

## Open Enrollment Employee Help sheet

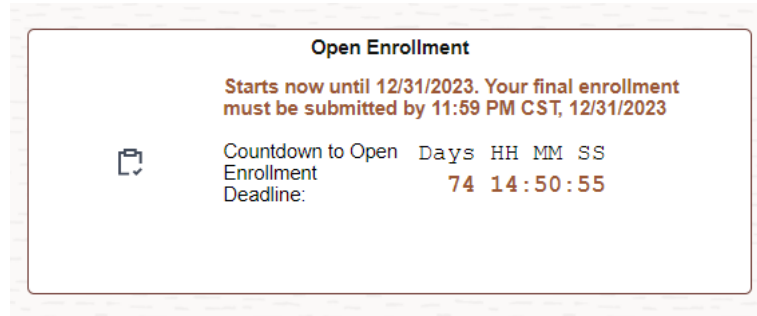
This guide will walk you through submitting an Open Enrollment Event.

1. Log into PeopleSoft. For help with logging into PeopleSoft, refer to [Employee Self Service Password](#).

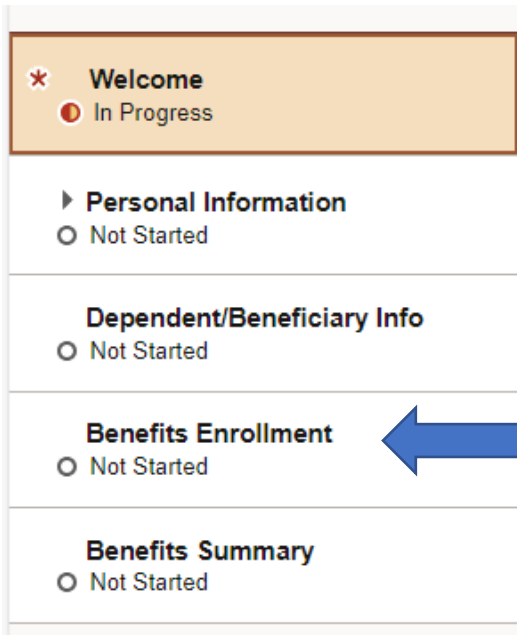
2. Select the Employee Self-Service tile.



3. Select the big Open Enrollment tile.



4. Please review the following Tabs on the Left side:



- a. Personal Information – View Personal Information
- b. Dependent/Beneficiary Info – View/add dependents.
- c. Benefits Summary – View your current Benefits.
- d. Benefits Enrollment – To elect next year’s Benefits.

5. When you are ready to start electing your benefits, click on Benefits Enrollment.

6. Click on each tile to change the benefits. Also add/remove dependents from a plan.

**Benefits Enrollment**

The Enrollment Overview displays which benefit options are open for edits. All benefit changes will be effective January 1st. \* Indicates required field

**IMPORTANT:** If you want to keep your coverage the same as it is currently for medical and dental, you **MUST** still go into the medical and dental tiles to re-elect the same coverage. Otherwise your coverage will default to the core coverage defined in your summary of benefits by union.

Also, re-electing health insurance must be done before re-electing any H.S.A. amount for the new year. (H.S.A. and flexible spending election amounts also must be re-elected during open enrollment if you intend to set money aside in the new year.)

▼ Enrollment Summary

Your Pay Period Cost **\$3.76** Full Cost \$3.76

Status **Pending Review**

[Submit Enrollment](#)

**Benefit Plans**

<p><b>Medical</b></p> <p>Current CoPay w/VantagePlus New Waive Status <b>Pending Review</b> 0 Dependents</p> <p>Pay Period Cost <b>\$0.00</b></p> <p style="text-align: right;"><a href="#">Review</a></p>	<p><b>Dental</b></p> <p>Current Dental Insurance New Dental Insurance Status <b>Pending Review</b> 0 Dependents</p> <p>Pay Period Cost <b>\$0.02</b></p> <p style="text-align: right;"><a href="#">Review</a></p>	<p><b>Vision</b></p> <p>Current Vision Service Plan New Vision Service Plan Status <b>Pending Review</b> 0 Dependents</p> <p>Pay Period Cost <b>\$3.74</b></p> <p style="text-align: right;"><a href="#">Review</a></p>
<p><b>Accident</b></p> <p>Current Waive</p>	<p><b>Hospital Indemnity</b></p> <p>Current Waive</p>	<p><b>Basic Life Insurance</b></p> <p>Current Basic Life 50K \$50,000</p>

