Benefits Lifecycle Chart



BETTY BENEFITS

begins working at ABC Company.



ABC COMPANY

sends Betty's information (e.g. part-time/full-time status, name, SSN, hire/term date) to the Enrollment System via Demographic File. (Frequency of entering demographic information varies by company, but weekly is common.)



ENROLLMENT SYSTEM

sends the enrollment information to WEX. (Sent 3x/week: Monday, Wednesday & Friday.)



ENROLLMENT SYSTEM

sends a Payroll File to ABC Company.



WEX

sets up participant accounts based on information provided in the Enrollment File.





ABC COMPANY

sends a Contribution File to WEX via SFTP site or the employer online account during each payroll cycle to fund participant accounts.



ABC COMPANY

works out any errors in the Contribution File to ensure participant accounts are funded correctly.



WEX

makes funds available in participant accounts.

