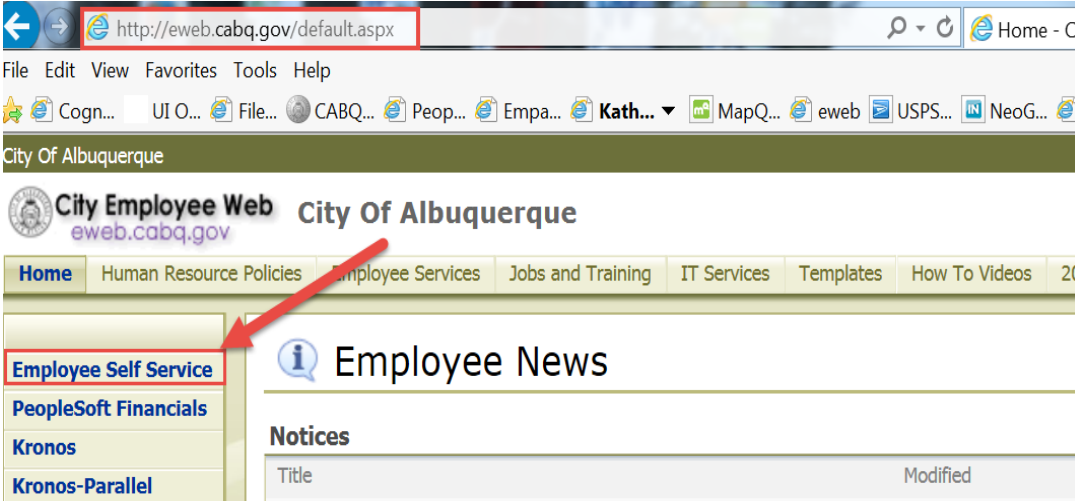
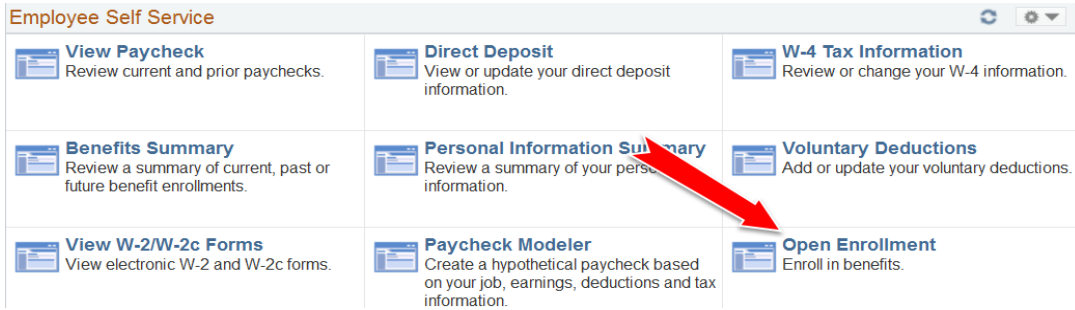
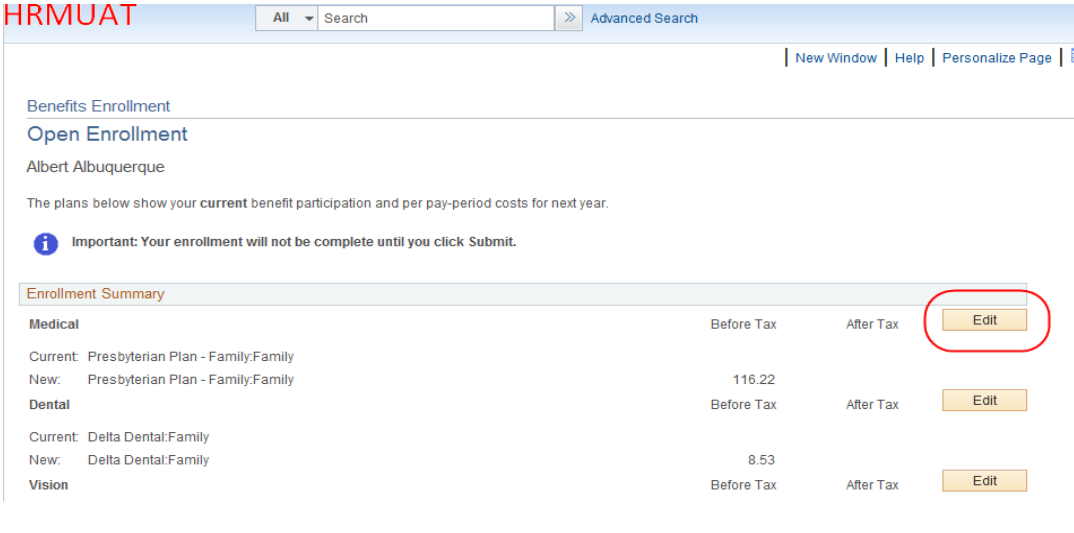


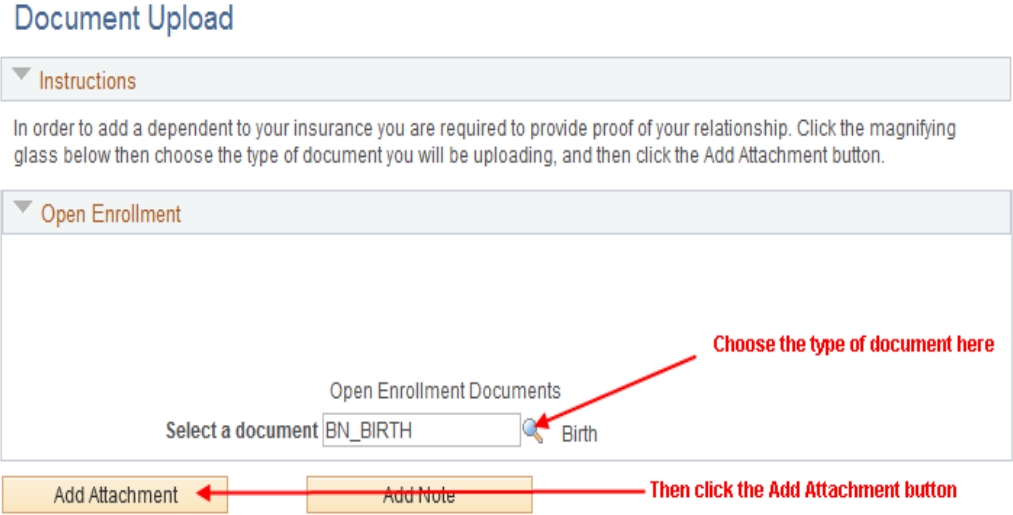
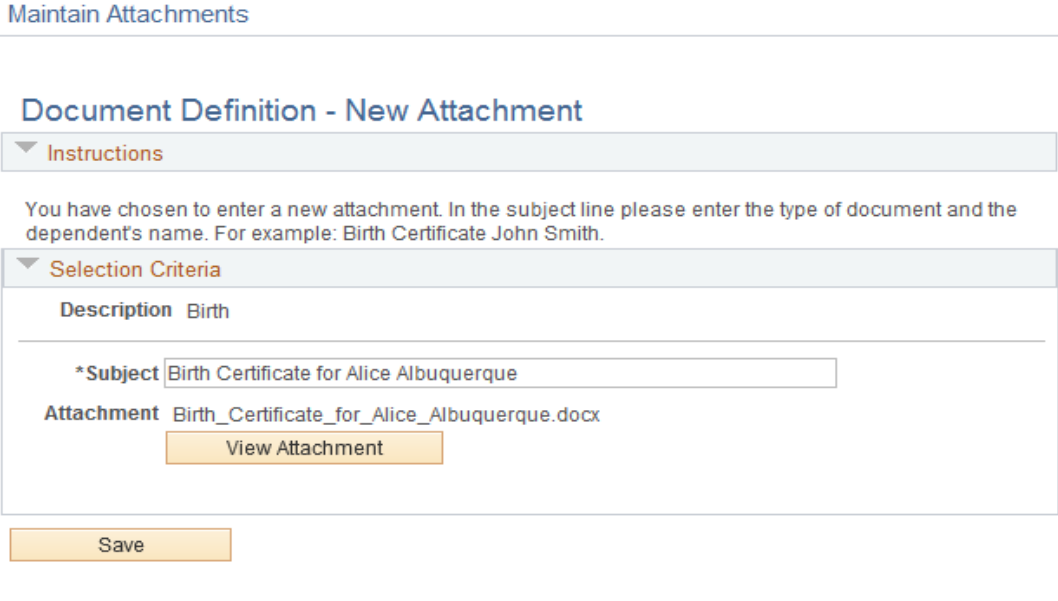
Open Enrollment through Employee Self Service (ESS)

The following pages describe how to sign in to PeopleSoft and make your Open Enrollment elections. We provide detailed instructions for a few key benefits, including how to add dependents to your insurance coverage and how to elect and enter an annual pledge for our Flexible Spending Accounts, also known as FSAs.


