



HOW TO ENROLL IN BENEFITS/ENTER PAYROLL INFORMATION AS A NEW HIRE/NEWLY ELIGIBLE EMPLOYEE

Use this document to assist you in enrolling in benefits and updating your direct deposit and tax withholding information as a new hire or a newly benefit eligible employee with MPS. You can use Self-Service to enroll in health, dental, vision, healthcare Flexible Spending Account (FSA), dependent care FSA and/or Health Savings Account (HSA). Please see the enrollment instructions included in your new hire packet for information on enrolling in group life, additional life, spouse life, dependent care life, Short Term Disability (STD), Long Term Disability (LTD), pension plans, 403(b) and 457 plans. If you require additional assistance, please contact the Department of Benefits, Pension & Compensation by phone at: 414-475-8554 or email at: benefits@milwaukee.k12.wi.us.

To enroll in health, dental, vision, health FSA, dependent care FSA, and/or HSA coverage, employees must complete the online benefit application form and click the blue **Submit** button to submit elections within **31 calendar days after beginning employment or change in benefit eligibility**.

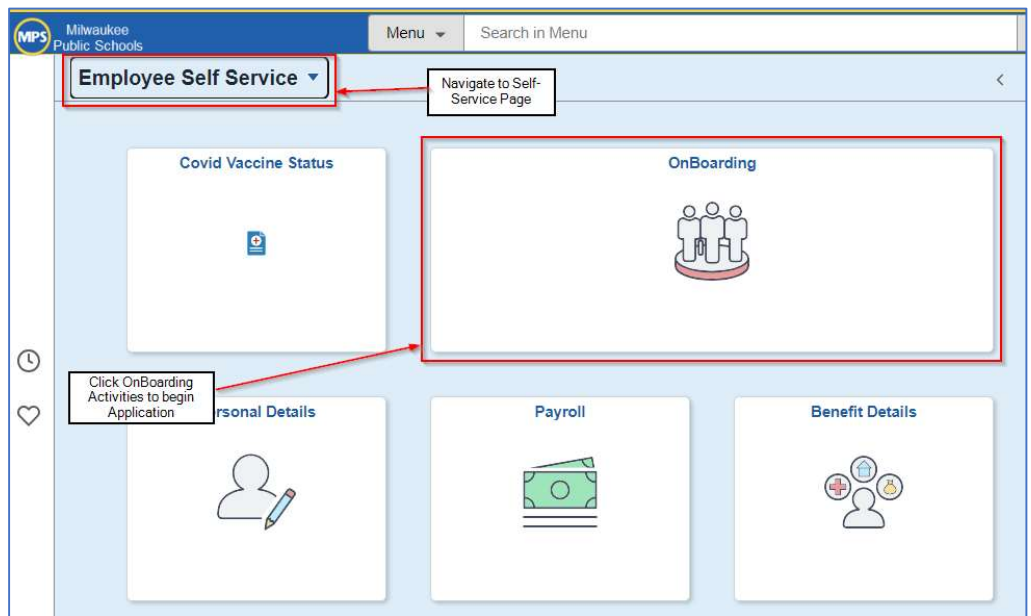
Applications received later than 31 calendar days after the first day of employment shall not be accepted. If you do not enroll when first eligible, you only have the opportunity to do so at the next open enrollment period or with an applicable qualifying event (also referred to as Family Status Changes).

Accessing MPS OnBoarding Event

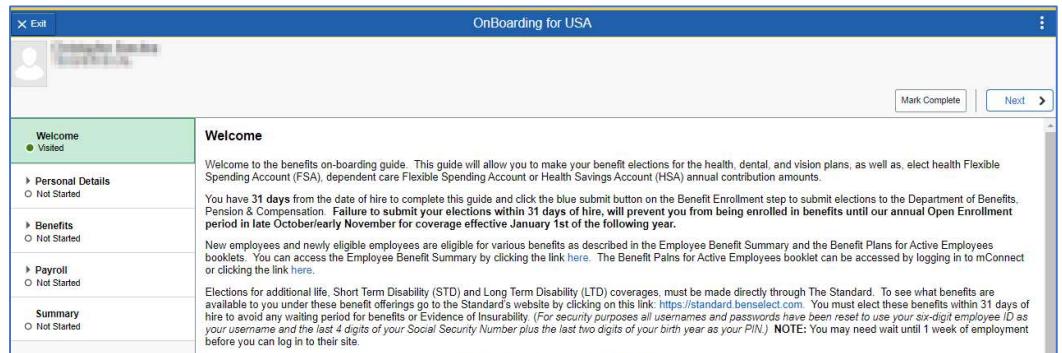
1. Go to the MPS homepage, <https://mps.milwaukee.k12.wi.us/>, click the staff menu in the top blue bar and log in to MPS “Self Service”.

