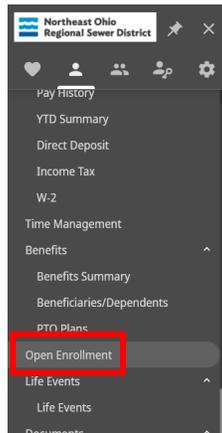


GNA/INTERN OPEN ENROLLMENT NAVIGATION THROUGH UKG

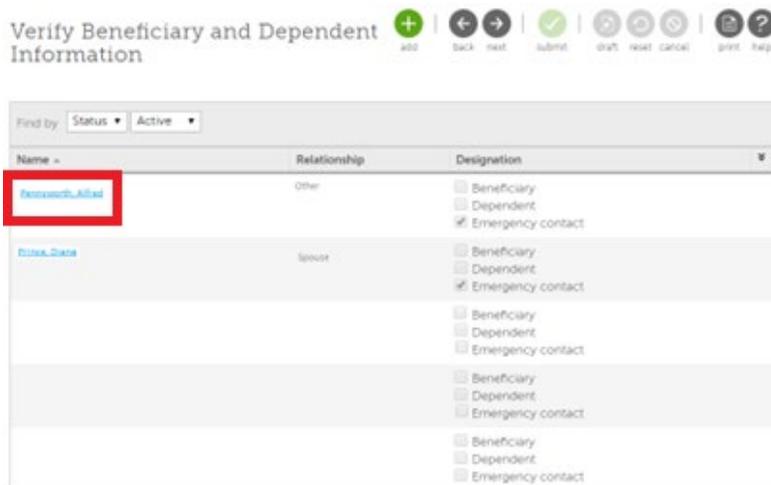
You can access UKG using any computer or iPad with internet access. You must use Firefox or Chrome web browser. You cannot access open enrollment via the app on your cellphone.

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

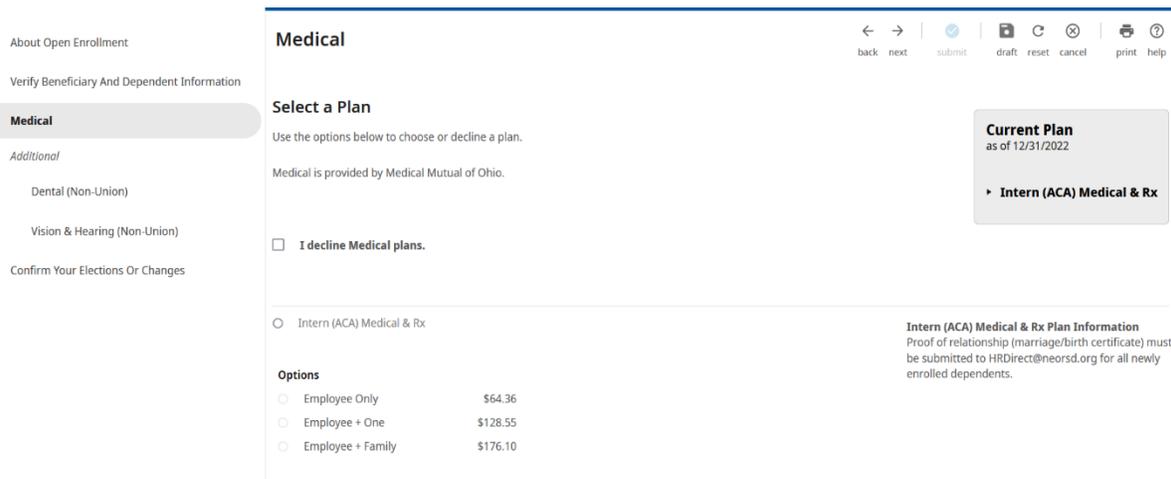
The first page will ask you to verify beneficiary and dependent information. If you have changes to make to existing contacts, click on their name (blue, underscored) and make appropriate edits. If you are adding a dependent to your health insurance, you must update their date of birth, social security 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).
- **Intern (ACA) 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.



