

1. To access Employee Access from the GESD main website, select '*Employees*':

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4. Your next screen will look similar to this. Use your GESD email and your Network password to log in:

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	Next	
Need help	signing in?	



NOTE: If you run into issues or get a notification stating 'unable to log in', we sugest clearing out your Cache and Cookies, restarting/shutting down your computer, then trying this process once more.

5. Select your GESD google account:



6. The system requires you to verify yourself. Enter the requested information and select 'Submit' once done:

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7. Welcome to Employee Access!

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Giendale	Elementary School District Contact Terms of use Privacy policy © 2022	EMPOWERED BY Tyler technologies

Completing Online Enrollment Process for Insurance Benefits

Contacts:

•	IT Help Desk	(623) 237-7117
	 Username and Password issues 	
•	Jodi Finnesy, Benefits Analyst	(623) 237-7149
	 Benefits questions 	
•	If Jodi is not available contact Citlalli Ramirez-Benavides, HR Technician	(623) 237-7227

Employees must complete the online enrollment process for their insurance benefits within 31 days of the employee's start date (date of hire). If you miss your enrollment window, you will not be allowed to enroll until the next annual Open Enrollment period which happens in the Spring (May), or you experience a qualifying event.

Insurance benefits are effective the first day of the month following your date of hire/start date.

- 1. To start the enrollment process, select My Benefits>Enrollment
- Before getting started, please read the entire welcome screen. If you want dependent coverage for any insurance, you must add your dependent's information first. To add a dependent, click on My Information>Profile>My Dependents. Dependents can be selected as you go through each benefit screen.
- 3. At the bottom of the Welcome screen, click on each benefit tab.

Benefit selection	on
Make selection	Benefits Presentation
Make selection	Summary of Benefits
Make selection	Mandatory Notices

4. After making your selection, click **Save selection**.



You will see a green checkmark showing your completion. Continue to the next benefit.



5. You must click on each tab and make a selection. After the last benefit, click **Review and submit**.

Update	0	Section 125 Notification Election	Section 125 Notification	I acknowledge these requirements	~
Update	0	Electronic Communications Election	Electronic Communications	Yes, I accept Electronic Communications	~
					Review & submit

6. Check each insurance you selected and your cost for that coverage to ensure you are comfortable with the amount that will be deducted from your paycheck.

Once you submit your selections you cannot make changes until the next Open Enrollment period or until you have a Qualifying Event.

Submit to HR		Employee cost	Employer cost
You are almost denot Please review and finalize your	Total per pay period	\$139.11	\$357.88
selections by clicking the 'SUBMIT' button on the	Total per month	\$231.85	\$596.47
following screen.	Total Annual	\$2,782.20	\$7,157.60
			Confirm & submit

To finalize your enrollment click Confirm and submit.

7. To view your existing coverage, click on the **View existing coverage** tab at the top of the Benefit screens.

8. To learn more about a benefit, click on the **Plan Resources** tab at the top of the benefit screen.



Thank you for completing the enrollment process for your insurance benefits!





1. Para ingresar al Acceso de Empleados a través del sitio web principal de GESD, elija "Employees";

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2. Elija el icono singular

para Ingresar (SSO) :

Escriba su nombre de usario y contraseña

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3. Una vez en la página de inicio de sesión singular, elija el icono de Acceso de los Empleados



4. La siguiente pantalla será similar a la que aparece aquí. Utilice su correo electrónico de GESD y su contraseña de red para iniciar su sesión:

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Usernam	Sign In	
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Reme	mber me	
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Need bel	o signing in?	



Employee Access

ATENCIÓN: Si tiene problemas o recibe una notificación indicando que no puede iniciar la sesión, le sugerimos que borre la memoria "Caché" y las "Cookies", que reinicie o apague la computadora y que vuelva a intentar el proceso.. 5. Elija su cuenta de google de GESD:

(Nobre de usuario)

	Choose an account from
	gesd40.org
	to continue to Tyler Identity
0	Use another account
To co	ontinue, Google will share your name, email address,
langu	lage preference, and profile picture with Tyler identity.

