

Contents

1.0 How to Add Dependents to Your Benefits..... 2

 1.1 How to Add Your New Dependents as Options for your Elections..... 8

2.0 How to Make Updates to Your Elections 13

 2.1 Medical Benefit Enrollment 17

 2.2 Dental Benefit Enrollment 20

 2.3 Vision Benefit Enrollment..... 23

 2.4 Employee Optional Life Enrollment 26

 2.5 County Provided Dependent Life for Spouse/Child..... 29

 2.6 Optional Dependent Life + AD&D Spouse/Child 32

 2.7 Optional LTD Enrollment/Changes 35

 2.8 Flex Spending – Health and Dependent Care – Enrollment/Changes 36

3.0 Saving and Submitting Your Benefit Enrollment/Changes 39

1.0 How to Add Dependents to Your Benefits

Overview of How to Add New Dependents:

NOTE: If you are adding a dependent, you must add them to all elections, including:

- [Medical](#)
- [Dental](#)
- [Vision](#)
- [County Provided Dependent Life for Spouse or Child](#)

Step 1 – Upload your supporting documents (birth certificate, adoption paperwork, marriage license, etc.)

Step 2 – Return to the enrollment screens through the benefits tile and make your final elections for you and your dependents.

Follow the steps starting on the next page to upload your supporting documentation for the dependents you wish to add to your benefits.

Enrolling You and Your Dependents in New Hire Benefits – Job Aid

Step	Action
1	<p>Log in to STARS HR and Payroll here using your employee ID and password.</p>
2	<p>The Employee Self Service homepage will open.</p> <p>Click the Benefit Details tile.</p> <div><div>Employee Self Service</div><div><div><div>Time</div><div></div></div><div><div>Payroll</div><div></div><div>Last Pay Date 09/15/2023</div></div><div><div>Personal Details</div><div></div></div><div><div>Benefit Details</div><div></div><div>Action Required</div></div></div><div><div><div>View W-2/W-2C Forms</div><div></div></div><div><div>Change Passwd / Setup Hints</div><div></div></div><div><div>ESS Timesheet Print + Comme...</div><div></div></div><div><div>Training Announcements</div><div></div></div></div><div><div><div>Internal Job Opportunities</div><div></div></div><div><div>Sick Leave Pool</div><div></div></div><div><div>Announcements</div><div><div>Open Enrollment for your 2024 benefits is October 16-November 3.</div><div>10 Unread</div></div></div></div></div>
3	<p>The Benefit Details page will open.</p> <p>Click the Benefits Enrollment tile.</p> <div><div>Benefit Details</div><div><div><div>Benefits Enrollment</div><div></div></div><div><div>Benefits Summary</div><div></div></div><div><div>Dependent/Beneficiary Info</div><div><div>1 Dependent 2 Beneficiaries</div></div></div></div><div><div><div>Life Events</div><div></div></div><div><div>View Form 1095-C</div><div></div></div><div><div>Form 1095-C Consent</div><div></div></div></div></div>

Enrolling You and Your Dependents in New Hire Benefits – Job Aid

Step	Action												
4	<p>The Benefit Enrollment landing page will open.</p> <p>Carefully read the enrollment instructions.</p> <p>To add dependent(s) click the link that says Please click here to add documentation.</p> <div><div>Benefits Enrollment</div><div>Susan Sample</div><div>After your initial enrollment, the only time you may change your benefit choices is during open enrollment or a qualified family status change. The Information icon provides you with additional information about your enrollment. The Select button next to an event means it is currently open for enrollment. Use the Select button to begin your enrollment.</div><div>Note: Some events may be temporarily closed until you have completed enrollment for a prior event.</div><div>Required documentation must be submitted when adding or dropping dependents to your group health and related benefits, otherwise process is not complete. Dependents <u>will not</u> be added without documentation.</div><div>Please refer to your Employee Benefits Guide for more information. Please click here to add documentation.</div><div><div>Open Benefit Events</div><table><tr><th>Event Description</th><th></th><th>Event Date</th><th>Event Status</th><th>Job Title</th><th></th></tr><tr><td>New Hire Insurance Event</td><td></td><td>03/25/2023</td><td>Open</td><td>Executive Assistant II</td><td><div>Select</div></td></tr></table></div><div>After you use the Select button, it will take a few seconds for your benefits enrollment information to load.</div></div>	Event Description		Event Date	Event Status	Job Title		New Hire Insurance Event		03/25/2023	Open	Executive Assistant II	<div>Select</div>
Event Description		Event Date	Event Status	Job Title									
New Hire Insurance Event		03/25/2023	Open	Executive Assistant II	<div>Select</div>								
5	<p>The Document Upload landing page will open. This page is where you will upload required documentation for your dependents.</p> <p>Click the magnifying glass in the Life Event field.</p> <div><div>Document Upload</div><div><div>Find an Existing Value</div><div>Add a New Value</div></div><div>*Life Event Type <input type="text"/> </div><div>Add</div></div>												

