



BENEFITS

Cómo inscribirse en los beneficios en Peoplesoft

Debe hacerlo en la red de Rady Children o mediante Citrix con acceso de autoservicio remoto

Inscribirse a través de PeopleSoft



Vaya a PeopleSoft HCM ubicado en la pantalla de inicio de su computadora



Inicie sesión con su ID de red y contraseña (su mismo inicio de sesión para todo lo demás)

ORACLE PeopleSoft

Welcome to Peoplesoft HRMS.
Please use your NETWORK ID and PASSWORD to login.
Your NETWORK ID should be entered using **all lowercase letters**.

User ID

Password

Select a Language

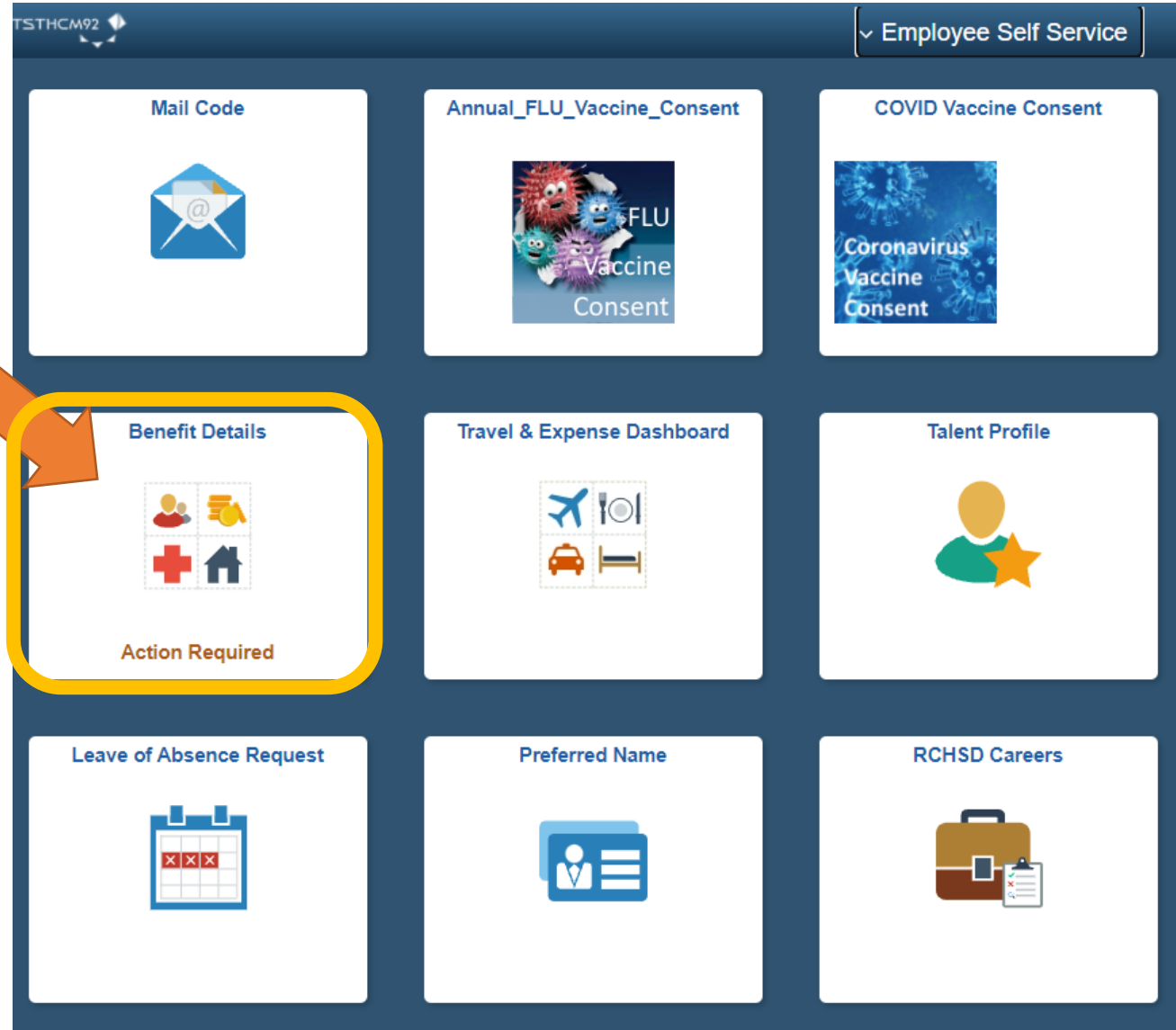
English

Sign In

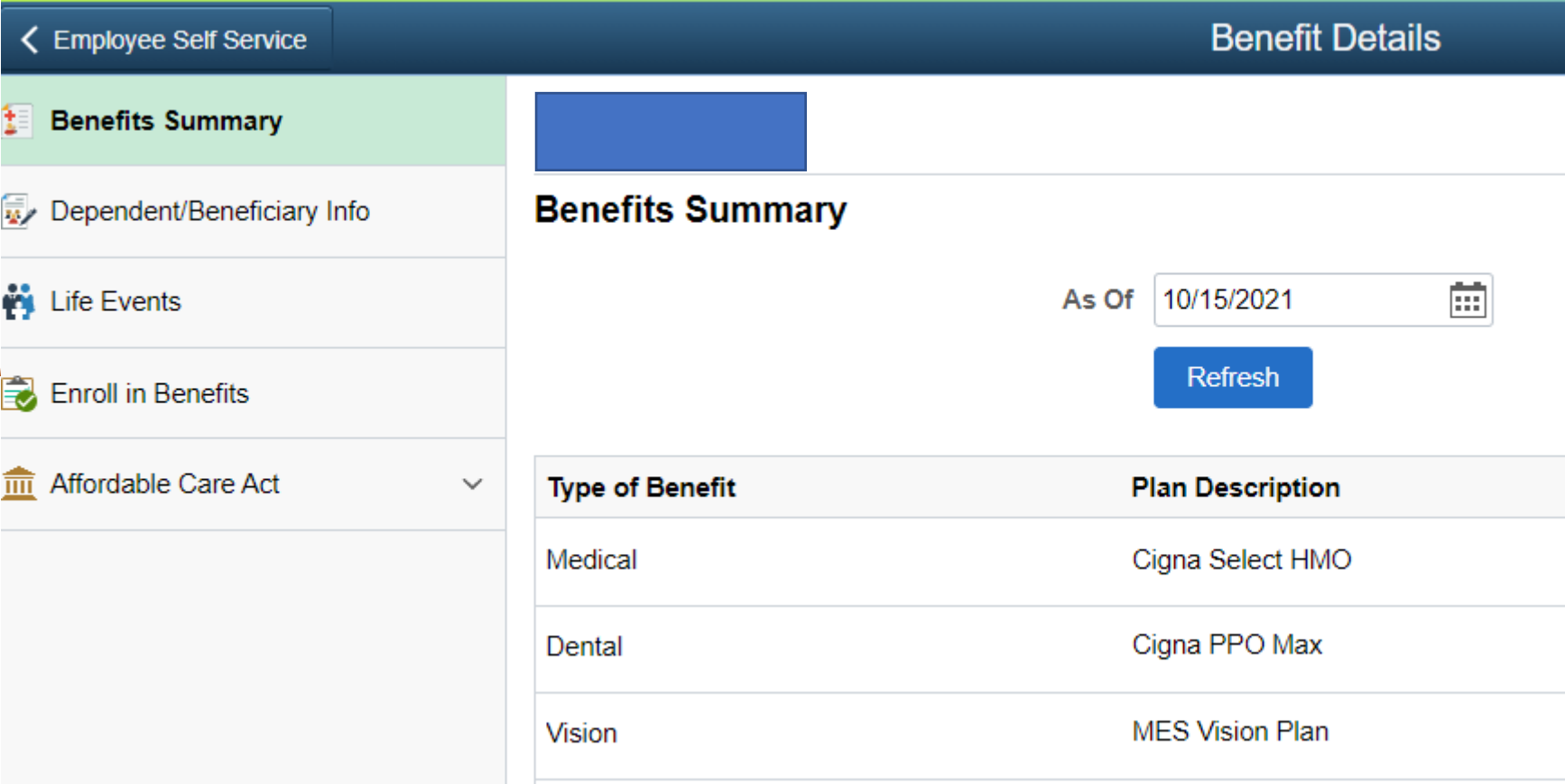
Enable Screen Reader Mode

[Set Trace Flags](#)

Seleccione la opción titulada “Benefits Details”



En el lado izquierdo, haga clic “Enroll in Benefits”



