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Employee Self-Service Guide

Employee Open Enrollment Communication and Instruction





Hello!

We are excited to announce the start of Open Enrollment on the *Employee Self Service** website.

This letter explains what you need to do to complete your enrollments. The Open Enrollment period will last **12 days** starting **11/6/2023** and ending **11/17/2023**. All changes to your benefits must be completed by **11/17/2023 at 11:59 pm**. The changes that you make to your benefits will take effect on **1/1/2024**.

Log in to Workforce Now to access the Employee Self-Service* website.

<https://workforcenow.adp.com>

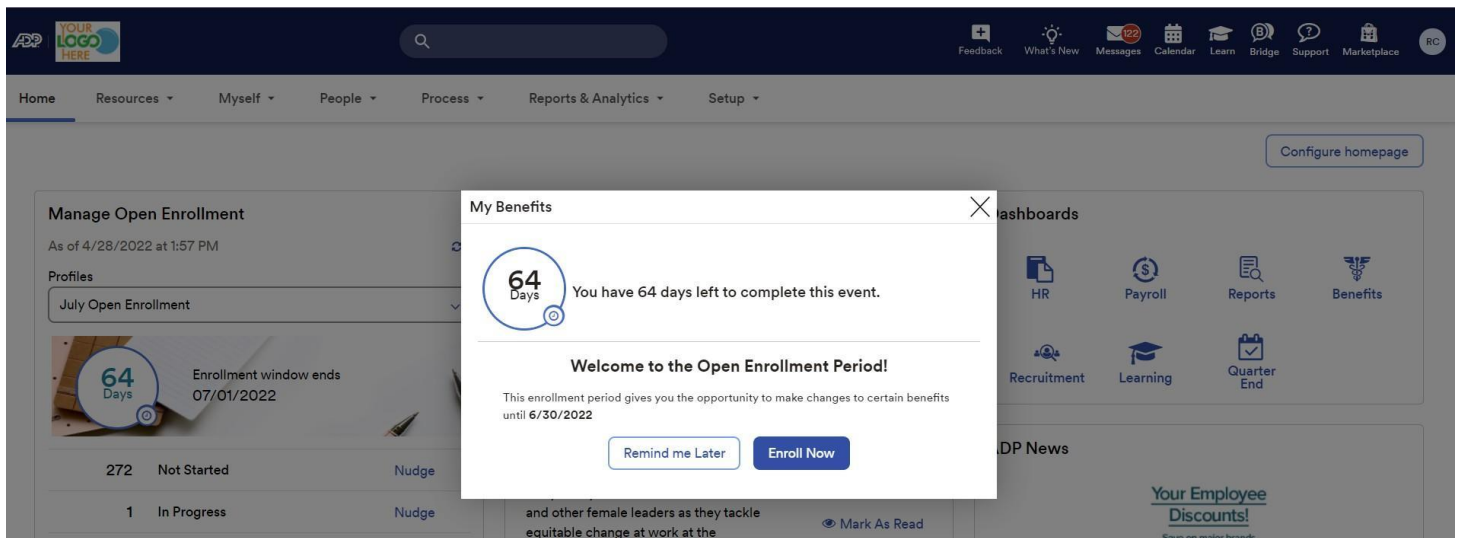
Enter your User ID and password, and then click **Sign In**.

Note: If this is your first time logging in, click **Create account**. If you are unsure of the User ID or Password, please contact Janet Davis at jkdavis@carmel.in.gov or Anne Essex at aessex@carmel.in.gov in Payroll.