2. Navigate to the Employee Self Service page and click the **Onboarding Activities** tile.

If this tile is not available, click the **Benefit Details** tile and then the **Benefits Enrollment** tile.



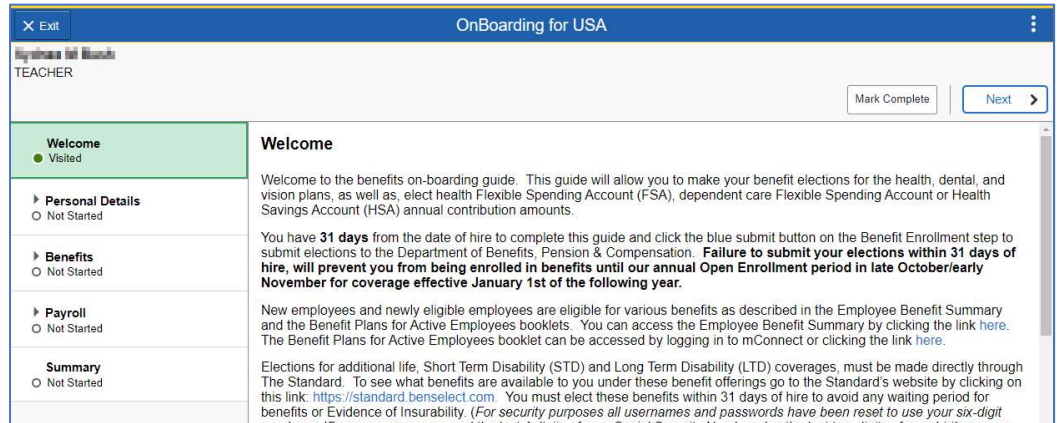
3. You will be taken to Onboarding Guide for new employees. Read the instructions for information on how to enroll in health, dental, vision, the health Flexible Spending Account (FSA), dependent care FSA and/or Health Savings Account (HSA).



Processing Your New Hire Benefit Enrollment

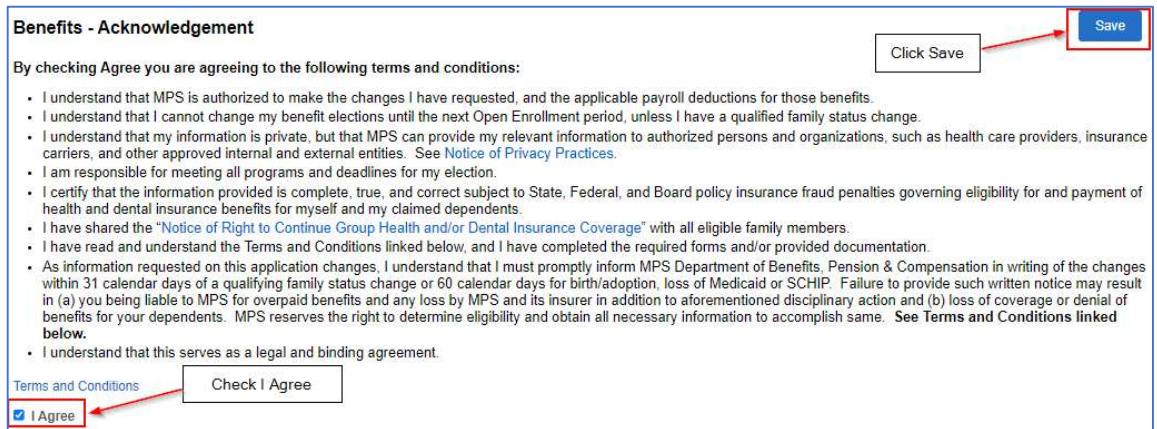
1. Follow the guide for the Onboarding event. The steps will guide you through the process to update your benefits. Steps with an asterisk (*) are required before your election will be processed by a Benefits Associate.

2. You can click the **Mark Complete** button to mark a step as complete or the **Next and Previous** buttons in the upper right-hand corner of the page to navigate through the guide.