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="375 548 1382 667"> <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
Open Benefit Events																
Event Description		Event Date	Event Status	Job Title												
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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. You will also see both your <i>Current</i> and <i>New</i> coverage. For most benefits, your current selection will continue if you do nothing. The exception to that is Flexible Spending Accounts. You will need to re-enroll each year if you would like to continue your Flexible Spending Account(s) for the new year.</p>															
10.	<p>On the following pages, we will give you instructions and examples for making elections for some of your benefits. We will not go over every single type of benefit, but the approach is similar for all of the benefits. We will specifically cover medical insurance, adding new dependents, voluntary and spouse life, and flexible spending accounts.</p>															
11.	<p>In order to elect a new benefit or change an existing election, click on the Edit button to the right of that benefit. For example, click on the Edit button next to Medical to add or change the plan or the coverage that you currently have:</p>  <p>The screenshot shows the HRMUAT Enrollment Summary page. It includes a search bar, navigation links (New Window, Help, Personalize Page), and a list of benefits. The Medical section shows current and new plans with a premium of 116.22 and an 'Edit' button circled in red. The Dental section shows current and new plans with a premium of 8.53 and an 'Edit' button. The Vision section also has an 'Edit' button.</p>															
12.	<p>After you are in the Medical plan election page, you will see the different plans along with the premiums for each coverage. Choose the plan you want to elect, and then Click the Continue button. This will save your election.</p>															

Step	Action																		
13.	<p>If you want to add a dependent already listed but not yet covered, select the box next to that dependent in the Dependent Beneficiary table at the bottom of the Medical plan election page to add that dependent to your coverage. In this screen shot, you can see that the three children are already enrolled in your medical coverage. But the spouse is not currently enrolled. To add the spouse, simply click on the Enroll box to the left of the spouse's name:</p> <table border="1" data-bbox="370 352 1339 634"> <thead> <tr> <th colspan="3" data-bbox="370 352 1339 388">Dependent Beneficiary</th> </tr> <tr> <th data-bbox="370 388 576 430">Enroll</th> <th data-bbox="576 388 909 430">Name</th> <th data-bbox="909 388 1339 430">Relationship</th> </tr> </thead> <tbody> <tr> <td data-bbox="370 430 576 483"><input type="checkbox"/></td> <td data-bbox="576 430 909 483">Annie A Albuquerque</td> <td data-bbox="909 430 1339 483">Spouse</td> </tr> <tr> <td data-bbox="370 483 576 535"><input checked="" type="checkbox"/></td> <td data-bbox="576 483 909 535">Andrew A Albuquerque</td> <td data-bbox="909 483 1339 535">Child</td> </tr> <tr> <td data-bbox="370 535 576 588"><input checked="" type="checkbox"/></td> <td data-bbox="576 535 909 588">Alyssa A Albuquerque</td> <td data-bbox="909 535 1339 588">Child</td> </tr> <tr> <td data-bbox="370 588 576 634"><input checked="" type="checkbox"/></td> <td data-bbox="576 588 909 634">Amber A Albuquerque</td> <td data-bbox="909 588 1339 634">Child</td> </tr> </tbody> </table>	Dependent Beneficiary			Enroll	Name	Relationship	<input type="checkbox"/>	Annie A Albuquerque	Spouse	<input checked="" type="checkbox"/>	Andrew A Albuquerque	Child	<input checked="" type="checkbox"/>	Alyssa A Albuquerque	Child	<input checked="" type="checkbox"/>	Amber A Albuquerque	Child
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14.	<p>If you need to add a dependent that is not yet listed, click on the Add/Review Dependents button at the bottom of the page.</p> <div data-bbox="386 829 730 871" style="border: 1px solid black; padding: 2px; display: inline-block; margin: 10px auto;">Add/Review Dependents</div> <p>Please Note: In order to add a dependent that will be eligible for insurance coverage, you will be required to provide proof of the relationship. The only relationships that qualify for insurance coverage are Spouses, Children, Domestic Partners, Domestic Partners' children, and step children. Children and stepchildren can only be covered until 26 years of age.</p>																		
