



Annual Enrollment Instructions

Access Help

For login assistance or password reset support, please contact the HCHD Helpdesk at **713-566-HELP (4357)**.

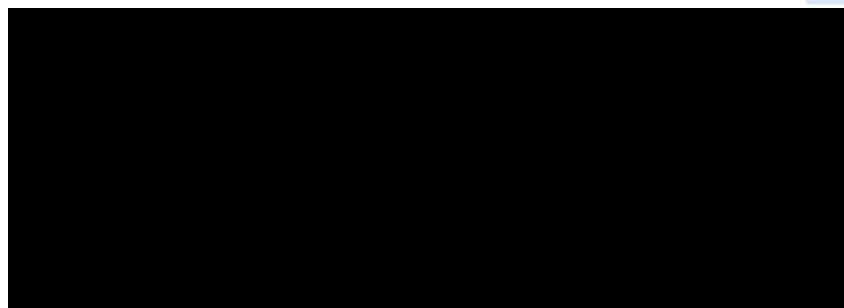
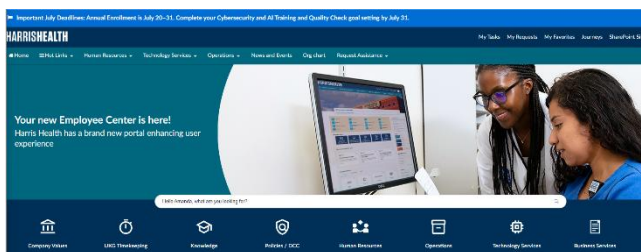
For benefits-related questions, or if you do not see an **Annual Enrollment Event** available in PeopleSoft, please contact **MyHR** through ServiceNow or by phone at **713-566-6947**.

Annual Enrollment is open July 20 - July 31, 2026

Accessing PeopleSoft from a Harris Health Computer

From a Harris Health System computer, log in with your network credentials and select the PeopleSoft link in the Employee Service Center.

On the PeopleSoft Connections page, select **PeopleSoft Login**. Once inside PeopleSoft Self Service, select the **Annual Enrollment** tile.



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Accessing PeopleSoft Externally

From a personal device, go to **HarrisHealth.org**, select **Employees**, and then select **PeopleSoft Self Service**.

Enter your username and password, then approve the **Imprivata** request on your mobile device.

Once inside PeopleSoft Self Service, select the **Annual Enrollment** tile and begin the enrollment process.

The image displays three screenshots of the HarrisHealth.org website. The top-left screenshot shows the homepage with a navigation bar and a search bar. The 'Employees' link in the bottom navigation bar is circled in yellow. The top-right screenshot shows the 'Employees' page with a list of links, including 'PeopleSoft Employee Self Service', which is highlighted with a yellow box. The bottom screenshot shows the 'Employee Self Service' dashboard with various tiles, including 'Annual Enrollment', 'Benefit Details', 'Careers', 'Company Directory', 'Enroll in Training', 'My Reports', 'Non Employee Request', 'Online Job Descriptions', and 'Payroll'.

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Harris County Approves Eminent Domain for Ben Taub Expansion

Harris County Commissioners (in a unanimous vote) have approved the use of eminent domain for acquisition of approximately 8.9 acres of City owned land within Hermann Park, clearing the way for Harris Health to begin planning and construction of a major expansion of Ben Taub Hospital.

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Harris Health Harris Health / Employees

Employees

- Active Employee Resource
- Emergency Management
- Healthy@Harris - Employee Wellness
- Leave Management
- Online Benefit Premium Payments
- Recognition Connection
- Retiree Resources
- Unlock Account/Forgot Password

The following employee applications require staff to download Imprivata. Instructions are available here. Once registered with Imprivata, you will get a pop-up on your phone to approve or a code to enter.

- Citrix Portal Login
- PeopleSoft Employee Self Service**
- Saba LMS
- Web Mail (non-M365)
- M365

HARRISHEALTH SYSTEM *Employee Self Service

Annual Enrollment Starts now until 12/29/2020. Your final enrollment must be submitted by 11:59 PM CST, 12/29/2020. Countdown to Open Enrollment Deadline: Days HH MM SS 0 13:45:18. Enrollment Ends 12/29/2020.

Benefit Details

Careers

Company Directory

Enroll in Training

My Reports

Non Employee Request

Online Job Descriptions

Payroll Last Pay Date 12/24/2020

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To Begin, Read and Acknowledge Required Sections

Before you can begin making enrollment elections, you must read and acknowledge each required section listed on the left side of the screen.