Employee Self Service Benefit Details

Benefits Summary

Dependent/Beneficiary Info

Life Events

Enroll in Benefits

Affordable Care Act

As Of 10/15/2021

Refresh

Type of Benefit	Plan Description
Medical	Cigna Select HMO
Dental	Cigna PPO Max
Vision	MES Vision Plan

En esta página, haga clic en “Select”


Employee Self Service Benefit Details

- Benefits Summary
- Dependent/Beneficiary Info
- Life Events
- Enroll in Benefits**
- Affordable Care Act


Benefits Enrollment

Use the Select button to begin your enrollment. Please note that some events may be temporarily closed until you have completed enrollment for a prior event. Click on the blue info icon below to learn more information about your enrollment event(s).

Note: After your initial enrollment, the only time you can make changes is during open enrollment or a qualified life event change (i.e. birth/adoption of child, marriage/divorce, gain or loss of coverage due to employment change).

Open Benefit Events					
Event Description		Event Date	Event Status	Job Title	
Open Enrollment		01/01/2022	Submitted	Communications Rep	<input type="button" value="Select"/>

After you use the Select button, it will take a few seconds for your benefits enrollment information to load.



Clic "OK"

The screenshot shows a web interface for 'Employee Self Service' with a 'Benefit Details' header. On the left is a navigation menu with items: 'Benefits Summary', 'Dependent/Beneficiary Info', 'Life Events', 'Enroll in Benefits' (highlighted in green), and 'Affordable Care Act'. The main content area is titled 'Benefits Enrollment' and contains an 'Open Enrollment' section. A blue box partially obscures the top of this section. Below it, text reads: 'Be sure to authorize and submit all changes you make during this session.' and 'Employees may enter the Open Enrollment Event and submit changes until Open Enrollment ends.' At the bottom of this section is a yellow 'OK' button, which is pointed to by a large orange arrow.

Serás llevado a una página que muestra tu selección actual y cuál sería la selección recomendada de Anthem. También muestra las contribuciones del cheque de pago correspondientes a ese Plan Anthem.

Benefits Enrollment

Open Enrollment

Open enrollment is your annual opportunity to review your current benefit elections and make the necessary changes for you and eligible family members. At this time you may add, modify or cancel coverage; as well as add or drop dependents. You will be able to review the cost of each benefit on the Enrollment Summary. Please click on EDIT to make changes to your benefits.

IMPORTANT: The Flexible Spending Accounts DO NOT carry over into the next plan year.

To continue participating in the Health and/or Dependent Care FSA programs next year, you must re-enroll in these programs during the Open Enrollment period.



Important: Your enrollment will not be complete until you Submit your choices to the Benefits Department.

Enrollment Summary

	Before Tax	After Tax	Edit
Medical			Edit
Current: Cigna Select HMO:Empl Only			
New: Anthem Priority Select HMO:Emp+Child	97.23		
Health Savings Account (HSA)	Before Tax	After Tax	Edit
Current:			
New:	0.00		
Dental	Before Tax	After Tax	Edit
Current: Cigna PPO Max:Emp+Child			
New: Cigna PPO Max:Emp+Child	23.48		
Vision	Before Tax	After Tax	Edit
Current: MES Vision Plan:Emp+Child			
New: MES Vision Plan:Emp+Child	1.20		

En el lado derecho, haga clic en “Edit”editar junto a “Medical”

Employee Self Service Benefit Details

- Benefits Summary
- Dependent/Beneficiary Info
- Life Events
- Enroll in Benefits**
- Affordable Care Act

Benefits Enrollment


Open Enrollment

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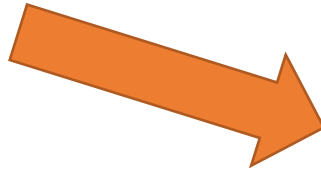
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To continue participating in the Health and/or Dependent Care FSA programs next year, you must re-enroll in these programs during the Open Enrollment period.

i Important: Your enrollment will not be complete until you Submit your choices to the Benefits Department.

Enrollment Summary		Before Tax	After Tax	Edit
Medical				
Current:	Cigna Select HMO:Empl Only			
New:	Anthem Priority Select HMO:Emp+Child		97.23	



En esta página, verá las opciones del plan médico de Anthem, con una opción para ver la guía de beneficios para comparar planes y ver las deducciones del cheque de pago asociadas.



