



Human Resources
Unified Government of Wyandotte County/Kansas City, Kansas
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M E M O R A N D U M

TO: All Unified Government Employees

FROM: J. Renee Ramirez
Director of Human Resources

DATE: October 2, 2023

SUBJECT: OPEN ENROLLMENT INFORMATION FOR HEALTH CARE AND STANDARD LIFE INSURANCE
EFFECTIVE JANUARY 1, 2024

The Unified Government continues its commitment to maintaining the highest level of health insurance benefits while at the same time making positive efforts towards overall health for our employees. Controlling health insurance costs over the long term with an organization of our size hasn't always been easy. Over the years governmental mandates have required most employers to make significant plan design changes and impose premium increases that affect both the employee and employer contributions. The Unified Government has worked hard to introduce ways to help control its costs considering these other challenges.

The Employee Health Benefits Committee is committed to discussing and focusing on issues related to healthcare initiatives, wellness, and employee engagement. Our goal is to ensure the best balance in plan options that provide the highest level of benefit at a reasonable cost.

Open enrollment will be on-line again this year using Workday. All employees of the Unified Government who are eligible for health insurance will be required to complete the open enrollment process on Workday for medical, dental, vision, H.S.A. contributions, F.S.A. contributions, life insurance, and Opt-out waivers. Even if you don't wish to make any changes you must complete the open enrollment process in Workday. A job aid to assist with how to access open enrollment requirements for 2024 will be posted and sent out closer to the start of open enrollment. Please visit www.wycokck.org/workday to access information about the Workday project, training opportunities and job aids that will assist you with navigating in Workday. We will host open labs for any employee needing assistance in completing their benefits. The calendar will be posted on the Workday home page.

OPEN ENROLLMENT FOR 2024

For 2024, Open Enrollment will begin October 19, 2023, and end November 3, 2023. We must have your healthcare elections and any changes by 5:00 p.m. (CST) on November 3, 2023, using the Workday electronic portal. No hard forms will be accepted.

All employees are required to submit their open enrollment elections (medical, dental and vision) even if you are not making any changes. **However, the flexible spending accounts, the \$150.00 opt out waiver and the H.S.A. payroll elections require employees to complete annually in Workday. You'll review all your benefits and submit when you've made your elections for 2024.**

We are excited to announce that we will once again host the annual Road to Wellness Health Fair at Memorial Hall on October 19, 2023, from 10:30 a.m. to 1:30 p.m. Flu shots will be available at the Health Fair. Open enrollment meetings will be held in person and virtually through TEAMS meetings. Attached for your convenience is a list of all in person and virtual open enrollment meetings.

We strongly encourage all employees (**and spouses**) to participate in one of the open enrollment meetings to get information about our plans and what benefits are best for you and your dependents health care needs. Presentations will be given by representatives from United Health Care, Delta Dental of Kansas, EyeMed, Surency, Standard Life and Marathon Health. For the 2024 plan year, both medical plans, the dental plan and the vision plan will experience premium increases for both employer and employees. Changes made during open enrollment will be effective January 1, 2024.

Standard Life Open Enrollment will be available for employees who are already purchasing Standard Life through the UG (not the KPERs optional life) are able to increase their amount by \$10,000 annually without having to go through underwriting. You will make that request on Workday at the same time and on the same screen for all your other Open Enrollment changes.

As a reminder, if you experience a qualifying event outside of the open enrollment period, as an employee you are required to make those changes within **31 days** of the qualifying event by making the change to your benefits in Workday. Some examples of qualifying events are marriage, divorce, birth of a child, custody change, adoption or placement for Adoption.

ROAD TO WELLNESS EMPLOYEE HEALTH CENTER

With respect to the Road to Wellness Health Center and Pharmacy, we continue to receive very positive comments from the employees who have utilized the facility. Employees and family members of employees on our health plan who are at least two years of age or older can access services through the health center. Wait times at the health center are minimal and as an eligible member, employees will develop a mindful clinician-patient partnership built around trust, respect, and shared decision making. Your Marathon Health Team will coordinate care for both wellness and illness, a whole person care approach. The costs for using the health center are significantly cheaper than what you would otherwise pay at any other primary care physician facility as well.

The pharmacy is open to employees who can fill prescriptions from community physicians as well as scripts from our care team at the wellness center, and typically at a much lower price than what you pay at another pharmacy as well.

The Road to Wellness Employee Health Center & Pharmacy is located at 800 Ann Avenue, Kansas City, KS 66101. You can contact the health center by calling 913-573-WELL (9355) or the pharmacy at 913-573-5290. **The hours of operation for both the Health Center AND Pharmacy are listed below:**

	Health Center Hours AND Pharmacy	
Monday-Thursday	7:30 a.m. to 6:00 p.m.	(last appointment @ 5:30 p.m.)
Friday	7:30 a.m. to 5:30 p.m.	(last appointment @ 5:00 p.m.)

As of reminder, there is a workout facility on the lower level of the Road to Wellness Employee Health Center for all employees. The facility is approximately 5,000 square feet and will be open to employees from 5:00 a.m. to 9:00 p.m. The work out facility is only for Unified Government employees at no charge. Employees wanting access to the facility will be required to complete a waiver of liability form. Employees are prohibited from allowing non-UG staff to enter the facility. Employees found to have given access to others that are not UG employees will have their UGID cards deactivated. Once the waiver is completed and submitted to Human Resources, the employee badge will be programmed for entry. Entry to the work out facility is on the bottom level, south side of the wellness center only. UG employees are prohibited from using their own personal ID badge to scan in other employees without their IDs.

WELLNESS INCENTIVE PROGRAM

Employees on our health plan are eligible to participate in the Wellness Incentive Program. Employees can earn up to \$600 at the end of the program year on their paycheck or into their H.S.A. account. This program is available to Full-time and Part-Time A employees on our medical health plan. There is still time to earn an incentive for completing step 1 and maxing out 4th quarter points by December 15, 2023. We encourage employees to access the health and wellness resource through the "Road to Wellness" program as this is where the points for participation will be logged. Eligible employees can complete an online personal health assessment (PHA) and schedule a biometrics wellness screening at the health center at no cost. If you choose to have incentive dollars added to your paycheck, it is considered taxable income.

