

The OnCore Experience

Implementation Next Steps

Below, please find the next steps for your implementation. OnCore HCM is very excited to begin this opportunity with **City of West Allis** and with your support, we are confident that we will complete this implementation successfully.

- **City of West Allis – The Horton Group** will provide a list of client and broker contacts to be involved in weekly calls and set up with logins to our system, OnCore HCM.
- **City of West Allis – The Horton Group** will provide the game plan document sent by the CSM team.
- OnCore HCM will set up recurring conference calls with the **City of West Allis – The Horton Group – Insurance Company** benefit teams.
- Target implementation – Finalized during initial kick off call with an understanding of 1.1.19
- **City of West Allis – The Horton Group** will provide OnCore HCM with a list of carrier contacts via the game plan document.
- **City of West Allis – The Horton Group** will provide all relevant plan documents including SBCs, SPDs, benefit guides and rates.
- **The Horton Group** to provide insight on any key info or new carriers during build.
- OnCore HCM will provide **City of West Allis** with a detailed project plan that shows the milestones, deadlines and task ownership.
- Included are the following agreements:
 - TeemWurk User Agreement – Employer Signed Form
 - OnCore Service Agreement – Employer Signed Form
 - Oncore BAA – Employer Signed Form
 - Subcontractor BAA – Broker Signed Form
 - Billing ACH Form – Paying Party