15.	<p>On the next page, it will show all of your Dependents and Beneficiaries. Click on the Add/Review Dependents button to add a new dependent.</p>																		
16.	<p>Enter the First Name of the new dependent.</p>																		
17.	<p>Enter the Last Name of the new dependent.</p>																		
18.	<p>Enter the Date of Birth.</p>																		
19.	<p>Enter the Gender.</p>																		
20.	<p>Enter the Social Security Number.</p>																		
21.	<p>Enter the Relationship to the Employee. The relationship type defines if an employee is a Dependent or a Beneficiary (dependents are automatically defined as both).</p>																		
22.	<p>Enter an Address for the New Dependent. If the dependent lives with you, you can select the Same Address as Employee box and the Same Phone as Employee box.</p>																		
23.	<p>You can now attach the Birth Certificate, Marriage Certificate, or other legal documents to provide your proof of relationship. To upload a scanned document, click on the Attach Document link:</p> <div data-bbox="365 1701 876 1816" style="margin: 10px 0;"> <input type="checkbox"/> Same Phone as Employee Phone <input style="width: 150px;" type="text"/> <input type="button" value="Save"/> </div> <p>Attach Document</p> <p>Return to Dependent/Beneficiary Summary</p>																		

Step	Action
24.	<p>Select the type of document you will be uploading by clicking on the magnifying glass, then click the Add Attachment button:</p> 
25.	<p>Enter a description of the document and the dependent's name in the Subject field. Click the Add Attachment button:</p>
26.	<p>Next click on the Browse button and locate the copy of your scanned document. Click the document name, and then click on the Upload button. Once the document appears, click the SAVE button. Once you click the SAVE button, you will receive a message that <i>Approval of the Document is Required</i> and that a message has been sent to the Benefits Office.</p> 
27.	<p>Return to the Dependent/Beneficiary Summary page, and SAVE your new dependent. This dependent is now available to add to your insurance coverage, pending approval by the Benefits Office.</p>
28.	<p>To add or change your Voluntary Life elections, click on the Edit button to the right of the Voluntary Life plan.</p>

Step	Action															
29.	<p>If you are currently enrolled in Voluntary Life, you can increase your benefit by \$10,000 each year without Evidence of Insurability, up to \$250,000. Your current coverage is displayed at the top of the page, and is also displayed in the detailed plan below. The asterisks next to the listed plans indicate the levels for which you will need to complete a Personal Health Statement. If applicable, you will receive an email from The Hartford with a link to the Personal Health Statement on their website. To elect new or increased coverage, simply click the small radio button next to the level for which you would like to elect. You can see the biweekly premium for the coverage you are choosing based on your age and your smoker status.</p> <table border="1" data-bbox="370 457 1424 829"> <thead> <tr> <th data-bbox="370 457 1084 499">Coverage Level</th> <th data-bbox="1084 457 1198 499">Your Cost</th> <th data-bbox="1198 457 1424 499">Tax Class</th> </tr> </thead> <tbody> <tr> <td data-bbox="370 499 1084 583"><input type="radio"/> Voluntary Life 10,000 (\$10,000)</td> <td data-bbox="1084 499 1198 583">88</td> <td data-bbox="1198 499 1424 583">After-Tax</td> </tr> <tr> <td data-bbox="370 583 1084 667"><input checked="" type="radio"/> Voluntary Life 20,000 (\$20,000)</td> <td data-bbox="1084 583 1198 667">76</td> <td data-bbox="1198 583 1424 667">After-Tax</td> </tr> <tr> <td data-bbox="370 667 1084 751"><input type="radio"/> Voluntary Life 30,000 (\$30,000)</td> <td data-bbox="1084 667 1198 751">5.64</td> <td data-bbox="1198 667 1424 751">After-Tax</td> </tr> <tr> <td data-bbox="370 751 1084 829"><input type="radio"/>* Voluntary Life 40,000 (\$40,000)</td> <td data-bbox="1084 751 1198 829">7.52</td> <td data-bbox="1198 751 1424 829">After-Tax</td> </tr> </tbody> </table> <p>Note: If you are not currently enrolled in Voluntary Life, any amount you request will require evidence of insurability.</p>	Coverage Level	Your Cost	Tax Class	<input type="radio"/> Voluntary Life 10,000 (\$10,000)	88	After-Tax	<input checked="" type="radio"/> Voluntary Life 20,000 (\$20,000)	76	After-Tax	<input type="radio"/> Voluntary Life 30,000 (\$30,000)	5.64	After-Tax	<input type="radio"/> * Voluntary Life 40,000 (\$40,000)	7.52	After-Tax