Employees can choose to have their 2024 wellness incentive dollars earned in 2024, deposited to their Health Savings Account. Employees choosing this option will be required to select the Wellness Incentive option on Workday when

they complete their 2024 open enrollment elections. This is due no later than November 3, 2023, for the 2024 plan year per IRS rules and regulations.

The Marathon Health Team is available to assist with incentive program questions or portal navigation. For further assistance, please contact Marathon Health, at 913-573-9355 or 1-866-434-3255 or wellness@marathon-health.com.

Biometrics screenings can be completed by either utilizing our Wellness Coach and scheduling a time through the portal or by visiting your personal physician and submitting a Wellness Exam Verification Form available on the Marathon Health portal. If submitting a verification form, physicals must have been completed and recorded on the Road to Wellness website between January 1st and no later than December 15, 2024, for the Wellness Incentive Program for 2024. There is no cost for eligible employees to get their biometrics completed at the health center. Look for more information to come on the Wellness Incentive Program for 2024 which will be posted on the Marathon Health portal closer to the beginning of 2024 open enrollment.

2024 HEALTH PLAN INFORMATION

Lastly, as mentioned earlier in the memo, we will experience a modest increase to our medical, dental and vision premiums for both individual and family coverage for the 2024 Plan year for both employer and employee. Otherwise, there are no other plan design changes to the Traditional Plan or the High Deductible Health Plan with Health Savings Account except the IRS mandatory deductible increase on qualified high deductible plan. The deductible for single will go from our current \$1,500/yr. to \$1,600/yr. and for family from our current \$3,000 to \$3,200 for 2024. Rate sheets and summary of benefits for each plan will be located on the Human Resources webpage closer to the beginning of open enrollment. There are also changes to the vision plan to include when visiting a PLUS provide there is a \$0 exam copay and an additional \$50 on the frame allowance.

High Deductible Health Plan with Health Savings Account:

As a reminder, the Unified Government implemented a five-year phase plan, a couple years ago, for contributions into employee H.S.A. accounts. Good news is that the employer H.S.A. contribution for 2024 will not be reduced and the employer will contribute \$525 for single and \$1,050 for family. See below chart:

	2019	2020	2021	2,022	2023	2024
Single	\$750	\$675	\$600	\$525	\$525	\$525
Family	\$1,500	\$1,350	\$1,200	\$1,050	\$1,050	\$1,050

Again, all employees are required to complete benefit elections for medical, dental, vision, flexible spending accounts, health savings account payroll deductions, and life insurance through workday. Any employee needing assistance to complete benefit elections for 2024 on workday can stop by Human Resources Monday thru Friday, 9am to 4pm, contact a workday change ambassador, or stop by the open enrollment room at the health fair on October 19, 2023.

We hope to see you at the health fair on October 19th at Memorial Hall.

/jrr
attachments



Human Resources

Unified Government of Wyandotte County/Kansas City, Kansas
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Kansas City, Kansas 66101
(913) 573-5660

2024 Open Enrollment Meeting Schedule

Tuesday, October 24, 2023	10:00 a.m.	City Hall-701 N 7 th St., Commissioners Chambers-Lobby
Wednesday, October 25, 2023	3:00 p.m.	City Hall-701 N 7 th St., Commissioners Chambers-Lobby
Thursday, October 26, 2023	3:00 p.m.	Microsoft Teams meeting Join on your computer, mobile app or room device Click here to join the meeting Meeting ID: 232 059 469 61 Passcode: NHjrDA Download Teams Join on the web Or call in (audio only) +1 913-295-9323,826063217# United States, Kansas City Phone Conference ID: 826 063 217# Find a local number Reset PIN
Monday, October 30, 2023	10:00 a.m.	Microsoft Teams meeting Join on your computer, mobile app or room device Click here to join the meeting Meeting ID: 247 708 627 313 Passcode: rntkz6 Download Teams Join on the web Or call in (audio only) +1 913-295-9323,438471008# United States, Kansas City Phone Conference ID: 438 471 008# Find a local number Reset PIN
Wednesday November 1, 2023	2:00 p.m.	Microsoft Teams meeting Join on your computer, mobile app or room device Click here to join the meeting Meeting ID: 210 600 928 624 Passcode: Sm8LzD Download Teams Join on the web

Or call in (audio only)

[+1 913-295-9323,,601250057#](#) United

States, Kansas City

Phone Conference ID: 601 250 057#

[Find a local number](#) | [Reset PIN](#)

Employees are strongly encouraged to attend a meeting. Please feel free to invite your spouse. Employees will make any changes through Workday only; no paper forms will be accepted.

On October 19th, the Open Enrollment event will be found in your Workday in-box with a link to the page you will make your changes. Click on the link to review your current insurance elections. If you wish to make changes, you will make them at that time and when completed, submit your open enrollment.

Keep in mind the \$150 opt out waiver and flexible spending accounts are annual elections. To continue that in 2024 you must elect those benefits during Open Enrollment.

If you would like to contribute into your H.S.A. in 2024 beginning on the first paycheck of 2024 you will need to enter the H.S.A. election amount in Workday during Open Enrollment. Otherwise, you may elect that later for 2024 but it won't start on the first paycheck.

Standard Life Open Enrollment will be available for employees who are already purchasing Standard Life through the UG (not the KPER's optional life) will be able to increase their amount by \$10,000 annually without having to go through underwriting. You will make that request in Workday at the same time and on the same screen for all your other Open Enrollment changes.

2024 OPEN ENROLLMENT changes in Workday are due no later than 5 p.m. Friday, November 3, 2023. Your Changes made during Open Enrollment will go into effect on January 1, 2024.



