

sales@yrci.com

Benefits Administration Services

More Options, More Paperwork

Federal employees are the recipients of an incredibly comprehensive and customizable benefits package. Each benefit election requires extensive support from the HR office, such as marketing and conducting open enrollments, consulting with new hires and existing employees, and performing coding and data entry. With a growing federal workforce, agencies need a partner that can help deliver exceptional benefits administration services to federal employees. YRCI serves in this capacity for several agencies.

Counseling

Choosing benefits can be a daunting task for new federal employees, reemployed annuitants, and even current staff. Many questions come to mind: What option fits my family's needs under the Federal Employees' Group Life Insurance Program? Which health care plan allows me to continue seeing my current physician? What is the Thrift Savings Plan?

These choices have a significant impact on the current and future well-being of employees and their families. YRCI's benefits specialists are experts in the nuances of federal benefits and the associated costs. We employ benefits specialists with exceptional communication skills to help guide federal employees through the benefits election process, providing explanations and advice for each of their concerns.

Open Enrollment

A federal employee's life changes as their career progresses, and, as a result, their benefit elections often change. Additionally, the federal government periodically makes changes to their benefits offering. The open enrollment period provides an opportunity for the Government to educate its employees on the current benefits package and any changes that have occurred since the last open season. We organize, promote, and participate in open enrollment season events to help federal employees make educated decisions during open enrollment periods.

Paperwork and Processing

Any benefits action, whether it's initial enrollment or changes to benefit elections, requires preparing and completing a significant amount of paperwork. Our benefits specialists are adept at properly completing and distributing standard forms and other paperwork associated with benefits. YRCI also offers processing services, which naturally compliments our benefits administration services.

Past Performance



National Science Foundation (NSF). At NSF, YRCI conducts new employee orientation sessions for all new NSF employees, and provides information and counseling on benefits selection. We ensure prompt and proper processing of all benefits chosen by new employees. We are responsible for inputting and processing benefits choices into FPPS, the personnel processing system utilized by NSF.



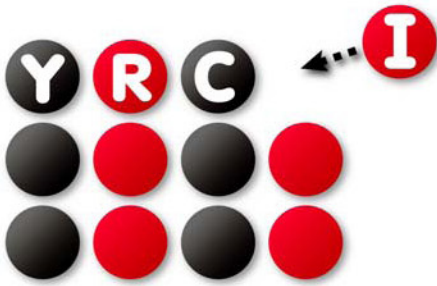
Department of Homeland Security, Headquarters (DHS HQ). YRCI conducted new employee orientation sessions on benefits programs and pay issues, provided advice and assistance to all new hires on benefits selection and administration, processed benefits selections/enrollments/changes, provided one-on-one counseling and promoted employee self-service devices, and organized, promoted, and participated in open season benefit events.

Procuring Our Services

YRCI offers a number of easy methods in order to procure our services:

- YRCI possesses a GSA schedule with a wide variety of HR services labor categories at very competitive rates: GSA Schedule 738X for HR and EEO Services (Contract No. GS-02F-0050N).
- We have Blanket Purchase Agreements (BPAs) with multiple agencies that you may be able to use.





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Retirement Services

One Word, Many Systems

"Retirement" in the federal government is a single word that encompasses many programs and options. There are several retirement types, including the Civil Service Retirement System (CSRS), CSRS offset, and the newer Federal Employees Retirement System (FERS). Each system has its own considerations, including rules for eligibility, creditable service, deposits made from other retirement systems, disability, and early retirements or separations resulting from a reduction-in-force. Every retirement case is unique, and can be very complicated and cumbersome to process.

With a large portion of the federal workforce nearing retirement age, the need for a partner to aid in federal retirement is higher now than it ever has been. YRCI has the expertise necessary to help you with all elements of retirement.

Counseling and Calculations

Retirement requires careful consideration on the part of both the agency and the employee. A federal employee often seeks information and advice to determine when retirement will be feasible. We offer one-on-one counseling to federal employees to answer their questions and perform calculations to provide estimates for the financial aspects of retirement, including estimated annuities and TSP benefits. We also excel in sensitive retirement benefits counseling, such as discussing benefits information with the surviving family of an annuitant.

Paperwork and Processing

Many actions pertaining to retirement require preparing several documents, with parts to be completed both by the applicant and the Government. YRCI helps employees fill out retirement paperwork, such as the SF-3107, prepares other parts of the application, and performs calculations as necessary. Our processing staff is skilled in properly coding and entering retirement data into processing systems, such as the Federal Personnel Payroll System (FPPS).

Early Retirement

With changes in technology and mission areas, agencies often need to restructure their workforce. Sometimes it is in the agency's best interest to incentivize retirement through the Voluntary Early Retirement Authority (VERA), rather than undergo a reduction-in-force. YRCI is able to assist in any kind of early retirement case, providing advice to both the agency and the affected employees.

Past Performance

Transportation Security Administration (TSA). Our retirement specialists provide one-on-one counseling for TSA employees concerning retirement options and calculations. We provide annuity estimates and compute service computations and military deposits to give TSA employees a clear picture of the financial implications of their retirement benefits.



Department of Homeland Security, Headquarters (DHS HQ). YRCI processed retirement cases and rendered decisions on determinations of entitlements to retirement programs. We conducted short and mid-range retirement seminars, and arranged for seminars to be provided by other vendors on financial planning for those anticipating retirement. We offered technical guidance and counseling to supervisors, current and former employees, annuitants, survivors, and eligible family members regarding retirement benefits for both FERS and CSRS.

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