The screenshot shows the 'Annual Benefit Enrollment' interface. On the left is a sidebar with a list of sections: 'Welcome' (Visited), 'General Acknowledgment' (Complete), 'Acknowledgement Dep' (Complete), 'Acknowledgment for FSA' (Complete), and 'Benefits Enrollment' (Complete). The main content area displays a 'Welcome' message: 'WELCOME TO THE 2026-2027 ANNUAL ENROLLMENT PERIOD. Annual Enrollment is open July 20 - July 31, 2026.' It states this is a once-a-year opportunity to review benefits and make changes for the upcoming plan year. It lists 'What You Need to Do': review the 2026-2027 Harris Health Actives Benefits Guide, use the plan decision tool to compare options, and log into PeopleSoft Self-Service to make elections by July 31. A warning states: '!!! If you do not take action, current elections will roll over except FSAs, which require re-enrollment each year!!!'. It also includes 'Important Reminders' for Flexible Spending Accounts (FSA), 'Qualifying Life Events (QLEs)' (changes only allowed if you experience a QLE like marriage, birth, job status change), and 'Adding Dependents' (new dependent documentation required to verify eligibility, upload documents in PeopleSoft or submit via ServiceNow, deadline July 31, 2026, missing documentation results in dependent coverage being dropped).

Enrollment Summary

As you make changes within each benefit plan tile, the Enrollment Summary will update to show your total biweekly premium.

The 'Enrollment Summary' section displays 'Your Pay Period Cost \$0.00' and 'Full Cost \$0.00'. Below this, it shows 'Status Changed - Resubmit Required' and a 'Submit Enrollment' button. A yellow arrow points to the 'Your Pay Period Cost \$0.00' text. A note at the top right indicates '* Indicates required field'.

Benefit Plan Tiles

Each benefit plan tile allows you to review your current coverage and make any needed changes. Each tile will display a Status based on the action taken.

The 'Benefit Plans' section displays three tiles for 'Medical', 'Dental', and 'Vision' coverage. Each tile shows the current plan (Medical - CDHP, Cigna Dental DPPO, NVA Buy-Up), the new plan (Waive), the status (Changed), and the number of dependents (0). The 'Pay Period Cost' is \$0.00 for all three. Each tile has a 'Review' button.

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Status Meanings:

Pending Review: You have not yet reviewed this benefit plan tile. The plan and coverage level shown reflect your current election.

Medical

Current Medical - KelseyCare

New Medical - KelseyCare

Status **Pending Review**

0 Dependents

Pay Period Cost **\$18.02**

Review

Visited: You reviewed the benefit plan tile, but no changes were made.

Medical

Current Medical - KelseyCare

New Medical - KelseyCare

Status **Visited**

0 Dependents

Pay Period Cost **\$18.02**

Review

Changed: You made a change to your benefit plan, coverage level, or dependent enrollment.

In the first example, a dependent was added. In the second example, both the benefit plan and dependent enrollment were changed.

Medical

Current Medical - KelseyCare

New Medical - KelseyCare

Status **Changed**

1 Dependents

Pay Period Cost **\$191.46**

Review

Medical

Current Medical - KelseyCare

New **Medical - Value Plan**

Status **Changed**

1 Dependents

Pay Period Cost **\$371.88**

Review

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Adding or Removing a Dependent

To add a new dependent:

1. Select the benefit plan tile where you would like to add the dependent.

Medical

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

Pay Period Cost **\$18.02**

Review

2. Click the Add/Update Dependent button.

Cancel

Medical

Our medical and pharmacy plan options, provided by Cigna, are designed to support your health and well-being and provide comprehensive coverage for you and your dependents. Plans include preventive care and coverage for a variety of medical services. When you choose a medical plan, you are automatically enrolled in pharmacy and prescription drug coverage.

▼ **Enroll Your Dependents**

Important: Submitting this enrollment election does not guarantee coverage for newly enrolled or re-enrolled dependents. All dependent eligibility is subject to review and approval by MyHR.

Required dependent verification documents must be uploaded and approved by July 31, 2026. If MyHR does not receive and approve the required documentation by the deadline, the dependent will not be eligible for coverage and will be removed from your benefit elections.

When enrolling a dependent, be sure to select the checkbox next to the dependent's name for each benefit plan in which you wish to enroll them. Entering a dependent's information alone does not enroll them in coverage. If the appropriate box is not selected, the dependent will not be enrolled, even if their information has been entered.

It is your responsibility to:

- *Submit all required eligibility documentation on time;
- *Verify that your documentation has been approved by MyHR; and
- *Confirm that your final benefit elections accurately reflect the coverage selected for each dependent.

Add/Update Dependent

In the **Dependent and Beneficiary Information** section, you can review existing dependents and beneficiaries by selecting their name.

3. To add a new dependent, select **Add Individual**.

Add Individual

Dependent and Beneficiary Information

Name	Relationship	Beneficiary	Dependent	
		✓	✓	>
		✓	✓	>
		✓	✓	>

Important: Entering a dependent's personal information only adds the dependent to your PeopleSoft record. It does **NOT** enroll the dependent in your benefit coverage. You must still select the dependent within each applicable benefit plan tile to add them to coverage.

