

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I. Main Process

1. ✉ **Employee Fills Insurance Benefits Enrollment Form**
   - **Outflows**
     - To Payroll

2. ◇ **To Payroll**
   - **Outflows**
     - Payroll Validates Employee Elections

3. 👤 **Employee Updates Insurance Benefit Enrollment Form**

   This form is incomplete. Please provide all required information and resubmit.
   - **Outflows**
     - Payroll Validates Employee Elections

4. 👤 **Payroll Validates Employee Elections**
   - **Outflows**
     - Valid?

5. ◇ **Valid?**
   - **Outflows**
     - Employee Updates Insurance Benefit Enrollment Form
     - Payroll Completes admin part of Form

6. 👤 **Payroll Completes admin part of Form**
   - **Outflows**
     - To Laserfiche

7. ◇ **To Laserfiche**
   - **Outflows**
     - Save completed form to Laserfiche

8. ▤ **Save completed form to Laserfiche**
   - **Outflows**
     - To employee

9. ◇ **To employee**
   - **Outflows**
     - Notify Employee of Enrollment Confirmation

10. ✉ **Notify Employee of Enrollment Confirmation**
    - **Outflows**
      - Completed

11. ◇ **Completed**
    - **Outflows**
      - End

12. 🔴 **End**