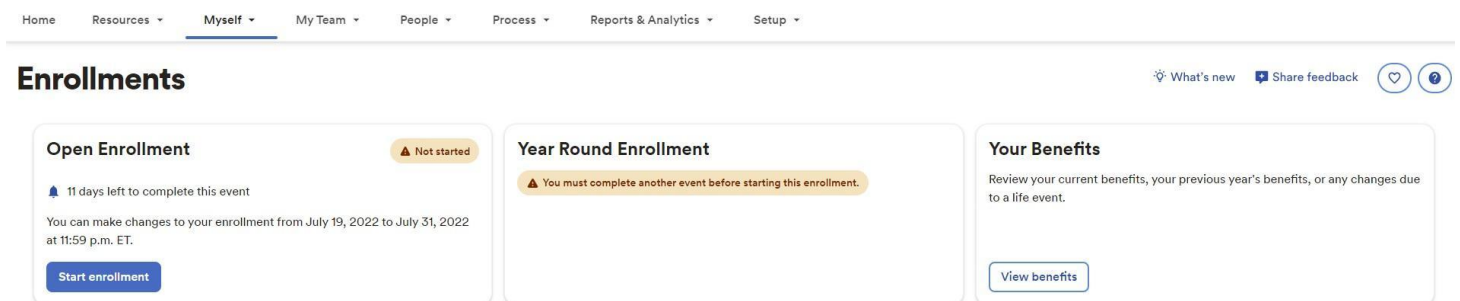
Upon logging in, you will be presented with a pop-up showing important information about this Open Enrollment period. You can click **Enroll Now** or **Remind Me Later**.

Note: This pop-up is displayed each time you log in during the Open Enrollment period. 24-hours after submitting your selections the pop-up will no longer display.



The screenshot shows the ADP dashboard interface. A 'My Benefits' pop-up window is centered on the screen. The pop-up features a circular timer showing '64 Days' and the text 'You have 64 days left to complete this event.' Below this, it says 'Welcome to the Open Enrollment Period!' and 'This enrollment period gives you the opportunity to make changes to certain benefits until 6/30/2022'. At the bottom of the pop-up are two buttons: 'Remind me Later' and 'Enroll Now'. The background dashboard shows a 'Manage Open Enrollment' section with a '64 Days' timer and 'Enrollment window ends 07/01/2022'. There is also a 'Dashboards' section with icons for HR, Payroll, Reports, Benefits, Recruitment, Learning, and Quarter End.

Select **Enroll Now** will bring you to the Myself – Benefits – Enrollments screen where you can click **Start Enrollment**.



The screenshot shows the 'Enrollments' screen. The top navigation bar includes 'Home', 'Resources', 'Myself', 'My Team', 'People', 'Process', 'Reports & Analytics', and 'Setup'. The main content area has three cards:

- Open Enrollment:** Shows '11 days left to complete this event' and 'You can make changes to your enrollment from July 19, 2022 to July 31, 2022 at 11:59 p.m. ET.' with a 'Start enrollment' button.
- Year Round Enrollment:** Shows a warning: 'You must complete another event before starting this enrollment.'
- Your Benefits:** Shows 'Review your current benefits, your previous year's benefits, or any changes due to a life event.' with a 'View benefits' button.





You will be taken to the **Welcome Note**. Please review all information on this page, as there are often important details regarding your Open Enrollment options. Click **Next** after reviewing the Welcome Note to move to **Manage Dependents**.

Open Enrollment

Welcome

Welcome

Manage Dependents

Select Benefits

Upload Documents

Review and Submit

Welcome to the Open Enrollment period. This enrollment period gives you the opportunity to make election changes for certain benefits. During this enrollment period you can:

- Make changes to plan contributions, such as health savings account (HSA) or retirement plans
- Add or change the level of your insurance coverage
- Add or update Beneficiary assignment
- Complete Beneficiary assignment

Please review your options and costs carefully. Once the enrollment period has ended your choices will be final until the next enrollment period or until you have a qualifying life event. Contact your Human Resources department if you have questions.

Back Next

The **Manage Dependents** page is where you can add/view/edit your dependent and beneficiaries. Select **“Add dependent or beneficiary”** to add a new dependent/beneficiary.

You would use the *3-dot* action icon to view/edit an existing dependent/beneficiary.

