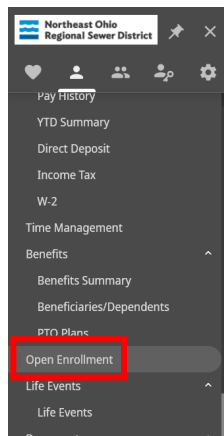


## 18S OPEN ENROLLMENT NAVIGATION THROUGH UKG

You can access UKG using any computer or iPad with internet access. You must use a Firefox or Chrome web browser. You cannot access open enrollment via the app on your cellphone.

**STEP 1:** Login to UKG and navigate to Menu → Myself → Open Enrollment. Click **NEXT** to navigate through the Open Enrollment process.



### STEP 2: Verify Beneficiary and Dependent Information

The first page will ask you to verify beneficiary and dependent information. If you have changes to make to existing contacts, click on their name (blue, underscored) and make appropriate edits. If you are adding a dependent to your health insurance, you must update their date of birth, social security number, and gender and check the “Dependent” box. Click **NEXT** when finished.

Verify Beneficiary and Dependent Information

add | back | next | submit | draft | reset | cancel | print | help

Find by: Status ▾ Active ▾

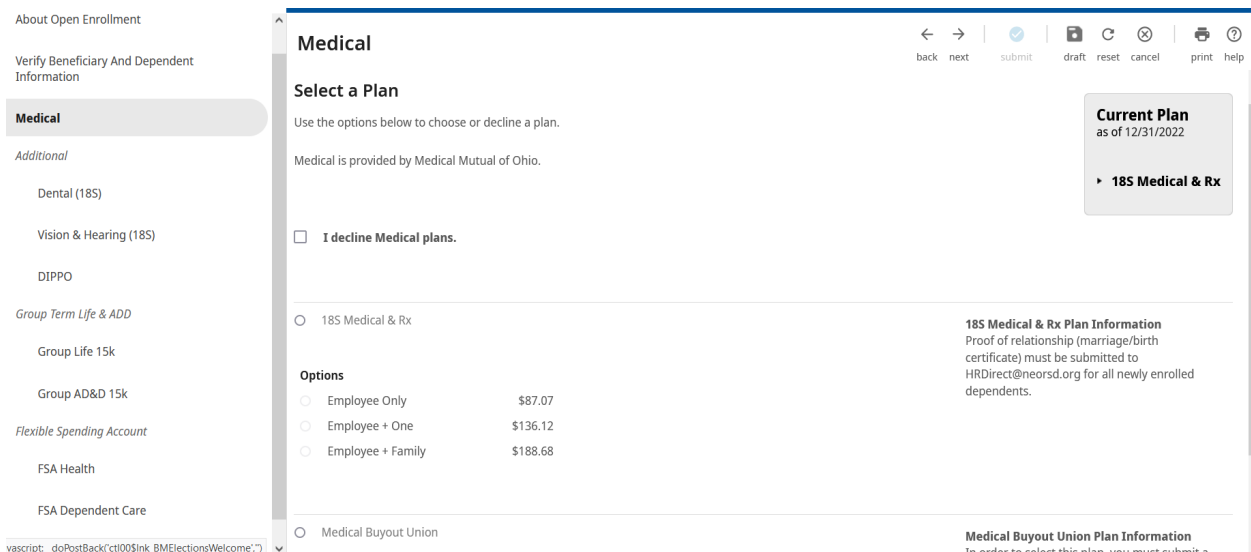
Name	Relationship	Designation
<u>Research, Alisa</u>	Other	<input type="checkbox"/> Beneficiary <input type="checkbox"/> Dependent <input checked="" type="checkbox"/> Emergency contact
<u>Rouse, Diane</u>	Spouse	<input type="checkbox"/> Beneficiary <input type="checkbox"/> Dependent <input checked="" type="checkbox"/> Emergency contact
		<input type="checkbox"/> Beneficiary <input type="checkbox"/> Dependent <input type="checkbox"/> Emergency contact
		<input type="checkbox"/> Beneficiary <input type="checkbox"/> Dependent <input type="checkbox"/> Emergency contact
		<input type="checkbox"/> Beneficiary <input type="checkbox"/> Dependent <input type="checkbox"/> Emergency contact

