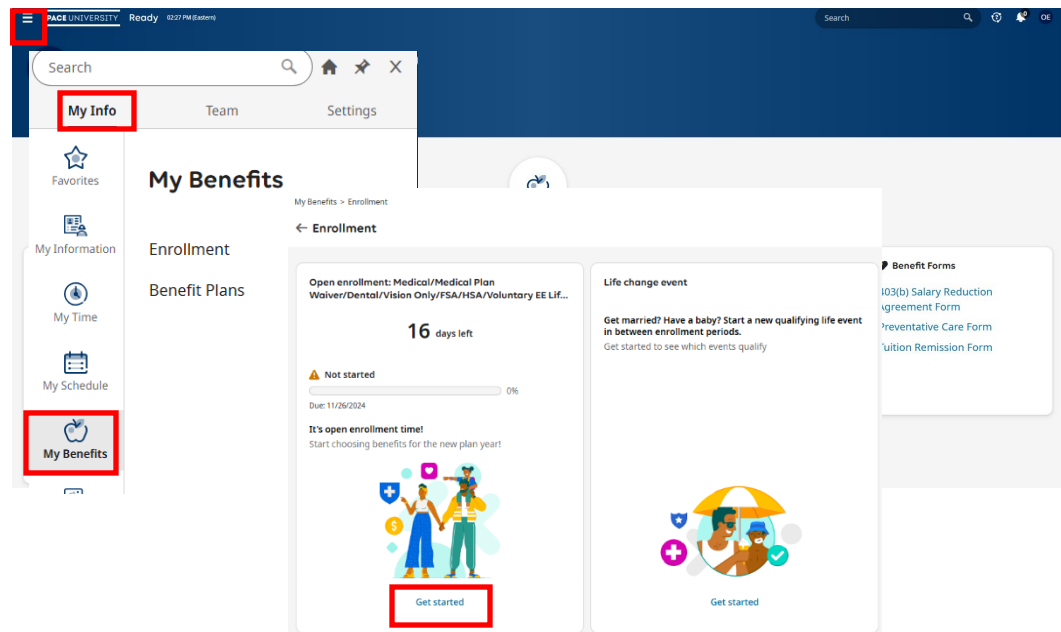


Annual Employee Benefits Open Enrollment

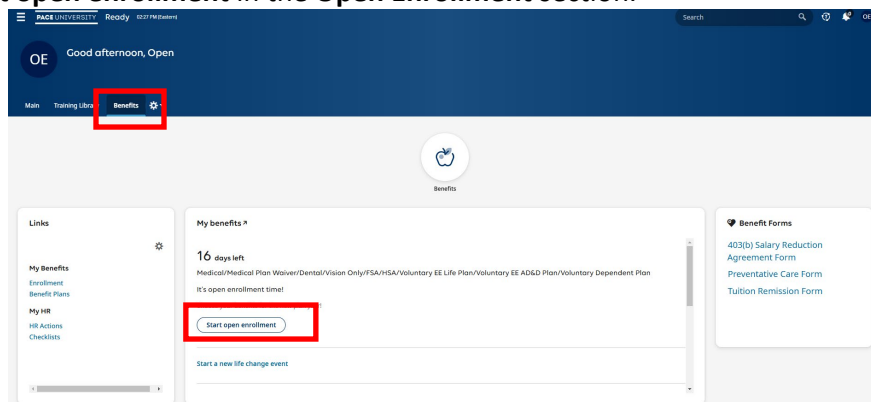
This guide will provide instructions on accessing **Open Enrollment** in UKG Ready. Open enrollment is the period each year when an employee can request to enroll for benefits, including health insurance, for the upcoming benefit year without a qualifying event. Employees access open enrollment under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

My Benefits > Enrollment
← Enrollment

In progress (4 of 9)
Due: 11/26/2024

Instructions

Annual Open Enrollment Period
Open Enrollment is the one time, each year, when full-time employees can make changes to their health coverage, enroll in a Flexible Spending Account for the new plan year, and add or change voluntary life insurance coverage without submitting supporting documentation (with the exception of adding a domestic partner or domestic family to your plan for the first time). If you are making a change during the annual Open Enrollment period, please check the [Open Enrollment website](#) to review updates for the new plan year. To begin the Open Enrollment Process, select "Enrollment" under "My Benefits" on your UKG Ready Dashboard and select "Open Enrollment." Please review the information in the "Newly Hired Full-Time Employee" section above for general information concerning completion of the enrollment process via your UKG Ready Dashboard.

Newly Hired Full-Time Employee
Please review the plan information on the [New Hire Benefits Orientation website](#) and/or attend the semi-monthly benefits orientation program via Zoom.

After reviewing the information on each landing page, click "Continue" in the upper right corner to move through all benefit categories available to you. As you proceed through the benefit categories (medical, dental, etc.) on your UKG Ready Dashboard, review the pricing and coverage type that best meets your family's needs. Note that there are options to compare plan pricing and features to assist you with your selections.

Once you have decided on a plan, click on the "Select" checkbox next to the plan. You do have the option to waive medical, dental, and vision coverage and can modify your selections until the final "Submit" on the "Finish Up" tab.

After you have selected your plan(s), 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. Please have your dependent's Social Security Number and date

Your benefit choices
Per pay period

Medical	\$281.07
Dental	\$41.15
FSA	Declined/waived
HSA	\$8.33
Voluntary EE Life Plan	\$4.41
Voluntary EE AD&D Plan	\$0.98
Voluntary Dependent Plan	\$1.63

Prices shown are your cost after employer contributions of \$954.03 per pay period

What You'll Pay \$337.57

- **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.