Unified Government of Wyandotte County/Kansas City, Kansas
 701 North Seventh Street, Ste. 646, Kansas City, Kansas 66101
 (913) 573-5660

Health Insurance Premiums

January - December 2024

United Health Care

Non-union, AFSCME, FOP 40, UFCW, IBEW, SEIU and Teamsters employees

Plan Type	Coverage Type	Unified Government Contribution	Employee Base Annual Salary	Employee Monthly Premium	Employee Cost per Pay Check
Traditional	Employee Only	\$949.59	\$30,000 and below	\$14.15	\$7.07
			\$30,001 - \$60,000	\$28.32	\$14.16
			\$60,001 and over	\$42.48	\$21.24
	Family	\$2,292.45	\$30,000 and below	\$447.62	\$223.81
			\$30,001 - \$60,000	\$461.80	\$230.90
			\$60,001 and over	\$475.95	\$237.98
HDHP with H.S.A	Employee Only	\$853.19	\$30,000 and below	\$14.15	\$7.07
			\$30,001 - \$60,000	\$28.32	\$14.16
			\$60,001 and over	\$42.48	\$21.24
	Family	\$2,033.26	\$30,000 and below	\$393.36	\$196.68
			\$30,001 - \$60,000	\$407.54	\$203.77
			\$60,001 and over	\$421.69	\$210.85

LIUNA-PSEU employees

Plan Type	Coverage Type	Unified Government Contribution	Employee Base Annual Salary	Employee Monthly Premium	Employee Cost per Pay Check
Traditional	Employee Only	\$892.34	\$60,000 and below	\$28.32	\$14.16
			\$60,001 and over	\$42.48	\$21.24
	Family	\$2,125.92	\$60,000 and below	\$451.16	\$225.58
			\$60,001 and over	\$465.32	\$232.66
HDHP H.S.A	Employee Only	\$803.08	\$30,001 - \$60,000	\$28.32	\$14.16
			\$60,001 and over	\$42.48	\$21.24
	Family	\$1,885.92	\$30,001 - \$60,000	\$396.90	\$198.45
			\$60,001 and over	\$411.06	\$205.53

FOP4 employees

Plan Type	Coverage Type	Unified Government Contribution	Employee Monthly Premium	Employee Cost per Pay Check
Traditional	Employee Only	\$892.34	\$42.48	\$21.24
	Family	\$2,125.92	\$454.70	\$227.35
HDHP with H.S.A	Employee Only	\$803.08	\$42.48	\$21.24
	Family	\$1,885.92	\$400.44	\$200.22



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Health Insurance Premiums

January - December 2024

United Healthcare

IAFF64 employees

Plan Type	Coverage Type	Unified Government Contribution	Employee Monthly Premium	Employee Cost per Pay Check
Traditional	Employee Only	\$892.34	\$42.48	\$21.24
	Family	\$2,125.92	\$454.70	\$227.35
HDHP with H.S.A	Employee Only	\$750.55	\$42.48	\$21.24
	Family	\$1885.92	\$400.44	\$200.22

Delta Dental

	Unified Government Contribution	Employee Monthly Premium	Employee Cost per Pay Check
Employee Only	\$31.88	\$0.00	\$0.00
Family Coverage	\$74.91	\$14.34	7.17

Eyemed Vision Care

	Unified Government Contribution	Employee Monthly Premium	Employee Cost per Pay Check
Employee Only	5.37	\$0.00	\$0.00
Family Coverage	\$11.60	\$2.08	\$1.04

If you have questions, call Human Resources at 913-573-5660 or email benefits@wycokck.org

Open Enrollment Online

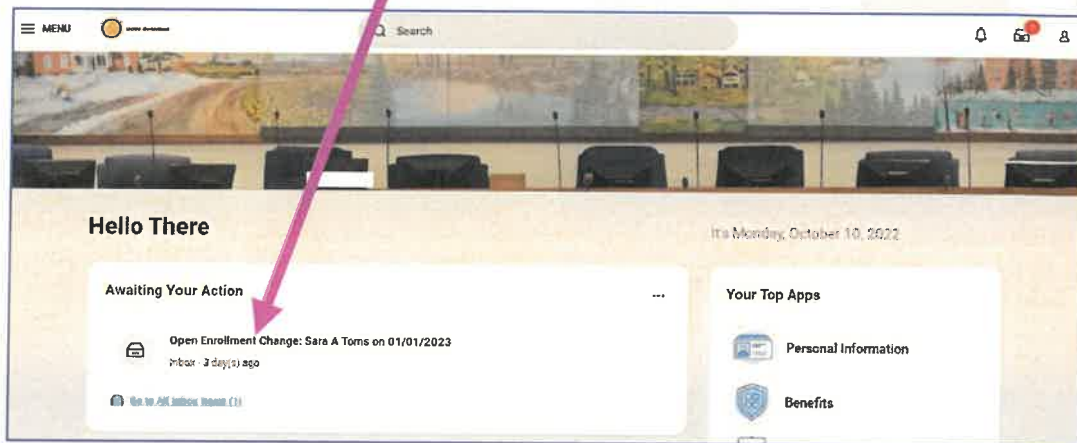
October 19th – November 3rd

All UG employees eligible for health insurance **MUST** take action in Workday during Open Enrollment, including those who opt-out or are not making any changes. Employees are encouraged to add their beneficiary information.

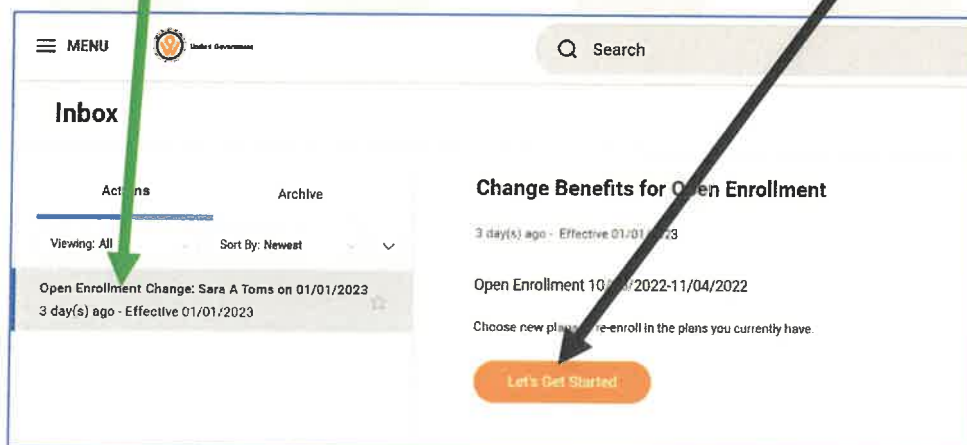
An Open Enrollment task will appear in your Workday inbox on 10/19/23. Please complete the task in Workday on or before 11/03/23.

OPEN ENROLLMENT CAN BE COMPLETED IN WORKDAY ONLINE OR ON THE WORKDAY MOBILE APP.

