



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.

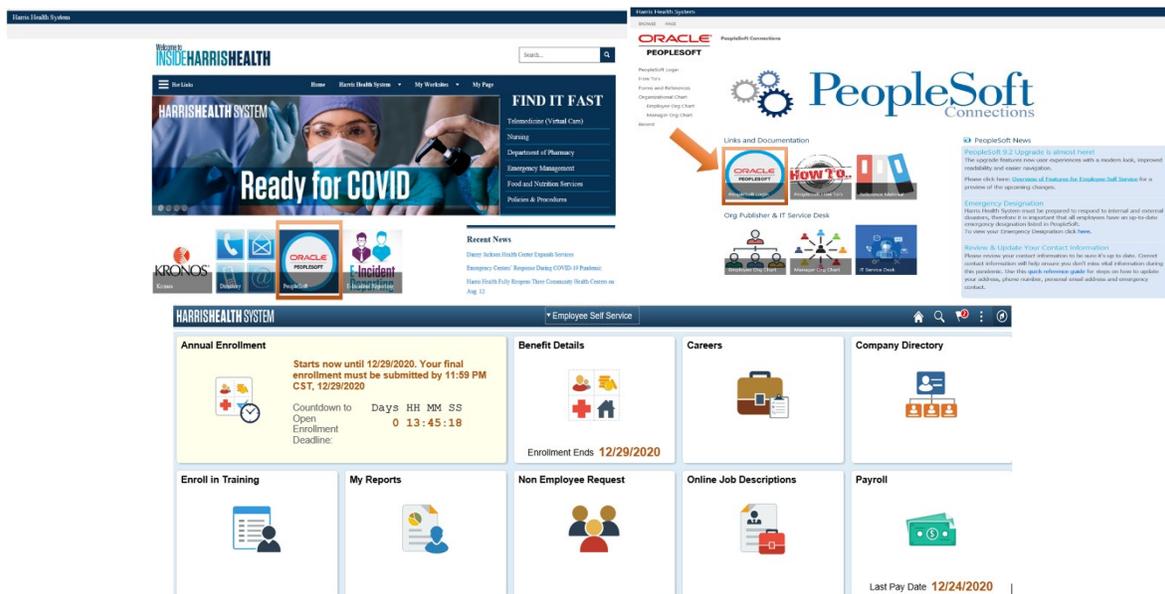
If you have Benefits questions or do not have an **Annual Enrollment Event Open**, contact the Benefits Department via email at MyHR@harrishealth.org or at 713-566-6947.

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.



Benefits Enrollment

Enter your Date of Birth for verification

Date of Birth



Submit

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

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

Task: Benefits Enrollment

The Enrollment Overview displays which benefit options are open for edits. All of your benefit changes will be effective March 1, 2021.

Submit Enrollment

Enrollment Summary

Your Pay Period Cost **\$0.00** ← Full Cost **\$0.00**

Status **Pending Review**

*Excess Credit Forfeit Excess Credits

Review Enrollment

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.

Benefit Plans

Medical
Current No Coverage
New Waive
Status **Pending Review**
👤 0 Dependents
Pay Period Cost **\$0.00**
Review

Dental
Current No Coverage
New Waive
Status **Pending Review**
👤 0 Dependents
Pay Period Cost **\$0.00**
Review

Vision
Current No Coverage
New Waive
Status **Pending Review**
👤 0 Dependents
Pay Period Cost **\$0.00**
Review

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.

Medical
Current Medical - KelseyCare
New Medical - KelseyCare
Status **Visited**
👤 0 Dependents
Pay Period Cost **\$18.02**
Review

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.

1) **Medical**
Current Medical - KelseyCare
New Medical - KelseyCare
Status **Changed**
👤 1 Dependents
Pay Period Cost **\$191.46**
Review

2) **Medical**
Current Medical - KelseyCare
New **Medical - Value Plan**
Status **Changed**
👤 1 Dependents
Pay Period Cost **\$371.88**
Review

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.

Medical

Current Medical - KelseyCare
New Medical - KelseyCare
Status **Pending Review**
👤 0 Dependents

Pay Period Cost **\$18.02**

[Review](#)

1) Click in the **Add/Update Dependent** button

[Cancel](#) **Medical** [Done](#)

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

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
Select	Waive			\$0.00
Select	Medical - Value Plan	📘	\$72.22	\$72.22
✓	Medical - KelseyCare	📘	\$18.02	\$18.02
Select	Medical - CD Health Plan	📘	\$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.