Open Enrollment

Welcome

Manage Dependents

Select Benefits

Upload Documents

Review and Submit

Manage Dependents

Review your dependents before you enroll.

[Add dependent or beneficiary](#)

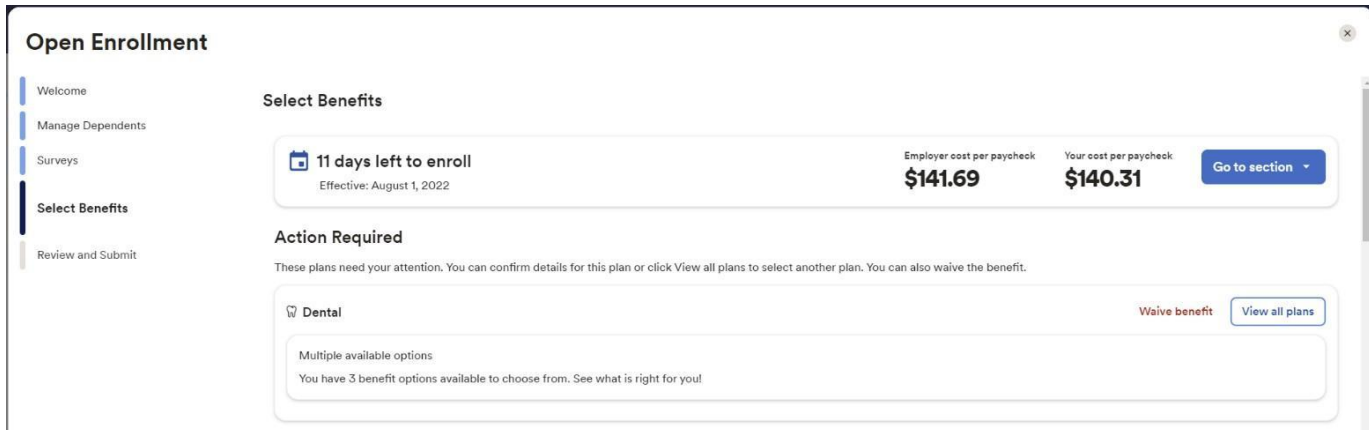
Sally Snow	⋮
Type	Dependent
Relationship	Spouse

Finish later Back Next



Employee Self Service is split up into three sections: Action Required, Selected Plans and Eligible Benefits.

- **Action Required** –*These are items that need to be reviewed to move forward. These plans could require a beneficiary to be designated or a waive reason to be provided.*



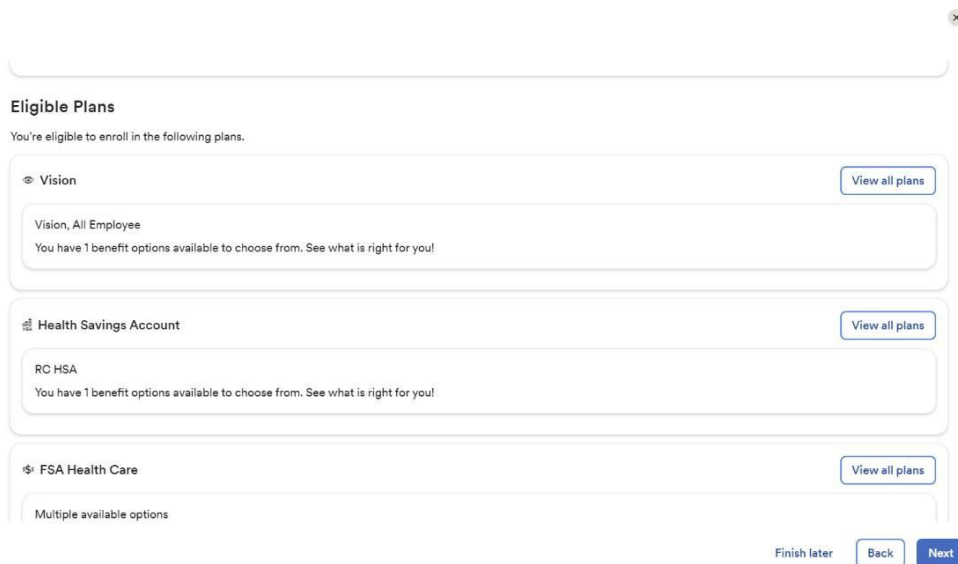
The screenshot shows the 'Open Enrollment' page. On the left is a navigation menu with options: Welcome, Manage Dependents, Surveys, **Select Benefits**, and Review and Submit. The main content area is titled 'Select Benefits' and features a summary card with a calendar icon, '11 days left to enroll', and 'Effective: August 1, 2022'. To the right of this card, it displays 'Employer cost per paycheck \$141.69' and 'Your cost per paycheck \$140.31', along with a 'Go to section' button. Below this is an 'Action Required' section with a sub-header 'Dental' and a 'Waive benefit' button. A message states: 'Multiple available options. You have 3 benefit options available to choose from. See what is right for you!' with a 'View all plans' button.

