

Instrucciones para la inscripción anual de Harris Health System

Período de inscripción anual 2022: del 3 al 14 de enero

- Si tiene preguntas sobre cómo iniciar sesión o restablecer su contraseña, comuníquese con la **línea de ayuda de IT**, 713-566-HELP (4357).
- Si tiene preguntas sobre sus **beneficios** o *si no dispone de un evento de inscripción anual*, comuníquese con MyHR@harrishealth.org o llame al 713-566-6947.



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Si accede a PeopleSoft desde una computadora de Harris Health:

1. Inicie sesión en la computadora usando sus credenciales y navegue hasta la página de inicio de intranet de Harris Health. Seleccione el mosaico de PeopleSoft, visible en la primera fila de mosaicos debajo del banner de carrusel.
2. En la página **PeopleSoft Connections** (Conexiones de PeopleSoft), seleccione **PeopleSoft Login** (Iniciar sesión en PeopleSoft).
3. Seleccione el mosaico **Annual Enrollment** (Inscripción anual).

1



2

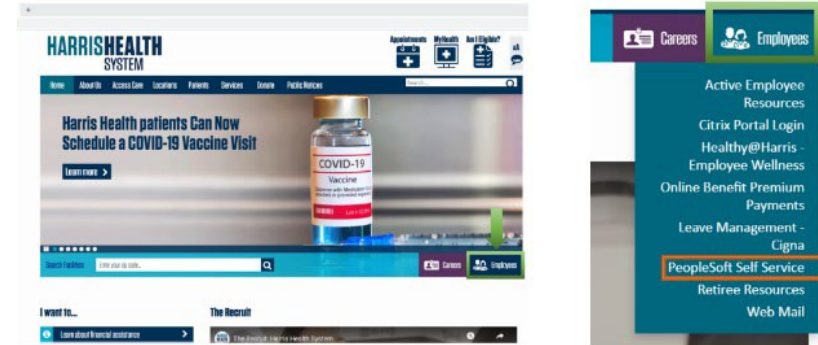
3



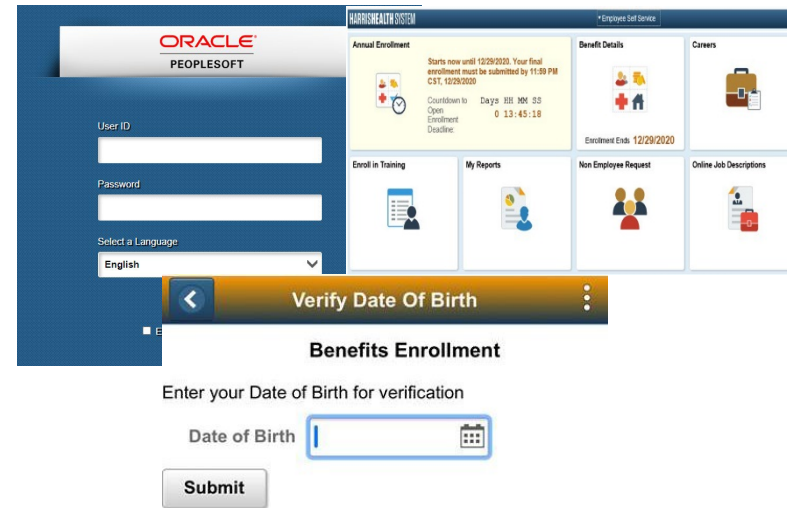
Si accede a PeopleSoft desde una computadora externa a Harris Health:

1. Visite HarrisHealth.org, navegue hasta el lado derecho de la página y seleccione el menú desplegable **Employees** (Empleados). Haga clic en **PeopleSoft Self Service** (Autoservicio de PeopleSoft).
2. Esto abrirá una pantalla de inicio de sesión. Allí tal vez deba ingresar su ID de usuario de Harris Health y quizás se requiera una contraseña.
3. Busque **Annual Enrollment** (Inscripción anual) y haga clic en ese mosaico.
4. Ingrese su fecha de nacimiento (mm/dd/aaaa) y haga clic en el botón **Submit** (Enviar).