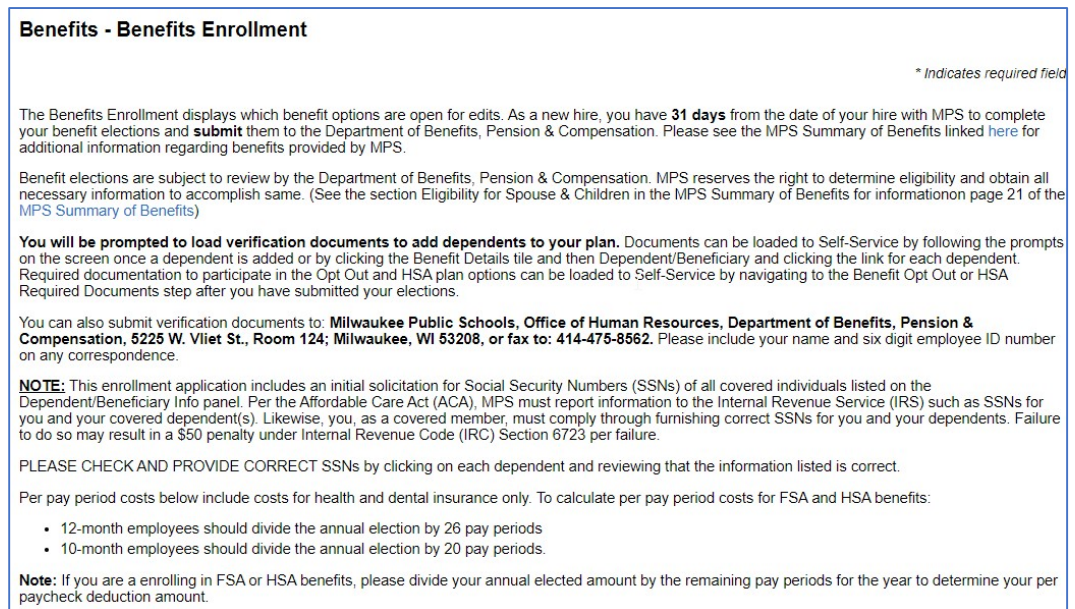
To exit the event, click **Exit** in the upper left hand corner and you will be able to continue processing the event at a later date.

3. Check the box next to **I Agree** on the **Acknowledgment** step and click **Save** to open up the **Benefits Enrollment** step.

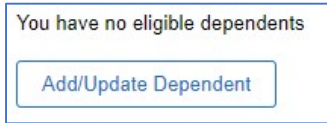


4. Follow the instructions on the **Benefit Enrollment** step to make updates to enroll in benefits for health, dental, vision, health FSA, dependent care FSA, and/or HSA benefits.

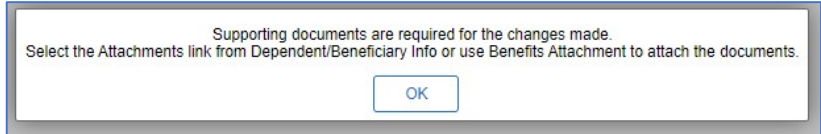
Note: If you started your guide before the deadline for your event but try to make updates after the deadline, you will need to contact the Department of Benefits, Pension & Compensation for assistance with preparing your event for entry.



5. Click the tile for each plan in which you would like to enroll. Follow the instructions to select coverage for each plan. Dependents can be added by clicking **Add/Update Dependent**.



6. You will receive a message upon saving the dependent notifying you to upload required documentation to add your dependent.