- **Selected Plans** –*These are benefit plans that you are already enrolled in and can make changes to. This section also displays any enrollments that are pending additional approval.*



- **Eligible Benefits** –*These are other benefit plans that are available for you to enroll in. If you select a benefit plan in the eligible benefits section, the enrollment will be moved to the Enrolled Benefits section.*

Open Enrollment



Eligible Plans

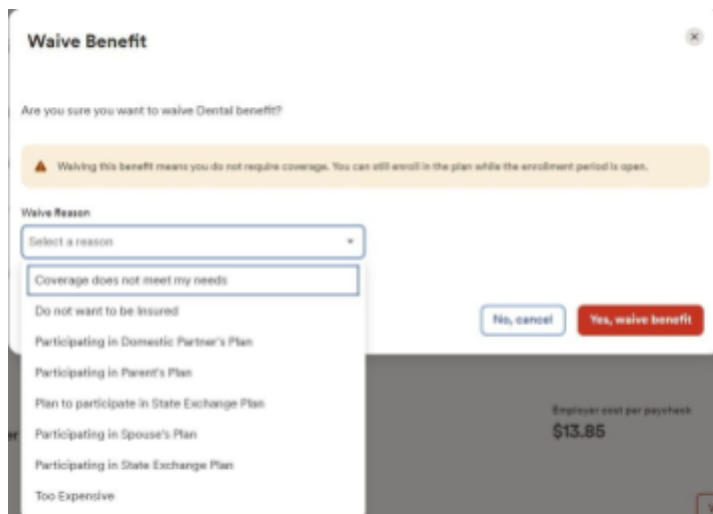
You're eligible to enroll in the following plans.

- Vision** View all plans
 Vision, All Employee
 You have 1 benefit options available to choose from. See what is right for you!
- Health Savings Account** View all plans
 RC HSA
 You have 1 benefit options available to choose from. See what is right for you!
- FSA Health Care** View all plans
 Multiple available options

Finish later Back Next

Waive benefit should only display for benefit plan types that require a waive reason. Employees should only select **Waive benefit** if you do not want to continue enrollment in a benefit or are not enrolled currently and a waive reason is required.

If you chose to **waive** a benefit, you will be required to select a **Waive Reason**.



Waive Benefit

Are you sure you want to waive Dental benefit?

⚠️ **Waiving this benefit means you do not require coverage. You can still enroll in the plan while the enrollment period is open.**

Waive Reason

Select a reason

- Coverage does not meet my needs
- Do not want to be insured
- Participating in Domestic Partner's Plan
- Participating in Parent's Plan
- Plan to participate in State Exchange Plan
- Participating in Spouse's Plan
- Participating in State Exchange Plan
- Too Expensive

No, cancel Yes, waive benefit

Employer cost per paycheck
\$13.85



View all plans will allow the employee to view the plans that are available in that plan grouping.

