

# How to Enroll in Benefits in Peoplesoft

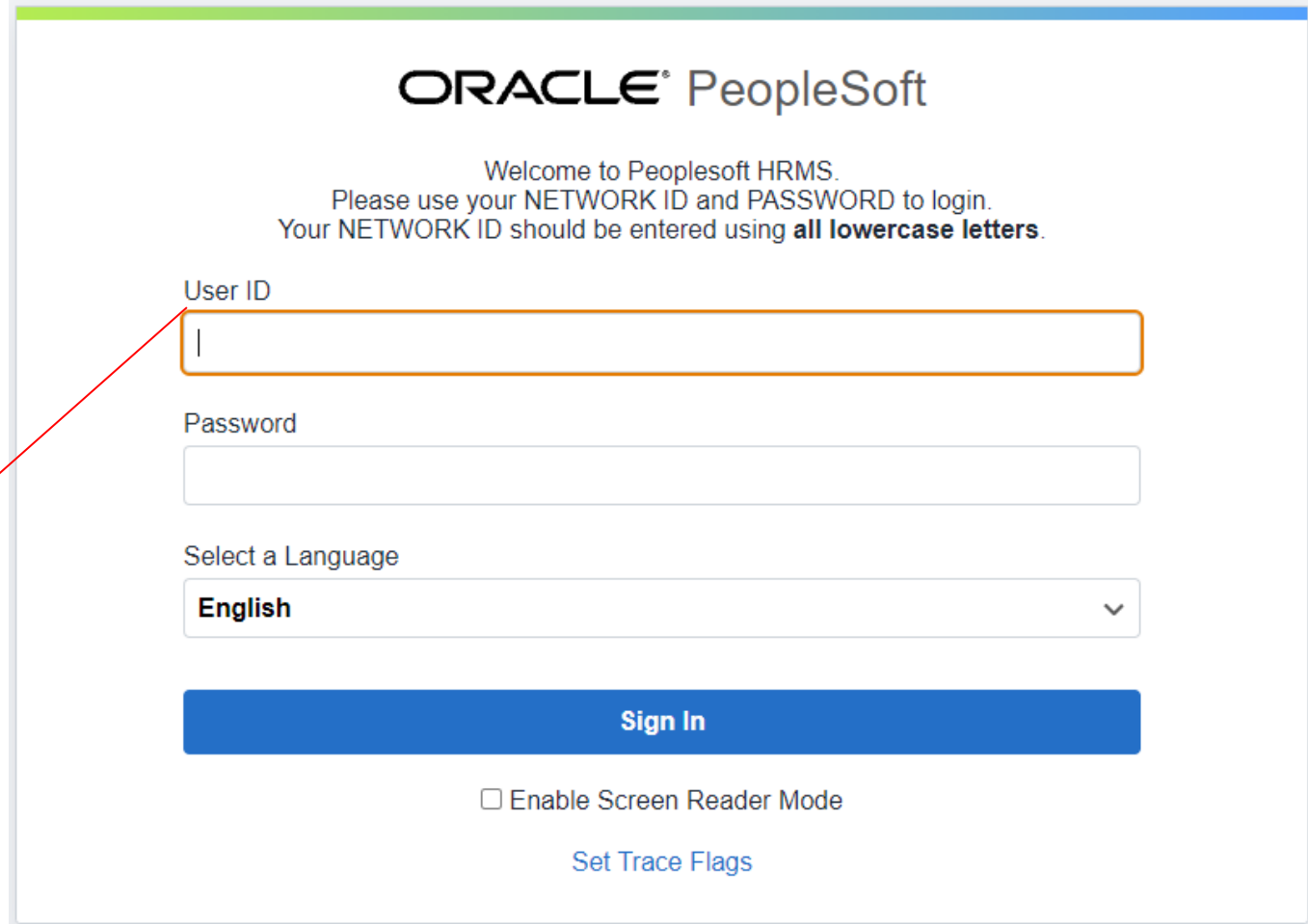
Must do so on the Rady Children's network or through Citrix with Remote Self-Service Access



BENEFITS

# Enrolling Online

Go to **PeopleSoft HCM** located on your computer desktop (or in Citrix)

A screenshot of the Oracle PeopleSoft HRMS login page. The page has a white background with a blue header bar. The text 'ORACLE PeopleSoft' is centered at the top. Below it, a welcome message reads: 'Welcome to Peoplesoft HRMS. Please use your NETWORK ID and PASSWORD to login. Your NETWORK ID should be entered using all lowercase letters.' There are three input fields: 'User ID' (with a cursor), 'Password', and 'Select a Language' (a dropdown menu showing 'English'). A blue 'Sign In' button is at the bottom. Below the button are two links: 'Enable Screen Reader Mode' (with a checkbox) and 'Set Trace Flags'.

