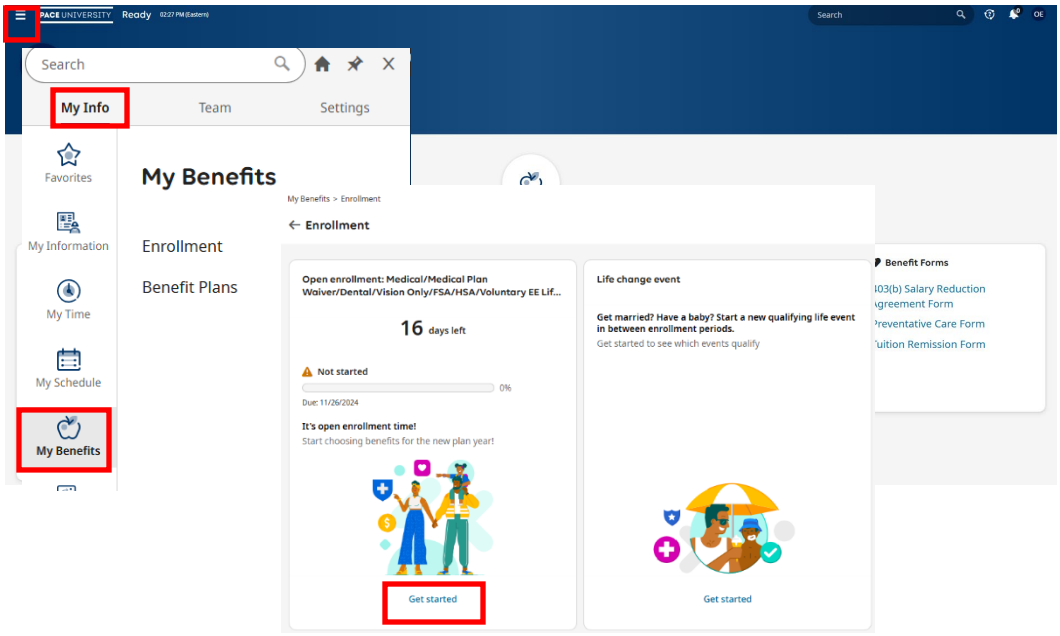
Annual Employee Benefits Open Enrollment

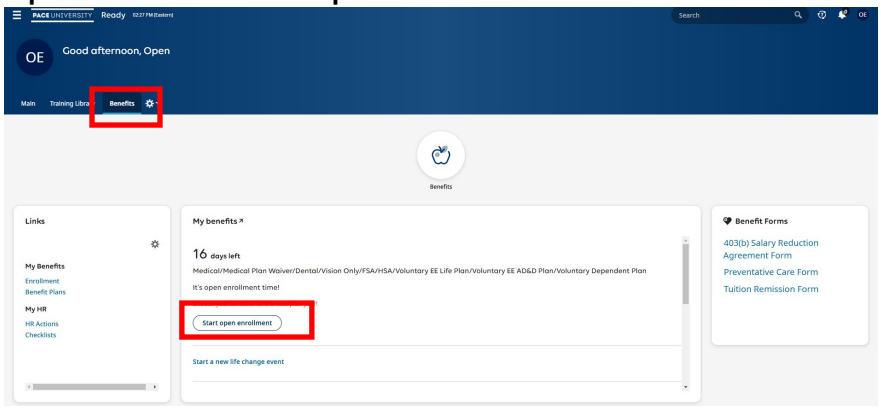
This guide will provide instructions on accessing **Open Enrollment** in UKG Ready. Open enrollment is the period each year when an employee can request to enroll for benefits, including health insurance, for the upcoming benefit year without a qualifying event. Employees access open enrollment under their **My Benefits** area.

