How to Enroll into Health Benefits via Employee Self Service: Open Enrollment

Employee Self Service (ESS):

Online Benefits Open Enrollment allows fast and convenient processing of your Benefits Enrollment elections through Employee Self Service (ESS). ESS is an online module within PeopleSoft where employees have access to view and update their personal information, including their Health Benefits elections. You can jump to different sections by selecting the different links. If you are looking at this job aid for this first time it is recommended that you view all sections.

*Supporting Documentation will be **required** for any modification and/or addition of Dependent Information.*

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Navigating to the Open Enrollment Event

1. After successfully authenticating and logging into **PeopleSoft HR** Select the *Open Enrollment* tile.

Please Note: Event Description → This is your Qualifying Event
Clicking the blue "i" button will give you a brief description of the Qualifying Event
Event Date →This is the date your new Benefits Coverage will take effect
Event Status → Only Events in an Open or Submitted Status can be edited
Job Title → This is your current Corporate Title which determines your eligibility

2. Click the "*Select*" button to continue.

Navigating to the Open Enrollment Event Cont..

3. Click the "*Edit*" button to change your Medical coverage or Add/Drop Dependents.
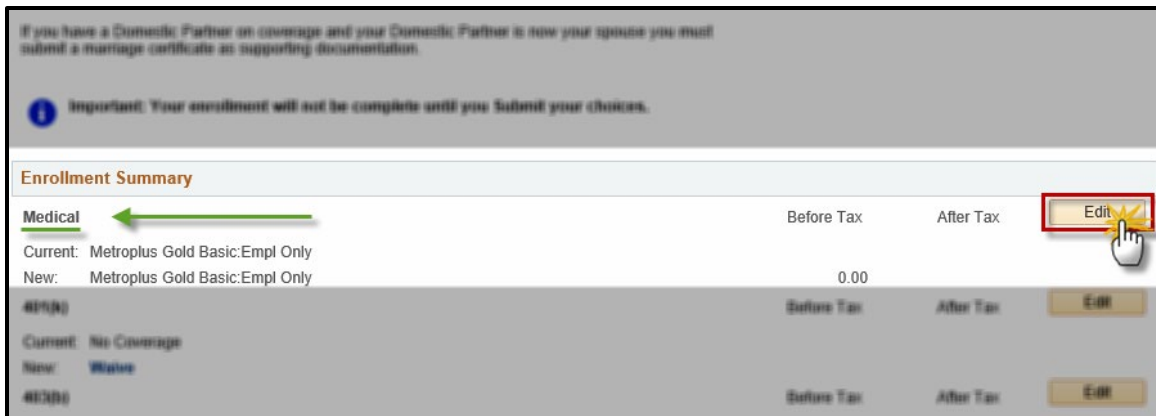
Please note: The flex spending accounts and retirement plan options listed are view only. You must reach out to each entity directly to enroll/make changes.

Reviewing Health Plan Options and Selecting a Plan

If you haven't already done your research on the plans offered please click the *Overview of All Plans* and/or *Summary Program Description* for more information.
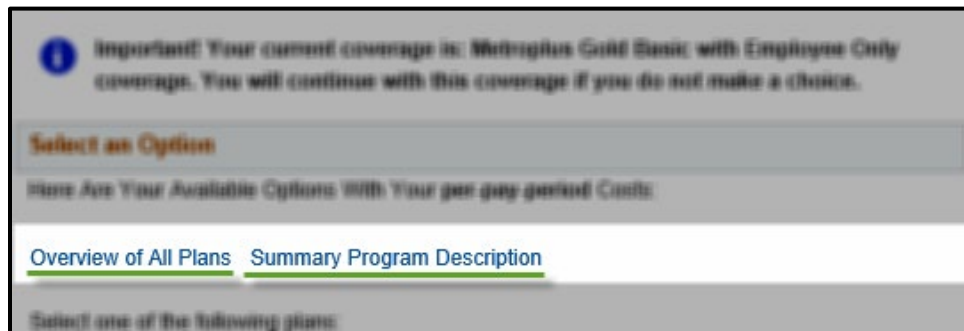
Reviewing Health Plan Options and Selecting a Plan Cont..

1. Select the plan in which you would like to enroll, by clicking the circle next to the plan name.

2. If you do not have dependents, click the "***Update Elections***" button.

If you have dependents, continue to the ***Adding Dependents*** section.

Adding Dependents

1. Click the "***Add/Review Dependents***" button to add your dependent(s).

2. Click the "***Add a dependent or beneficiary***" button to add your dependent(s) personal information.

Adding Dependents Cont..

3. Enter the required fields and click the *Save* button.

4. You will get the following Save Confirmation. Click the *OK* button.

Adding Dependents Cont..

5. This will take you back to the dependents information page. Click on the ***Dependent Beneficiary Review*** to refresh the page. Then click on ***Plan Election*** to return to ***Benefits Enrollment***.
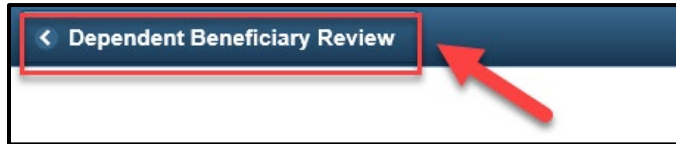
6. Scroll down to Enroll Your Dependents on this page and check the Enroll box next to all the dependents that you want to cover. This allows you to add dependents for Health Coverage purposes ONLY. This has no impact on your Tax withholding.

REMEMBER, *only dependents with the "Enroll" checkbox checked next to their name as shown above will be covered!*

Adding Dependents Cont..

