

Harris Health System Annual Enrollment Instructions

2022 Annual Enrollment Period January 3 through January 14

- Please contact the **IT Helpdesk** (713-566-HELP (4357)) with questions regarding login information and resetting your password.
- If you have **Benefits** questions or *do not have an Annual Enrollment Event Open*, contact MyHR@harrishealth.org or 713-566-6947.



Table of Contents

- [Accessing PeopleSoft from a Harris Health computer](#)
- [Accessing PeopleSoft from outside of Harris Health](#)
- [STEP 1: Annual Enrollment Acknowledgements](#)
- [STEP 2: Enrollment Summary Section](#)
- [Status Meaning: Pending, Visited, Changed](#)
- [Adding a Dependent in a Plan Tile](#)
- [Removing a Dependent in a Plan Tile](#)
- [Submitting Your Benefits Enrollment](#)
- [Other Potential Benefit Alert Messages](#)

If you are accessing PeopleSoft from a Harris Health computer:

1. Log in to the computer with your credentials and navigate to the Harris Health intranet homepage. Select the PeopleSoft tile, visible in the first row of tiles under the carousel banner.
2. In the PeopleSoft Connections page, select PeopleSoft Login.
3. Select the **Annual Enrollment** tile.

#1



#2



#3



If you are accessing PeopleSoft from outside of Harris Health:

1. Go to HarrisHealth.org and navigate to the right hand side of the page, and select the “Employees” drop down menu. Click “PeopleSoft Self Service.”
2. This will prompt a login screen that page may require you to input your Harris Health User ID and password maybe required.
3. Find and click the **Annual Enrollment** tile.
4. Enter your date of birth (mm/dd/yyyy), and click the Submit button.

#1



#3

#2



Benefits Enrollment

Enter your Date of Birth for verification

Date of Birth

Submit

#4

STEP 1: Annual Enrollment Acknowledgements

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

Welcome
● Visited

General Acknowledgment
○ Not Started

Acknowledgement Dep
○ Not Started

Acknowledgment for FSA
○ Not Started

Benefits Enrollment
○ Not Started

Task: Welcome

Welcome to the 2021 Annual Enrollment Period. Before you begin your enrollment, please review the [2021 Annual Enrollment Guidebook](#). Annual Enrollment is January 4, 2021 - January 15, 2021. After the Annual Enrollment Period ends, you may ONLY make changes to your benefit elections if you have a Qualifying Event such as a Family or Job status change or during the next Annual Enrollment Period. During the year, if you experience a Qualifying Event, you must notify the Harris 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.

IMPORTANT MESSAGES:

- The 2021 Annual Enrollment is **ACTIVE** and not **PASSIVE**. 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 **AUTOMATICALLY** enrolled in the new Consumer Driven Health Plan (CDHP).
- During Annual Enrollment you can enroll in any of the three medical plan options. You can review the new plan options using the [PLANselect](#) tool. This tool can also help you make your health plan elections by answering four simple questions. The [PLANselect](#) tool estimates the option with the lowest overall cost and best value based on your medical needs. The tool is free and your answers are confidential.
- 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 tax per month.
- 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 month rate increase if enrolled in the Employee + Spouse or Employee + Family benefit tiers.
- Your current elections will rollover into the new plan year with the exception of the Flexible Spending 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-tax basis. This coverage is an employee paid benefit at a low group rate. During this Annual Enrollment 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 Voluntary plans are now available through [AlliantCHOICE Plus!](#) Get extra protection from voluntary benefits in addition to your core plans. Available plan options include: Accident & Critical Illness Insurance, Affordable Legal & Identity Theft Protection and Harris Health Perks Discount Programs. Go to [harrishealthvolbenefits.com](#) for more information. The [BENEFITchoice](#) tool can help you quickly and easily identify voluntary plans that may fit your needs.

You have the option of watching the video or selecting to view the video transcript.

