

EMPAQ® Participant's Guide for Employers

Checklist for Employers Submitting EMPAQ® Data For the 2009 program year

- **Collect EMPAQ® Materials.** Find helpful materials such as this checklist, the EMPAQ® Data Dictionary, and the NAICS Guide on the EMPAQ® website at www.empaq.org. For support, contact the EMPAQ® Helpdesk at empaq@businessgrouphealth.org.
- **Gather Important Reports.** Pull together the reports needed for each program submission. Use the chart below as a guide. Record your answers and notes for follow-ups directly in the EMPAQ® Data Dictionary.
- **Coordinate Your Submission.** Enlist your colleagues, suppliers, insurers, TPAs, etc. to assist in the data collection process. Provide them pages from the 2010 EMPAQ® Data Dictionary to help them in gathering your company's data.
- **Submit Demographic Information.** Remember to complete the Demographics section, provide your NAICS Code (2-digit or 4-digit), and submit plan design data to ensure that the full scope of benchmarking reports will be produced for your company.
- **Remember Key Dates.** Submit data through the EMPAQ® website from May 10 – July 1, 2010. Visit www.empaq.org.

Helpful Resources for Data Collection

EMPAQ® Programs	Annual Report	HRIS System Report	Payroll System Reports	Program Vendor/Aggregator/Consultant/TPA/ ASO	Insurance Carrier/Broker	Open Enroll Materials	Time & Attendance System	DOL & OSHA Reports	Financial Reports	Summary Plan Description (SPD)	Summary of Material Modification (SMM)	HR Policy Doc
Demographic Information	✓	✓	✓	✓								
Short-Term Disability		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Workers' Compensation		✓	✓	✓	✓		✓	✓	✓			✓
Long-Term Disability		✓	✓	✓	✓	✓		✓	✓	✓	✓	✓
Family Medical Leave		✓	✓	✓			✓	✓				✓
Group Health		✓	✓	✓	✓	✓		✓	✓	✓	✓	✓
Incidental & Total Absence		✓	✓	✓	✓		✓					✓
EAP				✓	✓	✓			✓	✓	✓	✓
Health Mgmt Programs		✓	✓	✓	✓	✓				✓	✓	✓