

Open Enrollment

Open Enrollment permits employees to initiate benefits changes involving themselves and their dependents. Open Enrollment is your annual opportunity to make a benefit change, like changing from one medical plan to another, or adding/removing a dependent.

- **Exception:** CCSD employees can make essential benefits changes outside of Open Enrollment if they have an eligible Life Event. Common life events include marriage, divorce, a new baby, or losing coverage elsewhere.

If no changes are needed, your current election will roll over, and there is no need to do anything.

- All changes **must** be made through the HCM > Open Enrollment during the Open Enrollment period. (Paper forms will NOT be accepted.)
- All changes and/or new enrollments **must** be made by the designated deadline as determined by the Benefits Department.
- Any changes made during the Open Enrollment process take effect depending on the Plan Year/Employee group.

Benefit Election Process

The Open Enrollment Process is completed via the Benefit Details tile in the HCM System.

To enroll:

1. Click the **Open Enrollment** tile from the ESS dashboard.
 - a. An automatic **Resources** menu may pop up on the right side of the page. To collapse this, click the blue tab attached to the Resources panel. The menu will then be hidden from view.
 - b. A pop-up may appear that you have “not completed an important step”. This alert tells you that you have not assigned a Life Insurance Beneficiary and/or a Final Pay Designee. Exit out of this pop-up to proceed, but return to the Benefit Details tile to take care of this, as CCSD is missing this critical information.

1. After selecting the **Open Enrollment** tile from the **Employee Self-Service** dashboard, the **Welcome** page displays the employee’s current benefits information (benefit type, plan description, coverage/participation) and any deductions, their effective dates, and their amounts.

Type of Benefit	Plan Description	Coverage or Participation
Health Insurance	PPO	Employee Only
Life Insurance	Life and AD&D	\$50000
PERS	PERS	Participating
Workers Comp	Worker's Comp	Participating
CCSD Contribution to Insurance	EGL	\$Rate Not Found/monthly

The steps of the process appear in a panel on the left, as well as the statuses (such as “Not Started,” “Visited,” and “Complete”).

A **Next** button in the upper right corner can be used to navigate between steps.

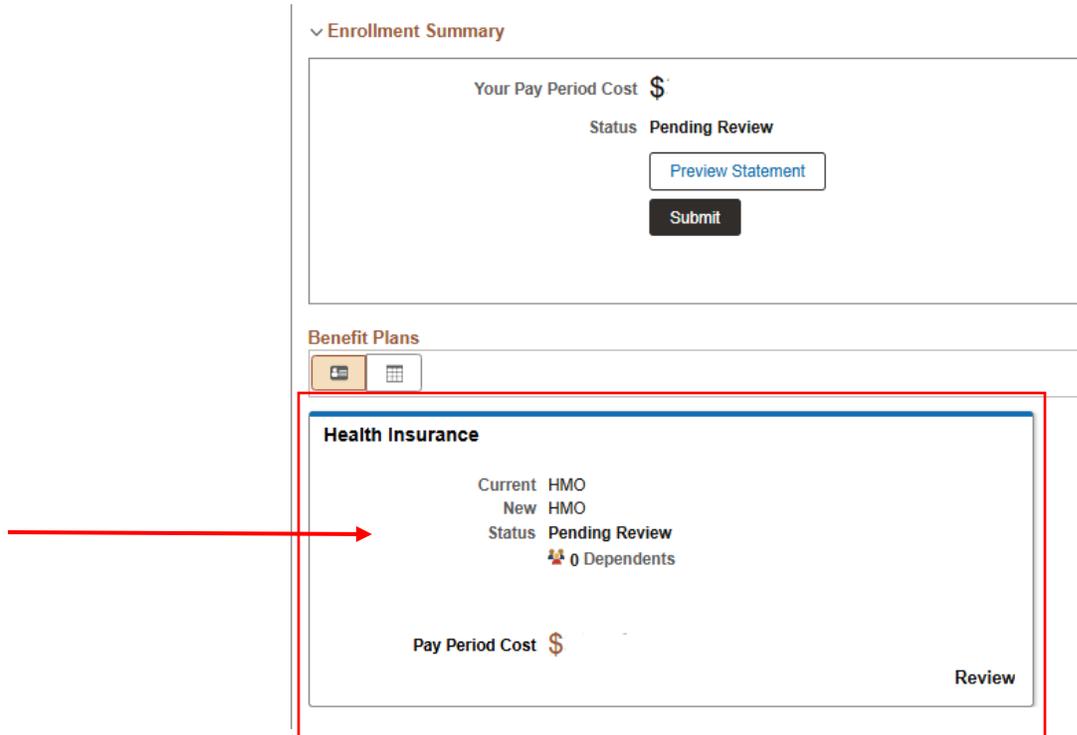
- During the process, a **Previous** button is also available to return to a prior step if needed.
- The **Exit** button in the upper left corner can be clicked at any time, and the employee can return to the Open Enrollment tile to complete the process, provided it’s before the deadline.