Enrolling You and Your Dependents in New Hire Benefits – Job Aid

Step	Action												
6	<div><p>Select the appropriate Life Event Type for the dependent.</p><div><div>Look Up Life Event Type</div><div><div>Search by: Life Event Type begins with</div><div>Search Cancel Advanced Lookup</div><div>Search Results</div><div><div>View 100 1-5 of 5</div><table><tr><th>Life Event Type</th><th>Description</th></tr><tr><td>A</td><td>Adoption</td></tr><tr><td>B</td><td>Birth</td></tr><tr><td>D</td><td>Divorce</td></tr><tr><td>L</td><td>Loss or Gain Coverag</td></tr><tr><td>M</td><td>Marriage</td></tr></table></div></div></div></div>	Life Event Type	Description	A	Adoption	B	Birth	D	Divorce	L	Loss or Gain Coverag	M	Marriage
Life Event Type	Description												
A	Adoption												
B	Birth												
D	Divorce												
L	Loss or Gain Coverag												
M	Marriage												
7	<div><p>The Maintain Attachments pop-up window will open. This window displays instructions and indicates what documents are required to add the dependent.</p><p>Click the Add Attachment button to add the appropriate documentation.</p><div><div>Maintain Attachments</div><div><div>Life Events - Document Upload</div><div><div>Instructions</div><div>You are required to submit the document(s) listed here. Select the document type, then an Add Attachment & Add Note buttons will appear. Select the Add Attachment button, enter a description of your document and upload the document</div></div><div><div>Life Event Documents</div><div><div>Birth Certificate</div></div></div><div><div>Add Attachment</div><div>Add Note</div></div></div></div></div>												

Enrolling You and Your Dependents in New Hire Benefits – Job Aid

- Enter a **Subject**. (Example: Steven Sample Birth Certificate)
- Click the **Add Attachment** button.
- A pop-up window will open. Upload the appropriate documentation using the **Browse** and **Upload** buttons.
- Click the **Save** button.

Maintain Attachments

Document Definition - New Attachment

Instructions
You have chosen to enter a new attachment.

Selection Criteria

Description Birth Certificate

*Subject (a)

Attachment (b)

(d)

File Attachment

Choose File No file chosen

(c)

GoLife Events - Document Upload To

8

A pop-up window will display after saving. Read the warning, then click the **OK** button.

Approval is required. (3001,1094)

The document must be approved prior to you starting Benefits Enrollment within the Life Event process. An email notification has been sent to the Benefits Administrator requesting approval.

IMPORTANT: You do not have to wait for any kind of notification from Benefits & Wellness. You should begin enrolling you and your dependents in your benefit elections once you have uploaded all documentation.

Benefits & Wellness will reach out to you if there is an issue with any of the documentation that was submitted.

Enrolling You and Your Dependents in New Hire Benefits – Job Aid

Step	Action
9	<div><p>The Maintain Attachments window will now show the attachment you have added. Repeat steps 7 and 8 if additional documentation needs to be added for the same dependent.</p><p>Once you have finished adding attachments for this dependent, click the small X in the upper right-hand corner of the window.</p><div><div>Maintain Attachments</div><div><div>Life Events - Document Upload</div><div><div>Instructions</div><div>You are required to submit the document(s) listed here. Select the document type, then an Add Attachment & Add Note buttons will appear. Select the Add Attachment button, enter a description of your document and upload the document</div><div><div>Life Event Documents</div><div><div>Birth Certificate</div><div></div></div><div><div>Add Attachment</div><div>Add Note</div></div></div><div><div>Attachments</div><div><div><div><div>Select</div><div>Sequence</div><div>Created</div><div>Author</div><div>Entry ID</div><div>Subject</div><div>Status</div></div><div><div><div></div></div><div>1</div><div>01/03/2023 8:20AM</div><div>Susan Sample</div><div>Birth Certificate</div><div>Steven Sample Birth Certificate</div><div>Needs Approval</div></div></div><div><div>Select All</div><div>Deselect All</div><div>Delete</div></div></div></div></div><p>The screen will be blank after you click the X. Click the <Benefits Enrollment button in the upper left-hand corner of the window.</p><div><div>< Benefits Enrollment</div><div>Document Upload</div><div><div></div><div></div><div></div></div></div></div></div></div>