Anthem Priority Select HMO

Coverage Level

- Employee Only
- Employee + Spouse
- Employee + Child(ren)
- Employee + Family
- Employee + Domestic Partner
- Family (with Domestic Partner)



Your Costs

Tax Class

\$19.19	Before-Tax
\$140.42	Before-Tax
\$97.23	Before-Tax
\$231.14	Before-Tax
\$140.42	Before and After Tax
\$231.14	Before and After Tax

Anthem Select HMO

[Search for Providers](#)

Coverage Level

- Employee Only
- Employee + Spouse
- Employee + Child(ren)
- Employee + Family
- Employee + Domestic Partner
- Family (with Domestic Partner)

Your Costs

Tax Class

\$25.52	Before-Tax
\$165.59	Before-Tax
\$115.53	Before-Tax
\$270.56	Before-Tax
\$165.59	Before and After Tax
\$270.56	Before and After Tax

Anthem High Ded Health Plan

[Search for Providers](#)

Coverage Level

- Employee Only
- Employee + Spouse
- Employee + Child(ren)
- Employee + Family
- Employee + Domestic Partner
- Family (with Domestic Partner)

Your Costs

Tax Class

\$56.83	Before-Tax
\$230.65	Before-Tax
\$186.26	Before-Tax
\$411.35	Before-Tax
\$230.65	Before and After Tax
\$411.35	Before and After Tax

Waive

Desplazándose hacia abajo, si en este momento tiene algún dependiente en nuestros planes médicos, se verá a continuación. También hay una opción para inscribir nuevos dependientes o eliminar dependientes.



Enroll Your Dependents

Below is a list of your eligible dependents. You may enroll any of the following individuals for coverage under this plan by checking "Enroll" next to their name.

If an individual is missing from this list, select "Add/Review Dependents". Your eligible dependents include:

- Legally married spouse
- Registered domestic partner
- Natural, legally adopted children or stepchildren up to age 26
- Children of any age totally disabled due to a physical or mental handicap if enrolled before age 25

If you are electing coverage for **new dependents**, you must provide supporting documentation to the Benefits Department within 30 days to verify your dependents eligibility. Examples of acceptable documentation are: marriage certificate for a spouse, birth certificate for child.

You may enroll any of the following individuals for coverage under this plan by checking the Enroll box next to the dependent's name.


Dependent Beneficiary		
Enroll	Name	Relationship
<input checked="" type="checkbox"/>	[Redacted]	Child
<input checked="" type="checkbox"/>	[Redacted]	Child

Add/Review Dependents

Desplazándose hacia abajo, tendrá la opción de elegir su médico de atención primaria. Necesitará la identificación de PCP de Anthem. Haga [clic aquí](#) para ver paso a paso cómo hacer esto.

Choose a Primary Care Provider ID

Enrollment in this plan requires that you select a primary care physician (PCP). NOTE: You must ONLY enter the PCP ID number (do not enter the doctor's name). Be sure to verify you are enrolled with the correct PCP when you receive your plan information from Anthem. This system will not return an error message for incorrect information. If you would like Anthem to auto-assign a PCP, type Anthem ASSIGN to go to the next screen. Call Anthem's customer services team for assistance at 800-654-9338.

 Specify a Primary Care Provider ID

Check here if you have previously seen this provider

Check here to use the same provider for all your dependents

[Add PCP for Dependent](#)

Marque la primera casilla si ha visto a este proveedor antes. Marque la segunda casilla si sus dependientes ven al mismo proveedor. Haga clic en "Add PCP for dependents" para elegir un proveedor diferente para sus dependientes. (Necesitará la identificación de PCP de Anthem para hacer esto)

Una vez que haya realizado sus selecciones en esta página, haga clic en actualizar y continuar: "Update and Continue"

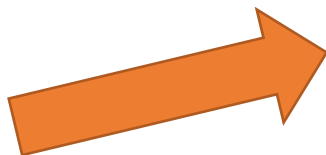
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Specify a Primary Care Provider ID

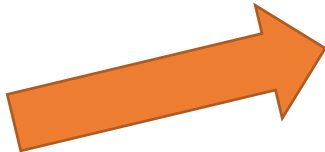
- Check here if you have previously seen this provider
- Check here to use the same provider for all your dependents

[Add PCP for Dependent](#)





La siguiente página mostrará un resumen de sus elecciones y sus deducciones estimadas por período de pago. Debe hacer clic en "Update Elections" para guardar sus cambios, pero esto aún no hará efectivos los cambios.



