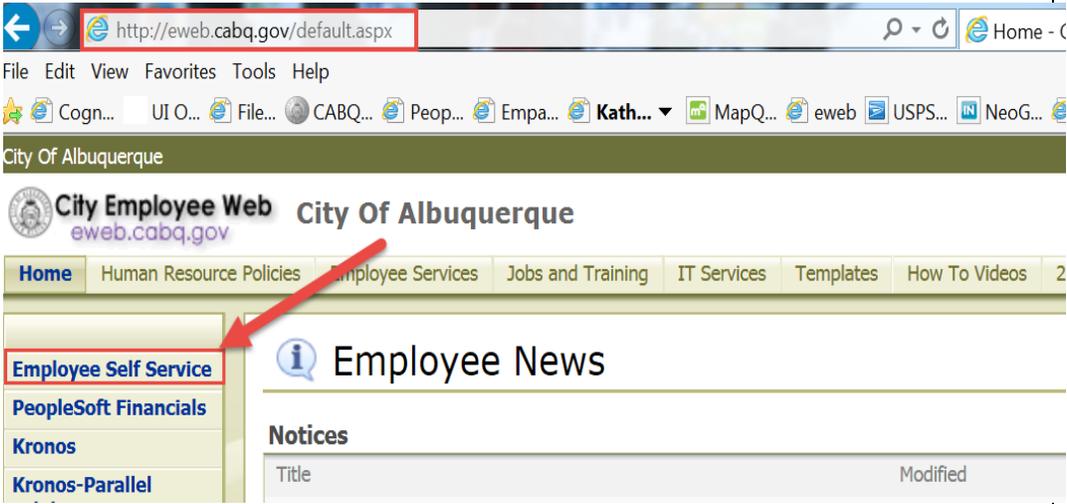
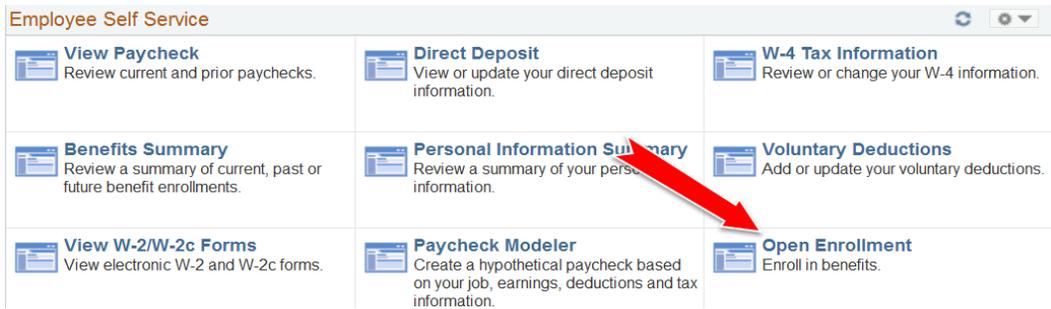


# Open Enrollment through Employee Self Service (ESS)

## Adding Presbyterian Gym Membership Option

The following pages describe how to sign in to PeopleSoft and make the newest option for Open Enrollment – Enrolling in Presbyterian’s Gym Membership.

Step	Action
1.	<p>Open an internet session from any browser. In the address line type <a href="http://employee.cabq.gov">employee.cabq.gov</a>. You can also get there by going to the City’s Employee website at <a href="http://eweb.cabq.gov">eweb.cabq.gov</a>. Once there, you can click on the <b>Employee Self Service</b> 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 <b>User ID</b> and <b>Password</b>. Your <b>User ID</b> 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 <b>User ID</b> field.</p>
4.	<p>Press <b>[Tab]</b> to go to the <b>Password</b> field.</p>
5.	<p>Enter your password into the <b>Password</b> 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 <b>Sign In</b> button.</p>
7.	<p>On the ESS Home Page, click on the <b>Open Enrollment</b> link:</p> 

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8.	<p>After you click the Open Enrollment link, you will be at the Benefits Enrollment screen. Here you will see a <b>Select</b> button. Click on this button to get started with your Open Enrollment.</p> <p><b>Benefits Enrollment</b> Albert Albuquerque</p> <p>Open enrollment is your annual opportunity to modify your benefit choices. <b>Please carefully read the instructions on each page as this will help you successfully complete the Open Enrollment process.</b></p> <p>To continue participating in the <b>Flexible Spending Accounts</b> 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 <b>Enrollment Summary</b> page, you will see a list of all of all of the benefits that open for election during Open Enrollment. To enroll in the new gym membership program offered with the Presbyterian medical plans click on the <b>Edit</b> button across from Presbyterian Gym below the Vision option. <b>You must enroll in a Presbyterian medical plan in order to enroll in their Gym Membership Program.</b></p> <p><a href="#">Benefits Enrollment</a></p> <p><b>Open Enrollment</b></p> <p>The plans below show your current benefit participation and per pay-period costs for next year. City of Albuquerque Benefit Department <a href="#">Benefit Booklet</a></p> <p> Important: Your enrollment will not be complete until you click Submit.</p> <table border="1" data-bbox="373 1199 1401 1528"> <thead> <tr> <th colspan="4">Enrollment Summary</th> </tr> </thead> <tbody> <tr> <td><b>Medical</b></td> <td></td> <td>Before Tax</td> <td>After Tax</td> </tr> <tr> <td>Current:</td> <td>Presbyterian Plan-Independent Empl Only</td> <td></td> <td></td> </tr> <tr> <td>New:</td> <td>Presbyterian Plan-Independent Empl Only</td> <td>39.58</td> <td></td> </tr> <tr> <td><b>Dental</b></td> <td></td> <td>Before Tax</td> <td>After Tax</td> </tr> <tr> <td>Current:</td> <td>Delta Dental: Empl Only</td> <td></td> <td></td> </tr> <tr> <td>New:</td> <td>Delta Dental: Empl Only</td> <td>2.84</td> <td></td> </tr> <tr> <td><b>Vision</b></td> <td></td> <td>Before Tax</td> <td>After Tax</td> </tr> <tr> <td>Current:</td> <td>Vision: Empl Only</td> <td></td> <td></td> </tr> <tr> <td>New:</td> <td>Vision: Empl Only</td> <td>0.44</td> <td></td> </tr> <tr> <td><b>Presbyterian Gym</b></td> <td></td> <td>Before Tax</td> <td>After Tax</td> </tr> <tr> <td>Current:</td> <td>No Coverage</td> <td></td> <td></td> </tr> <tr> <td>New:</td> <td>Waive</td> <td></td> <td></td> </tr> </tbody> </table>	Enrollment Summary				<b>Medical</b>		Before Tax	After Tax	Current:	Presbyterian Plan-Independent Empl Only			New:	Presbyterian Plan-Independent Empl Only	39.58		<b>Dental</b>		Before Tax	After Tax	Current:	Delta Dental: Empl Only			New:	Delta Dental: Empl Only	2.84		<b>Vision</b>		Before Tax	After Tax	Current:	Vision: Empl Only			New:	Vision: Empl Only	0.44		<b>Presbyterian Gym</b>		Before Tax	After Tax	Current:	No Coverage			New:	Waive		
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10.	<p>Once you are happy with all of your Open Enrollment elections it is recommended that you print the <b>Enrollment Summary</b> page (Ctrl P) for your own records.</p>																																																				
11.	<p>Click the <b>Submit</b> button at the bottom of the <b>Enrollment Summary</b> 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 <b>Submit</b> button again on the final submission page. This will submit your choices to the Benefits Office.</p>																																																				
12.	<p><b>End of Procedure.</b></p>																																																				