**STEP 3: Medical insurance enrollment**

Select one of the following, then click **NEXT**:

- **I decline Medical plans** – use this if you are waiving coverage. This is for employees who are covered on Sewer District medical coverage as a dependent (ex: spouse or parent working at the Sewer District).
- **18S Medical & Rx** – use this to enroll in the Sewer District’s medical coverage, then select the level of coverage (*Employee Only, Employee + One, or Employee + Family*). If you are adding a **new** dependent, please send proof of relationship to [HRDirect@neorsd.org](mailto:HRDirect@neorsd.org).
- **Medical Buyout Union** – use this if you have medical coverage from another source, therefore are not enrolling in Sewer District medical coverage. In order to receive the Medical Buyout payment, you must provide verification of other credible coverage to [HRDirect@neorsd.org](mailto:HRDirect@neorsd.org), even if you were enrolled for 2022.

Click NEXT to continue.

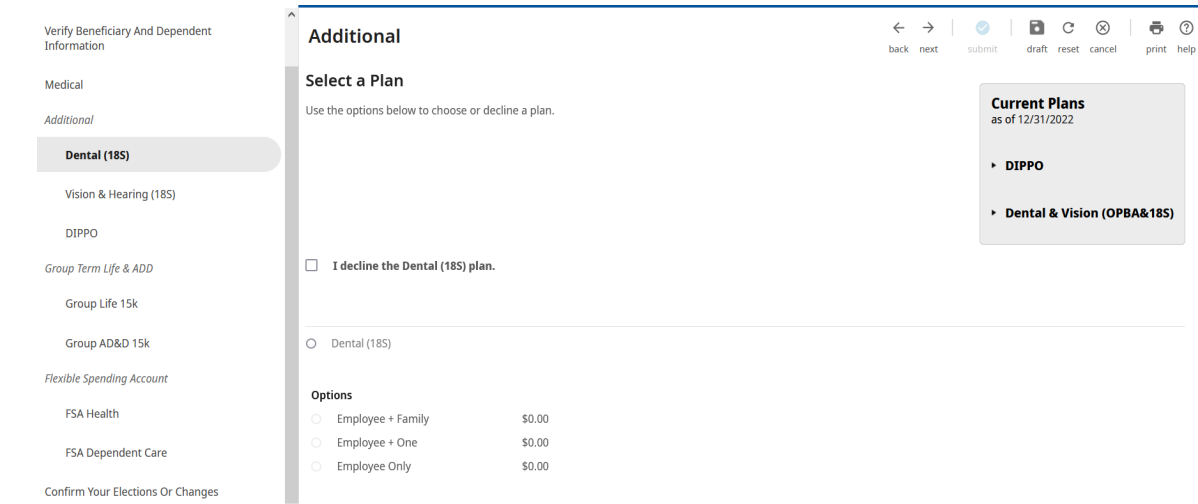


The screenshot shows a web application interface for medical insurance enrollment. On the left is a navigation menu with categories: 'About Open Enrollment', 'Verify Beneficiary And Dependent Information', 'Medical' (highlighted), 'Additional' (with sub-items: Dental (18S), Vision & Hearing (18S), DIPPPO), 'Group Term Life & ADD' (with sub-items: Group Life 15k, Group AD&D 15k), and 'Flexible Spending Account' (with sub-items: FSA Health, FSA Dependent Care). The main content area is titled 'Medical' and 'Select a Plan'. It includes a toolbar with 'back', 'next', 'submit', 'draft', 'reset', 'cancel', 'print', and 'help'. A 'Current Plan as of 12/31/2022' box shows '18S Medical & Rx'. The 'Options' table lists: Employee Only (\$87.07), Employee + One (\$136.12), and Employee + Family (\$188.68). A 'Medical Buyout Union' option is also present. Informational text for '18S Medical & Rx Plan Information' and 'Medical Buyout Union Plan Information' is provided.

**STEP 4: Dental insurance enrollment**

Select one of the following, then click **NEXT**:

- **I decline the Dental (18S) plan** – use this if you are waiving coverage. (i.e. already covered as a dependent on another Sewer District employee’s plan or do not wish to enroll in dental coverage at the Sewer District)
- **Dental (18S)** – Select this and the level of coverage desired (*Employee Only, Employee + One, or Employee + Family*) if you wish to enroll in the Sewer District’s dental plan.



