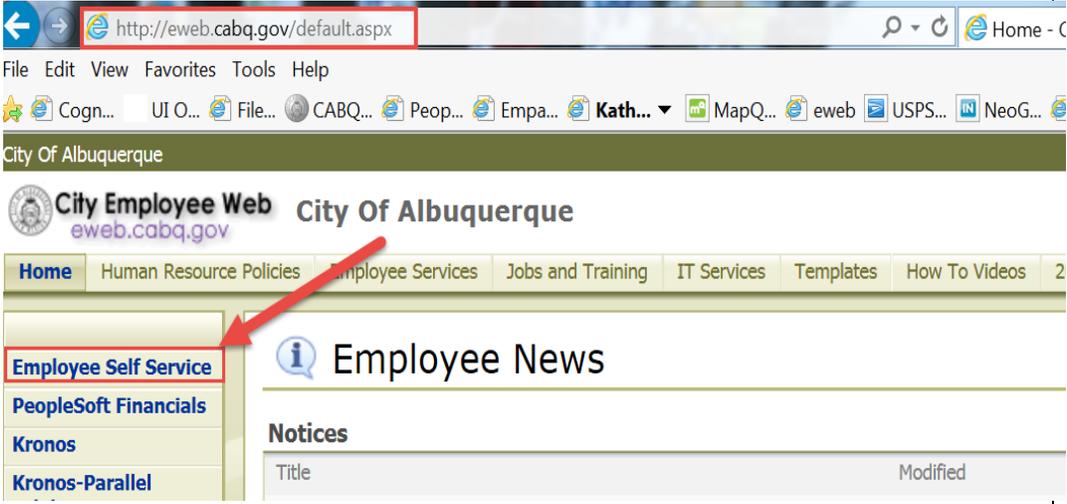
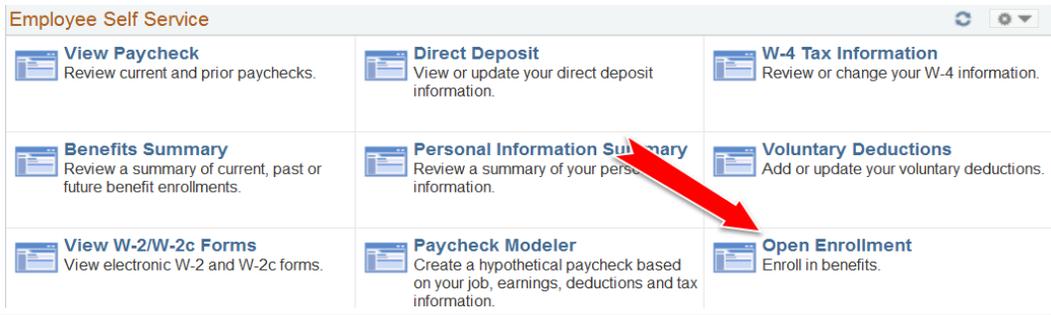


Open Enrollment through Employee Self Service (ESS)

Adding Presbyterian Gym Membership

The following pages describe how to sign in to PeopleSoft and enroll in Presbyterian's Medical Plan with Gym Membership.

Step	Action
1.	<p>Open an internet session from any browser. In the address line type employee.cabq.gov. You can also get there by going to the City's Employee website at eweb.cabq.gov. Once there, you can click on the Employee Self Service link in the top left corner. This will take you to the login screen for PeopleSoft.</p> 
2.	<p>When the login page appears, sign in to Peoplesoft by entering your User ID and Password. Your User ID is a 6 character value that follows one of the following protocols: Exxxxx (the x's being the last 5 numbers in your Employee ID) or a 6 character alpha field comprised of a department identifier and your initials.</p>
3.	<p>Enter your User ID into the User ID field.</p>
4.	<p>Press [Tab] to go to the Password field.</p>
5.	<p>Enter your password into the Password field. If you do not know your password, or if you have entered the wrong password 3 or more times and have been locked out, you will need to call the helpdesk at 768-2930 to have your password reset.</p>
6.	<p>Click on the Sign In button.</p>
7.	<p>On the ESS Home Page, click on the Open Enrollment link:</p> 