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4. Enter all required information for the new dependent. If documentation is required, upload the supporting document by completing the following steps:

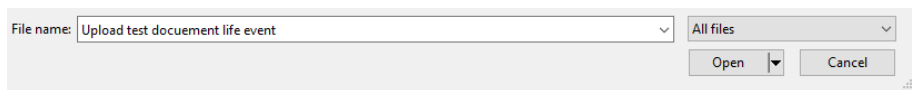
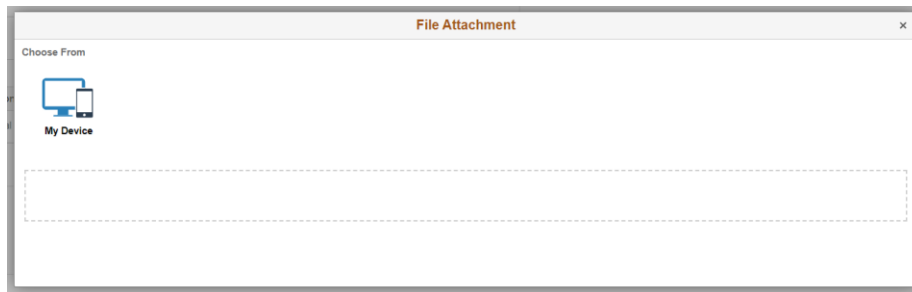
- Select **Add**.
- Select **My Device**.
- Locate the supporting document on your computer.
- Select **Open**.
- Select **Upload**.
- Once the upload is complete, select **Done**.
- Add a brief description of the document, if required.
- Select **Save** after reviewing the dependent information.

If you need to add another dependent, repeat these steps. Once all dependents have been added, select the **X** icon to exit the page.

Attachments

1 row		
Attached File	Description	View
1		<button>View</button>

Add



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File Attachment

Done

Choose From

My Device

Upload test document life event.pdf
File Size: 187KB

Upload Complete

Attachments

1 row		
Attached File	Description	View
1 Upload_test_docuement_life_event.pdf	ML	View

Add

Note: Once you enter a dependent's information in one benefit plan tile, you do not need to enter it again in other benefit plan tiles. The dependent will appear as an available option in the other benefit plan sections. To enroll the dependent in additional coverage, you must select the dependent within each applicable benefit plan tile.

Linking or removing a dependent

To add or remove a dependent from a benefit plan, select the checkbox next to the dependent's name. A checked box means the dependent is enrolled in that benefit plan. Removing the checkmark will remove the dependent from that benefit plan. Select Done when finished.

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 this employee has registered are listed here. Select the Add/Update Dependent button to view, update or add a new dependent.

Dependents	Relationship
☒ 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

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

Submit Enrollment

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Once you have reviewed and completed all changes, select the Submit Enrollment button. A **Benefits Alert** message will appear confirming whether your elections were submitted successfully. Please read the alert carefully before exiting.

The screenshot shows the 'Annual Benefit Enrollment' interface. On the left is a navigation sidebar with links: 'Welcome' (Visited), 'General Acknowledgment' (Complete), 'Acknowledgement Dep' (Complete), 'Acknowledgment for FSA' (Complete), and 'Benefits Enrollment' (Complete). The main content area is titled 'Benefits Enrollment' and includes a 'Previous' button. It displays the 'Enrollment Summary' with a 'Your Pay Period Cost' of \$455.29 and a 'Full Cost' of \$455.29. The status is 'Changed - Resubmit Required' with a 'Submit Enrollment' button. A pie chart shows the cost breakdown: Medical (largest), FSA, Health, Vision, and Dental. Below this are three 'Benefit Plans' sections: Medical (Current: Medical - CDHP, New: Medical - CDHP, Status: Changed, 1 Dependent, Pay Period Cost: \$248.33), Dental (Current: Cigna Dental DPPO, New: Cigna Dental DPPO, Status: Changed, 1 Dependent, Pay Period Cost: \$26.72), and Vision (Current: NVA Buy-Up, New: NVA Buy-Up, Status: Changed, 1 Dependent, Pay Period Cost: \$3.25). Each plan has a 'Review' button. On the right is a 'Contact Information' sidebar with phone, email, and address details, and a 'Resources' section with a 'Benefits Resources Guidebook' link.

This screenshot shows the same 'Benefits Enrollment' page as above, but with a 'Benefits Alerts' modal window open in the center. The modal has a title bar with 'Done' and 'View' buttons. The text inside reads: 'Instructions: Your benefit choices have been successfully submitted to the Benefits Department. Select View to review your Submitted Enrollment Statement, Done to return to the Benefits Enrollment Summary'. The background page is dimmed, showing the same enrollment summary and benefit plans information.

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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.

 Spouse
Dependent Life
Error

This benefit cannot be more than a specific percentage of your choice in another benefit.

 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.

 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.



ERROR MESSAGE

If a Benefits Alert displays an error icon, your changes were **not submitted successfully**. You must return to the benefit plan tile where the error occurred, correct the issue, and submit your enrollment again.

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.

 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.

 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.



WARNING MESSAGE

If a Benefits Alert displays a warning icon, your elections may have been submitted; however, additional documentation may be required. The applicable benefit plan vendor must review and approve the documentation before coverage becomes effective.