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<input type="radio"/> * Voluntary Life 40,000 (\$40,000)	7.52	After-Tax														
30.	<p>You can also add or change beneficiaries for your Voluntary and Basic Life plans by clicking on the Edit button next to those plans. Add or remove beneficiaries and/or change the primary and secondary (contingent) allocations for the beneficiaries you have chosen. Ensure that the allocations for both primary and secondary beneficiaries add up to 100 percent.</p>															
31.	<p>Once you have selected the amount you are requesting, or have added or change your beneficiaries or their allocations, click the Continue button to SAVE your elections.</p>															
32.	<p>Spouse Life works in the same manner as Voluntary Life, but approval for any increase in coverage is subject to review once your spouse has completed a Personal Health Application. Please note that you must choose the covered dependent for this plan (spouse or domestic partner). Beneficiaries are not chosen for Spouse Life: The employee is always the beneficiary on Spouse Life plans.</p>															
33.	<p>New elections of Short Term and Long Term Disability are also always subject to evidence of insurability and you must complete a Personal Health Statement.</p>															
34.	<p>Flexible Spending Accounts must be re-elected each year.</p>															
35.	<p>Click on the Edit button next to the Flexible Spending Account(s) you would like to elect. Be careful to distinguish between Medical FSA (medical expenses for you and your family) Dependent Care FSA (day care expenses for children or dependent adults.)</p>															

Step	Action								
36.	<p>Choose the Flexible Spending Account radio button. The annual pledge field will appear, where you will need to state an annual pledge. Please note the minimum and maximum pledge amounts on the election page.</p> <p> Important! Your current coverage is: Waive. You will continue with this coverage if you do not make a choice.</p> <p>Your annual pledge must be between \$260.00 and \$2,550.00, which are the limits established for this plan.</p> <p>Select an Option</p> <p><input type="radio"/> No, I do not want to enroll.</p> <p><input checked="" type="radio"/> Flexible Medical Spending Acct</p>								
37.	<p>Use the Worksheet link to help you make your elections amounts.</p> <p>Flexible Spending Accounts Worksheet</p> <p>Use this worksheet to determine your desired Annual Pledge. Once you enter your New Annual Pledge, click Calculate and the system will estimate your per-pay-period contributions.</p> <p>Estimate from Per-Pay-Period Contributions</p> <table border="0" data-bbox="641 730 1047 940"> <tr> <td>Your New Annual Pledge</td> <td><input type="text" value="0.00"/></td> </tr> <tr> <td>Minus Your Year-To-Date Contributions</td> <td>0.00</td> </tr> <tr> <td>Divided by Pay Periods Remaining</td> <td>26</td> </tr> <tr> <td>Estimated Per-Pay-Period Contribution</td> <td>0.00</td> </tr> </table> <p>Return Calculate</p> <p>If you enter an annual pledge amount and click Calculate, you can see how much will come out of each check. If you know how much you would like to contribute each pay period, click the Estimate from Per-Pay-Period Contributions to see how much your annual pledge needs to be.</p>	Your New Annual Pledge	<input type="text" value="0.00"/>	Minus Your Year-To-Date Contributions	0.00	Divided by Pay Periods Remaining	26	Estimated Per-Pay-Period Contribution	0.00
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38.	Click the OK button to save your Flexible Spending Account election.								
39.	The premiums you see on the Enrollment Summary page are the premiums for the upcoming year. At the bottom of the Enrollment Summary page are the Before-Tax and After-Tax totals you will be paying for the benefits you will be enrolled in. There is also a total for what the City will paying towards your benefits.								
40.	Once you are happy with all of your Open Enrollment elections, 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.								
41.	End of Procedure.								