For Each Tile

**Current:** This is the benefit plan that is currently in effect. This will plan will end 12/31/2023.

**New:** This is the benefit plan elected for next year. This plan will start 01/01/2024.

**Status:** This will let you know if you have looked at this benefit.

**Dependents:** The number of Dependents listed on the benefit for next year **(2024)**.

**Pay Period Cost:** Cost per Paycheck

**Medical**

Current CoPay Plan Open Access  
New Waive  
Status **Pending Review**  
0 Dependents

Pay Period Cost **\$0.00**

**Review**

If you are part of the Teachers union or the School and Community Service Professionals union, your District contribution will **not** be calculated into your Pay Period Cost during Open Enrollment. This is because you are on a Cafeteria plan.

7. If your dependent/s are not showing up here, you will need to click on Add/Update Dependent.

Skip to step 11 if you do not need to add additional dependents.

Cancel **Dental** Done

Dental coverage allows you and your dependents to have routine cleaning visits and receive services such as the installation of fillings and crowns.

▼ **Enroll Your Dependents**

Dependents that the employee has registered are listed here. Select the Add/Update Dependent button to view, update or add a new dependent.

You have no dependent registered

Add/Update Dependent

▼ **Enroll in Your Plan**

The Employee Only cost shown for each plan is based on the dependents enrolled. Plans that do not offer coverage for the dependents enrolled are not available to select. To see other coverage costs for individual plans, select the help icon corresponding to each plan option.

Plan Name	Before Tax Cost	After Tax Cost	Pay Period Cost
✓ Dental Insurance			\$0.00

Overview of All Plans

8. Then click Add Individual

Dependent and Beneficiary Information

Add Individual

Name	Relationship	Beneficiary	Dependent
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9. Enter the information required to add a dependent for benefits enrollment. The red boxes show the minimum requirements. Click Save in the top right corner when you are done.

Cancel **Add Individual Dependent/Beneficiary Information** Save

Select Save after you have edited your Dependent/Beneficiary's information. The changes will go into effect on the effective date of the Life Event

Name

Add Name

Personal Information

\*Date of Birth

\*Gender

\*Relationship to Employee

Dependent

Beneficiary

\*Marital Status  As of

\*Student  As of

\*Disabled  As of

\*Smoker  As of

Address

Address	Address Type	Same as mine
Address	Home	Same as mine

National ID

No data exists

10. After adding the information for your dependent, they will show up here. Click the X in the top right corner to return back to the previous page where you were selecting the benefit.

Name	Relationship	Beneficiary	Dependent
FirstName LastName (First)	Child	✓	✓

11. Follow this process to select a Benefit Plan.

A. For each benefit plan select the plan you want. If Waive is check marked, there will be no coverage.

B. If you are adding dependents. Check the box next to their name.

C. You will need to enter your Primary Care Provider/Clinic before completing your benefit

If you don't know how to pick a Primary Care Provider/Clinic. Refer to this [guide](#) and open the [Primary Care Provider List for 2023](#) and the [PEIP Medical Comparison chart](#).

D. Click Done when you are complete.

If you are part of the Teachers union or the School and Community Service Professionals union, your District Contribution will **not** be calculated into your Pay Period Cost during Open Enrollment. This is because you are on a Cafeteria plan and it will show as paying the full amount.

**Medical**

SPPS Medical choices available to you are determined by your union. SPFE members and SUTR options with PEIP. Other employee groups have options under Medica.

