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.
   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.

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

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.

8. Then click Add Individual

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.
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.

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.
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.

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

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

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