Benefit Details

Benefits Enrollment

Medical

i Important: Your enrollment will not be complete until you Submit your choices to the Benefits Department.

Your Choice

You have chosen Anthem Priority Select HMO with Employee Only coverage.

Your Estimated Per-Pay-Period Cost

Your Cost \$19.19

The Primary Care Provider ID is ANTHEM ASSIGN. You have not seen this provider before.

Notes

Once submitted, this choice will take effect on 01/01/2022. Deductions and/or Credits for this choice will start with the first paycheck in 2022.

Update Elections

Discard Changes

Select the Update Elections button to store your choices.

Select the Discard Changes button to go back and change your choices.

Una vez que haga clic en "Update Elections" volverá al Resumen de inscripción. Puede realizar cambios en los servicios dentales y de la vista (y cualquier otro beneficio) utilizando este mismo proceso. Los proveedores de servicios dentales y oftalmológicos NO cambiarán para 2022. Si está satisfecho con su cobertura, no necesita hacer cambios. Si necesita o desea hacer cambios, puede hacerlo durante este período de Inscripción Abierta. Puede ver la [guía de beneficios](#) si desea comparar planes.

Dental

Current: Cigna PPO Max:Emp+Child
New: Cigna PPO Max:Emp+Child

Vision

Current: MES Vision Plan:Emp+Child
New: MES Vision Plan:Emp+Child

Before Tax

After Tax

Edit

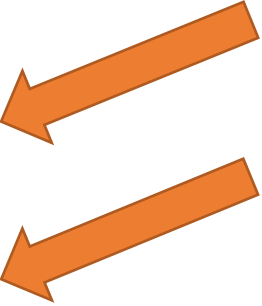
23.48

Before Tax

After Tax

Edit

1.20





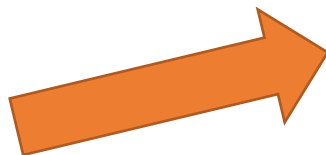
Cada vez que haga clic en "Update Elections," volverá al Resumen de inscripción. Desplácese hacia abajo para ver las estimaciones resumidas de las nuevas deducciones por período de pago de Elecciones de beneficios. TIENE QUE hacer clic en "Save and Continue"

This table summarizes estimated costs for your new benefit choices. The "Employer" column displays the amount Rady Children's is contributing to subsidize the cost of your benefits.

Election Summary					
Summarized estimates for new Benefit Elections	Total	Before Tax	After Tax	Employer	
Costs	43.87	43.87	0.00	307.41	
Your Costs	43.87	43.87	0.00		

These costs do not include certain benefit elections that can be made outside of open enrollment or the period of initial eligibility (i.e. retirement savings plan and/or some voluntary benefits).

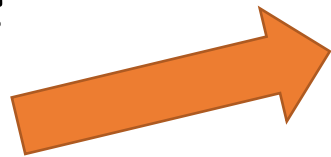
Save and Continue





En la página siguiente TIENE QUE hacer clic en "Submit," después de lo cual obtendrá una confirmación.

¡Sus elecciones se enviarán oficialmente a nuestro equipo de Beneficios!



Benefits Enrollment

Submit Benefit Choices

You have almost completed your enrollment. If you have no further changes, select the **Submit** button on this page to finalize your benefit choices.

Select the **Cancel** button if you are not ready to submit your choices and wish to return to the Enrollment Summary.

REMINDER: The Flexible Spending Accounts DO NOT carry over into the next plan year, you must re-enroll to continue.

Please submit your benefit choices below when you have completed your enrollment. If you choose to leave this page without submitting, your current elections will be saved. You can also make changes to your current enrollment up until the enrollment deadline. However, once you select the Submit button your benefit choices will be sent to the Benefits Department for processing.

Once your enrollment is processed, you may not be able to make any further benefit changes until the next Open Enrollment period or if you have a qualified family status change.

Authorize Elections

By submitting your benefit choices you are authorizing the company to take deductions from your paycheck to pay for your benefit costs. You are also authorizing the Benefits Department to send necessary personal information to your selected providers to initiate and support your coverage.

Select the **Submit** button to send your final choices to the Benefits Department.

Select the **Cancel** button if you are not ready to submit your choices and wish to return to the Enrollment Summary.