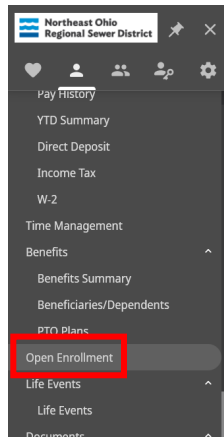


AFSCME OPEN ENROLLMENT NAVIGATION THROUGH UKG

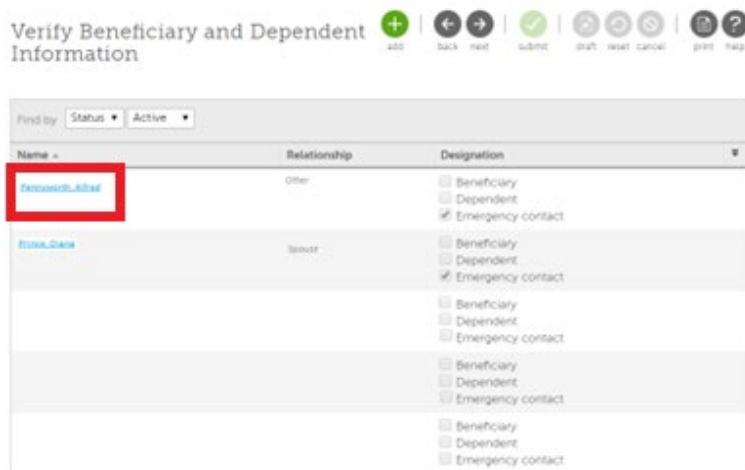
You can access UKG using any computer or iPad with internet access. You must use Firefox or Chrome web browser. You cannot access open enrollment via the app on your cellphone.

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



STEP 2: Verify Beneficiary and Dependent Information

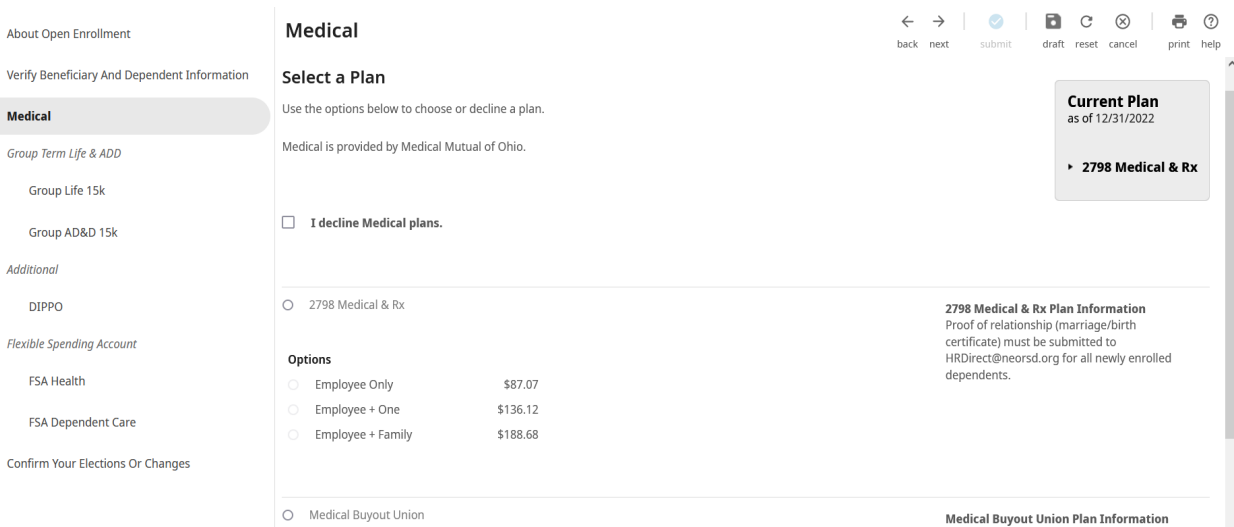
The first page will ask you to verify beneficiary and dependent information. If you have changes to make to existing contacts, click on their name (blue, underscored) and make appropriate edits. If you are adding a dependent to your health insurance, you must update their date of birth, social security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



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).
- **2798 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.
- **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, even if you were enrolled for 2022.