To add a new dependent click **Add Individual** button.

Add Individual

Dependent and Beneficiary Information

Name	Relationship	Beneficiary	Dependent
██████████	Parent	✓	>
██████████	Other	✓	>
██████████	Other	✓	>
██████████	Other	✓	>
██████████	Other	✓	>

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. You still need 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 supportive documentation 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

Attachments

Attached File	Description	View
1	<input type="text"/>	<input type="button" value="View"/>



Done

Choose From

Upload test document life event.pdf

File Size: 187KB

Upload Complete

Attachments

	Attached File	Description	View
1	Upload_test_docuement_life_event.pdf	ML	View

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.

Save

Select Save after you have edited your Dependent/Beneficiary's information. The changes will go into effect on Nov 2, 2020.

Name

Prince Charming >

Personal Information

*Date of Birth: 04/19/1976

*Gender: Male

*Relationship to Employee: Spouse

Dependent: Yes

Beneficiary: Yes

*Marital Status: Single

*Student: No

*Disabled: No

As of: []

As of: []

As of: []

Address

Address	Address Type	Same as mine
[REDACTED]	Home	Same as mine

Social Security Number

Country	National ID Type	National ID	Primary
United States	Social Security Number	XXX-XX-XXXX	✓

- 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** **Done**

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.

Dependents	Relationship
<input checked="" type="checkbox"/> Prince Charming	Spouse

Add/Update Dependent

▼ **Enroll in Your Plan**

The Employee + Spouse 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
Select Waive			\$0.00
Select Medical - Value Plan	\$371.88	\$371.88	\$371.88
✓ Medical - KelseyCare	\$191.46	\$191.46	\$191.46
Select Medical - CD Health Plan	\$191.46	\$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 Enrollment** button. You will soon get a **Benefits Alerts** message that your elections have been successfully submitted. Once this message appears you are done submitting you enrollment.

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

The left screenshot shows the 'Task: Fluid Benefit Enrollment' page. It includes a 'Submit Enrollment' button highlighted with a red box. The page displays enrollment summary information, including 'Your Pay Period Cost: \$111.84' and 'Full Cost: \$111.84'. Below this, there are sections for 'Benefit Plans' with columns for Medical, Dental, Vision, Optional Life, Life and AD and D, and CHS/Dependent Life. Each section shows current and new plan selections with 'Status: Changed' and 'Review' buttons.

The right screenshot shows the same page with a 'Benefits Alerts' modal window open. The modal contains the text: 'Your benefit choices have been successfully submitted to the Benefits Department. Select View to review your Election Preview statement. Done to return to the Benefits Enrollment Summary.' The modal has 'Done' and 'View' buttons.

**** Please be cautious and read other messages within the Benefits Alerts!****

OTHER POTENTIAL MESSAGES WITHIN THE BENEFIT ALERTS:

Benefits Alerts Close

Error and warning statements here listing the errors and warnings for the entire benefits enrollment.

- Error**  **Spouse Dependent Life Error** This benefit cannot be more than a specific percentage of your choice in another benefit.
- Warning**  **Spouse Dependent Life Warning** Your enrollment in this benefit plan requires proof of insurability. You will need to submit the appropriate documents to the Benefits Department. Your new coverage will not take effect until proof of insurability is received.
- Warning**  **Long-Term Disability Buy Up Warning** Your enrollment in this benefit plan requires proof of insurability. You will need to submit the appropriate documents to the Benefits Department. Your new coverage will not take effect until proof of insurability is received.



Please pay attention of any messages within Benefits Alerts that has an Error message icon.



Done **Benefits Alerts** View

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

Select View to review your Election Preview statement, Done to return to the Benefits Enrollment Summary

Warning statements here listing the warnings for the entire benefits enrollment.

- Warning**  **Spouse Dependent Life Warning** Your enrollment in this benefit plan requires proof of insurability. You will need to submit the appropriate documents to the Benefits Department. Your new coverage will not take effect until proof of insurability is received.
- Warning**  **Long-Term Disability Buy Up Warning** Your enrollment in this benefit plan requires proof of insurability. You will need to submit the appropriate documents to the Benefits Department. Your new coverage will not take effect until proof of insurability is received.



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



If you get a warning message your changes