Click Next.



2. The Benefits Enrollment Screen has two sections.

- a. The **Enrollment Summary** displays your election and reflects the cost of coverage. After you have confirmed your election, please click the **Submit** button.
- b. The **Benefit Plans** section allows you to review and make changes to your health elections.
 - i. Click **Review** in the **Benefit Plans** box to advance to the screen where you can update your election.



IMPORTANT: The **Pay Period Costs** shown in this guide are examples only. Please refer to your group benefit plan summary for paycheck premium deductions.

✓ **Enroll Your Dependents**
 Dependents that the employee has registered are listed here. Select the Add/Update Dependent button to view, update or add a new dependent.

Dependents	
<input type="checkbox"/>	Jane Example Smith

[Add/Update Dependent](#) ←

✓ **Enroll in Your Plan**
 The Employee Only cost shown for each plan is based on the dependents enrolled. Plans that do not offer coverage

Plan Name	Before Tax Cost	After Tax Cost	Pay Period Cost
Select HMO ⓘ	\$		\$
Select POS ⓘ	\$		\$
Select PPO ⓘ	\$		\$
<input checked="" type="checkbox"/> Waive			\$0.00

[Overview of All Plans](#)

3. The **Health Insurance** screen has two sections.

- a. **Enroll Your Dependents** shows the eligible dependent profiles an employee has created.
 - i. To enroll or drop a dependent, click/unclick the box next to their name.
 - ii. To add a new profile, select the [Add/Update Dependent](#) button.

To add a new dependent, click the [Add Individual](#) button to add a new profile. On the following page, fill out all required fields, including:

- b. Add Name
 - c. Date of Birth
 - d. Gender
 - e. Relationship to Employee: **Marital Status** (and **As of** date), **Student** and **Disabled** statuses (and **As of** dates)
 - f. Click [Add National ID](#) to add the individual's Social Security or ITIN Number. This is **only** utilized by the Employee Benefits team for benefit purposes.
 - g. Click the **Save** button in the upper right corner when finished.
4. After returning to the Dependents page, the newly added dependent displays. Click the **X** button in the upper right corner to return to the previous page displaying dependents and Health plans.

- b. To choose a medical plan, click the **Select** button in the **Enroll In Your Plan** section. (**Note:** There is also the option to **waive** coverage.)

Enroll Your Dependents
 Dependents that the employee has registered are listed here. Select the Add/Update Dependent button to view, update or add a new dependent.

Dependents	
<input type="checkbox"/>	Jane Example Smith

[Add/Update Dependent](#)

Enroll in Your Plan
 The Employee Only cost shown for each plan is based on the dependents enrolled. Plans that do not offer coverage are shown with a \$0.00 cost.