The screenshot shows a web application interface for medical enrollment. On the left is a navigation menu with options: 'About Open Enrollment', 'Verify Beneficiary And Dependent Information', 'Medical' (highlighted), 'Group Term Life & ADD' (with sub-options 'Group Life 15k' and 'Group AD&D 15k'), 'Additional' (with sub-option 'DIPPO'), 'Flexible Spending Account' (with sub-options 'FSA Health' and 'FSA Dependent Care'), and 'Confirm Your Elections Or Changes'. The main content area is titled 'Medical' and 'Select a Plan'. It includes instructions: 'Use the options below to choose or decline a plan.' and 'Medical is provided by Medical Mutual of Ohio.' There are three main options:

- I decline Medical plans.**
- 2798 Medical & Rx**. This option has a sub-section titled 'Options' with a table:

Option	Cost
<input type="radio"/> Employee Only	\$87.07
<input type="radio"/> Employee + One	\$136.12
<input type="radio"/> Employee + Family	\$188.68
- Medical Buyout Union**

 A 'Current Plan as of 12/31/2022' box shows '2798 Medical & Rx'. Informational text for the 2798 plan states: '2798 Medical & Rx Plan Information: Proof of relationship (marriage/birth certificate) must be submitted to HRDirect@neorsd.org for all newly enrolled dependents.' Information for the Medical Buyout Union plan is also present but partially cut off. At the top right of the interface are navigation icons: back, next, submit, draft, reset, cancel, print, and help.

STEP 4: 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.

About Open Enrollment

Verify Beneficiary And Dependent Information

Medical

Group Term Life & ADD

Group Life 15k

Group AD&D 15k

Additional

DIPPO

Flexible Spending Account

FSA Health

FSA Dependent Care

Confirm Your Elections Or Changes

Group Term Life & ADD

Select a Plan

Use the options below to choose a plan.

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

Enroll Beneficiaries

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

← → | ✓ | 📄 ↺ ⊗ | 🖨️ ?

back next submit draft reset cancel print help

Current Plans
as of 12/31/2022

- ▶ Group Life 15k
- ▶ Group AD&D 15k

STEP 5: 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.

About Open Enrollment

Verify Beneficiary And Dependent Information

Medical

Group Term Life & ADD

Group Life 15k

Group AD&D 15k

Additional

DIPPO

Flexible Spending Account

FSA Health

FSA Dependent Care

Confirm Your Elections Or Changes

Group Term Life & ADD

Select a Plan

Use the options below to choose a plan.

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 type="text" value="100"/>	<input type="text"/>

← → | ✓ | 📄 ↺ ⊗ | 🖨️ ?

