

## Open Enrollment Employee Help sheet

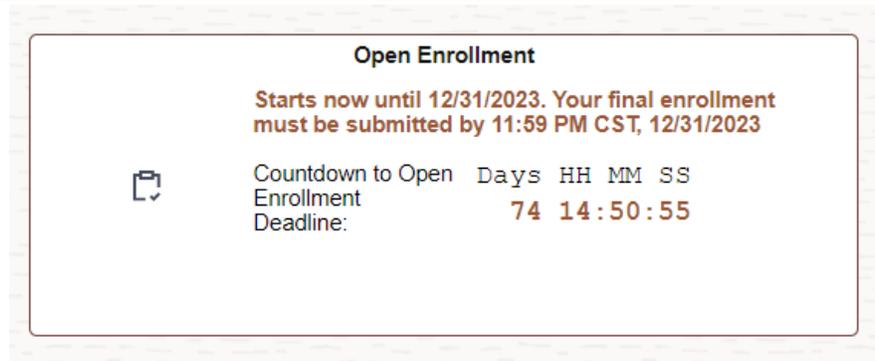
This guide will walk you through submitting an Open Enrollment Event.

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

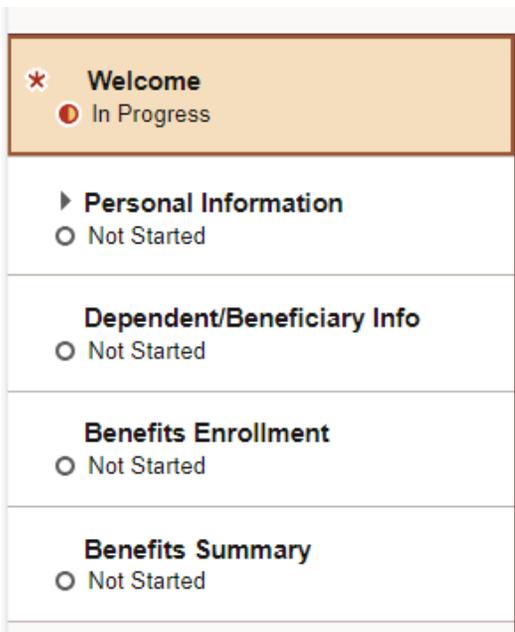
2. Select the Employee Self-Service tile.



3. Select the big Open Enrollment tile.

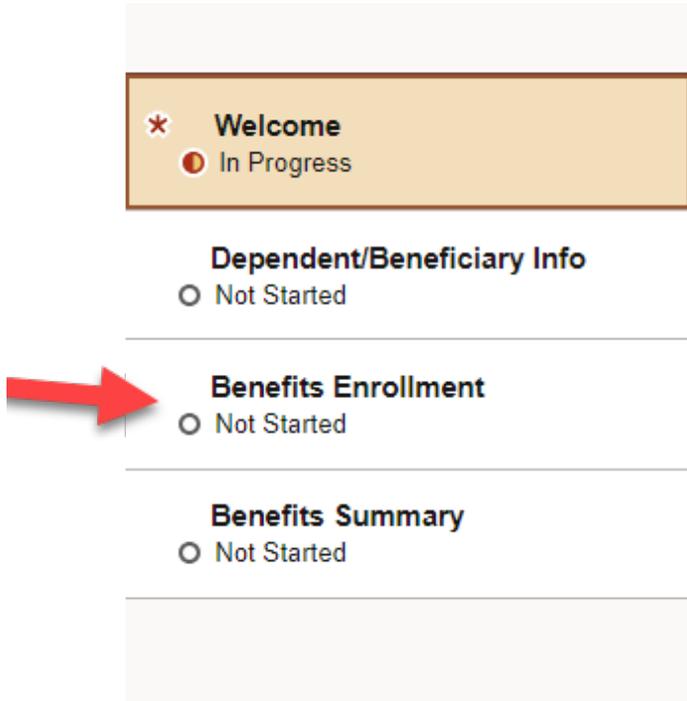


4. Please review the following Tabs on the Left side:



- 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.
- e. Benefits Summary – View your current 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** \* 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 **\$3.76** Full Cost \$3.76