The screenshot shows the 'Medical' enrollment page. On the left is a navigation menu with 'Medical' selected. The main content area is titled 'Medical' and 'Select a Plan'. It includes a 'Current Plan' box showing 'Intern (ACA) Medical & Rx' as of 12/31/2022. Below this, there is a radio button for 'I decline Medical plans.' and another for 'Intern (ACA) Medical & Rx'. Under the 'Intern (ACA) Medical & Rx' option, there is a table of 'Options':

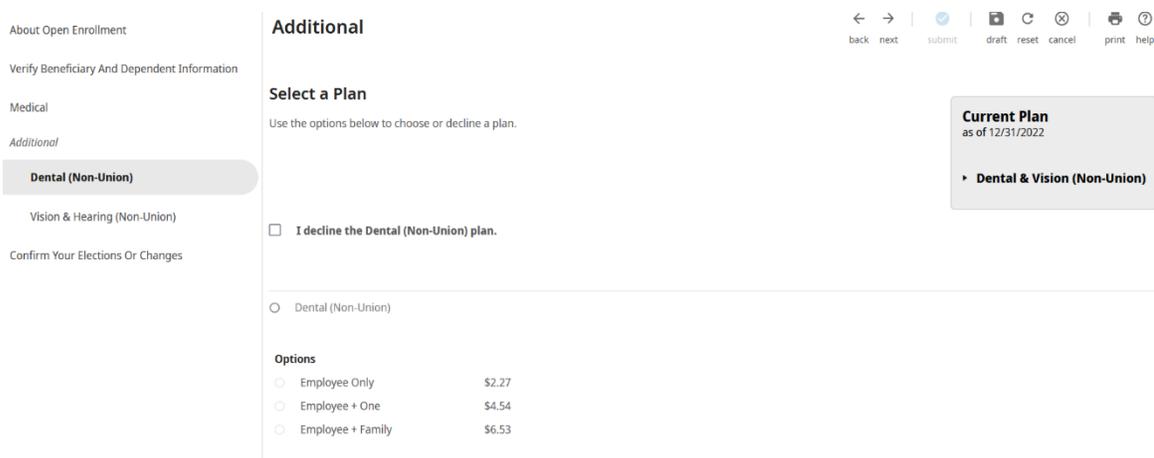
Options	Cost
<input type="radio"/> Employee Only	\$64.36
<input type="radio"/> Employee + One	\$128.55
<input type="radio"/> Employee + Family	\$176.10

Additional information on the right states: 'Intern (ACA) Medical & Rx Plan Information: Proof of relationship (marriage/birth certificate) must be submitted to HRDirect@neorsd.org for all newly enrolled dependents.'

STEP 4: Dental insurance enrollment

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

- **I decline the Dental (Non-Union) 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 (Non-Union)** – Select this and the level of coverage desired (*Employee Only, Employee + One, or Employee + Family*) if you wish to enroll in the Sewer District dental plan.



The screenshot shows the 'Additional' enrollment page. On the left, 'Dental (Non-Union)' is selected in the navigation menu. The main content area is titled 'Additional' and 'Select a Plan'. It includes a 'Current Plan' box showing 'Dental & Vision (Non-Union)' as of 12/31/2022. Below this, there is a radio button for 'I decline the Dental (Non-Union) plan.' and another for 'Dental (Non-Union)'. Under the 'Dental (Non-Union)' option, there is a table of 'Options':

Options	Cost
<input type="radio"/> Employee Only	\$2.27
<input type="radio"/> Employee + One	\$4.54
<input type="radio"/> Employee + Family	\$6.53

STEP 5: Vision and Hearing insurance enrollment

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

- **I decline the Vision & Hearing (Non-Union) 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 (Non-Union)** – Select this and the level of coverage desired (*Employee Only, Employee + One, or Employee + Family*) if you wish to enroll in the Sewer District vision/hearing plan.

About Open Enrollment

Verify Beneficiary And Dependent Information

Medical

Additional

Dental (Non-Union)

Vision & Hearing (Non-Union)

Confirm Your Elections Or Changes

Additional










Select a Plan

Use the options below to choose or decline a plan.

I decline the Vision & Hearing (Non-Union) plan.

Vision & Hearing (Non-Union)

Options

<input type="radio"/> Employee Only	\$0.40
<input type="radio"/> Employee + One	\$0.80
<input type="radio"/> Employee + Family	\$1.01

Current Plan
as of 12/31/2022

► **Dental & Vision (Non-Union)**

Step 6: Review 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