**Enroll Your Dependents**

Dependents that the employee has registered are listed here. Select the Add/Update Dependent button to view, update or add a new dependent.

Dependents	Relationship
<input checked="" type="checkbox"/> Elizabeth Halsey	Child
<input checked="" type="checkbox"/> Jack Griffin	Child

**Enroll in Your Plan**

The Family cost shown for each plan is based on the dependents enrolled. Plans that do not offer coverage for the dependents enrolled are not available to select. To see other coverage costs for individual plans, select the help icon corresponding to each plan option.

Plan Name	Before Tax Cost	After Tax Cost	Pay Period Cost
Select PEIP - HP - Advantage HSA	\$876.94	\$876.94	\$876.94
Select PEIP - HP - Advantage High	\$1281.97	\$1281.97	\$1281.97
Select PEIP - HP - Advantage Value	\$1151.51	\$1151.51	\$1151.51
Select PEIP - BCBS - Advantage High	\$1281.97	\$1281.97	\$1281.97
Select PEIP - BCBS - Advantage Value	\$1151.51	\$1151.51	\$1151.51
✓ PEIP - BCBS - Advantage HSA	\$876.94	\$876.94	\$876.94
Select PEIP - PreferOne - Advan High	\$1281.97	\$1281.97	\$1281.97
Select PEIP - PreferOne - Advan Value	\$1151.51	\$1151.51	\$1151.51
Select PEIP - PreferOne - Advan HSA	\$876.94	\$876.94	\$876.94

**Select Primary Care Provider**

Enrollment in this plan requires that you select a primary care provider. You must indicate whether or not you have already established a relationship with this provider, since some providers are not accepting new patients. The primary care provider list link will provide a list of providers, if you are unsure of the provider.

Your Primary Care Provider ID:

I have visited this provider before:  No

Use the same provider for all dependents:  No

[Primary Care Provider List](#)

Dependents	Primary Care Provider ID	Visited this provider before
Elizabeth (Elizabeth) Halsey	<input type="text"/>	<input type="radio"/> No
Jack (Jack) Griffin	<input type="text"/>	<input type="radio"/> No

13. After you click Done, you will see the change on the Benefit Enrollment page. The border of the tile will turn green once you have completed the tile. The Tile will only turn green if you click Done inside each tile, even if you did not change anything.

If you do not elect anything for a tile, you risk losing that coverage. Make sure that you re-elect Medical, Dental, and any Flex-Spending or HSA Spending Accounts before submitting, or you will default to core/no coverage.

Please refer to your Bargain Units [Benefits Summary](#) for Core Coverage.

**Enrollment Summary**

Your Pay Period Cost **\$45.08** Full Cost **\$45.08**

Status **Pending Review**

**Submit Enrollment**

**Benefit Plans**

**Medical**

Current Waive  
New Waive  
Status **Visited**  
# 0 Dependents

Pay Period Cost **\$0.00** Review

**Dental**

Current Dental Insurance  
New Dental Insurance  
Status **Changed**  
# 1 Dependents

Pay Period Cost **\$45.08** Review

14. After reviewing your elected benefits, click Submit Enrollment to complete your Open Enrollment.

**Enrollment Summary**

Your Pay Period Cost **\$358.82** Full Cost **\$358.82**

Status **Pending Review**

**Submit Enrollment**

**Benefit Plans**

**Medical**

Current CoPay w/Park Nicollet  
New HSA w/Park Nicollet  
Status **Visited**  
# 0 Dependents