Enrolling You and Your Dependents in New Hire Benefits – Job Aid

Step	Action
10	<p>You will be brought back to the Benefits Enrollment landing page.</p> <p><i>If you have finished adding documentation for all new dependents:</i> Continue to Section 1.1 to add the new dependent(s) to your benefit elections.</p> <p><i>If you have additional dependents to add to your benefits:</i> Click the Please click here to add documentation link to upload documentation for additional dependent(s) that you wish to add to your benefit elections, then follow steps 4-9 again.</p>

1.1 How to Add Your New Dependents as Options for your Elections

After you have uploaded the required documentation for your dependent(s) you will need to add their identifying information into STARS so that you may select them as a dependent from the list of dependents for your benefit elections.

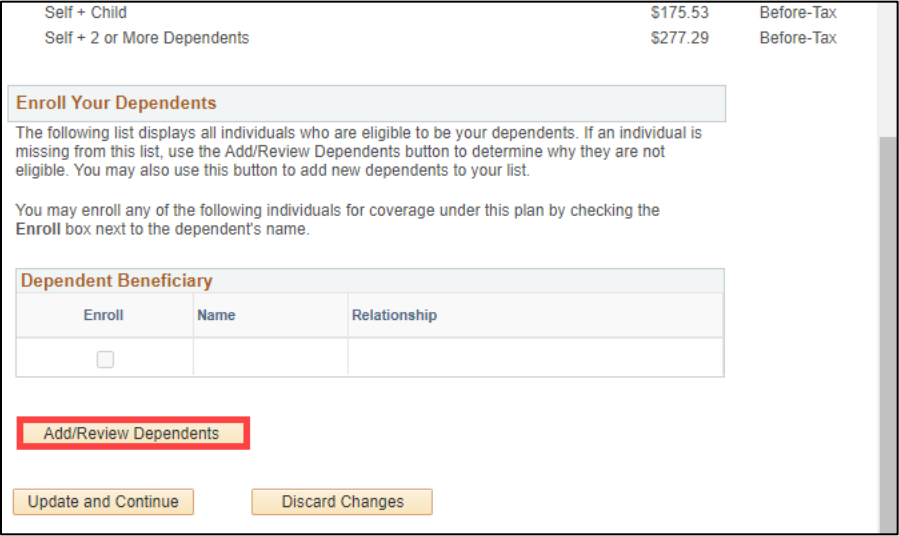
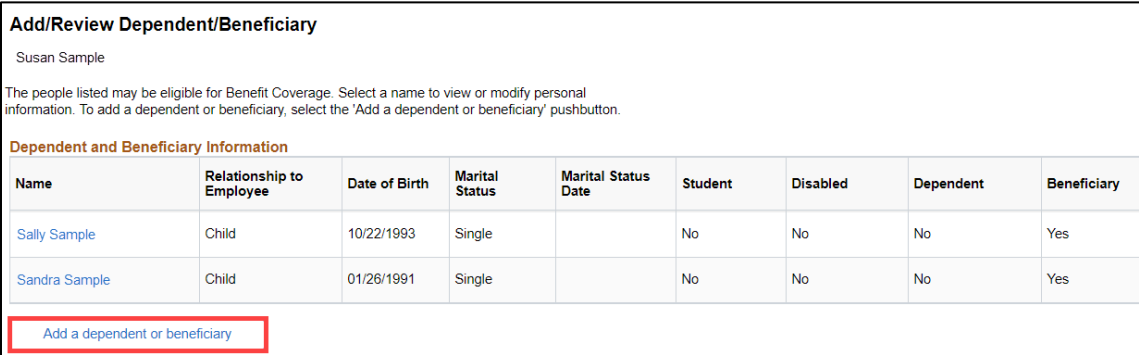
YOU WILL NOT BE ABLE TO ADD YOUR DEPENDENTS TO YOUR BENEFIT ELECTIONS IF YOU SKIP THESE STEPS.