Eligible Plans

You're eligible to enroll in the following plans.

🔗 Medical Waive benefit [View all plans](#)

Multiple available options
You have 3 benefit options available to choose from. See what is right for you!

While enrolling in a plan, please be sure to indicate which dependents should be covered in the **Covered Individuals** section, if applicable. Then proceed with your enrollment.

Available Plans

Medical

Select the plan that meets your needs and add the dependents you want to cover.

🔔 Your company requires you to enter a reason to waive this coverage.

Covered Individuals

John Snow (You) Sally Snow (Spouse)

4 Plans Available [↔ Plan comparison](#)

Plan Name	Provider	Employer cost per paycheck	Your cost per paycheck
Aetna Choice PPO (1 individual selected)	Aetna Inc.	\$245.90	\$112.52
RC HDHP (1 individual selected) Additional details			

[Waive benefit](#) [Back](#)

Note: The coverage level for your enrollment (Employee Only, Employee + Spouse, Employee + Child(ren), Employee + Family) is driven by which dependents you enroll.





When you choose to enroll in a plan, it will display the **Per Paycheck** cost for the employee and employer.

RC PPO, Medical PPO (1 individual selected)		
Provider Aetna Inc.	Employer cost per paycheck \$60.00	Your cost per paycheck \$57.00
⚠️ Confirm the details for this plan selection or waive this benefit.		Confirm details

Review your enrollment, costs, and covered individuals carefully before clicking on **Confirm**. Once confirmed, you will receive a confirmation message that you are now enrolled and the enrollment will be displayed under **Selected Plans**.

Select Benefits

You enrolled in RC PPO, Medical PPO.

47 days left to enroll Effective: October 1, 2022	Employer cost per paycheck \$60.00	Your cost per paycheck \$57.00	Go to section
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Selected Plans

You are enrolled in the following plans. You can make changes until the enrollment period closes.

Medical		Waive benefit	View all plans
RC PPO Effective: October 1, 2022	Who is covered? You	Selected	Per Paycheck \$57.00



Continue through each step until all elections are complete and all tasks under the **Action Required** section are addressed. When ready to proceed to the Summary page, click **Next** to proceed to **Review and Submit** step.

Open Enrollment

- Welcome
- Manage Dependents
- Surveys
- Select Benefits**
- Review and Submit

Select Benefits

 **46 days left to enroll**
Effective: October 1, 2022

Employer cost per paycheck
\$553.26

Your cost per paycheck
\$293.17

[Go to section](#)

Selected Plans

You are enrolled in the following plans. You can make changes until the enrollment period closes.

Medical

We've benefit

[View all plans](#)

Aetna Choice PPO
Effective: October 1, 2022

Who is covered?
You and Sally Snow

 Selected

Per Paycheck
\$253.17

Dental

[View all plans](#)

Finish later

[Back](#)

[Next](#)




Review all of your selections/changes. When you have confirmed them, click **Submit Enrollment**. Note that your benefit elections will not be processed until you click **Submit Enrollment**. If you click **Save for later** instead, these enrollments will not be submitted to your HR team until you fully submit the enrollment changes.

Open Enrollment

- Welcome
- Manage Dependents
- Surveys
- Select Benefits
- Review and Submit**


Review and Submit

 46 days left to enroll Effective: October 1, 2022	Employer cost per paycheck \$553.26	Your cost per paycheck \$293.17
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Your benefit elections will not be effective until you click Submit enrollment.

Enrolled plans

You are enrolled in the following plans. You can make changes until the enrollment period closes.

 Medical Effective: October 1, 2022 Aetna Choice PPO Who is covered? You and Sally Snow	Enrolled \$253.17 <small>Per Paycheck</small>
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[Finish later](#) [Back](#) Submit enrollment

There will be a pop-up confirming your submission notating the date and time of submission. Please ensure you receive the confirmation note indicating your elections have been submitted.