Status **Pending Review**

[Submit Enrollment](#)

Dental  
Vision

**Benefit Plans**

<p><b>Medical</b></p> <p>Current <b>CoPay w/VantagePlus</b> New <b>Waive</b> 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 <b>Dental Insurance</b> New <b>Dental Insurance</b> 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 <b>Vision Service Plan</b> New <b>Vision Service Plan</b> 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 <b>Waive</b></p>	<p><b>Hospital Indemnity</b></p> <p>Current <b>Waive</b></p>	<p><b>Basic Life Insurance</b></p> <p>Current <b>Basic Life 50K \$50,000</b></p>

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.

**Dental** Cancel 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 <span>i</span>			\$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.

**Add Individual Dependent/Beneficiary Information** Cancel 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  Single  As of  📅

\*Student  No  As of  📅

\*Disabled  No  As of  📅

\*Smoker  Non 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.

**Dependent and Beneficiary Information** ✕

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

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

If you are adding dependents to the benefit plan. Go to step 12.

If you not adding dependents, click Done in the top right after selecting the Medical plan, then proceed to step 13.

**Medical**

All of our medical choices promote wellness as part of their benefits and are available to protect you and your dependents if you become sick or injured. Enrollment in this benefit may require proof of coverage.

▼ **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

▼ **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
<input type="button" value="Select"/>	HSA w/Park Nicollet	<span style="color: blue;">i</span>			\$0.00
<input type="button" value="Select"/>	HSA w/VantagePlus	<span style="color: blue;">i</span>			\$0.00
<input type="button" value="Select"/>	CoPay w/Park Nicollet	<span style="color: blue;">i</span>	\$64.94		\$64.94
<input type="button" value="Select"/>	CoPay w/VantagePlus	<span style="color: blue;">i</span>	\$74.51		\$74.51
<input type="button" value="Select"/>	HSA Open Passport	<span style="color: blue;">i</span>			\$0.00
<input checked="" type="checkbox"/>	Waive				\$0.00

To view all costs of plans, click Overview of All Plans.

Click Expand All or click individual plans to see Cost Levels for additional dependents.

**Overview of Medical Plans** ✕

Here are your available plans with coverage details:

- ▶ HSA w/Park Nicollet
- ▶ HSA w/VantagePlus
- ▶ CoPay w/Park Nicollet
- ▶ CoPay w/VantagePlus
- ▼ HSA Open Passport

Coverage Level	Your Costs	Tax Class
Employee Only	0.00	Before-Tax
Employee + One	91.67	Before-Tax
Family	216.85	Before-Tax

▶ Waive

12. Your dependent/s will show up on the benefit election page. Click on the boxes for the dependent/s you want to add.

The information in the Green box will automatically adjust the cost and number of people covered after you select dependents.

Click Done in the top right corner when you are finished with adjusting the benefit.

**Dental**

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.

Dependents	Relationship
<input type="checkbox"/> First (First) Last	Child

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

**Dental**

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.

Dependents	Relationship
<input checked="" type="checkbox"/> First (First) Last	Child

Add/Update Dependent

▼ **Enroll in Your Plan**

The **Employee + One** 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 ⓘ	\$41.35		\$41.35

Overview of All Plans

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.

For Each Tile

**Current:** This is the benefit plan that is currently in effect. This 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

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

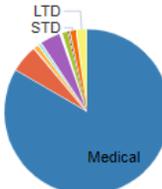
[< Previous](#)   [Next >](#)

▼ Enrollment Summary

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

Status **Pending Review**

LTD  
STD



**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.

▼ Enrollment Summary

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

Status **Pending Review**

**Benefits Alerts**

[Done](#)

**Instructions**

Your benefit choices have been successfully submitted to the Benefits Department.