1. Click on the **open enrollment task** from your Home Page under **Awaiting Your Action**.



2. Select the **Open Enrollment** task from your Inbox, then click **Let's Get Started**.



Continued on next page

Open Enrollment

- If prompted, you must enter any missing Social Security Numbers for your dependents covered under your health care plan.

- If your dependent does not have an SSN, you must provide the reason it's not available.
- When finished, click **OK**, then click **Continue**.

Update Your Information

Dependents Missing Social Security Numbers

You have dependents covered under your health care plan without a Social Security Number. Enter their Social Security Number (SSN) or Reason SSN is Not Available if applicable.

Dependent	*Social Security Number
TRAVIS TOMS	<input type="radio"/> Social Security Number (SSN) <input type="radio"/> Reason SSN is Not Available
EVAN TOMS	<input type="radio"/> Social Security Number (SSN) <input type="radio"/> Reason SSN is Not Available
LILY TOMS	<input type="radio"/> Social Security Number (SSN) <input type="radio"/> Reason SSN is Not Available

OK Cancel

If you don't have the numbers, enter "pending" as the reason. At step 40, click **Save for Later**. The Open Enrollment task will remain in your inbox. Reopen the task at any time prior to Nov. 18th to add the SSNs and submit.

- All of the available **Health Care and Accounts**, **Insurance and Retirement**, and **Additional Benefits** will be displayed on one page. Scroll down to view all.

- Under **Medical**, click **Manage**.

- Your options are: Traditional, HDHP, or Opt-Out. Your current plan (or waiver) will be automatically selected.

- To make changes, click **Select** on the plan you want.
- Changes are not required.

Health Care and Accounts

Medical
UnitedHealthcare HDHP

Cost (Monthly): \$378.44

Coverage: Employee + Family

Manage

If you are opting out, be sure the UG Opt Out Waiver is selected and you can provide proof of current insurance coverage

Plans Available

Select a plan or Waive to opt out of Medical. The displayed cost of waived plans assumes coverage for Employee + Family. If Employee + Family coverage isn't available, it assumes Employee Only coverage.

*Selection	Benefit Plan Details	You Pay (Monthly)	Company Contribution (Monthly)
<input type="radio"/> Select <input checked="" type="radio"/> Waive	Unified Government OPT OUT WAIVER	Included	\$150.00
<input checked="" type="radio"/> Select <input type="radio"/> Waive	UnitedHealthcare HDHP	\$378.44	\$1,762.54
<input type="radio"/> Select <input checked="" type="radio"/> Waive	UnitedHealthcare PPO Traditional	\$425.84	\$1,986.84

- Review the information, then click **Confirm and Continue**.

Continued on next page

Open Enrollment

8. If you have dependents, review their information. If you made any changes, you must identify your **Coverage** type.

Medical - UnitedHealthcare HDHP

Projected Total Cost (Monthly)
\$523.80

Dependents

Add a new dependent or select an existing dependent from the list below.

Coverage * ☒ Employee + Family

Plan cost (Monthly) \$378.44

[Add New Dependent](#)

3 items

Select	Dependent	Relationship	Date of Birth
<input checked="" type="checkbox"/>	Name	Spouse	
<input checked="" type="checkbox"/>	Name	Child	
<input type="checkbox"/>	Name	Child	

[Save](#) [Cancel](#)


As Needed:
To add a dependent, click **Add New Dependent**. Follow the prompts to enter the dependent's information and upload the supporting legal documentation.

To remove a dependent, deselect the person's name from the list.

9. When finished, click **Save**.


❖ Extra step for **KCKFD** only:

Under **Medical – IOD Only**, click **View** or **Manage**. The plan selection is auto-generated based on your Medical plan selection. Click **Confirm and Continue**.


 **Medical - IOD Only**
Waived

[View](#)

10. Under **Dental**, depending on your current insurance coverage, click **Manage** or **Enroll**.

 **Dental**
Waived

[Enroll](#)

 **Dental**
Delta Dental of Kansas DPO

Cost (Monthly) \$13.68

Coverage Employee + Family

Dependents 3

[Manage](#)

11. Your current plan or waiver will be automatically selected. Review the information. Select the plan if you want dental insurance, waive if you do not.

Plans Available

Select a plan or Waive to opt out of Dental. The displayed cost of waived plans assumes coverage for Employee Only.

1 item

*Selection	Benefit Plan Details	You Pay (Monthly)	Company Contribution (Monthly)
<input type="radio"/> Select	Delta Dental of Kansas DPO	Included	\$30.36
<input checked="" type="radio"/> Waive			

12. Click **Confirm and Continue**.

Continued on next page

Open Enrollment

13. If you select the dental plan, review and/or enter the **Coverage** type and any dependents. *Scroll down* to view all. If you waive the dental plan, you will be redirected to the main benefits page. Skip to step 15.

Dental - Delta Dental of Kansas DPO

Projected Total Cost (Monthly)
\$523.80

Dependents

Add a new dependent or select an existing dependent from the list below.

Coverage * X Employee + Family

Plan cost (Monthly) \$13.68

Add New Dependent

3 items

Select	Dependent	Relationship
<input checked="" type="checkbox"/>	Employee	Spouse
<input type="checkbox"/>	Child	Child


Save Cancel

Optional:
To add a dependent, click Add New Dependent. Follow the prompts to enter the dependent's name and upload the supporting legal documentation.


To remove a dependent, deselect the person's name from the list.

14. When finished, click **Save**.

15. Under **Vision**, depending on your current insurance coverage, click **Manage** or **Enroll**.

 **Vision**
Waived

Enroll

 **Vision**
EyeMed VIS

Cost (Monthly) \$1.68

Coverage Employee + Family

Dependents 3

Manage

16. Your current plan or waiver will be automatically selected. Review the information. Select the plan if you want vision insurance, waive if you do not.

17. Click **Confirm and Continue**.

Vision

Projected Total Cost (Monthly)
\$76.15

Plans Available

Select a plan or waiver to opt out of Vision

Select	Benefit Plan Details	You Pay (Monthly)	Company Contribution (Monthly)
<input checked="" type="radio"/> Select	EyeMed VIS	Included	\$4.33
<input type="radio"/> Waive			

Continued on next page

Open Enrollment

18. If you select the vision plan, review and/or enter the **Coverage** type and any dependents. *Scroll down* to view all. If you waive the vision plan, you will be redirected to the main benefits page. Skip to step 20.