Submit enrollment ✕


You are about to submit your enrollment. Do you want to continue?

You can make changes until **September 9, 2022 11:59 PM EDT**.

No
Yes

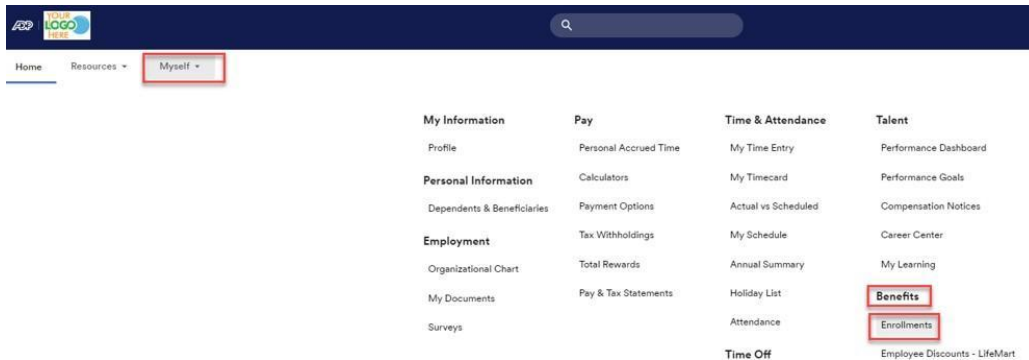
Enrollments

✔ **You have completed your enrollment.**
 You have successfully completed your Open Enrollment October 2022 enrollment.

<p>Open Enrollment Submitted</p> <p> 46 days left to make changes</p> <p>You can make changes to your enrollment from July 5, 2022 to September 9, 2022 at 11:59 p.m. ET.</p> <p style="text-align: center;">Manage enrollment</p>	<p>Your Benefits</p> <p>Review your current benefits, your previous year's benefits, or any changes due to a life event.</p> <p style="text-align: center;">View benefits</p>
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If you would like to make additional changes or modifications during the Open Enrollment Period, you may log in and navigate to **Myself > Benefits > Enrollments** and click the **Manage Enrollment** option in the Open Enrollment box. This will bring you back to the beginning of the profile to make any desired election changes.



Enrollments

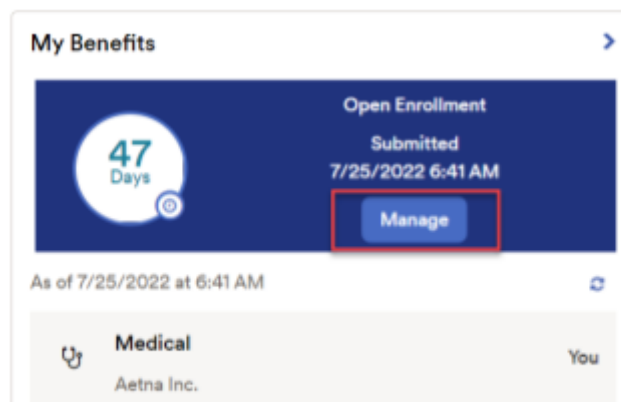
Open Enrollment Submitted

🔔 47 days left to make changes

The enrollment period is still open. You can make changes until September 9, 2022 at 11:59 p.m. ET.

Manage enrollment [Reset event](#)

You may also navigate by finding the **My Benefits** tile on the homepage and select **Manage**. The tile will also reflect the “Submitted” status with the date and time of submission.



A screenshot of the 'My Benefits' tile. The tile shows 'Open Enrollment Submitted' with a '47 Days' countdown timer. The submission date and time are '7/25/2022 6:41 AM'. A 'Manage' button is highlighted with a red box. Below the tile, it shows 'As of 7/25/2022 at 6:41 AM' and a 'Medical' plan from 'Aetna Inc.' with a 'You' label.

