

Annual Enrollment Instructions

Access Help

To access HCHD's Helpdesk, please call 713-566-HELP (4357). They will assist with logging in questions and resetting user password.

If you have Benefits questions or do not have an <u>Annual Enrollment Event Open</u>, contact the Benefits Department via email at <u>MyHR@harrishealth.org</u> or at 713-566-6947.

Annual Enrollment Period Begins August 6th through August 19th, 2024

Accessing PeopleSoft Internally -

In a Harris Health System work computer, login to the computer with your own credentials and go to the Harris Health System's intranet homepage to select the PeopleSoft tile.

In the PeopleSoft Connections page, select PeopleSoft Login. Then find and click the **Annual Enrollment** tile.



Accessing PeopleSoft Externally -

While using a personal external device, go to HarrisHealth.org, then find and click Employees. Then, find and click PeopleSoft Self Service.

Entering your user ID and password maybe required.

Then, find and click the **Annual Enrollment** tile and enter your date of birth (mm/dd/yyyy), then click the **Submit** button.



Step 1 – Read and acknowledge each section on the left hand side. You cannot begin the enrollment elections until each section has been acknowledge.

	Next >
Welcome Visited	Task: Welcome
General Acknowledgment O Not Started	Welcome to the 2021 Annual Enrolment Period. Before you begin your enrolment, please review the 2021 Annual Enrolment Guidebook. Annual Enrolment Is January 4, 2021 - January 15, 2021. After the Annual Enrolment Period ends, your many ONLY make changes to your benefit lectioners if you have a Qualifying Event such as a Family or Job status. Change or during the next Annual Enrolment Period ends, your benefit lectioners if you have a Qualifying Event such as a Family or Job status. Change or during the next Annual Enrolment Period. Before you have a Qualifying Event such as a Family or Job status. Change or during the next Annual Enrolment ends on the period ends you have a Qualifying Event such as a Family or Job status. Change or during the year, if you experience a Qualifying Event you must notify the Hams Health System Employee Benefits Department within 31 days of the event. PeopleSoft Self-Service will allow you to enter your life event and upload the required documentation. Please see Policy 6.04 for details.
Acknowledgement Dep Not Started	IMPORTANT MESSAGES
Acknowledgment for FSA O Not Started	The 2021 Annual Enrolment is <u>ACTIVE</u> and not <u>PASSIVE</u> . This means if you do not access PeopleSoft to update your elections and you are currently enrolled in the High or Low Deductible plans, you will be <u>AUTOMATICALLY</u> composited in the new Comsumer Driven Health Plan (CPIP) During Annual Enrolment you can enroll in any of the three medical plan options. You can rever we have wey plan options using the <u>PLANselect</u> to oblist Sea (Sea (Sea (Sea (Sea (Sea (Sea (Sea
Benefits Enrollment O Not Started	New dependent enrollment requires proof of eligibility documentation and must be submitted to the Employee Benefits Department by January 15, 2021. If you did not complete the FY21 Premium Incentive Rewards Program and you are currently enrolled in the Medical Plan, you can enroll in any of the three medical plan options but will pay the \$100 rate increase per
	 If you or your spouse are currently enrolled in the Medical Plan and one of you did not complete the FY21 Premium Incentive Rewards Program, you can enroll in any of the three medical plan options, but will pay the \$50 per roman. You current elections will rollew rink the medical Plan and one of you did not complete the FY21 Premium Incentive Rewards Program, you can enroll in any of the three medical plan options, but will pay the \$50 per roman. Your current elections will rollew rink the mexplore or the FloxebS espacing Accounts, which require an annual election. Harris Health has increased the Optional Life plan options for you and your spouse. Optional Life provides you and your family additional life coverage on a post-lax basis. This coverage is an employee paid benefit at a low group rate. During this Annual Enrollem you can enroll up to the guarantee issue amount without providing a health statement. Long Term Disability Buy-Up will require a Statement of Health if you did not elect this benefit when it was first offered to you. New Youhany plans are now available through Alauer/CholCE Plus Glo et art protection from voluntary benefits in addition to your core plans. Available plan options include, Accident & Critical Illness Insurance,
	Allocable Legal & lidentity intell Protection and Harris Health Perks Discount Programs. Go to harrishealthwoldenents com for more information. The BENEH I Choice tool can help you quickly and easily identity voluntary plans that may fit your needs. You have the option of watching the video or selecting to view the video transcript.
	2021 Benefits Annual Enrollment Final
	Welcowe
	vercome Visited

Enrollment Summary section - As you make changes in a benefit plan tile you can see how your total biweekly premium changes.