Select Done to return to the Benefits Enrollment Summary

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**

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.)

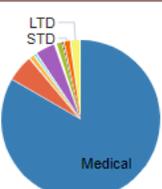
▼ Enrollment Summary

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

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

**Submit Enrollment**

LTD  
STD



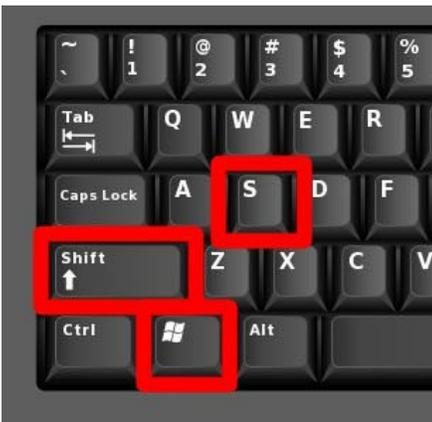
16. You will want to take a screenshot of your elections on the Benefits Enrollment tab as the Benefits Summary **WILL NOT** be updated with your elections for the 2024 year. You will most likely take two screenshots to get all your benefits.

To take a screenshot:

Mac: Press and hold Shift, Command and 4



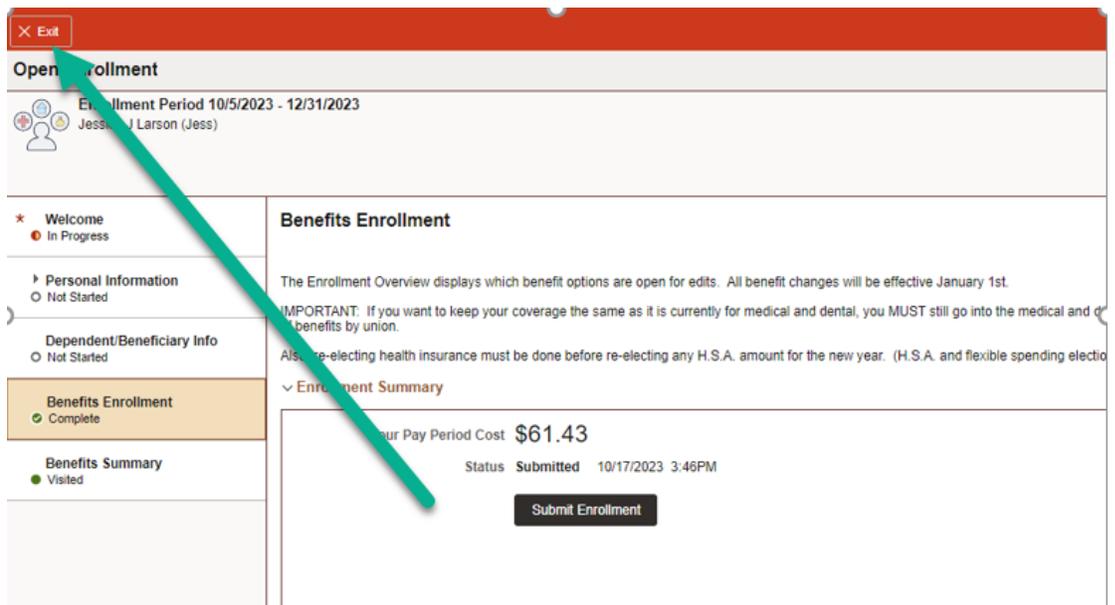
PC: Press and hold, Window logo Key, Shift and S



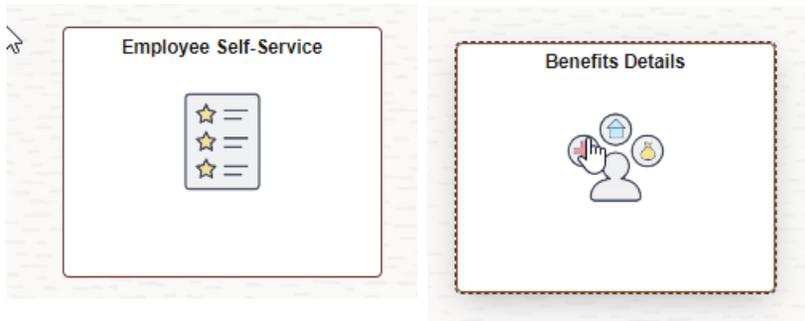
17. Click Exit.

