

Benefits Communication Checklist

New Joiners & Leavers

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- Ensure new employees are informed about available benefits during onboarding, how to enrol and any deadlines.
- Communicate to leavers the steps for exiting benefits, continuing cover individually and pension transfer options.



Post Renewal/Inception

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- Use renewal and inception periods as key moments to remind your team of the valuable benefits available to them. If you're introducing a new provider or launching a new benefit, it's a perfect opportunity to raise awareness and drive engagement.



Employee Feedback

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- Regularly collect feedback from employees on the effectiveness of their benefits packages, gauge satisfaction and identify improvement areas. Communicate how feedback has been used to improve benefits offerings - ensure transparency of changes.



Seasonal Reminders

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- Send out reminders for holiday-specific benefits, including important deadlines, remind employees of any last minute benefit opportunities before the year ends.
- Prompt employees to complete their pension and benefits beneficiary nominations and keep them up to date.



Awareness Days

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- Promote company initiatives related to both physical and mental wellbeing on designated awareness days, make sure employees know about related benefits. Highlight awareness days around diversity and inclusion and the resources available to support.



Pensions

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- Communicate how employees can review their pension plans, provide resources for financial education and support for differing pension options, avoid using jargon and aim to make communications accessible for all levels of financial education.