Step	Action																																											
8.	<p>After you click the Open Enrollment link, you will be at the Benefits Enrollment screen. Here you will see a Select button. Click on this button to get started with your Open Enrollment.</p> <p>Benefits Enrollment Albert Albuquerque</p> <p>Open enrollment is your annual opportunity to modify your benefit choices. Please carefully read the instructions on each page as this will help you successfully complete the Open Enrollment process.</p> <p>To continue participating in the Flexible Spending Accounts you must re-enroll in these programs during the Open Enrollment period.</p> <p>You will be able to review the cost of each benefit on the Enrollment Summary.</p> <table border="1" data-bbox="386 573 1393 688"> <thead> <tr> <th colspan="5">Open Benefit Events</th> </tr> <tr> <th>Event Description</th> <th></th> <th>Event Date</th> <th>Event Status</th> <th>Job Title</th> </tr> </thead> <tbody> <tr> <td>Open Enrollment</td> <td></td> <td>07/01/2015</td> <td>Open</td> <td>Security Officer</td> </tr> </tbody> </table> <p>If you want to add coverage for a dependent for which you have not previously provided proof of your relationship, you will need to provide documentation (i.e. Marriage Certificate, Birth Certificate, Court Order etc.) You will have the opportunity to upload the document later in this event.</p>	Open Benefit Events					Event Description		Event Date	Event Status	Job Title	Open Enrollment		07/01/2015	Open	Security Officer																												
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9.	<p>On the Enrollment Summary page, you will see a list of all of all of the benefits that open for election during Open Enrollment. If you enrolled in the gym plan last year then you don't have to do anything to stay in it. To enroll in the medical plan with gym membership then click on the Edit button.</p> <p>Benefits Enrollment Open Enrollment</p> <p>The plans below show your current benefit participation and per pay-period costs for next year. City of Albuquerque Benefit Department Benefit Booklet</p> <p> Important: Your enrollment will not be complete until you click Submit.</p> <table border="1" data-bbox="373 1165 1404 1276"> <thead> <tr> <th colspan="4">Enrollment Summary</th> </tr> <tr> <th>Medical</th> <th>Before Tax</th> <th>After Tax</th> <th>Edit</th> </tr> </thead> <tbody> <tr> <td>Current: Presbyterian Plan-Independent Empl Only</td> <td></td> <td></td> <td></td> </tr> <tr> <td>New: Presbyterian Plan-Independent Empl Only</td> <td>39.58</td> <td></td> <td></td> </tr> </tbody> </table> <p>Be sure to select the plan you want (Active, Family or Independent with Gym)</p> <p><input type="radio"/> Presbyterian Active with Gym</p> <p>Includes gym membership for employee and covered dependents age 18 and older.</p> <table border="1" data-bbox="386 1413 1377 1707"> <thead> <tr> <th>Coverage Level</th> <th>Your Costs</th> <th>Tax Class</th> </tr> </thead> <tbody> <tr> <td>Employee Only</td> <td>\$39.58</td> <td>Before-Tax</td> </tr> <tr> <td>Employee + Spouse</td> <td>\$80.53</td> <td>Before-Tax</td> </tr> <tr> <td>Employee + Child(ren)</td> <td>\$63.58</td> <td>Before-Tax</td> </tr> <tr> <td>Family</td> <td>\$116.22</td> <td>Before-Tax</td> </tr> <tr> <td>Employee + Domestic Partner</td> <td>\$80.53</td> <td>Before and After Tax</td> </tr> <tr> <td>Employee + DP Child(ren)</td> <td>\$63.58</td> <td>Before and After Tax</td> </tr> <tr> <td>EE + EE Child + DP</td> <td>\$116.22</td> <td>Before and After Tax</td> </tr> <tr> <td>EE + DP + DP Child + Child</td> <td>\$116.22</td> <td>Before and After Tax</td> </tr> </tbody> </table> <p>Then click Continue</p>	Enrollment Summary				Medical	Before Tax	After Tax	Edit	Current: Presbyterian Plan-Independent Empl Only				New: Presbyterian Plan-Independent Empl Only	39.58			Coverage Level	Your Costs	Tax Class	Employee Only	\$39.58	Before-Tax	Employee + Spouse	\$80.53	Before-Tax	Employee + Child(ren)	\$63.58	Before-Tax	Family	\$116.22	Before-Tax	Employee + Domestic Partner	\$80.53	Before and After Tax	Employee + DP Child(ren)	\$63.58	Before and After Tax	EE + EE Child + DP	\$116.22	Before and After Tax	EE + DP + DP Child + Child	\$116.22	Before and After Tax
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10.	<p>Once you are happy with all of your Open Enrollment elections it is recommended that you print the Enrollment Summary page (Ctrl P) for your own records.</p>																																											

Step	Action
11.	Click the Submit button at the bottom of the Enrollment Summary page. Once you click this button, the system will check for any errors or warnings and display them on the next page. Errors must be cleared up before your election can be completed. Warnings are simply bringing something to your attention. Once any/all errors are corrected, click on the Submit button again on the final submission page. This will submit your choices to the Benefits Office.
12.	End of Procedure.