Step	Action																		
1	<p>After you have finished adding your dependent's documentation, you will be left back on the Benefits Enrollment screen.</p> <p>Click the Select button.</p> <div><p>Benefits Enrollment</p><p>Susan Sample</p><p>After your initial enrollment, the only time you may change your benefit choices is during open enrollment or a qualified family status change.</p><p>The Information icon provides you with additional information about your enrollment.</p><p>The Select button next to an event means it is currently open for enrollment.</p><p>Use the Select button to begin your enrollment.</p><p>Note: Some events may be temporarily closed until you have completed enrollment for a prior event.</p><p>Required documentation must be submitted when adding or dropping dependents to your group health and related benefits, otherwise process is not complete. Dependents <u>will not</u> be added without documentation.</p><p>Please refer to your Employee Benefits Guide for more information. Please click here to add documentation.</p><table><tr><th colspan="6">Open Benefit Events</th></tr><tr><th>Event Description</th><th></th><th>Event Date</th><th>Event Status</th><th>Job Title</th><th></th></tr><tr><td>New Hire Insurance Event</td><td></td><td>03/25/2023</td><td>Open</td><td>Executive Assistant II</td><td>Select</td></tr></table><p>After you use the Select button, it will take a few seconds for your benefits enrollment information to load.</p></div>	Open Benefit Events						Event Description		Event Date	Event Status	Job Title		New Hire Insurance Event		03/25/2023	Open	Executive Assistant II	Select
Open Benefit Events																			
Event Description		Event Date	Event Status	Job Title															
New Hire Insurance Event		03/25/2023	Open	Executive Assistant II	Select														