The screenshot shows a web interface for selecting a plan. On the left is a navigation menu with categories: Verify Beneficiary And Dependent Information, Medical, Additional, Confirm Your Elections Or Changes. Under 'Additional', 'Dental (18S)' is selected. The main content area is titled 'Additional' and 'Select a Plan'. It includes a checkbox for 'I decline the Dental (18S) plan.' and a radio button for 'Dental (18S)'. Below this is an 'Options' table:

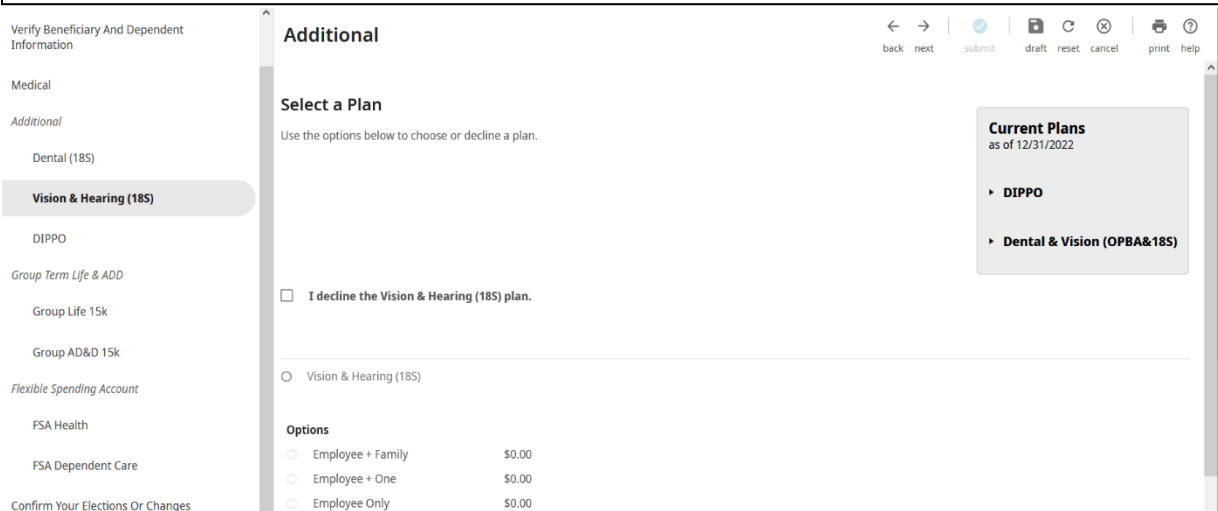
Options	
<input type="radio"/> Employee + Family	\$0.00
<input type="radio"/> Employee + One	\$0.00
<input type="radio"/> Employee Only	\$0.00

On the right, a 'Current Plans as of 12/31/2022' box lists 'DIPPO' and 'Dental & Vision (OPBA&18S)'. Navigation buttons (back, next, submit, draft, reset, cancel, print, help) are at the top right.

**STEP 5: Vision and Hearing insurance enrollment**

Select one of the following then click **NEXT**:

- **I decline the Vision & Hearing (18S) plan** – use this if you are waiving coverage. Ex: already covered as a dependent on another Sewer District employee’s plan or do not wish to enroll in vision/hearing coverage at the Sewer District.
- **Vision & Hearing (18S)** – Select this and the level of coverage desired (*Employee Only, Employee + One, or Employee + Family*) if you wish to enroll in the Sewer District’s vision/hearing plan.