6. El sistema le pide que se verifique. Ingrese la información solicitada y seleccione "Enviar" una vez que haya terminado:

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		produce un error, verifique que toda la
	Last four of SSN*	información que ha ingresado está correcta.
	Birthdate*	
Ingrese el código postal	09/09/2022	
	Zip Code*	
	Submit	
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7. ¡Bienvenidos al Acceso de Empleados (Employee Access)!

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Completar el Proceso de Inscripción en Línea para las Prestaciones del Seguro

•	Servicio de Asistencia Informática	(623) 237-7117	
	 Problemas con su Nombre de Usuario y Contraseña 	(023) 237-7117	
•	Analista de Prestaciones, Jodi Finnesy	(623) 237-71/0	
	 Preguntas sobre las Prestaciones 	(023) 237-7143	
•	Si Jodi no está disponible, póngase en contacto con Citlalli	(000) 007 7007	
	Ramírez-Benavides, Técnica de Recursos Humanos	(623) 237-7227	

Recordatorios

Los empleados deben completar el proceso de inscripción en línea para sus prestaciones de seguro dentro de los 31 días de la fecha de inicio del empleado (fecha de contratación). Si se le pasa el plazo de inscripción, no se le permitirá inscribirse hasta el siguiente periodo anual de inscripción abierta, que tiene lugar en primavera (mayo), o si experimenta un evento calificado. Insurance benefits are effective the first day of the month following your date of hire/start date.



- 1. Para iniciar el proceso de inscripción, elija "*My Benefits>Enrollment*" (Mis Prestaciones>Inscripción).
- Antes de iniciar, lea toda la pantalla de Bienvenida. Si desea la cobertura de un dependiente para cualquier seguro, debe añadir primero la información de su dependiente. Para añadir un dependiente, haga clic en "*My Information>Profile>My Dependents*"(Mi Información>Perfil>Mis Dependientes). Dependents can be selected as you go through each benefit screen.
- 3. En la parte inferior de la pantalla de Bienvenida, haga clic en cada una de las pestañas de las **prestaciones**.



4. Despues de elegir, haga clic en "Save selection" (Guardar selección).

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Benefit coverage	Employee Cost Pay Period / Month
O Yes, I have watched the Video	\$0.00 / \$0.00
	Save selection
Benefits Presentation	^
Benefit coverage	Employee Cost Pay Period / Month
• Yes, I have watched the Video	\$0.00 / \$0.00
	Save selection

Verá una marca de verificación verde que indica que la ha completado. Continúe con la siguiente prestación.

Benefit selection	n		
Update	Benefits Presentation Ber Election	enefits Presentation	Yes, I have watched the Video
Make selection	Summary of Benefits		No selections made
Make selection	Mandatory Notices		No selections made

5. Debe hacer clic en cada pestaña y hacer una selección. Después de la última prestación, haga clic en "*Review and submit*" (Revisión y envío).



6. Revise cada uno de los seguros que ha seleccionado y el costo de esa cobertura para asegurarse de que se siente agusto con la cantidad que se le deducirá de su sueldo.

Una vez que envíe sus selecciones, no podrá hacer cambios hasta el siguiente periodo de Inscripción Abierta o hasta que tenga un Evento Calificativo.

Submit to HR		Employee cost	Employer cost
You are almost depail Plassa review and finalize your	Total per pay period	\$139.11	\$357.88
selections by clicking the 'SUBMIT' button on the	Total per month	\$231.85	\$596.47
following screen.	Total Annual	\$2,782.20	\$7,157.60
			Confirm & submit

Para finalizer su inscripción haga clic en "Confirm & submit" (Confirmar y enviar).

7. Para ver su cobertura existente, haga clic en la pestaña "View existing coverage" (Ver cobertura existente) en la parte superior de las pantallas de "Benefits" (Prestaciones).

8. Para averiguar más sobre una prestación, haga clic en la pestaña de "*Plan Resources*" (Plan de Recursos) en la parte superior de la pantalla de "*Benefits*" (Prestaciones).



¡Gracias por completar el proceso de inscripción para sus prestaciones de seguro!