Enrolling You and Your Dependents in New Hire Benefits – Job Aid

Step	Action																																				
2	<div><p>The Benefits Enrollment homepage will open.</p><p>Click the Edit button on the Medical Coverage row.</p><div><div>Enrollment Summary</div><table><tr><td>Medical</td><td>Before Tax</td><td>After Tax</td><td>Edit</td></tr><tr><td>Current: No Coverage</td><td></td><td></td><td></td></tr><tr><td>New: Base Medical Before Tax:Self Only</td><td>0.00</td><td></td><td></td></tr><tr><td>Dental</td><td>Before Tax</td><td>After Tax</td><td>Edit</td></tr><tr><td>Current: No Coverage</td><td></td><td></td><td></td></tr><tr><td>New: PPO Before Tax:Self Only</td><td>0.00</td><td></td><td></td></tr><tr><td>Vision</td><td>Before Tax</td><td>After Tax</td><td>Edit</td></tr><tr><td>Current: No Coverage</td><td></td><td></td><td></td></tr><tr><td>New: Vision Before-Tax:Self Only</td><td>0.00</td><td></td><td></td></tr></table></div></div>	Medical	Before Tax	After Tax	Edit	Current: No Coverage				New: Base Medical Before Tax:Self Only	0.00			Dental	Before Tax	After Tax	Edit	Current: No Coverage				New: PPO Before Tax:Self Only	0.00			Vision	Before Tax	After Tax	Edit	Current: No Coverage				New: Vision Before-Tax:Self Only	0.00		
Medical	Before Tax	After Tax	Edit																																		
Current: No Coverage																																					
New: Base Medical Before Tax:Self Only	0.00																																				
Dental	Before Tax	After Tax	Edit																																		
Current: No Coverage																																					
New: PPO Before Tax:Self Only	0.00																																				
Vision	Before Tax	After Tax	Edit																																		
Current: No Coverage																																					
New: Vision Before-Tax:Self Only	0.00																																				
3	<div><p>The Medical enrollment page will open.</p><p>Scroll to the bottom of the page.</p><div><div>Benefits Enrollment</div><div>Medical</div><div>Susan Sample</div><div>All of our medical choices promote wellness as part of their benefits and are available to protect you and your dependents if you become sick or injured.</div><div><div>Important! Your current coverage is: Plus Medical Before Tax with Self Only coverage. You will continue with this coverage if you do not make a choice.</div></div><div>Your enrollment on this page may affect your choices for the following type(s) of coverage: Dental Vision</div><div>Complete your enrollment on this page <u>before</u> enrolling in the benefit plans listed.</div><div>Select an Option</div><div>Here Are Your Available Options With Your Costs: (Your cost = Full benefit cost - Credits)</div><div>Overview of all Plans</div><div>Select one of the following plans:</div><div><div><div><input type="radio"/> Base Medical After Tax</div><table><tr><th>Coverage Level</th><th>Your Costs</th><th>Tax Class</th></tr><tr><td>Self Only</td><td>\$0.00</td><td>After-Tax</td></tr><tr><td>Self + Spouse</td><td>\$114.96</td><td>After-Tax</td></tr><tr><td>Self + Child</td><td>\$102.84</td><td>After-Tax</td></tr><tr><td>Self + 2 or More Dependents</td><td>\$180.36</td><td>After-Tax</td></tr></table></div><div><div><input type="radio"/> Base Medical Before Tax</div><table><tr><th>Coverage Level</th><th>Your Costs</th><th>Tax Class</th></tr><tr><td>Self Only</td><td>\$0.00</td><td>Before-Tax</td></tr><tr><td>Self + Spouse</td><td>\$114.96</td><td>Before-Tax</td></tr><tr><td>Self + Child</td><td>\$102.84</td><td>Before-Tax</td></tr><tr><td>Self + 2 or More Dependents</td><td>\$180.36</td><td>Before-Tax</td></tr></table></div></div></div></div>	Coverage Level	Your Costs	Tax Class	Self Only	\$0.00	After-Tax	Self + Spouse	\$114.96	After-Tax	Self + Child	\$102.84	After-Tax	Self + 2 or More Dependents	\$180.36	After-Tax	Coverage Level	Your Costs	Tax Class	Self Only	\$0.00	Before-Tax	Self + Spouse	\$114.96	Before-Tax	Self + Child	\$102.84	Before-Tax	Self + 2 or More Dependents	\$180.36	Before-Tax						
Coverage Level	Your Costs	Tax Class																																			
Self Only	\$0.00	After-Tax																																			
Self + Spouse	\$114.96	After-Tax																																			
Self + Child	\$102.84	After-Tax																																			
Self + 2 or More Dependents	\$180.36	After-Tax																																			
Coverage Level	Your Costs	Tax Class																																			
Self Only	\$0.00	Before-Tax																																			
Self + Spouse	\$114.96	Before-Tax																																			
Self + Child	\$102.84	Before-Tax																																			
Self + 2 or More Dependents	\$180.36	Before-Tax																																			

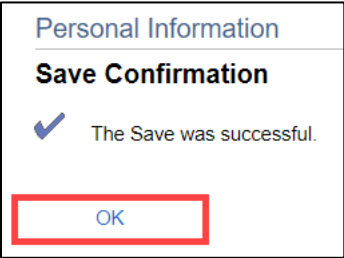
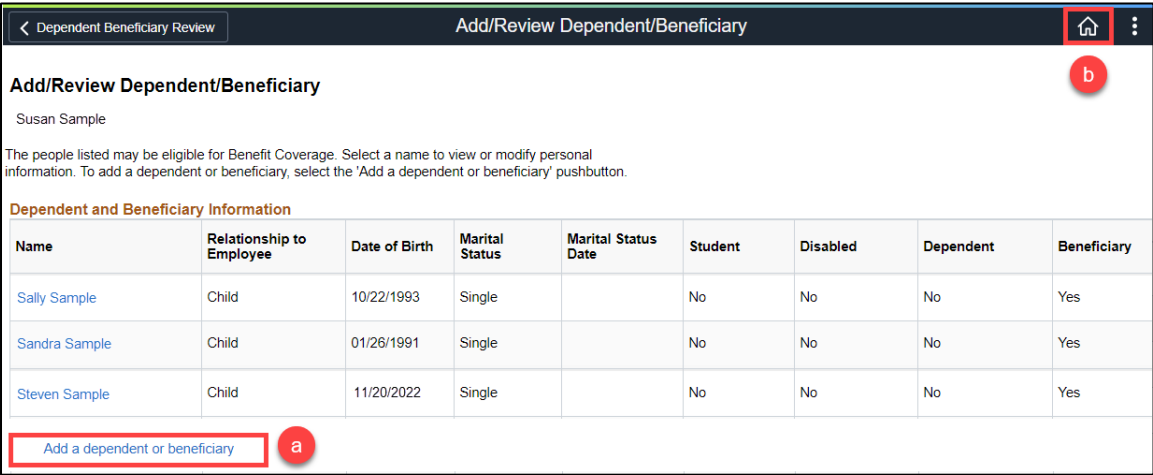
Enrolling You and Your Dependents in New Hire Benefits – Job Aid