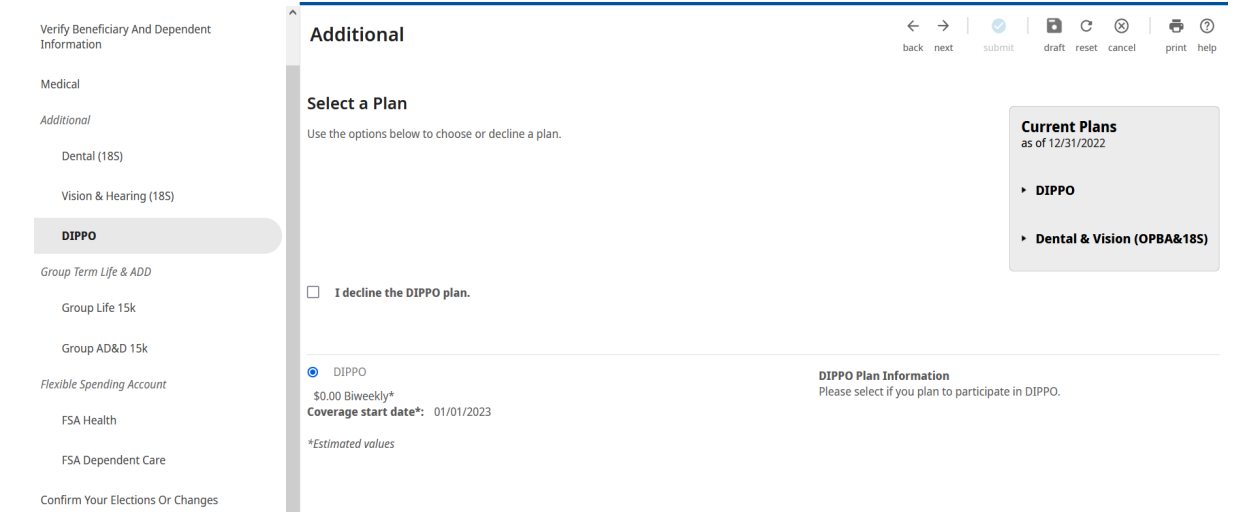
The screenshot shows a web interface for selecting a plan. On the left is a navigation menu with categories: Verify Beneficiary And Dependent Information, Medical, Additional, Confirm Your Elections Or Changes. Under 'Additional', 'Vision & Hearing (18S)' is selected. The main content area is titled 'Additional' and 'Select a Plan'. It includes a checkbox for 'I decline the Vision & Hearing (18S) plan.' and a radio button for 'Vision & Hearing (18S)'. Below this is an 'Options' table:

Options	
<input type="radio"/> Employee + Family	\$0.00
<input type="radio"/> Employee + One	\$0.00
<input type="radio"/> Employee Only	\$0.00

On the right, a 'Current Plans as of 12/31/2022' box lists 'DIPPO' and 'Dental & Vision (OPBA&18S)'. Navigation buttons (back, next, submit, draft, reset, cancel, print, help) are at the top right.

**STEP 6: DIPPO enrollment**

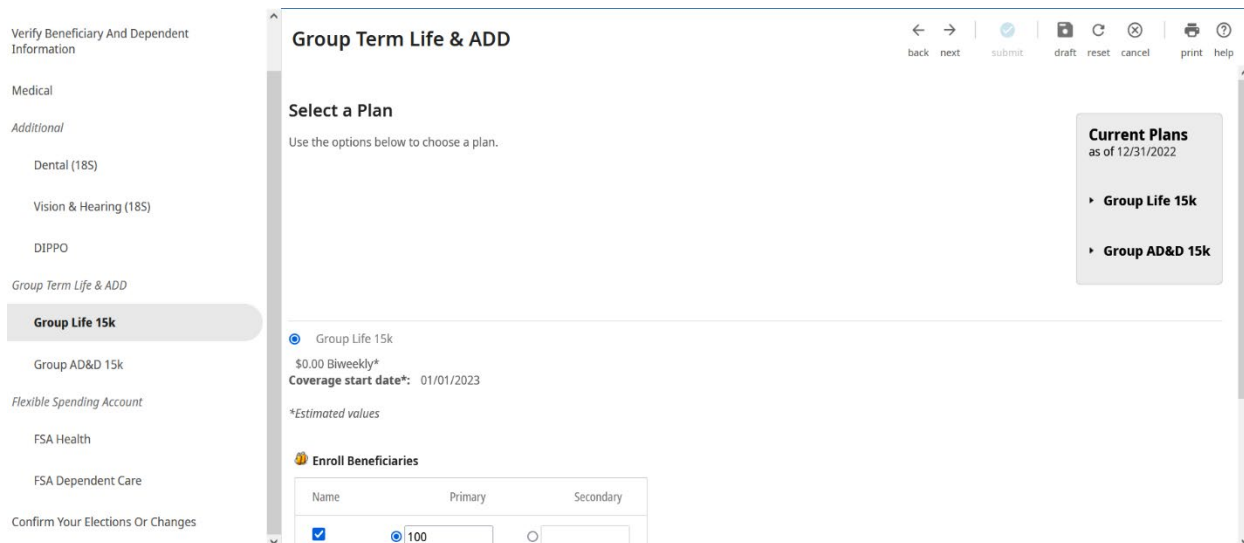
Select the bubble next to **DIPPO** if you want to enroll for 2023. If you do not want to enroll, click **I decline the DIPPO plan**. Click **NEXT** to continue.