General Acknowledgment Complete

Acknowledgement Dep
 Complete

* Acknowledgment for FSA © Complete

Benefits Enrollment

Visited

*

^t \$0.00
51

Benefit Plans Tile section – On each title you can review and make the necessary changes in the benefit plan. Every tile will reflect a **Status** depending on the action done on the title.

Dental	Vision
Current No Coverage	Current No Coverage
New Warve Status Pending Review	New Warve Status Pending Review
1 0 Dependents	4 0 Dependents
Pay Period Cost \$0.00	Pay Period Cost \$0.00
v Re	eview Review
	Dental Current No Coverage New Waive Status Pending Review 20 Dependents Pay Period Cost \$0,00

Different Status Meaning:

Pending Review: No review has been done and the benefit plan and level of coverage on the tile is your current information.

Medical		
Current	Medical - KelseyCare	
New	Medical - KelseyCare	
Status	Pending Review	
	¥ 0 Dependents	
Pay Period Cost	\$18.02	
		Review

Visited: You have click on the tile and ONLY reviewed your information. No change was made.



Changed: You clicked on the tile and made a change.

In the first example a dependent was added. In the second example the benefit plan was changed and a dependent was added.

Medical		Medical		
Current New Status	Medical - KelseyCare Medical - KelseyCare Changed A Dependents	Current Medi New Medi Status 🥑 Cl 🛂 1	ical - KelseyCare cal - Value Plan hanged Dependents	
Pay Period Cost	\$191.46 Review	Pay Period Cost \$3	71.88	Revie

ADDING / REMOVING A DEPENDENT IN A BENEFIT PLAN TILE-

Action: Add a new dependent - Click on the title you would like to add a dependent.



1) Click in the Add/Update Dependent button

Cancel				Medical	
I of our med	ical choices promote wellness as part	t of their benefits and are ava	ilable to protect you and your depende	nts if you become sick or injured. Enroll	nent in this benefit may require proof of coverage.
Enroll Yo	ur Dependents				
ependents th utton to view	hat the employee has registered are li update or add a new dependent.	isted here. Select the Add/Up	date Dependent		
ou have no c	dependent registered				
Add/Updat	te Dependent				
Enroll in 1	Your Plan				
he Employee	e Only cost shown for each plan is bar esponding to each plan option.	sed on the dependents enroll	ed. Plans that do not offer coverage fo	r the dependents enrolled are not availa	ble to select. To see other coverage costs for individual plans, select the
	Plan Name	Before Tax	Cost After Tax Cost	Pay Period Cost	
Select	Waive			\$0.00	
Select	Medical - Value Plan	0	\$72.22	\$72.22	
~	Medical - KelseyCare	0	\$18.02	\$18.02	
Select	Medical - CD Health Plan	0	\$18.02	\$18.02	
Overview	of All Plans				

2) In the Dependent and Beneficiary Information you can review your existing dependent(s) or beneficiary (ies) by clicking on their name.

Dependent and Beneficiary Information				×
Add Individual				
Name	Relationship	Beneficiary	Dependent	
	Parent	~		>
	Other	~		
	Other	~		>
	Other	~		>
	Other	×		>

To add a new dependent click Add Individual button.

Please know that by entering the dependent personal information in this section does not mean that the dependent has been added in your health plans. <u>You still need</u> to link his/her name under the enrollment process once it becomes available.

- 3) Enter all vital information of the new dependent you are adding.
- 4) Upload supportive documentation for your NEW Dependent
 - a. Click the Add button
 - b. Click My Device
 - c. Find your dupportive documention in your computer browser
 - d. Once documents found, click the Open button
 - e. Click the Upload button
 - f. Click Done button
 - **g.** Add a description

Atta	ch	m	on	te.
Alla			CII	13

		1 row
Attached File	Description	View
1		View

Add

ſ	File Attachment	×
	Choose From	
>r		
21	My Device	
	L	!

File name: Upload test docuement life event 🗸 🗸	All files		~	
	Open	 	Cancel	

	Address Tuna Sama s mina	
	File Attachment	×
ł	Choose From	
ł		
I	My Device Clear	
	Upload test docuement life event.pdf File Size: 187KB	

File Attachment	Done
loose From	
My Device	
Upload test docuement life event.pdf File Size: 187KB	
Upic	oad Complete
ttachments	
	1 row

1 Upload_test_docuement_life_event.pdf ML	w

Add

- 5) Click **Save** after you are done uploading and reviewing your dependent information.
- 6) If you need to enter another new dependent you will need to click the **Add Individual** button and follow the previous steps.
- 7) Once you are done with adding a dependent(s), you will need to click the **X** icon to exit the page.

Note: By entering a dependent once in a benefit plan tile, you do not need to do the same process as mentioned above on other benefit plan tile. Your dependent's name will show on the other benefit plan titles, should you want add him/her in to other plans.