Vision - EyeMed VIS

Projected Total Cost (Monthly)
\$523.80

Dependents

Add a new dependent or select an existing dependent from the list below.

Coverage * Employee + Family

Plan cost (Monthly) \$1.68

Add New Dependent

3 items

Select	Dependent	Relationship
<input checked="" type="checkbox"/>	John Doe	Spouse
<input type="checkbox"/>	Jane Doe	Child

Save **Cancel**

Optional:
To add a dependent, click **Add New Dependent**. Follow the prompts to enter the dependent's name and upload the supporting legal documentation.

To remove a dependent, deselect the person's name from the list.

19. When finished, click **Save**.
20. To continue with the **Health Care and Accounts** options, *scroll down*.
- **Note:** For employees who *Opt-Out of a medical plan*, skip to step 30.
21. **NOTE:** If you have the **HDHP medical plan** – you will need to enroll in the Health Savings Account (H.S.A.) - click **Enroll**.

 Health Savings Account Waived Enroll	 FSA Healthcare Waived Enroll	 FSA Dependent Care Waived Enroll
 FSA Limited Purpose Waived Enroll		

Note:
The H.S.A. option will be automatically waived unless selected

Open Enrollment

22. To open the H.S.A. – **Select** the plan, then click **Confirm and Continue**.

23. You have the option to deduct funds from your paychecks to **Contribute** to your H.S.A. – enter the fixed amount to deduct each pay period. If you only want to open the H.S.A. to go with your HDHP plan, leave the amounts as zero.

➤ **Optional:** Scroll down to **Add** your beneficiary information.

Beneficiaries	
Select an existing or add a new beneficiary person or trust to this plan. You can also adjust the percentage allocation for each beneficiary.	
Primary Beneficiaries: 0 items	
Beneficiary	Percentage
No Data	
Secondary Beneficiaries: 0 items	
Beneficiary	Percentage
No Data	

24. When finished, click **Save**.

25. **Optional:** If you want to enroll in one or more Flexible Spending Accounts (F.S.A.) – click **Enroll**. If not, skip to step 30.

FSA Healthcare is only for employees on the Traditional plan or who opt-out. If selected:

- Elect the fixed amount you want deducted from each paycheck over the course of the full year (26 pay checks).
- FSA Healthcare in 2024 is pre-tax money that can be used to pay qualified medical, dental and vision expenses up to the IRS maximum amounts.

FSA Dependent Care is for employees on the HDHP plan with H.S.A, Traditional plan or who opt-out and want to use pre-tax money to pay a childcare provider to care for their children while they are at work. If selected:

- Elect a fixed amount to deduct from each paycheck in 2024.

FSA Limited Purpose is an option for employees on the HDHP plan with H.S.A, Traditional plan or who opt-out and want to deduct additional pre-tax money to use for dental and vision expenses only. If selected:

- Elect a fixed amount to deduct from each paycheck in 2024.

Continued on next page

Open Enrollment

26. If enrolling in an FSA: click **Select**, then click **Confirm and Continue**.

FSA Dependent Care

Projected Total Cost (Monthly)
\$76.15

Plans Available

Select a plan or Waive to opt out of FSA Dependent Care

1 Item

Select

☐ Select

☒ Waive

Benefit Plan Details

Summary

Note:
All FSA
options will be
automatically
waived unless
selected

27. Under **Contribute**, enter the fixed amount to withhold from each paycheck.

FSA Healthcare - Surency

Projected Total Cost (Monthly)
\$76.15

Contribute

Per Paycheck

Annual Total Paychecks 26

Maximum Annual Amount: \$2,850.00

Summary

Total Annual Contribution \$0.00

28. When finished, click **Save**.
29. As needed, repeat steps 25-28 for each elective FSA account.
30. Scroll down to view the **Insurance and Retirement** plans.

Insurance and Retirement

Plan Name	Cost (Monthly)	Coverage	Action
Basic Life - Employer Paid Standard Insurance (Employee)	Included	\$10,000	Manage
Basic AD&D - Employer Paid Standard Insurance (Employee)	Included	\$10,000	Manage
Additional Life Standard Insurance (Employee)	\$38.75	\$20,000	Manage
Additional AD&D Standard Insurance (Employee)	\$0.00	\$20,000	Manage
Basic Dependent Life	Waived		View
Spouse Additional Life	Waived		View

Continued on next page

Open Enrollment

31. Qualifying UG employees receive Basic Life and Basic AD&D, which is paid for by the Unified Government. **REQUIRED:** Review your beneficiary information and make any changes needed by clicking **Manage** for the **Basic Life – Employer Paid** insurance.

Insurance and Retirement

Basic Life - Employer Paid Standard Insurance (Employee)		Basic AD&D - Employer Paid Standard Insurance (Employee)	
Cost (Monthly)	Included	Cost (Monthly)	Included
Coverage	\$10,000	Coverage	\$10,000
Manage		Manage	

- If you do not have the above pictured options, you are not eligible for this benefit. Skip to step 38.

32. Click **Confirm and Continue**, then select a **Primary Beneficiary**.

33. To add a beneficiary, click the **Add Row** icon.

Basic Life - Employer Paid - Standard Insurance (Employee)

Projected Total Cost (Monthly)
\$523.80

Coverage

Calculated Coverage \$10,000.00
Coverage \$10,000
Plan cost (Monthly) Included

Beneficiaries

Select an existing or add a new beneficiary person or trust to this plan. You can also adjust the percentage allocation for each beneficiary.

*Primary Beneficiaries 0 items

Beneficiary	Percentage
No Data	

NOTE:

The beneficiary information you add to your Basic Life – Employer Paid insurance plan will automatically apply to any/all other Additional Insurance plans.

Open Enrollment

34. Click the prompt icon in the Beneficiary column and select **Add New Beneficiary or Trust**.

Beneficiaries

Select an existing or add a new beneficiary person or trust to this plan. You can also adjust the percentage allocation for each beneficiary.