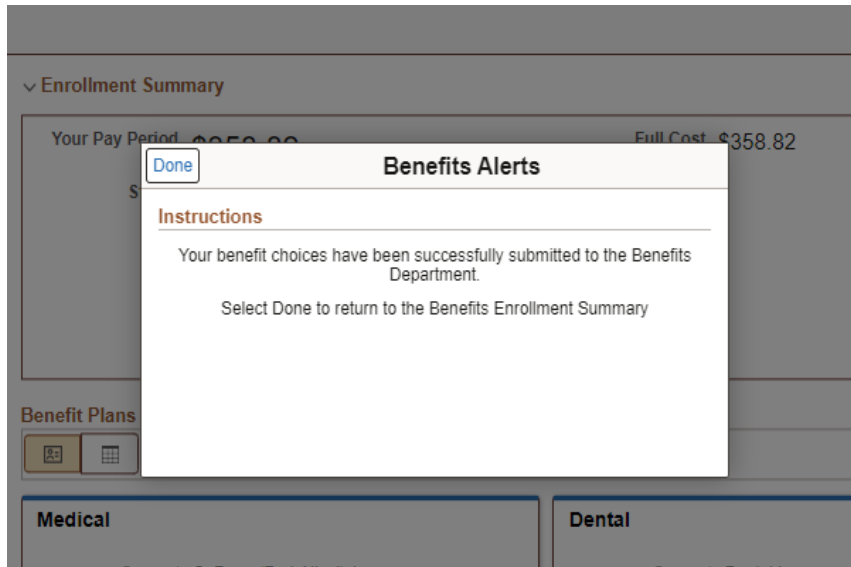
Pay Period Cost **\$299.06** Review

**Dental**

Current Dental Insurance  
New Dental Insurance  
Status **Pending Review**  
# 0 Dependents

Pay Period Cost **\$20.02** Review

15. After you click Submit Enrollment, you will get the following message. This means you have completed and submitted your enrollment for the 2024 year. Click Done.



After you click done. It will show Submitted next to Status.

**Benefits Enrollment**

*\* Indicates required field*

The Enrollment Overview displays which benefit options are open for edits. All benefit changes will be effective January 1st.

**IMPORTANT:** If you want to keep your coverage the same as it is currently for medical and dental, you **MUST** still go into the medical and dental tiles to re-elect the same coverage. Otherwise your coverage will default to the core coverage defined in your summary of benefits by union.

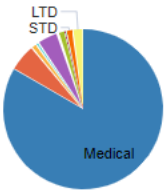
Also, re-electing health insurance must be done before re-electing any H.S.A. amount for the new year. (H.S.A. and flexible spending election amounts also must be re-elected during open enrollment if you intend to set money aside in the new year.)

▼ Enrollment Summary

Your Pay Period Cost **\$358.81** Full Cost **\$358.81**

Status **Submitted** 10/18/2023 9:42AM

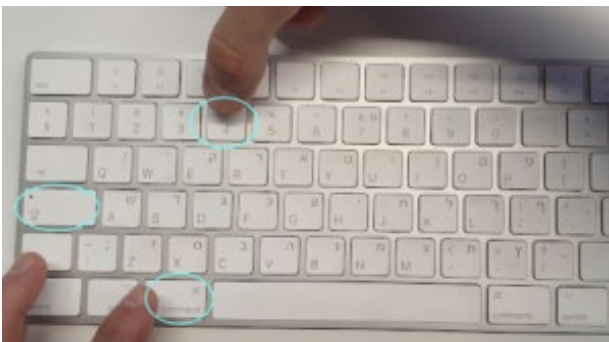
**Submit Enrollment**



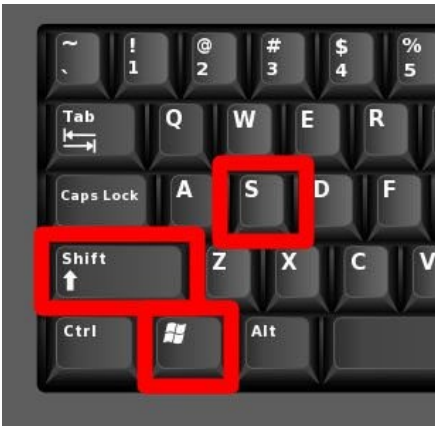
16. You will want to take a screenshot of your elections on the Benefits Enrollment tab as the Benefits Summary **WILL NOT** be updated with your elections for the 2024 year. You will most likely take two screenshots to get all your benefits.