1



2



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PASO 1: Confirmación de inscripción anual

Lea y confirme cada sección en el lado izquierdo. **No es posible elegir opciones de inscripción hasta no haber confirmado cada sección.**

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 tier 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

PASO 2: Sección de resumen de la inscripción

A medida que haga cambios en un mosaico del plan de beneficios, el total de su prima bisemanal puede cambiar.

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

PASO 2: Sección de resumen de la inscripción



- Cada mosaico muestra el costo para el período de pago específico y le permite revisar y hacer los cambios necesarios al plan de beneficios.
- Cada mosaico reflejará un estado, indicado por **Status**, según la acción realizada en el mosaico.

The screenshot displays the 'Benefit Plans' section with three mosaics for Medical, Dental, and Vision plans. Each mosaic shows 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.

Significado del estado: pendiente, visitado, modificado

Medical


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

Pay Period Cost **\$18.02**

Review

Pending Review (Pendiente de revisión): No se ha realizado la revisión y el nivel de cobertura indicado en el mosaico es su información actual.

Medical



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

Pay Period Cost **\$18.02**

Review

Visited (Visitado): Usted ha hecho clic en el mosaico y SOLO ha leído la información. No se hizo ningún cambio.



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

Changed (Cambiado): Usted ha hecho clic en el mosaico y realizó un cambio.

Agregar un dependiente a un mosaico del plan

1. Haga clic en el mosaico específico donde le gustaría agregar o quitar un dependiente.
2. Haga clic en **Add/Update Dependent** (Agregar/actualizar dependiente).
3. Revise sus actuales dependientes o su beneficiario haciendo clic en cada nombre. Para agregar un nuevo dependiente, haga clic en **Add Individual** (Agregar individuo).

Medical

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

Pay Period Cost **\$18.02**

Review

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.

Add/Update Dependent

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

Ingresar la información personal de su dependiente **en esta sección no significa que el dependiente se ha agregado a sus planes de salud. Aún necesitará asociar su nombre en el proceso de inscripción una vez que esté disponible.**

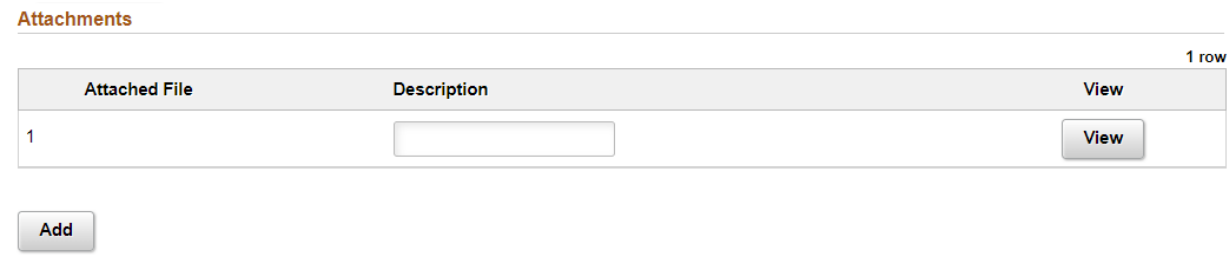
Dependent and Beneficiary Information

Add Individual

Name	Relationship	Beneficiary	Dependent
Erna Elder	Parent	✓	>
Vanessa Tolbert	Other	✓	>
Miles Tolbert	Other	✓	>
David Tolbert	Other	✓	>
Dickson Simon	Other	✓	>


Agregar un dependiente a un mosaico del plan

4. Ingrese toda la información vital del nuevo dependiente que está agregando.
5. Agregue la documentación de respaldo de su NUEVO dependiente.
 - Haga clic en el botón **Add** (Agregar)
 - Haga clic en **My Device** (Mi dispositivo)
 - Localice en su computadora la documentación de respaldo
 - Una vez que encuentre los documentos, haga clic en el botón **Open** (Abrir)
 - Haga clic en el botón **Upload** (Subir archivo)
 - Haga clic en el botón **Done** (Listo)
 - Agregue una descripción