*Primary Beneficiary

- Existing Beneficiary Persons
- Existing Trusts
- Add New Beneficiary or Trust
- Search

Percentage

0

35. Select either new beneficiary or new trust, then click **Continue**.

- **For a Beneficiary:** Enter all required information, including your relationship to your beneficiary and the person's legal name & contact information. Note: Scroll down to view all fields. Click on the **Contact Information** tab to enter the phone, address and email of your beneficiary.
- **For a Trust:** Enter all required information, including the Trust Name and ID, and the trustee's name & contact information by adding the phone, email and address of the trustee. Note: Scroll down to view all fields.

Add New Beneficiary or Trust

Relationship *

Use as Beneficiary ☒

Date of Birth MM/DD/YYYY

Age (empty)

Gender select one

Allow Duplicate Name ☐

Legal Name Contact Information National ID's Additional Information

Country * United States of America

First Name *

Add New Beneficiary or Trust

Trust Name *

Trust ID

Trust Date MM/DD/YYYY

Trustee Contact Information

Trustee Name

Country * United States of America

First Name *

36. Enter the percentage of the benefit to receive (i.e. One beneficiary would receive 100%, two beneficiaries could each get 50%).
- **Optional:** To add more than one beneficiary and/or trust, repeat steps 33-36 as many times as needed. This includes adding any **Secondary Beneficiary** information (scroll down to view). The information for each individual beneficiary and/or trust must be entered separately.

37. When finished, click **OK**.

Continued on next page

Open Enrollment

- 38. Optional:** Scroll down to view and/or manage your other benefits, such as Additional Life or AD&D plans, 457 plans, Roth IRA, and KPERS or KP&F. Note: Any plans that do not apply to you will be listed as **Waived**.

- **Mission Square:** If participating, employees can view what they are currently contributing into their 457 plan and/or Payroll Roth IRA.

➤ Note: This is view only. Visit the Mission Square website to make any changes.

The screenshot shows two benefit cards. The first card is titled 'Spouse Additional Life' with a status of 'Waived' and a 'View' button. The second card is titled '457b Pre Tax MissionSquare Retirement' with a status of 'REVIEWED'. It shows a 'Contribution (Monthly)' of '\$120.00' and a 'View' button.

- **Employee Optional Life Insurance:** Employees who are already purchasing optional life insurance will be able to increase their plan by \$10,000 for either Life or both Life and AD&D.

➤ To make changes: click **Manage**, then click **Confirm and Continue**.

➤ Update your coverage amount by using the **Coverage** prompt icon.

➤ Click **Save** when finished.

- Note: AD&D cannot exceed the Life Insurance amount the employee is purchasing.

- Employees who are not currently purchasing optional employee life are not able to participate in the life insurance open enrollment. If employees wish to apply for optional life, they can do so at any time of the year but will be subject to the underwriting process which could include medical records, insurance, physical, and/or lab work.

The screenshot shows a form titled 'Additional Life - Standard Insurance (Employee)'. It displays 'Projected Total Cost (Monthly)' as '\$401.73'. Under the 'Coverage' section, it shows 'Calculated Coverage' and 'Coverage' with a dropdown menu set to '\$36,000'. At the bottom, it shows 'Plan cost (Monthly)' as '\$7.95'.

- 39. Optional:** Scroll down to view your Additional Benefits, such as the Employee Assistance Program and Wellness Incentive Program.

The screenshot shows a section titled 'Additional Benefits'. It contains three cards: 'Employee Assistance Program' with a status of 'New Direction' and a 'View' button; 'Wellness Incentive Program' with a status of 'Waived' and an 'Enroll' button; and 'Colonial Life' with a status of 'Waived' and a 'View' button.

NOTICE:

If you enroll & Elect HSA Contribution for Wellness Reward, any 2024 rewards earned will be deposited on a pre-tax basis into your H.S.A. account in January 2025.

If you do not enroll in the program during Open Enrollment, any Wellness Rewards earned will be taxed when added to your paycheck in January 2025.

- 40.** When finished, click **Review and Sign**.

Continued on next page

Open Enrollment

41. Review the full summary of your elections. *Scroll down* to view all info.
 - If you find an error, click **Cancel** to go back and make corrections.
42. If you opt-out/waive UG health insurance and/or if you make changes to your dependents, use the **Attachments** section to upload your proof of insurance and/or any related legal documentation.
 - If you need help uploading your documents into Workday, view the [Uploading Documents in Workday](#) job aid on the next page.
 - If you were unable to provide the social security number of your dependents and/or don't have the required documents – **click Cancel, then click Save for Later**. You will receive a Save for Later Confirmation, which means Workday will save all the data you've already entered. Click **Done**.
 - The Open Enrollment task will remain in draft form in your Workday Inbox.
 - When you have the information and/or documents available, return to your Workday Inbox. Click on the task, then click **Let's Get Started**.
 - Enter the missing information and/or upload the documents, then continue to step 43.

43. Read the Legal Notice, then check the **I Accept** checkbox.

44. Click **Submit**.
This completes the Open Enrollment requirements.
Click **Done**.

The screenshot shows the 'Attachments' section with a 'Select File' button. Below it is the 'Electronic Signature' section. A blue arrow points from the 'I Accept' checkbox in the 'Electronic Signature' section to the 'I Accept' checkbox in the 'Electronic Signature' section.

Attachments

Drop files here

Select File

Electronic Signature

PLEASE NOTE: Please read the following information carefully. Your signature and the "I Accept" checkbox are required to complete your enrollment. When you check the "I Accept" checkbox, you are certifying that:

1. I understand that my health insurance will be terminated on the date specified.
2. I understand that if I am married, my dependent's health insurance will be terminated on the date specified.
3. I understand that all benefits are contingent upon my enrollment, submission of required documents and acceptance by my HR Representative and by my insurance carriers or benefit providers.

I Accept

Submit Cancel

Note: If you have any questions or concerns regarding your benefits or Open Enrollment, contact Human Resources.

Note - Optional: Employees can make changes to their selections until Open Enrollment closes on 11/03/23. In Workday: open the Benefits app, then select *Change Open Enrollment*.

The screenshot shows the 'Benefits' app interface. At the bottom, there is a button labeled 'Change Open Enrollment'. A grey arrow points from the 'Change Open Enrollment' button to the 'Change Open Enrollment' button.

