


Important Facts:

- **The Open Enrollment period is May 19 through June 6, 2014 at 5:00 P.M. There are no exceptions to this deadline.**
- **Online Open Enrollment must be completed and submitted electronically by 5:00 P.M on June 6, 2014. otherwise your enrollment will be interrupted at 5:00 P.M. and you will not be able to complete your changes.**
- **Online Open Enrollment is a simple and fast way to make your open enrollment changes from your own work space. All you need is a *County computer* that is connected to the County's network and Peoplesoft. Please note, you cannot access Self Service from a home computer or over the internet. Refer to the link [Peoplesoft/HRMS login instructions](#) for more information.**
- **Online Open Enrollment is optional. Enrollments can be made online or with a hardcopy OE form.**
- If you are using Online Open Enrollment, you do not need to submit your hardcopy. Please do NOT submit changes both online and paper form.
- You cannot use Online Open Enrollment if you are adding a **new dependent** OR if you currently have, or plan to add a **domestic partner** in any of your benefits. You must use your hard copy Open Enrollment Form and submit it to the Benefits Unit. You must provide a Marriage Certificate for adding a spouse, a Birth Certificate for adding a child and a Certificate of Domestic Partnership for a domestic partner.
- Your Benefit changes will be effective June 30, 2014 and your premium deductions will appear on your July 3, 2014 paycheck.
- You can make as many changes as you'd like online during the Open Enrollment period, however only your final changes (last change made prior to 5:00 P.M. on the last day of Open Enrollment) will be processed by the Benefits Unit.
- You must get to **Step 6: Enrollment Confirmation** for your enrollment changes to be valid. Print the Confirmation page for your records (From the top menu, click on *File, Print* and *Print* again).
- If you go back to make benefit changes after you have completed your enrollment, you will start on Step 1 and the event status will appear as *Submitted*. Click *Select*, then you can proceed with your changes. After June 6th at 5:00 P.M. (end of Open Enrollment) the event status will appear as *Closed*, and you will **not** be able to make any changes.
- If choosing the Select Plan, you must choose a Primary Care Physician (PCP) for you and your dependents. However it must be from the pull down list (which will appear by clicking on the magnifying glass  next to *Specify a Primary Care Provider box*). Your specialist must be in the same Medical Group as your PCP. You can verify the medical group by clicking on the *Provider List* links. You may change your PCP throughout the year by calling San Joaquin Health Administrators.
- If choosing Premier, you will be able to see the provider list by clicking on the links provided. If you know your PCP, you may type in the name in the appropriate box. You may change your PCP throughout the year by calling San Joaquin Health Administrators.
- If choosing Kaiser, you must agree to the Kaiser Foundation Health Plan Arbitration Agreement.
- If choosing Pacific Union Dental, you will be able to see the provider list by clicking on the link provided. You may type in the name of your dentist. If you don't choose a dentist, one will be assigned by Pacific Union Dental. When you receive your card, you may call Pacific Union Dental to change your dentist, however it must be a participating provider with Pacific Union Dental that is accepting new patients
- **Call the Benefits Unit at (209) 468-9987 if you have questions.**

Instructions for Online Open Enrollment

Access Peoplesoft HRMS and under the menu click on *Self Service>Benefits>Benefits Enrollment* to begin your online enrollment. For Login instructions go to www.sjgov.org/hr Benefits/Open Enrollment/Login Instructions

Step 1: Start Open Enrollment

- Begin your enrollment by clicking on

Select

Step 2: View Your Current Benefits

- Select each benefit option for which you want to make a change by clicking on
- If you don't make any changes, you will advance to Step 5.

Edit

Step 3: Make Your Changes

- Select the Plan you want to enroll in by clicking on the *circle* next to the name of the plan, i.e.

[SELECT 3 Pre-Tax](#)

- Click on the *name of the Plan* for a comparison summary of benefits.
- If you have Dependents, complete *Step 3A*
- The Select, Premier and Pacific Union Dental (PUD) Plans require you to choose a Primary Care Physician (PCP) or dentist. Complete the *PCP section* for each plan you are enrolled in.
- Complete the *Other Medical Coverage* box.
- Go to the next step by clicking on

Update Elections

Step 3A: Employees with Dependents

If your dependents are listed, you may make changes to their enrollment. If you want to add a dependent who is not listed, you **cannot** use Self Service. You must complete the hard copy Open Enrollment form and submit it to the Benefits Unit during the Open Enrollment period.

- Click on the dependent for which you want to make a change (add or delete).
- The Select, Premier and Pacific Union Dental (PUD) Plans require you to choose a Primary Care Physician (PCP) or dentist. Complete the *PCP section* for your dependents for each plan you are enrolled in. Click on [Review your Dependent's Provider](#) to choose your dependents PCP.

- Go to the next step by clicking on

Update Elections

Step 4: Review your Cost and New Plan Effective Date

- After your review, go to the next step by clicking on

Update Elections

* Repeat Step 3, 3A and 4 for each Plan change and when done with changes click on

Submit

Step 5: Final Submission of Benefit Changes

- Click on to go back and make additional changes. If you have completed your changes, enter your phone number (with no spaces) in the box provided, 'Daytime Telephone'
- and click on under *Final Submission*.

Step 6: Enrollment Confirmation

This step confirms the benefit changes that have been submitted to the Benefits Unit and is **your opportunity to print a Confirmation of your Open Enrollment changes**. From the top menu, click on *File, Print*, (choose your printer), and click on *Print* again.

Step 7: Check your Open Enrollment Completion Status

After printing, click on and this will bring you to the first screen. Check your status to make sure the Event Status shows *Submitted*.

Open Benefit Events		
Event Description	Event Status	
Open Enrollment	Submitted	<input type="button" value="Select"/>