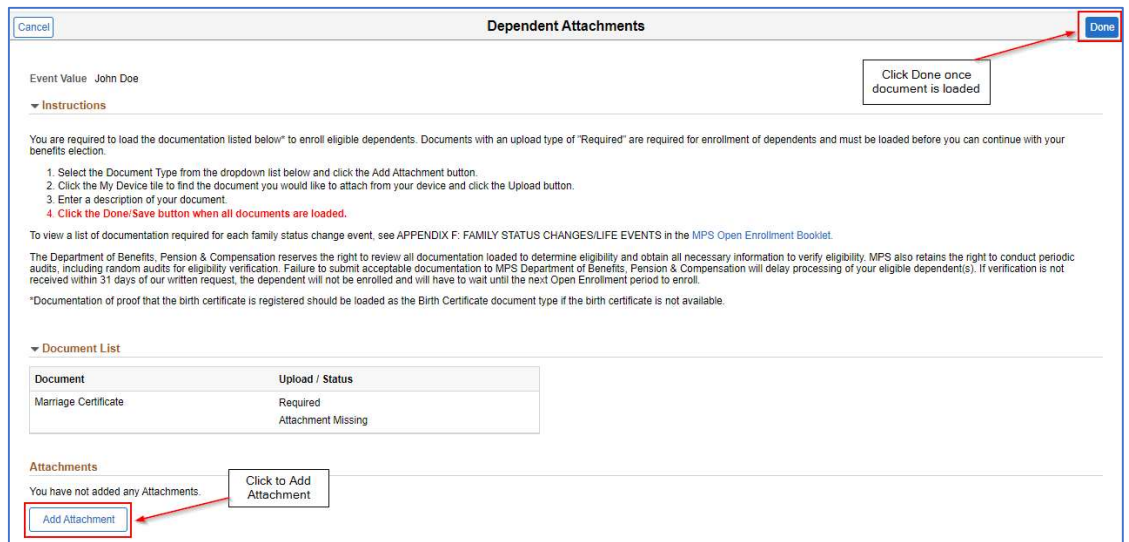


7. Click the link under attachment type on the Dependent and Beneficiary Information page to add documents in Self-Service.



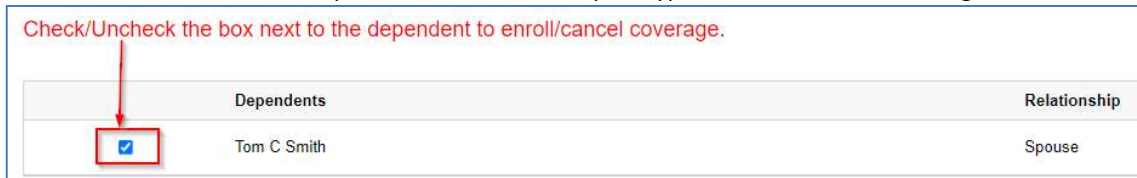
8. When you get to the **Dependent Attachments** page, follow the instructions on the page to load required documentation to Self-Service. You will need to select the **Document Type** and click **Add Attachment** to add attachments. Click **Save** to continue with the event.

Note: If you need to load your documents at a later time, you can do so by clicking the **Benefit Details** tile on the Self-Service homepage and then the **Benefits Attachments** tile to see outstanding documents.



In unusual and difficult circumstances additional time may be necessary to provide the requested documentation. Some examples of difficult circumstances include an adoption that took place out of state, or adding a stepchild from an out of state marriage, who also might have been born in another state. If you have extraordinary difficulty supplying the requested documents, please send us a signed and dated letter explaining what difficulty you are having, what you have done to get the documentation, and what you will do next. You must submit your letter within 31 days of receiving an Information Needed Request to the following address: Milwaukee Public Schools, Department of Benefits, Pension & Compensation, Room 124; 5225 West Vliet Street; Milwaukee, WI 53208 or by confidential fax to: (414)475-8562.

9. Check the box next to each dependent name for each plan type to enroll them in coverage.



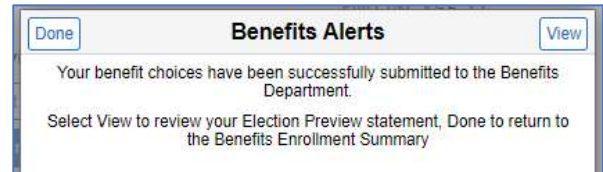
10. Click **Done** when all updates have been made for the plan. Repeat for all plans for which you wish to enroll.

Submitting Your Benefit Elections

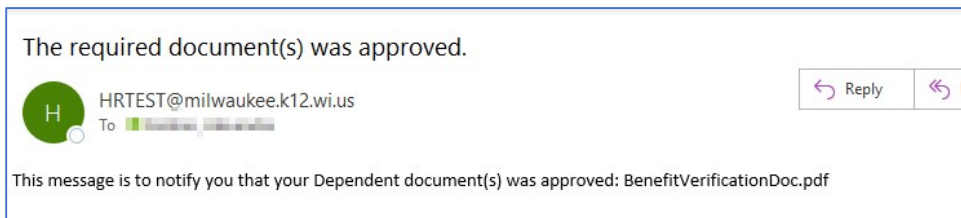
1. You **MUST** click **Submit Enrollment** in the middle of the screen on the **Benefits Enrollment** step to submit your benefit elections to the Department of Benefits, Pension & Compensation. You will get an alert that your elections have been submitted. **Failure to click this button will prevent your elections from being processed.**



2. Click **View** to view a statement of elections that were submitted. You may receive a warning message letting you know that documents need to be received and approved prior to your dependents being enrolled in coverage. If you did not submit the required documents, please submit them as described in the previous section.