**PLEASE NOTE:**

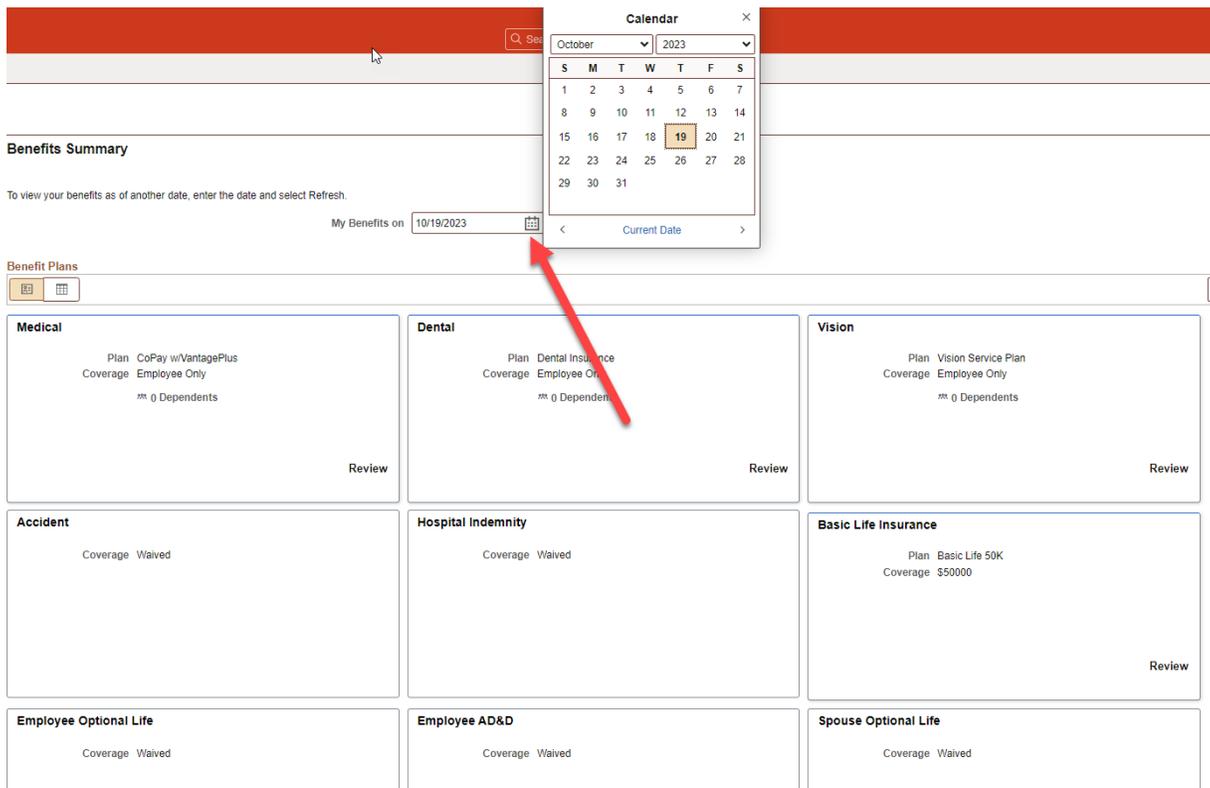
The following day you submit your enrollment you can review your benefit summary.



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.