To take a screenshot:

Mac: Press and hold Shift, Command and 4



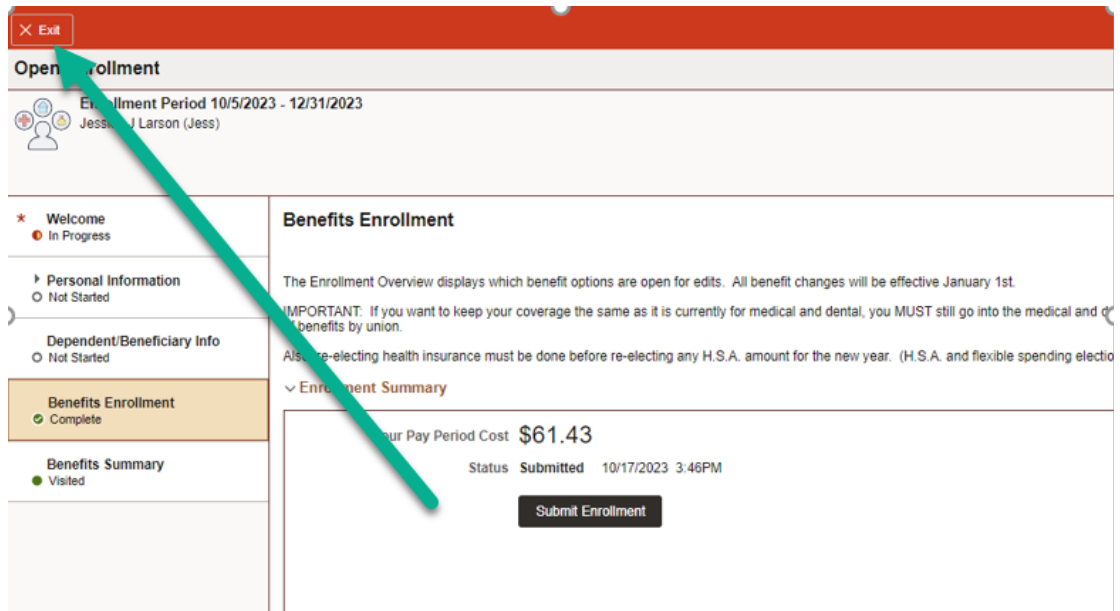
PC: Press and hold, Window logo Key, Shift and S



17. Click Exit.

**PLEASE NOTE:**

The following day you submit your enrollment you can review your benefit summary.



18. To review your benefits summary the day after you will want to go to employee self service --> benefits details



19. Click on the calendar and change the date to 1/1/2024

Calendar

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

My Benefits on 10/19/2023

Benefit Plans

<b>Medical</b> Plan: CoPay w/VantagePlus Coverage: Employee Only 0 Dependents Review	<b>Dental</b> Plan: Dental Insurance Coverage: Employee Only 0 Dependents Review	<b>Vision</b> Plan: Vision Service Plan Coverage: Employee Only 0 Dependents Review
<b>Accident</b> Coverage: Waived	<b>Hospital Indemnity</b> Coverage: Waived	<b>Basic Life Insurance</b> Plan: Basic Life 50K Coverage: \$50000 Review
<b>Employee Optional Life</b> Coverage: Waived	<b>Employee AD&amp;D</b> Coverage: Waived	<b>Spouse Optional Life</b> Coverage: Waived

20. The click Refresh and your elections for the 2024 year will show up.

Benefits Summary

To view your benefits as of another date, enter the date and select Refresh.

My Benefits on 01/01/2024 Refresh

Benefit Plans

<b>Medical</b> Plan: CoPay w/VantagePlus Coverage: Employee Only 0 Dependents Review	<b>Dental</b> Plan: Dental Insurance Coverage: Employee Only 0 Dependents Review	<b>Vision</b> Plan: Vision Service Plan Coverage: Employee Only 0 Dependents Review
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