← Benefits

Change View

Benefits Health Options Medical Allowance on Off Date

Current Cost \$0.00

Change Open Enrollment

Uploading Documents in Workday

Attach Supporting Documentation

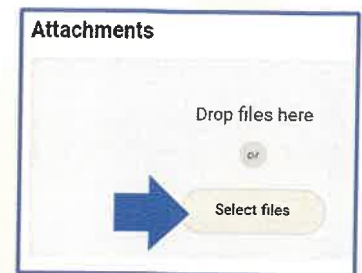
Notes:

- Attachments must be uploaded one document at a time.
- Attachments should be labeled/named.
- Add comments as needed to clarify the attachment.

During a Task (or from a current or prior Inbox task):

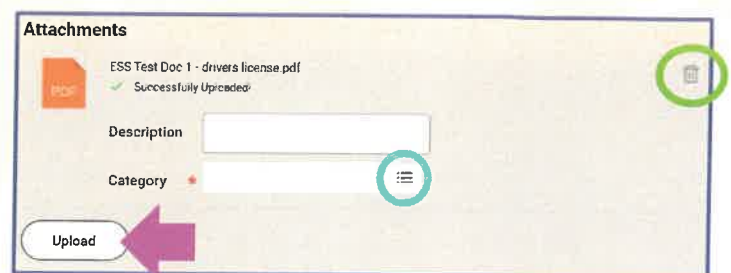
To add an attachment:

- ❑ Click **Select files**
- ❑ Find and click on the file you want to attach, then click Open.
 - Or double click on the file.
 - Or you can drag & drop the file into the Attachment area.
- ❑ The attachment will display.
- ❑ Add a **category** and description for the attachment as needed.



To add another attachment:

- ❑ Click **Upload**
- ❑ Find and click on the file you want to attach, then click Open.
 - Or double click on the file.
 - Or you can drag & drop the file into the Attachment area.
- ❑ The attachment will display. Enter the category and description of the attachment.
- ❑ Repeat as many times as needed to add all attachments.



To remove an attachment, click the **Trash Can** icon 🗑️

When finished, click **Submit**.

Open Enrollment - Mobile App

October 19th – November 3rd

All UG employees eligible for health insurance **MUST** take action in Workday during Open Enrollment, including those who opt-out or are not making any changes. Employees are encouraged to add their beneficiary information.

An Open Enrollment task will appear in your Workday inbox on 10/19/23. Please complete the task in Workday on or before 11/03/23.

1. Open the Workday app on your mobile device.

- If you don't have the app, download it from the Google Play Store or Apple App Store.
- The Organization ID is **wycokck**

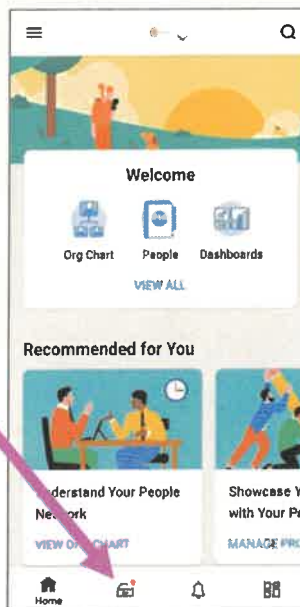


2. Sign-in to the Workday app using your work e-mail and password.

- Some UG employees may have an additional step for Multi-Factor Authentication (MFA).
 - Tap **Text** to receive the MFA code via text message.
 - Enter the code you receive, then tap **Verify**.



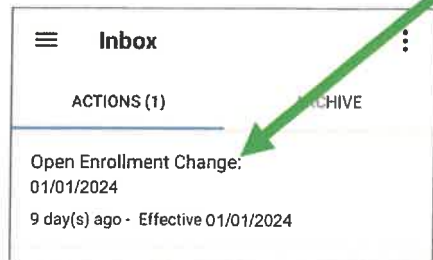
3. Once the mobile app is open, tap the **Inbox** icon.



Continued on next page

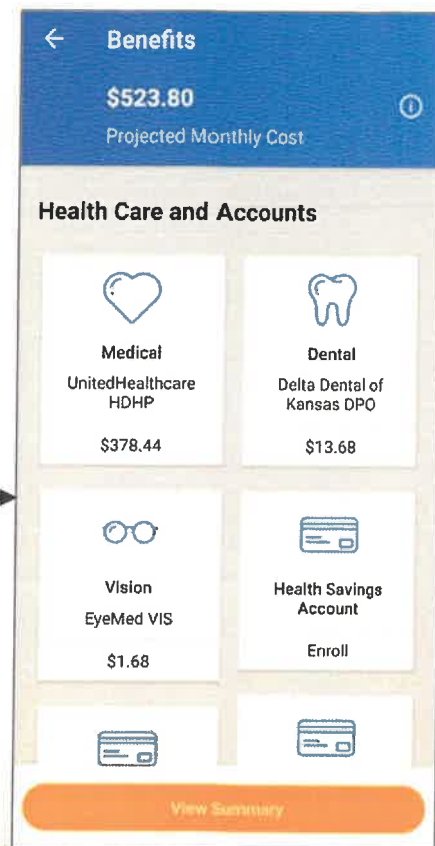
Open Enrollment

4. From your Inbox, tap on the **Open Enrollment Change** task.



5. Tap **Let's Get Started**.

6. All of the available **Health Care and Accounts**, **Insurance and Retirement**, and **Additional Benefits** will be displayed on one page. *Scroll down to view all.*

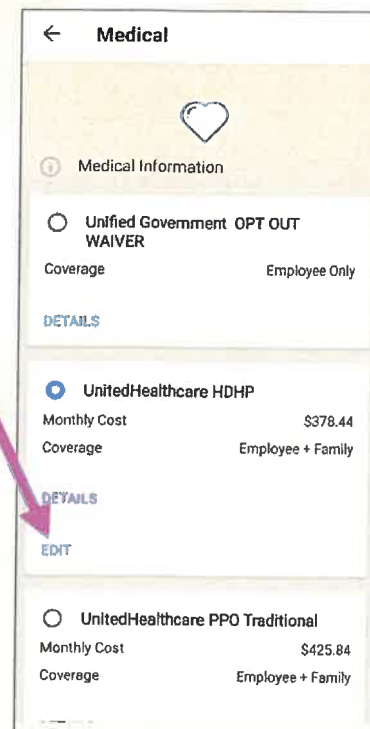
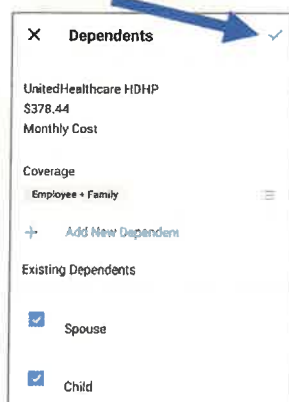


7. If you are not making any changes, or if you opt-out/waive health insurance, skip to step 10.

- Opt-Outs: have you proof of other insurance ready; you will need to upload a copy at the end.