1. Login to the Pace portal and click the **Staff Home** tab to access the **UKG Ready Dashboard**
2. Once logged in, Open Enrollment can be accessed in two ways:

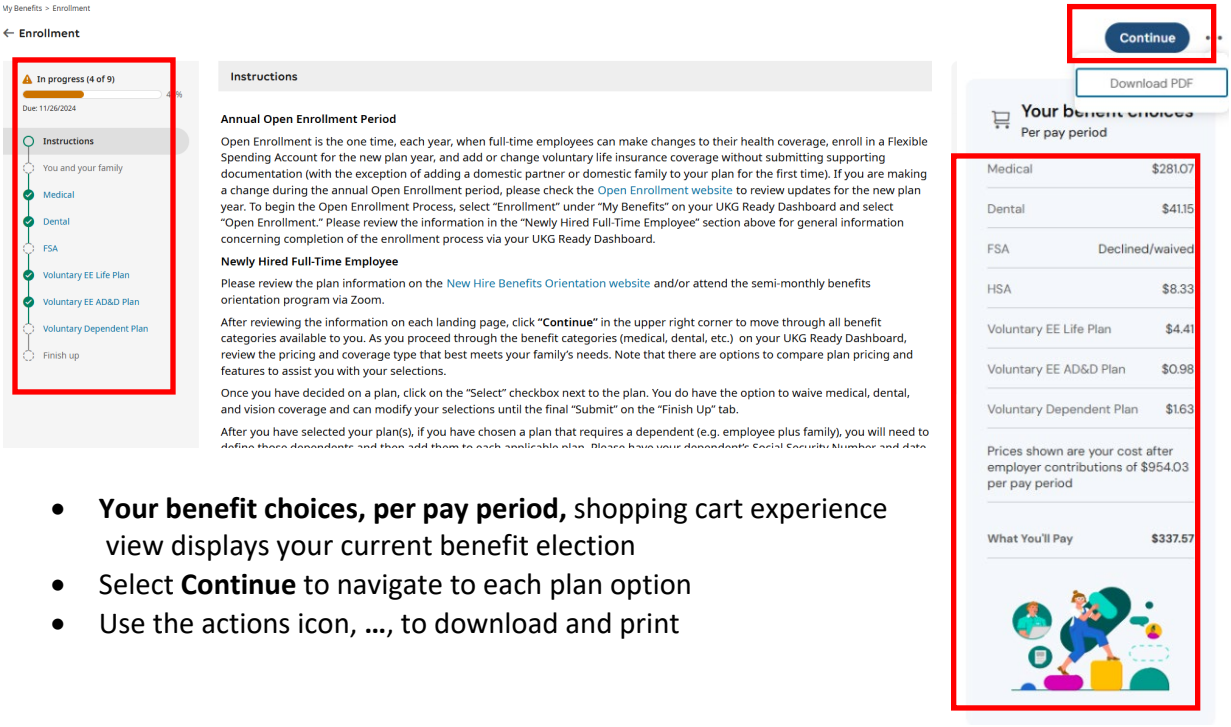
   From the main menu, hamburger icon, go to the **My Info** tab **> My Benefits > Enrollment**. From the **Enrollment** page, select **Get started** in the **Open Enrollment** section.



Or, from the main dashboard, click the **Benefits** tab to open the **Benefits** dashboard. Select **Start open enrollment** in the **Open Enrollment** section.