	Plan Name	Before Tax Cost	After Tax Cost	Pay Period Cost
<input type="button" value="Select"/>	HMO	\$	\$	\$
<input type="button" value="Select"/>	POS	\$	\$	\$
<input type="button" value="Select"/>	PPO	\$	\$	\$
<input checked="" type="checkbox"/>	Waive			\$0.00

[Overview of All Plans](#)

- c. To enroll dependents in the desired Health plan(s), click the **Select** button next to the appropriate plan name.

Enroll Your Dependents
 Dependents that the employee has registered are listed here. Select the Add/Update Dependent button to view, update or add a new dependent.

Dependents	
<input checked="" type="checkbox"/>	Jane Example Smith

[Add/Update Dependent](#)

- d. The **Cost (Before Tax)**, **Cost (After Tax if you enroll a Domestic Partner)**, and **Pay Period Cost** columns automatically update as dependents and plans are selected or deselected.
- e. Click Done in the upper right-hand corner when selections are complete.

IMPORTANT

The **Pay Period Costs** shown in this guide are examples only. Please refer to your group benefit plan summary for paycheck premium deductions.

5. After being returned to the Benefits Enrollment page, review your changes and click the **Submit** button.

a. Until you submit your entry, you can return to this event before Open Enrollment closes.

The screenshot shows the 'Benefits Enrollment' interface. At the top, it says 'Benefits Enrollment' and provides instructions: 'The Enrollment Overview displays which benefit options are open for edits. Please click the HEALTH box below to change your health insurance elections.' Below this is an 'Enrollment Summary' section with a dropdown arrow. It displays 'Your Pay Period Cost \$ XXX.XX', 'Status Submitted', and 'Full Cost \$ XXX.XX'. There are two buttons: 'Preview Statement' and 'Submit'. The 'Submit' button is highlighted with a red box. To the right is a blue circle labeled 'Health'. Below the summary is a 'Benefit Plans' section with a calendar icon. Underneath is a 'Health' plan card, also highlighted with a red box. The card shows 'Current HMO - Support Professionals', 'New HMO - Support Professionals', 'Status Changed' with a green checkmark, and '3 Dependents'. At the bottom of the card, it shows 'Pay Period Cost \$ XXX.XX' and a 'Review' button.

Your election will be routed to the Employee Benefits team for review and approval. Once you have selected the button, your entry will be forwarded to the Benefits Department.

The screenshot shows a 'Benefits Alerts' notification box. It has a 'Done' button on the top left and a 'View' button on the top right. The main text reads: 'Your benefit choices have been successfully submitted to the Benefits Department. Select View to review your Election Preview statement, Done to return to the Benefits Enrollment Summary'.

6. Click Next to review your Benefit Statements. [Preview/Review Statement](#) and other profile information on the **Benefits Statement** page. If an error has been made, you can return to this event.

Please call the CCSD Benefits Department for assistance if you cannot make changes.

Statement Type Submitted Enrollment
Enrollment Effective Date 10/11/2024

This statement records your submission of the Event Maintenance benefit selection. Please keep the statement for your records.

Statement Sections

[Expand All](#)

- > Personal Information
- > Cost Summary
- > Election Summary
- > Dependents and Beneficiaries
- > Dependent Enrollments
- > Beneficiary Designations
- > Investment Allocations

WARNING: If you add family members to your coverage, you are required to provide documentation to verify their eligibility (e.g., Birth Certificate, Marriage Certificate, etc.). Failure to comply will result in the cancellation of health care coverage for that dependent.

1. Return to the Main HCM landing page:
2. Click Benefit Details
3. Life Events
4. Choose “Open Enrollment Supporting Documentation.”
5. Use today’s date
6. Upload the file for the Benefits Team to review.
 - a. If the eligibility document is not uploaded, your dependent will not be added to your insurance.

Please contact the Benefits Department if you do not receive your health insurance cards within the first month of enrolling, or if you do not see the correct deductions on your paycheck.