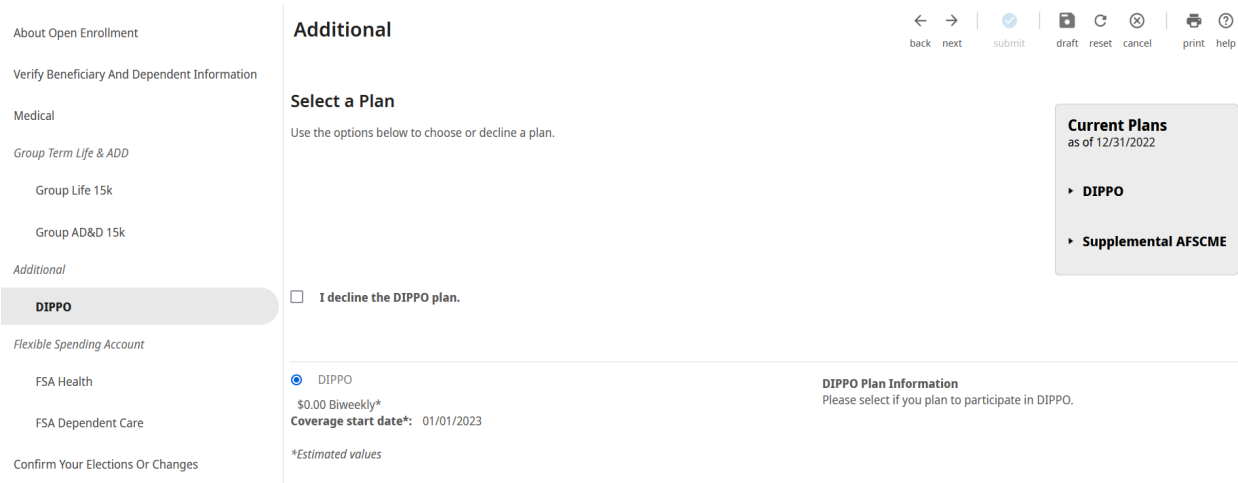
back next submit draft reset cancel print help

Current Plans
as of 12/31/2022

- ▶ Group Life 15k
- ▶ Group AD&D 15k

STEP 6: DIPPO enrollment

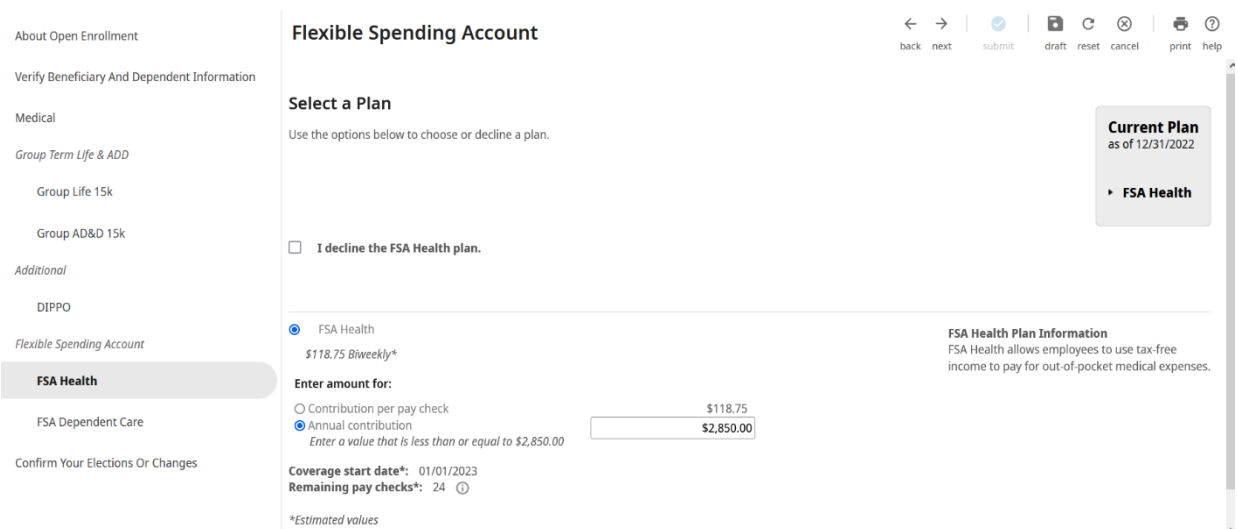
Select the bubble next to **DIPPO** if you want to enroll for 2023. If you do not want to enroll, click **I decline the DIPPO plan**. Click **NEXT** to continue.