8. To make changes to or enroll in any health insurance plan, tap on the plan's icon to open.

- In the Medical, Dental, and Vision plans, your existing plans will auto-select. To make changes, tap on the plan you want.
- If you need to make changes to your dependents, tap **Edit**.
- You can add or remove dependents at needed. When finished, click the **Save** icon.



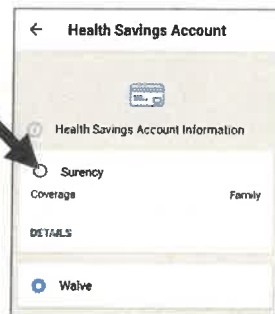
- d. **NOTE:** As needed, you must enroll in or make changes to each plan separately.

Continued on next page

Open Enrollment

9. To enroll in any of the H.S.A. or F.S.A. plans, tap on the plan's icon to open.

a. Tap on the plan to enroll.

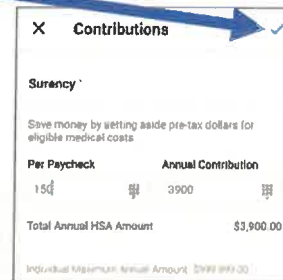
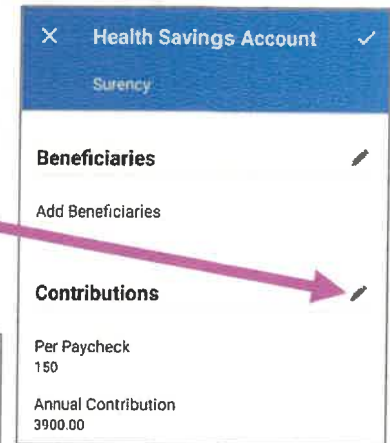


b. Tap on the **Edit** icons to add the required information in each category.

c. When finished, click the **Save** icons.

d. Click the **Save icon to enroll in the plan.**

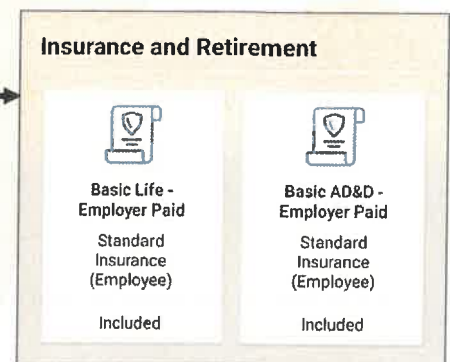
e. NOTE: As needed, you must enroll in each plan separately.



10. Scroll down to view the **Insurance and Retirement** plans.

11. Most UG employees receive Basic Life and Basic AD&D, which is paid for by the Unified Government.

- If you do not have the pictured options, you are not eligible for this benefit. Skip to step 13.



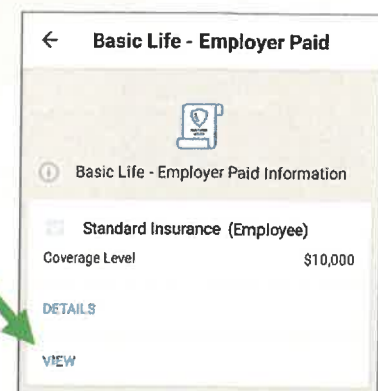
12. Tap on the Basic Life – Employer Paid Standard Insurance plan to and tap **View** to see your beneficiary information.

a. If needed, use the **Edit** icons to add your beneficiary information.

b. Use the tools in the app to add or make changes to you primary and/or secondary beneficiaries.

c. When finished, click the **Save icons.**

d. Note: Your beneficiary information will be automatically applied to any/all Additional Insurance plans



Continued on next page

Open Enrollment

13. Optional: Scroll down to view and/or manage your other benefits, such as Additional Life or AD&D plans, 457 plans, Roth IRA, and KPERS or KP&F.

- **Mission Square:** If participating, employees can view what they are currently contributing into their 457 plan and/or Payroll Roth IRA.
- **Employee Optional Life Insurance:** Employees who are already purchasing optional life insurance will be able to increase their plan by \$10,000 for either Life or both Life and AD&D.
 - As needed, use the tools in the app to increase your plan amount.
 - AD&D cannot exceed the Life Insurance amount the employee is purchasing.
 - Employees who are not currently purchasing optional employee life are not able to participate in the life insurance open enrollment. If employees wish to apply for optional life, they can do so at any time of the year but will be subject to the underwriting process which could include medical records, insurance, physical, and/or lab work.

14. Optional: Scroll down to view your Additional Benefits, such as the Employee Assistance Program and Wellness Incentive Program.

15. When finished, tap **View Summary**.

16. Review the full summary of your elections. Scroll down to view all info.

- If you find an error, close the Review by tapping on the X in the top left corner.

17. As needed, under **Attachments** – click **View/Edit** to attach:

- Any legal documentation
- Proof of other insurance if you opt-out (i.e. front and back of other insurance card)

Review	
\$523.80 Projected Monthly Cost	
Colonial Life	Waived
Total Benefits Cost	
Total Company Contributions	\$1,845.56
Total Employee Cost	\$523.80
Total Net Cost	\$523.80
Attachments (0)	
View/Edit	

18. Scroll down to read the Legal Notice, then check the **I Accept** checkbox.

19. Click **Submit** to complete Open Enrollment.

LEGAL NOTICE Please read

Your name and Password are considered your "Electronic Signature" and will serve as your confirmation of the accuracy of the information being submitted. When you check the "I AGREE" checkbox, you are certifying that:

1. You understand that your benefit elections are legal and binding transactions
2. You understand that if you are married, your dependent Spousal Coverage Elsewhere selection is legally binding
3. You understand that all benefits are contingent upon your enrollment, submission of required documents and acceptance by your HR Representative and by your insurance carriers or benefit providers

☐ I Accept

[Submit](#)