Login using your **Network ID** and **Password** (your same log in for everything else)

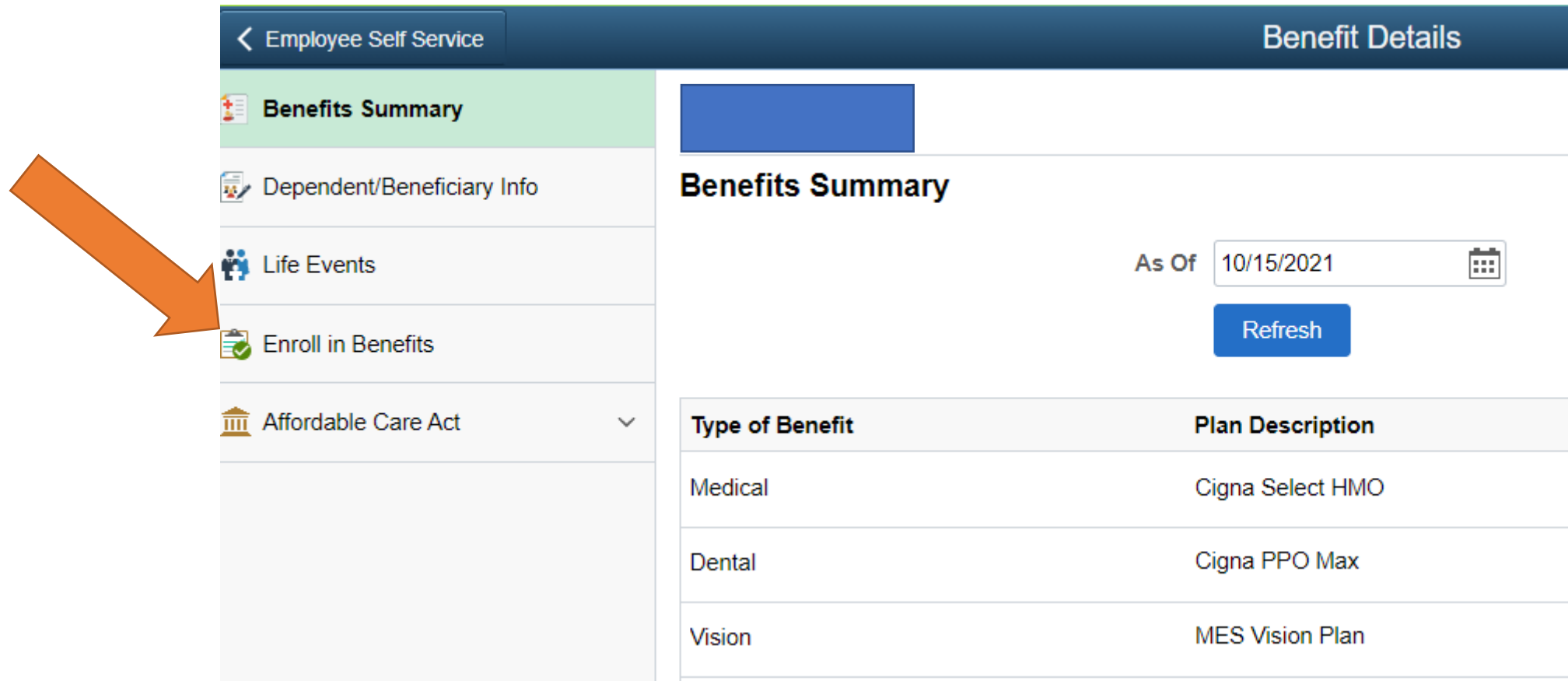
# Select the Benefits Details tile:



TSTHCM92 Employee Self Service

<b>Mail Code</b> 	<b>Annual_FLU_Vaccine_Consent</b> 	<b>COVID Vaccine Consent</b> 
<b>Benefit Details</b>  <b>Action Required</b>	<b>Travel &amp; Expense Dashboard</b> 	<b>Talent Profile</b> 
<b>Leave of Absence Request</b> 	<b>Preferred Name</b> 	<b>RCHSD Careers</b> 

On the left side, click on Enroll in Benefits:



The screenshot shows the 'Employee Self Service' interface. The left sidebar contains a menu with the following items: 'Benefits Summary' (highlighted in green), 'Dependent/Beneficiary Info', 'Life Events', 'Enroll in Benefits' (indicated by an orange arrow), and 'Affordable Care Act'. The main content area is titled 'Benefit Details' and displays a 'Benefits Summary' section. This section includes a date field 'As Of' set to '10/15/2021' with a calendar icon, and a blue 'Refresh' button. Below this is a table with two columns: 'Type of Benefit' and 'Plan Description'.

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

# In the Benefits Enrollment screen, click 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.



# Click OK.

Employee Self Service Benefit Details

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

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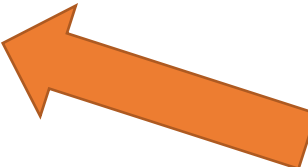
### Benefits Enrollment

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## Open Enrollment

Be sure to authorize and submit all changes you make during this session.

Employees may enter the Open Enrollment Event and submit changes until Open Enrollment ends.





