



## Administering and Setting Up Open Enrollment in Rippling

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### Standard Operating Procedure (SOP) Template

**Title:** Administering and Setting Up OE in Rippling

**Date of Creation:** 05/08/2025

**Objective:** [Briefly state the purpose or objective of this SOP]

**Responsible Department/Role:** [Specify the department or individual responsible for executing this SOP]z

#### 1. Introduction

- Provide an overview of the process or procedure covered by this SOP.

#### 2. Scope

- This SOP applies to all HR team members responsible for managing benefits administration through Rippling at Mills Roofing Inc.

#### 3. Responsibilities

- Outline the responsibilities of each role or department involved in the process.

#### 4. Procedure

### 1. Prepare for Open Enrollment

#### 1.1 Confirm Plan Renewals

Collect renewal documents from broker

Confirm start and end dates, rates, and coverage options

Update any plan changes or additions internally

#### 1.2 Internal Review and Approval

Review renewal information with leadership



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Confirm any changes in employer contributions, plan design, or eligibility rules

## 2. Set Up Open Enrollment in Rippling

### 2.1 Navigate to Benefits Admin

Log into Rippling

Go to "Benefits" > "Plans & Carriers"

### 2.2 Update or Add Plans

Click "Add Plan" to create a new one or "Edit" to update existing plans

Input accurate plan details: name, type, carrier, start/end dates, contributions

Upload SBC documents and plan summaries

### 2.3 Launch Open Enrollment Setup

Navigate to "Benefits" > "Open Enrollments"

Click "New Open Enrollment" and choose renewal-based or new coverage

### 2.4 Configure Enrollment Window

Set the enrollment period

Select eligible employee groups

Add rules for dependents and qualifying events

### 2.5 Customize Employee Experience

- - Add messages/instructions and upload internal documents (FAQs, comparisons)

## 3. Review and Launch

### 3.1 Test the Experience



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Use “Preview as Employee”

Verify plans, rates, documents

### 3.2 Launch Enrollment

Click “Launch Open Enrollment”

Employees receive automated email prompts

## 4. Monitor and Support

### 4.1 Track Employee Progress

Monitor dashboard and send reminders

### 4.2 Answer Questions

Be available to assist and document issues

## 5. Finalize and Submit to Carriers

### 5.1 Close Enrollment

Review elections and finalize in Rippling

### 5.2 Submit to Broker

Auto-submit via Rippling or export manually

## 5. Safety Considerations

- Detail any safety precautions or considerations that need to be taken during the procedure.

## 6. Equipment and Materials



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- Specify any equipment, tools, or materials required to execute the procedure effectively.

### 7. Documentation

- Describe any forms, reports, or records that need to be completed as part of the procedure.

### 8. Troubleshooting

- Provide guidance on common issues that may arise during the procedure and how to resolve them.

### 9. References

- Include references to related documents, guidelines, or regulations that support the SOP.

### 10. Revision History

| Revision Number | Date | Change Description | Approved By |
|-----------------|------|--------------------|-------------|
|                 |      |                    |             |

### 11. Approval

| Approved By | Title | Date |
|-------------|-------|------|
|             |       |      |

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### 12. Distribution

- Specify how the SOP will be distributed and accessed by those who need it.