[View Video Transcript](#)

2021 Benefits Annual Enrollment Final

Watch later Share

Welcome
● Visited

General Acknowledgment
★ Complete

Acknowledgement Dep
★ Complete

Acknowledgment for FSA
★ Complete

Benefits Enrollment
● Visited

STEP 2: Enrollment Summary Section

As you make changes in a benefit plan tile, your total biweekly premium may change.

Task: Benefits Enrollment

Submit Enrollment

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

▼ Enrollment Summary

Your Pay Period Cost **\$0.00**

Full Cost **\$0.00**

Status **Pending Review**

*Excess Credit **Forfeit Excess Credits** ▼

Review Enrollment

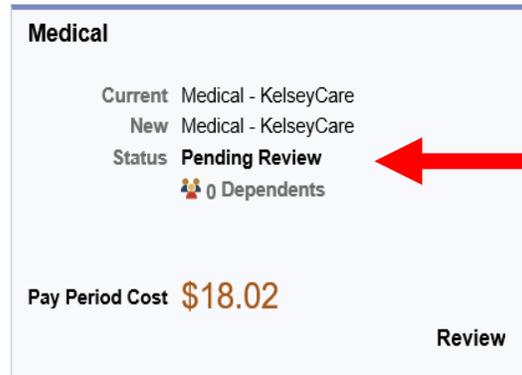
STEP 2: Enrollment Summary Section

- Each tile shows the specific pay period cost and allows you to review and make the necessary changes in the benefit plan.
- Every tile will reflect a **Status** depending on the action done on the title.

The screenshot displays the 'Benefit Plans' section with three tiles: Medical, Dental, and Vision. Each tile contains the following information:

- Medical:** Current: No Coverage, New: Waive, Status: Pending Review, 0 Dependents, Pay Period Cost: \$0.00, Review button.
- Dental:** Current: No Coverage, New: Waive, Status: Pending Review, 0 Dependents, Pay Period Cost: \$0.00, Review button.
- Vision:** Current: No Coverage, New: Waive, Status: Pending Review, 0 Dependents, Pay Period Cost: \$0.00, Review button.

Status Meaning: Pending, Visited, Changed



Medical

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

Pay Period Cost **\$18.02**

Review

A red arrow points from the text 'Pending Review' to the 'Status Pending Review' text in this tile.

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



Medical

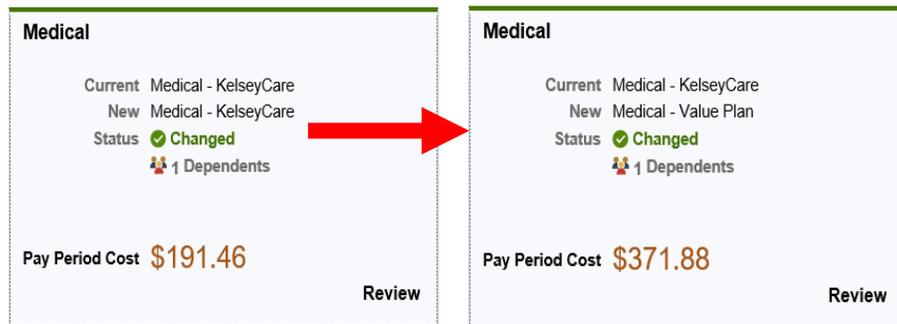
Current Medical - KelseyCare
New Medical - KelseyCare
Status **Visited**
👤 0 Dependents

Pay Period Cost **\$18.02**

Review

A red arrow points from the text 'Visited' to the 'Status Visited' text in this tile.

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



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

A red arrow points from the 'Status Changed' text in the left tile to the 'Status Changed' text in the right tile.

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

Adding a Dependent in a Plan Tile

1. Click on the specific tile you would like to add or remove a dependent from.
2. Select the Add/Update Dependent button.
3. Review your existing dependent(s) or beneficiary by clicking on their name. To add a new dependent click “Add Individual.”

Entering your dependent’s 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.