REMEMBER, *Supporting Documentation will be required for all modifications and additions of Dependents. Please see the* **SUBMIT SUPPORTING DOCUMENTATION** *section for more information!*

Message
Adding a dependent to your event will require supporting documentation for processing. Your elections will be pending until documentation has been received and validated
OK

7. Click the "**Update Elections**" button when you have completed both your Health Coverage Elections AND reviewed your dependents.

Dependent Beneficiary

Enroll	Name	Relationship
☑	EMILY EMPLOYEE	Child

[Add/Review Dependents]

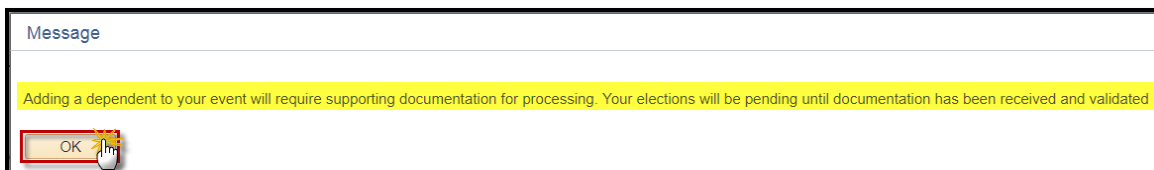[Update Elections]   [Discard Changes]

Select the **Update Elections** button to store your choice until you are ready to submit your final enrollment on the Enrollment Summary.

Select the **Discard Changes** button to ignore all entries made on this page and return to the Enrollment Summary.
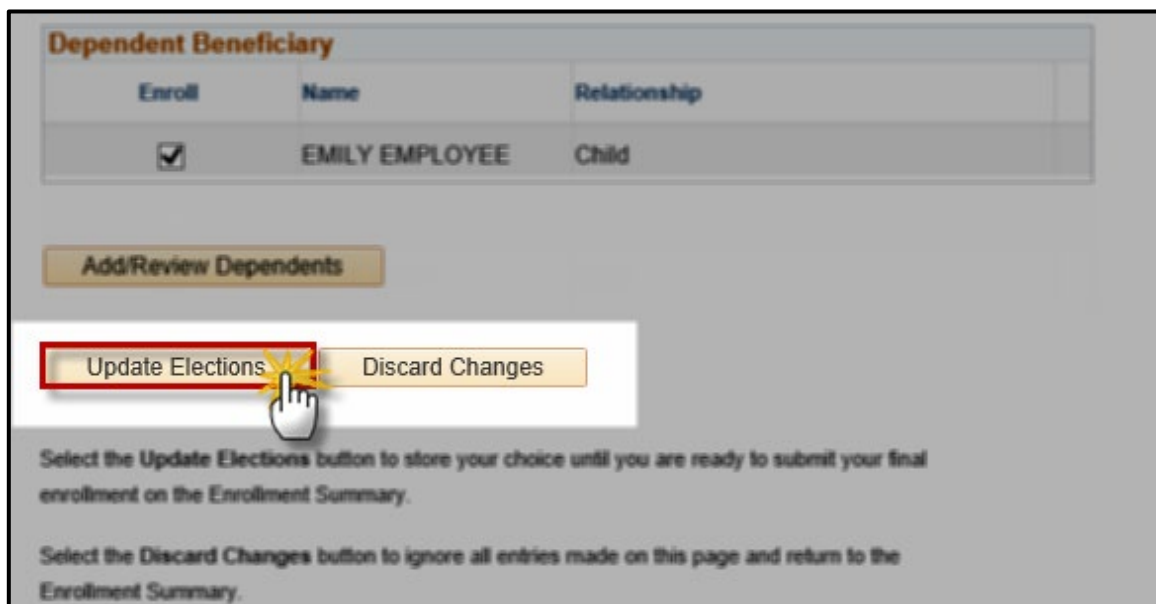
Adding Dependents Cont..

8. Review your election/ covered dependents. Click the "***Update Elections***" button to store your choices.

Reviewing Your Future Plan and Cost

1. You will be prompted to review your Current Plan and Costs against your New Plan and Costs.

2. After reviewing click on **Submit**.

Employee Certification

1. You will be required to confirm that you read New York City's Employee Certification in order to enroll in Health Benefits. After reviewing click on **Submit**.

Submission Confirmation

This is the confirmation page you will receive once your changes have been submitted.

REMEMBER, Supporting Documentation is required for any changes involving dependents!

*REMEMBER, check your Outlook email in order to make sure your changes have been approved by HRSS/Benefits. If there are any problems, HRSS/Benefits will contact you via email. If you fail to respond, your requests will **NOT** be processed.*

1. Click on the "***Add Benefit Supporting Documentation***" link to begin submitting Supporting Documentation for your new dependent.

Health Benefits Enrollment

Submit Confirmation

ELLA EMPLOYEE

Employee ID:

Your benefit choices have been successfully submitted. A confirmation will be available to you approximately two weeks after Open Enrollment has ended. To return to the Benefits Enrollment page, click OK.

If you added a new dependent or modified dependent's personal information, submission of supporting documentation to HRSS is mandatory. Your elections will be pending until this documentation has been validated. Please click on the Add Benefits Supporting Documentation link, and follow the instructions provided to submit your supporting documentation.

Please check your personal information on file, should NYC Health and Hospitals Benefits Department need to reach out to you regarding your enrollment selections we will be using your current contact information, which can be seen by Navigating to Personal Details.

OK   Add Benefit Supporting Documentation