You will be taken to a page that shows your current selection and what the recommended Anthem selection would be. It also shows the paycheck contributions pertaining to that Anthem Plan.

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.

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

Enrollment Summary

	Before Tax	After Tax	Edit
<b>Medical</b>			<a href="#">Edit</a>
Current: Cigna Select HMO:Empl Only			
New: <b>Anthem Priority Select HMO:Emp+Child</b>	97.23		
<b>Health Savings Account (HSA)</b>	Before Tax	After Tax	<a href="#">Edit</a>
Current:			
New:	0.00		
<b>Dental</b>	Before Tax	After Tax	<a href="#">Edit</a>
Current: Cigna PPO Max:Emp+Child			
New: Cigna PPO Max:Emp+Child	23.48		
<b>Vision</b>	Before Tax	After Tax	<a href="#">Edit</a>
Current: MES Vision Plan:Emp+Child			
New: MES Vision Plan:Emp+Child	1.20		

# On the right side, click edit next to 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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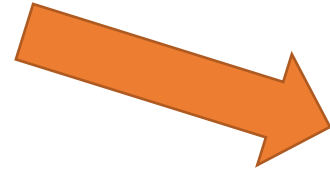
**i** Important: Your enrollment will not be complete until you Submit your choices to the Benefits Department.

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





On this page you will see the Anthem Medical Plan options, with an option to view the benefits guide and compare plans, along with the per-pay-period paycheck deductions associated.



Anthem Priority Select HMO

Coverage Level

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

Anthem Select HMO

[Search for Providers](#)

Coverage Level

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

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)

Waive



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

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

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

Scrolling down, if you have any dependents currently on our Medical plans, they will be listed below. There is also an option to enroll new dependents or remove dependents.

### 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:

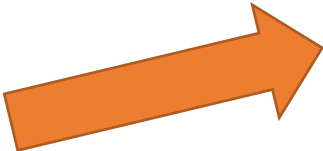
- Legally married spouse
- Registered domestic partner
- Natural, legally adopted children or stepchildren up to age 26
- Children of any age totally disabled due to a physical or mental handicap if enrolled before age 25

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





Scrolling down, you will have the option to choose your Primary Care Physician. You will need the Anthem PCP ID. [Click here](#) for a step by step on how to do this.

If you do not input your Anthem PCP ID, Anthem will assign you a primary care physician. You will have to contact Anthem to change this later.

### 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](#)

Check the first box if you have seen this provider before. Check the second box if your dependents see the same provider. Click "Add PCP for Dependent" to choose a different provider for your dependents. (You will need the Anthem PCP ID to do this)

# Once you've made your selections on this page, click update and continue:

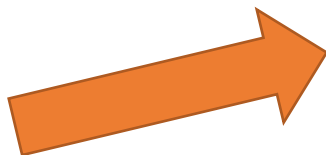
## Choose a Primary Care Provider ID

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

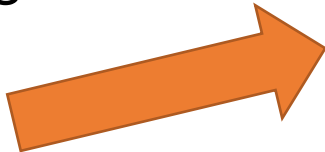
- Check here if you have previously seen this provider
- Check here to use the same provider for all your dependents

[Add PCP for Dependent](#)





The next page will show a summary of your elections and your estimated per-pay-period deductions. You must click Update Elections to save your changes, but this will not make the changes effective yet.



## 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
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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.

Once you click Update Elections, you will be brought back to the Enrollment Summary. You can make changes to Dental and Vision (and any other benefits listed) using this same process. Dental and vision carriers are NOT changing for 2022, so if you are satisfied with your coverage, you do not need to make changes. If you need to make changes, you can do so during this Open Enrollment period. You can [view the benefits guide](#) if you want to compare plans.

**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

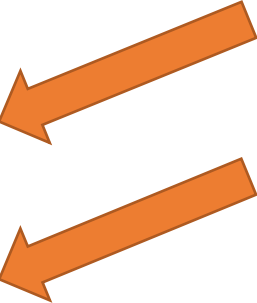
23.48

Before Tax

After Tax

Edit

1.20





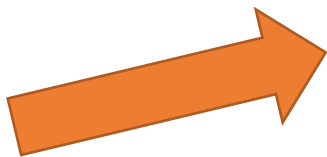
Each time you click Update Elections, you will be brought back to the Enrollment Summary. You will need to scroll down to see the summarized estimates for the new Benefit Elections per-pay-period deductions. You MUST click Save and Continue:

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		

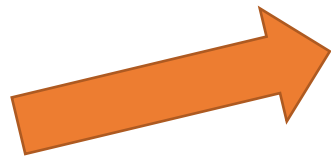
These costs do not include certain benefit elections that can be made outside of open enrollment or the period of initial eligibility (i.e. retirement savings plan and/or some voluntary benefits).

Save and Continue



On the next page you MUST click Submit, after which you will get a confirmation.

Your elections will then be officially submitted to our Benefits team!



## 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.