Medical

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

Pay Period Cost **\$18.02**

Review

#1

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. 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

#2

Add Individual

Dependent and Beneficiary Information

Name	Relationship	Beneficiary	Dependent
Erma Elder	Parent	✓	>
Vanecia Tolbert	Other	✓	>
Miles Tolbert	Other	✓	>
Gerald Tolbert	Other	✓	>
Daelon Simon	Other	✓	>

#3

Adding a Dependent in a Plan Tile

4. Enter all vital information of the new dependent you are adding.
5. Upload supportive documentation for your NEW Dependent
 - Click the “Add” button
 - Click “My Device”
 - Find your supporting documentation on your computer.
 - Once documents found, click the Open button
 - Click the Upload button
 - Click Done button
 - Add a description

The image shows a sequence of three screenshots illustrating the process of adding a dependent in a plan tile.

Attachments Table: A table with columns 'Attached File', 'Description', and 'View'. It contains one row with the number '1' in the 'Attached File' column and an empty text input field in the 'Description' column. A 'View' button is located in the 'View' column. An 'Add' button is positioned below the table.

File Attachment Dialog (Step 1): A dialog box titled 'File Attachment' with a close button. It shows 'Choose From' options, including 'My Device' with a computer and mobile phone icon.

File Attachment Dialog (Step 2): The same dialog box showing the 'File name' field with the text 'Upload test document life event' and a file type dropdown set to 'All files'. 'Open' and 'Cancel' buttons are visible.

File Attachment Dialog (Step 3): The dialog box showing the file 'Upload test document life event.pdf' (File Size: 187KB) selected. A green progress bar at the bottom indicates 'Upload Complete', and a 'Done' button is in the top right corner.

Adding a Dependent in a Plan Tile

- Click **Save** after uploading and reviewing your dependent information.

If you need to enter another new dependent you will need to click the **Add Individual** button and follow the previous steps.

Once you are done with adding a dependent(s), you will need to click the **X** icon to exit the page.

Once you've entered a dependent in one in a benefit plan tile, **you do not need to add them again on other benefit plan tiles.** Your dependent's name will show on the other benefit plan titles, should you want add them to other plans.

Cancel Add Individual Dependent/Beneficiary Information **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 As of

*Student No As of

*Disabled No As of

Address

Address	Address Type	Same as mine
2803 Quiet Arbor Ln Pearland, TX 77581 Brazoria	Home	Same as mine >

Social Security Number

+

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

Removing a Dependent in a Plan Tile

1. Click on the specific tile you would like to add or remove a dependent from.
2. Select the Add/Update Dependent button.
3. Click on the box next to your dependent's name. **Removing the check mark will un-enroll the dependent from that benefit plan.**
4. Click **Done** once you finish adding or removing your dependent(s).

The screenshot shows a multi-step process for managing dependents in a Medical plan. Step 1 shows a plan tile with a 'Review' button. Step 2 shows the 'Enroll Your Dependents' section with an 'Add/Update Dependent' button highlighted in red. Step 3 shows a table of plan options with the 'Medical - KelseyCare' row selected, and the 'Add/Update Dependent' button highlighted in red. Step 4 shows the 'Dependents' list with a checkbox next to 'Prince Charming' highlighted in red, and a 'Done' button highlighted in red.

#1

#2

#3

#4

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

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

Plan Name	Before Tax Cost	After Tax Cost	Pay Period Cost
Select Waive			\$0.00
Select Medical - Value Plan		\$371.88	\$371.88
✓ Medical - KelseyCare		\$191.46	\$191.46
Select Medical - CD Health Plan		\$191.46	\$191.46

Submitting Your Benefits Enrollment

- After you've submitted your changes select 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 your enrollment.

The screenshot shows the HHS-Gain or Loss of Medical Coverage web application. The main heading is "Task: Fluid Benefit Enrollment". The status is "Pending Review". The "Submit Enrollment" button is highlighted with a red box. A red arrow points from the "Submit Enrollment" button to a "Benefits Alerts" modal window. The modal window displays the following text:

Benefits Alerts

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

Other Potential Benefit Alert Messages

**** Please be cautious and read other messages within the Benefits 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.

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.