Attachments

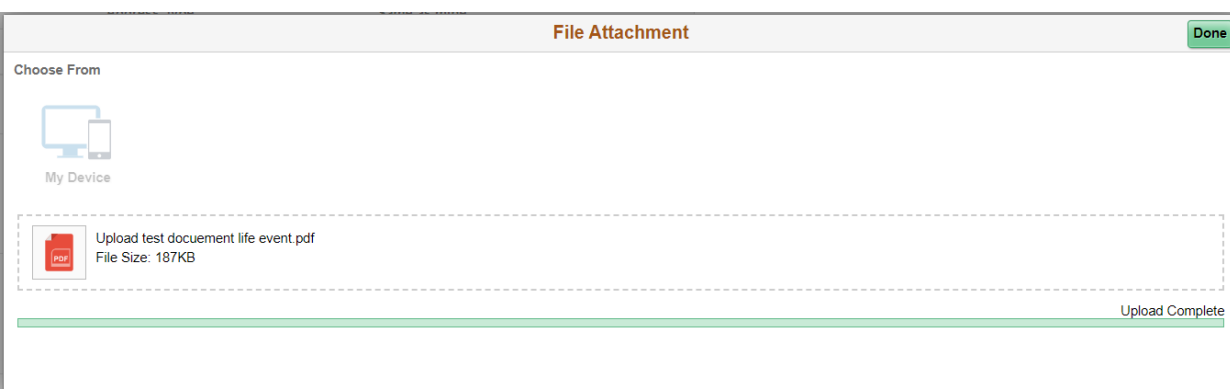
Attached File	Description	View
1	<input type="text"/>	<input type="button" value="View"/>



File Attachment

Choose From

File name:



File Attachment

Choose From

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

Agregar un dependiente a un mosaico del plan

- Después de subir los archivos y revisar la información de su dependiente, haga clic en **Save** (Guardar).

Si necesita ingresar otro dependiente nuevo, deberá hacer clic en el botón **Add Individual** (Agregar individuo) y seguir los pasos anteriores.

Cuando termine de agregar sus dependientes, deberá hacer clic en el icono **X** para salir de la página.

Una vez que ingresa un dependiente en un mosaico del plan de beneficios, **no es necesario volver a agregarlo en otros mosaicos del plan de beneficios.**

El nombre de su dependiente aparecerá en otros mosaicos del plan de beneficios, en caso de que desee agregarlo a otros planes.

Cancel Add Individual Dependent/Beneficiary Information

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
2603 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	✓ >

Quitar un dependiente de un mosaico del plan

1. Haga clic en el mosaico específico donde le gustaría agregar o quitar un dependiente.
2. Haga clic en **Add/Update Dependent** (Agregar/actualizar dependiente).
3. Haga clic en la casilla junto al nombre del dependiente. **Al quitar la marca de verificación, se cancela la inscripción del dependiente en ese plan de beneficios.**
4. Haga clic en **Done** (Listo)

Medical

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

Pay Period Cost **\$18.02**

Review

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.

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	\$72.22
✓	Medical - KelseyCare	\$18.02	\$18.02	\$18.02
Select	Medical - CD Health Plan	\$18.02	\$18.02	\$18.02

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.

Dependents	Relationship
<input checked="" type="checkbox"/> Person Channing	Spouse

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	\$217.88	\$217.88	\$217.88
✓	Medical - KelseyCare	\$109.45	\$109.45	\$109.45
Select	Medical - CD Health Plan	\$109.45	\$109.45	\$109.45

Overview of All Plans

Quitar un dependiente de un mosaico del plan

una vez que termine de
agregar o quitar
dependientes.

Envío de su inscripción en los beneficios

- Una vez que haya indicado los cambios, seleccione el botón **Submit Enrollment** (Enviar inscripción).
- Pronto recibirá un mensaje de **Benefits Alerts** (Alertas de beneficios) que le indicará que las opciones elegidas se han enviado correctamente.
- Este mensaje indica que su inscripción ha terminado.

The screenshot shows the HHS-Gain or Loss of Medical Coverage portal. The main heading is "Task: Fluid Benefit Enrollment". Below this, there is an "Enrollment Summary" section with a "Your Pay Period Cost" of \$111.84 and a "Full Cost" of \$111.84. The status is "Pending Review". A pie chart shows "Ch. Dep. Life Vision" and "Medical". A "Submit Enrollment" button is highlighted with a red box. A red arrow points from this button to a "Benefits Alerts" modal window. The modal window contains the following 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 also has "Done" and "View" buttons.

Otros posibles mensajes de alerta sobre beneficios

**** ¡Preste atención y lea los otros mensajes dentro de las 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.