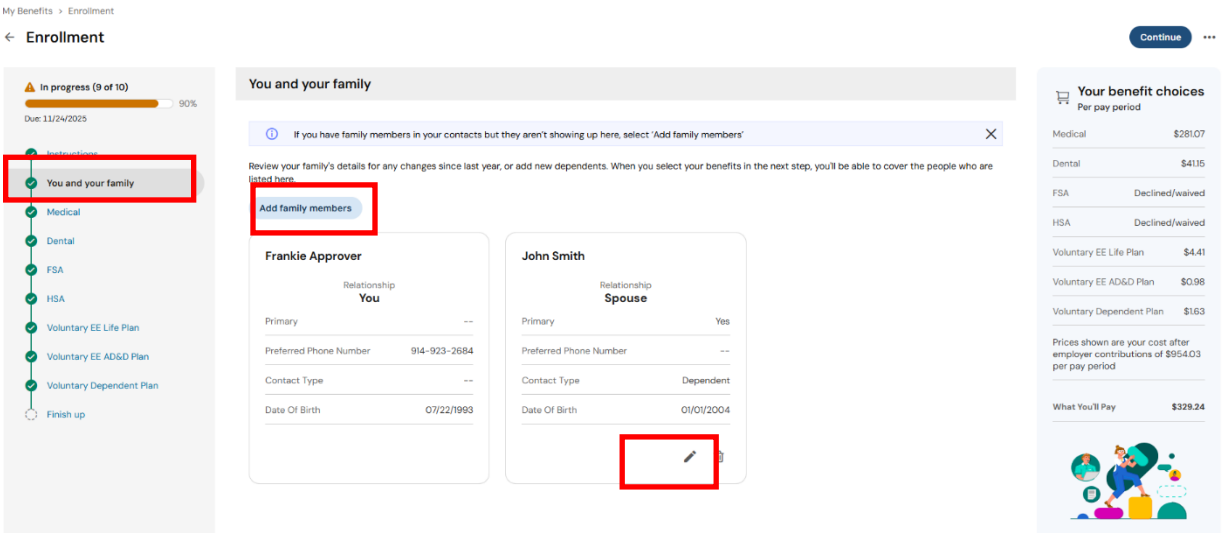


3. In the **Instructions** section, read all applicable instructions, then select **Continue**.



- **Your benefit choices, per pay period,** shopping cart experience view displays your current benefit election
- Select **Continue** to navigate to each plan option
- Use the actions icon, **…**, to download and print

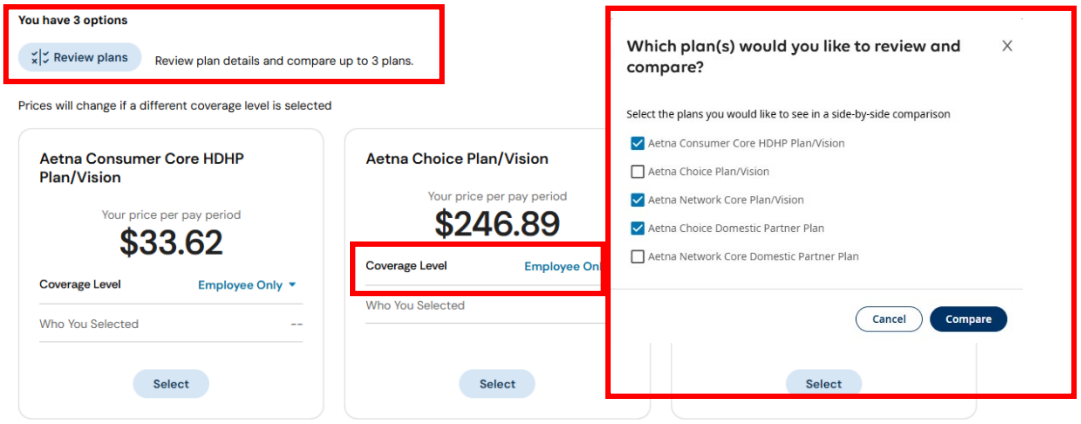
4. In the **You and your family** section, you will see a list of dependents currently included in your employee profile, if any.
    - Select **edit, the pencil icon,** to edit a dependent's information.
    - Select **remove, the trash icon,** to delete a dependent from this view.
    - Select **Add Family Members** to add a family member from your current contacts. ***Note:*** *Adding family members in this section does not automatically add them to medical, dental, vision, or dependent life insurance plans. You will also need to add these family members under each plan in the following sections.*



5. Select **Continue** to move to the plan options.
6. In the **Medical** section, view the medical plan information and select the medical plan you wish to enroll in, or select Decline/waive Medical to decline this coverage. Please use the **Coverage Level** drop down menu to elect Employee Plus One or Family Coverage.
   Note: *If you have chosen a plan that requires a dependent (e.g. employee plus family), you will need to define those dependents and then add them to each applicable plan.*