The screenshot shows a web application interface for enrollment. On the left is a vertical navigation menu with categories: 'Verify Beneficiary And Dependent Information', 'Medical', 'Additional', 'Group Term Life & ADD', 'Flexible Spending Account', and 'Confirm Your Elections Or Changes'. Under 'Additional', 'DIPPO' is highlighted. The main content area is titled 'Additional' and 'Select a Plan'. It includes a 'Current Plans' sidebar with 'DIPPO' and 'Dental & Vision (OPBA&18S)'. The main area has a checkbox for 'I decline the DIPPO plan.' and a selected option for 'DIPPO' with details: '\$0.00 Biweekly\*', 'Coverage start date\*: 01/01/2023', and '\*Estimated values'. A 'DIPPO Plan Information' section asks to select participation.

**STEP 7: Group Term Life enrollment**

Click on the bubble next to **Group Life 15k** and designate your beneficiaries. It is recommended that you have both a primary and a secondary beneficiary. The percentage for primary and secondary must both equal 100%. Click **NEXT** to continue.

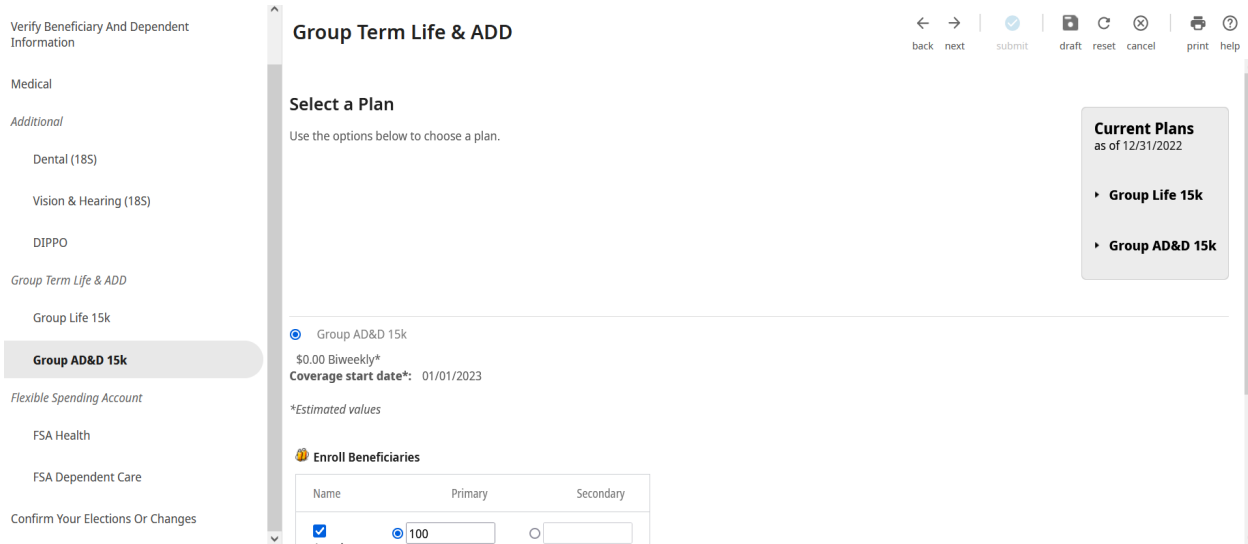


The screenshot shows the 'Group Term Life & ADD' enrollment step. The left navigation menu highlights 'Group Life 15k' under the 'Group Term Life & ADD' category. The main content area is titled 'Group Term Life & ADD' and 'Select a Plan'. The 'Current Plans' sidebar shows 'Group Life 15k' and 'Group AD&D 15k'. The main area has a selected option for 'Group Life 15k' with details: '\$0.00 Biweekly\*', 'Coverage start date\*: 01/01/2023', and '\*Estimated values'. Below this is an 'Enroll Beneficiaries' section with a table:

Name	Primary	Secondary
<input checked="" type="checkbox"/>	<input checked="" type="radio"/> 100	<input type="radio"/>

**STEP 8: Group AD&D enrollment**

Click on the bubble next to **Group AD&D 15k** and designate your beneficiaries. It is recommended that you have both a primary and a secondary beneficiary. The percentage for primary and secondary must both equal 100%. Click **NEXT** to continue.



Verify Beneficiary And Dependent Information

Medical

Additional

- Dental (185)
- Vision & Hearing (185)
- DIPPO

Group Term Life & ADD

- Group Life 15k
- Group AD&D 15k**

Flexible Spending Account

- FSA Health
- FSA Dependent Care

Confirm Your Elections Or Changes

**Group Term Life & ADD**

back next submit draft reset cancel print help

**Select a Plan**  
Use the options below to choose a plan.

**Current Plans**  
as of 12/31/2022

- Group Life 15k
- Group AD&D 15k

Group AD&D 15k  
\$0.00 Biweekly\*  
Coverage start date\*: 01/01/2023  
*\*Estimated values*

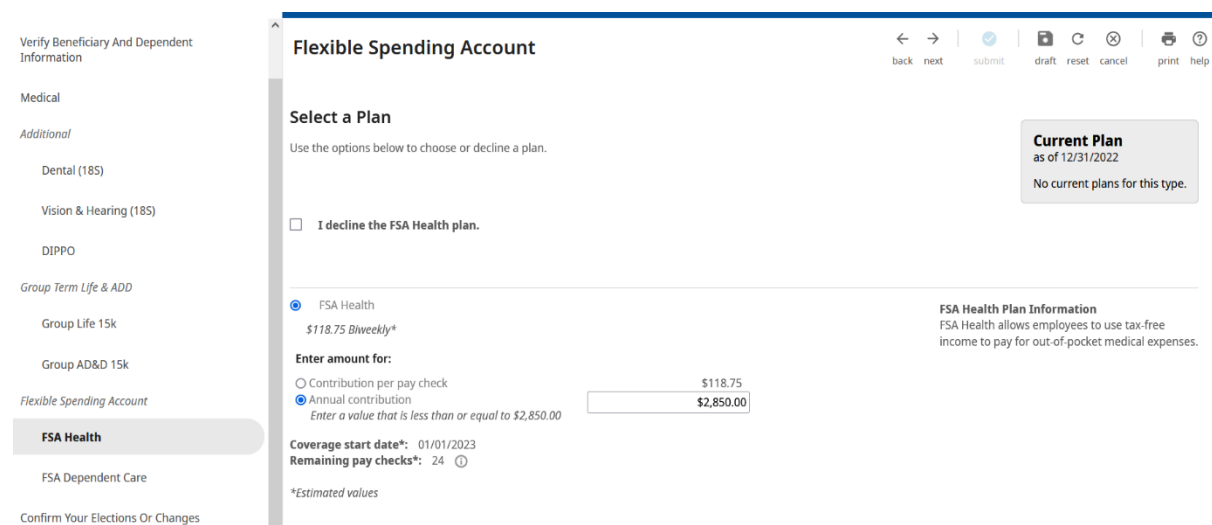
**Enroll Beneficiaries**

Name	Primary	Secondary
<input checked="" type="checkbox"/>	<input checked="" type="radio"/> 100	<input type="radio"/>

**STEP 9: Flexible Spending Account (FSA) Health Plan enrollment**

Select one of the following then click **NEXT**:

- **I decline the FSA Health plan** – select this if you do not want to participate in the FSA for health care expenses for 2023.
- **FSA Health** – select this if you want to elect FSA for health care expenses for 2023, then click the bubble next to a contribution option and enter the amount you wish to contribute. You and/or your dependents do not have to be enrolled in the Sewer District’s medical insurance to participate in FSA.