My Benefits > Enrollment
← Enrollment

In progress (9 of 10)
Due: 11/24/2025

You and your family

If you have family members in your contacts but they aren't showing up here, select 'Add family members'

Review your family's details for any changes since last year, or add new dependents. When you select your benefits in the next step, you'll be able to cover the people who are listed here.

Add family members

Frankie Approver
Relationship: You
Primary: --
Preferred Phone Number: 914-923-2684
Contact Type: --
Date Of Birth: 07/22/1993

John Smith
Relationship: Spouse
Primary: Yes
Preferred Phone Number: --
Contact Type: Dependent
Date Of Birth: 01/01/2004

Your benefit choices
Per pay period

Medical	\$281.07
Dental	\$41.15
FSA	Declined/waived
HSA	Declined/waived
Voluntary EE Life Plan	\$4.41
Voluntary EE AD&D Plan	\$0.98
Voluntary Dependent Plan	\$1.63

Prices shown are your cost after employer contributions of \$954.03 per pay period

What You'll Pay \$329.24

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.*

The screenshot displays a user interface for selecting medical plans. At the top left, a red box highlights a button labeled "Review plans" with a magnifying glass icon and the text "Review plan details and compare up to 3 plans." Below this, two plan cards are shown. The first card is for "Aetna Consumer Core HDHP Plan/Vision" with a price of \$33.62. The second card is for "Aetna Choice Plan/Vision" with a price of \$246.89. A red box highlights the "Coverage Level" dropdown menu for the second plan, which is currently set to "Employee Only". To the right, a modal window titled "Which plan(s) would you like to review and compare?" is also highlighted in red. It contains a list of plans with checkboxes: "Aetna Consumer Core HDHP Plan/Vision" (checked), "Aetna Choice Plan/Vision" (unchecked), "Aetna Network Core Plan/Vision" (checked), "Aetna Choice Domestic Partner Plan" (checked), and "Aetna Network Core Domestic Partner Plan" (unchecked). At the bottom of the modal are "Cancel" and "Compare" buttons.

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.

My Benefits > Enrollment

← Enrollment Submit

In progress (8 of 10) 80%

Due 11/24/2025

- Instructions
- You and your family
- Medical
- Dental
- FSA
- HSA
- Voluntary EE Life Plan
- Voluntary EE AD&D Plan
- Voluntary Dependent Plan
- Finish up**

Finish up \$329.24 Per pay period

You're almost done! Review and submit your selections on this page. You can also make changes if needed. Please take a moment to review the plans and coverage levels selected. To make a change to a particular election, and then click the "Continue" option, at the top right of each subsequent page, until you reach the "Finish Up" page.

Note: If you waive coverage for any benefits, you may not be able to enroll until the next Open Enrollment period (a qualifying change in family status during the plan year).

If you are satisfied with your elections and have identified your dependents for each applicable benefit, please click "Accept".

The University Benefits office will review your submission and contact you if further information is needed.

[Download PDF](#)

Benefits not selected
Confirm any of the benefits that you didn't enroll in, or that you declined/waived.
Note: If you decline/waive your coverage for any benefit, you won't be able to sign up again until the next qualifying Life Change Event.

FSA

Selected benefits:

Aetna Consumer Core HDHP Plan/Vision

Your price per pay period

\$281.07

Coverage Level Employee + Spouse

Who You Selected (2): Yourself, John Smith

Aetna Dental DPPO

Your price per pay period

\$41.15

Coverage Level Employee + Spouse

Who You Selected (2): Yourself, John Smith

Your benefit choices

Per pay period

Medical	\$281.07
Dental	\$41.15
FSA	Declined/waived
Voluntary EE Life Plan	\$4.41
Voluntary EE AD&D Plan	\$0.98
Voluntary Dependent Plan	\$1.63
Total	\$329.24

You'll Pay \$329.24

Enrollment acknowledgement

Please type your full name to confirm

Full Name *

If you wish to make additional changes, click on "decline" and you will return to the option menu.

Click on "accept" if you are satisfied with your selections and wish to proceed with the submittal process.

Note that you will not be enrolled in new plans until you complete this selection and acceptance process. Contact your University Benefits Representative should you have any questions regarding this process.

True and complete acknowledgement: The answers I have provided throughout this benefit submission are to the best of my knowledge and belief, true and complete.

I hereby enroll for benefits for which I am presently eligible or for which I may become eligible under my employer's group contract(s). If any deductions are required for this coverage, I authorize such deductions from my earnings. I reserve the right to revoke this deduction authorization any time upon written notice unless I have chosen to use pretax deductions.

You can review the status of your benefits at any time by going to **My Info>My Benefits**

Decline **Accept**

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

10. Click Ok on the completed enrollment submitted page

✔ **Completed**
Enrollment was successfully submitted

OK

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

My Benefits > Enrollment

← Enrollment


Open enrollment: Medical/Medical Plan Waiver/Dental/Vision Only/FSA/HSA/Voluntary EE Lif...


Submitted; pending approval

Completed (9 of 9) 100%

Submitted: 11/10/2024


It's open enrollment time!
Start choosing benefits for the new plan year!



Review 

Life change event

Get married? Have a baby? Start a new qualifying life event in between enrollment periods.
Get started to see which events qualify



Get started