STEP 7: Flexible Spending Account (FSA) Health Plan enrollment

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

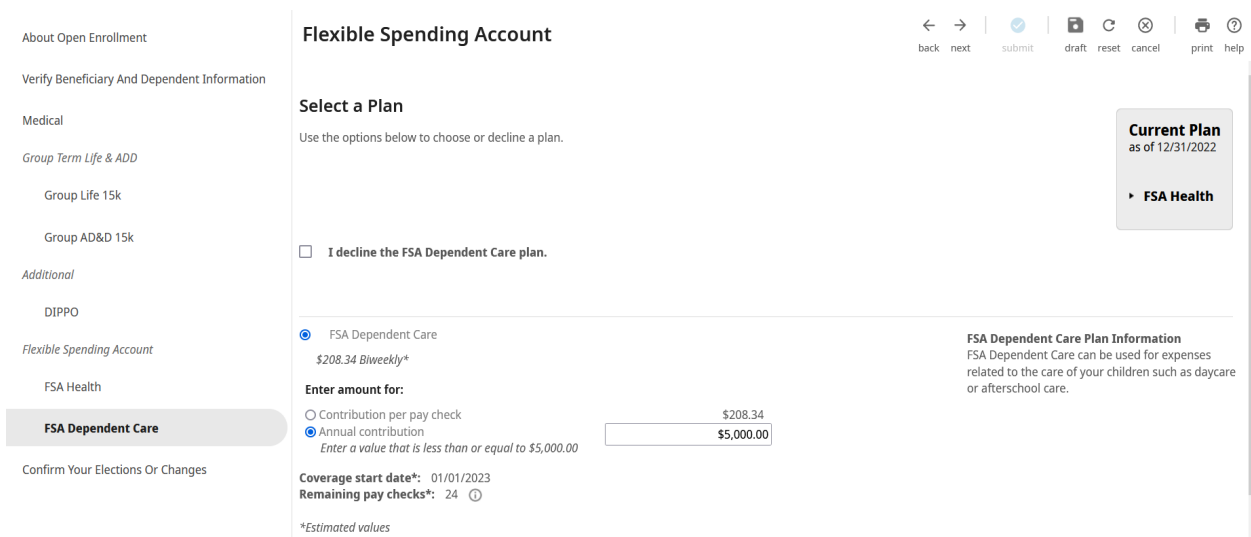
- **I decline the FSA Health plan** – select this if you do not want to participate in the FSA for health care expenses for 2023.
- **FSA Health** – select this if you want to elect FSA for health care expenses for 2023, then click the bubble next to a contribution option and enter the amount you wish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



STEP 8: 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.



Flexible Spending Account

back next submit draft reset cancel print help

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

I decline the FSA Dependent Care plan.

FSA Dependent Care
\$208.34 Biweekly*

Enter amount for:

Contribution per pay check \$208.34
 Annual contribution
Enter a value that is less than or equal to \$5,000.00

FSA Dependent Care Plan Information
FSA Dependent Care can be used for expenses related to the care of your children such as daycare or afterschool care.

Current Plan
as of 12/31/2022
▶ FSA Health

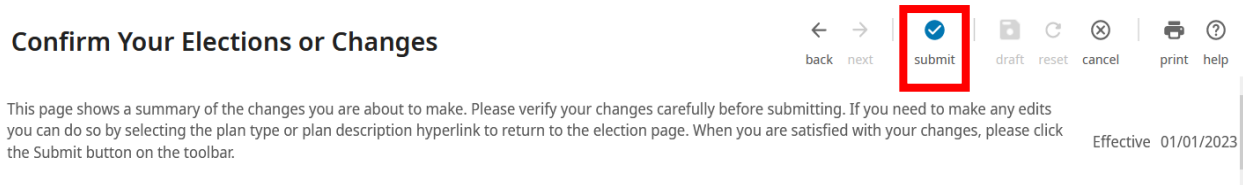
Confirm Your Elections Or Changes

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

*Estimated values

Step 9: Review your elections and click **Submit**.

CONGRATULATIONS! You are finished with Open Enrollment!



Confirm Your Elections or Changes

back next **submit** draft reset cancel print help

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 for an enrollment form.