Verify Beneficiary And Dependent Information

Medical

Additional

- Dental (185)
- Vision & Hearing (185)
- DIPPO

Group Term Life & ADD

- Group Life 15k
- Group AD&D 15k

Flexible Spending Account

- FSA Health**
- FSA Dependent Care

Confirm Your Elections Or Changes

**Flexible Spending Account**

back next submit draft reset cancel print help

**Select a Plan**  
Use the options below to choose or decline a plan.

**Current Plan**  
as of 12/31/2022  
No current plans for this type.

I decline the FSA Health plan.

FSA Health  
\$118.75 Biweekly\*

**Enter amount for:**

Contribution per pay check \$118.75

Annual contribution   
*Enter a value that is less than or equal to \$2,850.00*

**FSA Health Plan Information**  
FSA Health allows employees to use tax-free income to pay for out-of-pocket medical expenses.

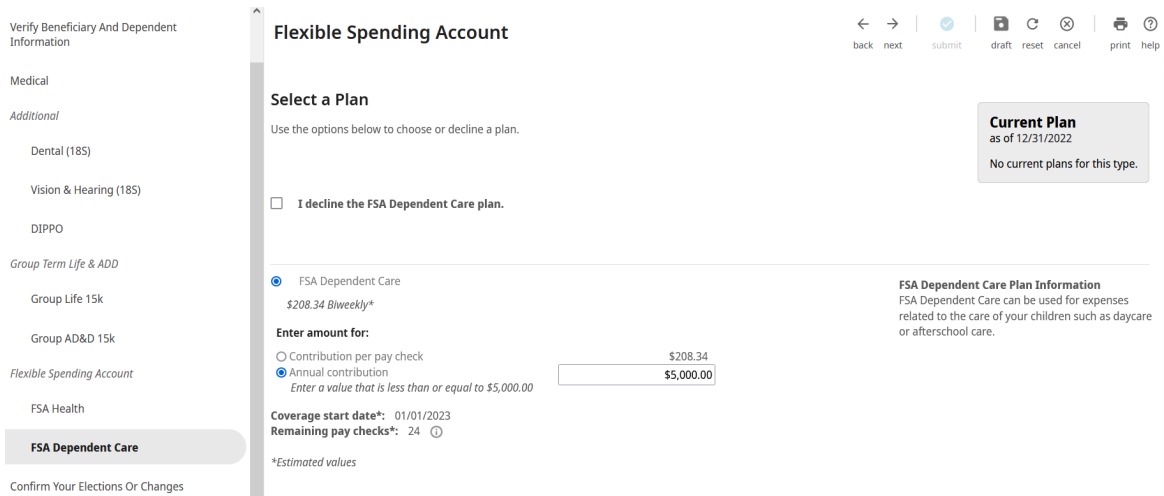
Coverage start date\*: 01/01/2023  
Remaining pay checks\*: 24 ⓘ

*\*Estimated values*

**STEP 10: Flexible Spending Account (FSA) Dependent Care enrollment**

Select one of the following then click **NEXT**:

- **I decline the FSA Health plan** – select this if you do not want to participate in the FSA for dependent care expenses for 2023.
- **FSA Health** – select this if you want to elect FSA for dependent care expenses for 2023, then click the bubble next to a contribution option and enter the amount you wish to contribute. You and/or your dependents do not have to be enrolled in the Sewer District’s medical insurance to participate in FSA.



**Step 11: Confirm your elections and click *Submit*.**

**CONGRATULATIONS! You are finished with Open Enrollment!**

**Confirm Your Elections or Changes**

This page shows a summary of the changes you are about to make. Please verify your changes carefully before submitting. If you need to make any edits you can do so by selecting the plan type or plan description hyperlink to return to the election page. When you are satisfied with your changes, please click the Submit button on the toolbar. Effective: 01/01/2023



\*If you are interested in electing Voluntary Life Insurance up to the guaranteed issue amounts, please contact [HRDirect@neorsd.org](mailto:HRDirect@neorsd.org) for an enrollment form.