Cancel		Add Individ	lual Dependent/E	enefi
Select Save after you have edited your Dependent	Beneficiary's information. The changes	will go into offect on Nov 2, 2020.		
Name				
Prince Charming				
Personal Information				
"Date of Birth	04/19/1976			
"Gender	Male 💟			
'Relationship to Employee	Spouse			
Dependent	Yes			
*Marital Status	Single V	As of		
"Student		As of		
'Disabled	No 🗹	As of		
			(00)	
Address				
Address	Address Type	Same as mine		
	Home	Same as mine		
Social Security Number				
T Noticed ID To		National ID	Deleveres	
Linded States Security		nauvnaritz	Primary	

8) To link or remove a dependent from your benefit plan coverage, you need click on the box next to your dependent's name. By having a check mark ☑, it will link the dependent to that benefit plan. By removing the check mark, it will disenroll the dependent from that benefit plan. Click **Done** once you finish adding or removing your dependent(s).

Cancel				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. Envolment in this benefit may require proof of coverage.							
- Enroll You	ur Dependents						
Dependents the button to view	hat the employee has registered are , update or add a new dependent.	listed here. Select the Add/Upda	ate Dependent				
	Dependents						
	Image: Spring Prince Charming Spring						
Add/Update Dependent							
- Enroll in 1	Your Plan						
The Employee the help icon o	+ Spouse cost shown for each plan corresponding to each plan option.	n is based on the dependents en	rolled. Plans that do not offer cove	erage for the dependents enrolled are not			
	Plan Name	Before Tax C	Cost After Tax Cost	Pay Period Cost			
Select	Waive			\$0.00			
Select	Medical - Value Plan	0	\$371.88	\$371.88			
~	Medical - KelseyCare	0	\$191.46	\$191.46			
Select	Medical - CD Health Plan	0	\$191.46	\$191.46			
Overview	of All Plans						

9) You can also change your benefit plan type by clicking on the **Select** button next to the **Plan Name**.

Submit Enrollment button - Once all the changes are done click the **Submit Enorliment** button. You will soon get a **Benefits Alerts** message that your elections have been successfully submitted. Once this message apears you are done submitting you enrollment.

Be Aware of other messages within the Benefits Alerts (read next page)

8 8408		HHS-Gain or Loss of Medical Coverage					
			Case	of Life Event C Previous Next >	Task: Fluid Benefit Enrollment		Submit Enrollment
Welcome to the Gain or Loss of Medical Coverage Event • Visited	Task: Fluid Benefit Enrollment The Dasteent Dervice deploys which benefit options are oper	s for edits. All of your benefit changes will be effective the date of	Submit Encolment	Resources	The Encolment Overview displays which benefit options an		
Document Upload © Compile	• Errollment Summary				· Enrollment Summary		
Fuid Bereft Enrolment • Visited	Your Pay Period Cost \$111.84 Status Pending Review	Full Cost \$111	84 Ch Desi 4		Year Pay Period Cost \$111.84	Tull Cost \$111.84 Ch Dept.Ar	
Dependent/Beneficiary Info © Complete	"Excess Credit Forfeit Eccess Credits 🕑				Status Pending Review		
Dependent/Geneficiary Coverage • violat	Review Enrolment		Looked		*Excess Credit Fortert Excess Credits	<u>.</u>	
Denefit Summary Triled	Barnefit Plana				Davian Freedmant		
					HERE'S COLONIAL	Done Benefits Alerts View	
	Medical	Dontal	Vision				
	Current Motical - KetseyGare New Medical - KetseyGare	Current: Ocnial Insurance - PPO New: Dental Insurance - PPO	Current Vision/Insurroz New Vision/Insurroz			Your benefit choices have been successfully submitted to the Benefits Department.	
	Status 🧔 Changed 🔮 ij Dependents	Status Changed	Status O Changed		Benetii Pians	Select View to review your Election Preview statement, Done to return to the Benefits Enrollment Summary	
	Pay Period Cost \$83.25 Review	Pay Period Cost \$25.46 Review	Pay Period Cost \$1.92 Review		A B		
	Optional Life	Life and AD and D	Child Dependent Life		Medical		
	Current Optional Life New Optional Life \$34,000 Status © Changed	Current Basic Life & AD&D New Basic Life & AD&D 207,010 Status C Changed	Current Vilaive New Orld Dependent Life \$10,000 Status Changed		Current Medical - KelseyCare	Current Dental Insurance - PPO Current Vision Insurance	

** Please be cautious and read other messages within the Benefits Alerts!** OTHER POTENTIAL MESSAGES WITHIN THE BENEFIT ALERTS:





Please pay attention of any messages within Benefits Alerts that has a warning message icon.

If you get a warning message your changes

▲