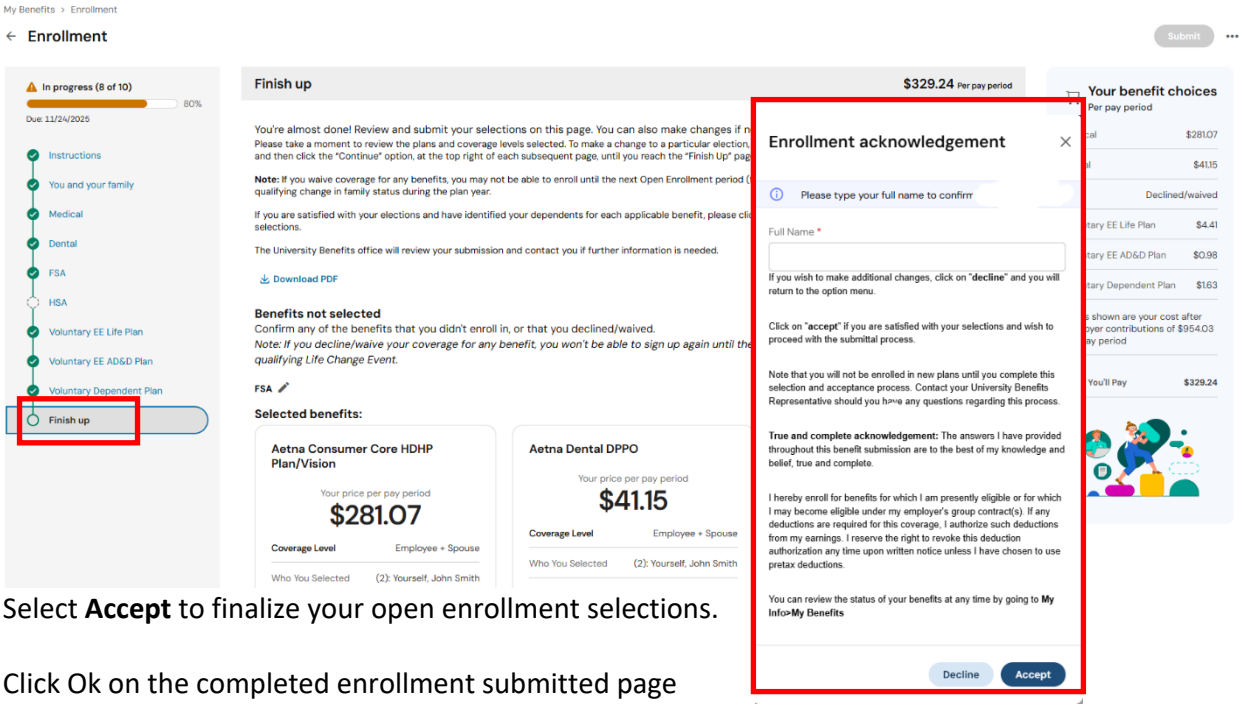
*Use the **Review plans** option to compare up to three plans. When you are ready to change the current plan selection, uncheck the **Selected** plan and **Select** the new plan. Select **Continue**.*

> ***Note:*** **If you waive medical coverage through the University, you must enroll in the Medical Plan Waiver plan on the next screen in order to receive the reimbursement.**



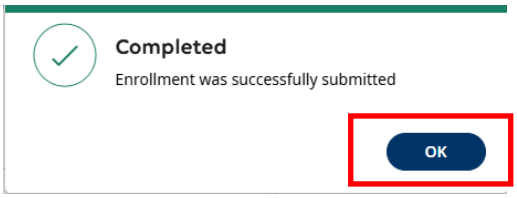
Note: *As your benefit selections are made, your choices will appear in the shopping cart experience view. This view shows your selected plans, total amounts you will pay, any declined plans, and total employer contributions.*

7. Continue selecting additional plan options that are available. Select **Continue** to pick a specific plan and move to the next plan type.
8. In the **Finish up** section, make a final review of your benefit selections and make any edits. Select **Submit** and enter your full name to confirm.



9. Select **Accept** to finalize your open enrollment selections.

10. Click Ok on the completed enrollment submitted page



11. After completing your open enrollment, you may review or print your open enrollment selection from the main menu, hamburger icon, and go to the **My Info** tab **> My Benefits > Enrollment**. From the **Enrollment** page, select **Review or use the print icon** in the **Open Enrollment** section