3. You will receive an approval/denial email from the Department of Benefits, Pension & Compensation once the verification documents have been approved. If the document has been denied, click the link in the email and log in to Self-Service to determine what needs to be done to submit the correct documents.



4. If you are enrolling in the Opt Out option, you will need to load the "Payment in Lieu of Health Coverage" Form on the **Benefit OptOut or HSA Required Documents** step. Follow the instructions on the page to download the form and upload the completed form to Self-Service.

5. If you are enrolling in the HDHP health plan and would like to enroll in the Health Savings Account (HSA), you will need to complete the Optum Bank Health Savings Account Authorization Form. Follow the instructions on the **Benefit OptOut or HSA Required Documents** step to download the form and load the completed form to Self-Service.

Benefits - Benefit OptOut or HSA Required Documents

You have not added any attachment.

[Click to Add Opt Out or HSA Attachments if Needed](#)

[Add Attachment](#)

To enroll in the Opt-Out plan as a new hire, you are required to load the Opt-Out "Payment in Lieu of Health Coverage" form and annual verification of other health coverage in the form of a currently dated statement on an employer's letterhead certifying you are covered under that employer's health plan or a HIPAA certificate of coverage.

New enrollees in the Health Savings Account (HSA) must complete the Optum Bank Health Savings Account Authorization Form and return to the Department of Benefits, Pension & Compensation via self-service by following the directions below, by mail to: **Milwaukee Public Schools, Office of Human Resources, Department of Benefits, Pension & Compensation, 5225 W. Vliet St., Milwaukee, WI 53208, Room 124** or by fax to: **414-475-8562**. The form can be found by clicking [here](#) or logging in to mConnect and searching HSA Agent.

To load documents, follow the steps below:

1. Click the Add Attachment button.
2. Click the My Device tile to find the document you would like to attach from your device and click the Upload button.
3. Enter a description of your document.
4. **Click the Save button when all documents are loaded.**

The Department of Benefits, Pension & Compensation reserves the right to review all documentation loaded to determine eligibility and obtain all necessary information to verify eligibility. MPS also retains the right to conduct periodic audits, including random audits for eligibility verification. Failure to submit acceptable documentation to MPS Department of Benefits, Pension & Compensation will delay processing of your eligible dependent(s). If verification is not received within 31 days of our written request, the dependent will not be enrolled and will have to wait until the next Open Enrollment period to enroll.

Submitting Your Payroll Information

- Continue to the **Payroll** steps.
- You can load your bank account information on the **Direct Deposit** step to set-up direct deposit as a new employee. It may take a few payroll periods to process the direct deposit request. Please contact the Payroll Department at: 414-475-8300 or by email: payroll@milwaukee.k12.wi.us with any questions regarding your direct deposit.
- Complete your Federal and State Tax Withholding forms on the **Tax Withholding** step. You will need to be logged on to an MPS computer to complete the withholding forms. Click the link for each form and a pdf should open for you to complete.

Note: It is recommended that you use a web browser other than Google Chrome to complete the forms. Please contact the Payroll Department at: 414-475-8300 or by email: payroll@milwaukee.k12.wi.us with any questions regarding the tax withholding forms.

Payroll - Tax Withholding

Company Milw Board of School Directors
Status Active

[Click to Update Forms](#)

Form Type	Jurisdiction	Withholding Details	
Federal	Federal	Tax Status Single	Dependent Amount 0.00
		Other Income 0.00	Deductions 0.00 >
		Extra Withholding 0.00	Other
State	Wisconsin	Tax Status Single	Withholding Allowances 0
		Additional Amount 0.00	Additional Allowances >
		Additional Percentage	Other

- Navigate to the **Summary** step. Click **Complete** to close the life event and return to the **Benefits Detail** menu.

Final Step - Summary

Congratulations!
You have completed your Birth Event

[Click to finish processing the life event](#)

[Complete](#)

Benefit changes are subject to review by the Department of Benefits, Pension & Compensation. MPS reserves the right to determine eligibility and obtain all necessary information to accomplish the same. (See Terms and Conditions of Submitting Applications in the MPS Open Enrollment Booklet)

Please Note: When enrolling any dependent(s), you must submit verification of dependent eligibility. For example, if you are enrolling a spouse, you must submit a marriage certificate or if you are enrolling a dependent child(ren) you must submit a birth certificate(s). Failure to submit applicable documentation to the Department of Benefits, Pension & Compensation may delay or prevent processing of your eligible dependents.

Please call 414-475-8554 with any questions or email the benefits email at: benefits@milwaukee.k12.wi.us. Calls will be answered during our office hours of 8am to 5pm.