Step	Action
4	<p>The bottom of the page has a section labeled <i>Enroll Your Dependents</i>. Click the Add/Review Dependents button.</p> 
5	<p>The Add/Review Dependent/Beneficiary page will open. Click the Add a Dependent or Beneficiary button.</p> 

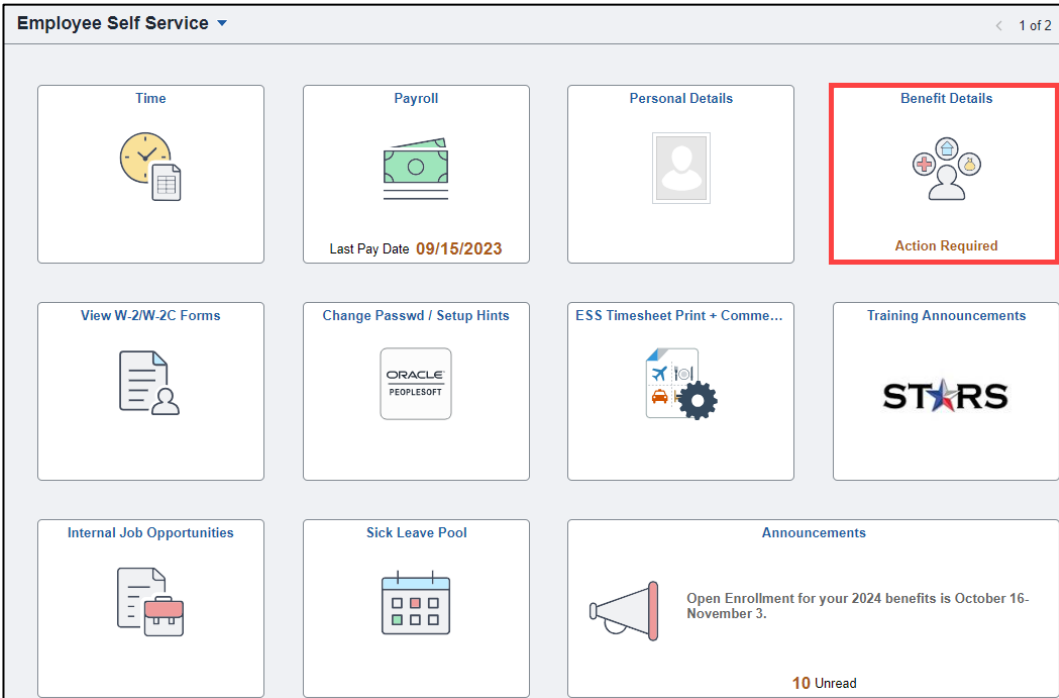
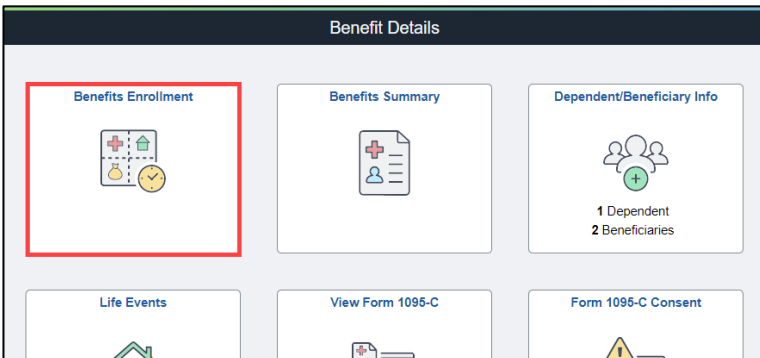
Enrolling You and Your Dependents in New Hire Benefits – Job Aid

Step	Action
6	<p>The Dependent/Beneficiary Personal Information window will open.</p> <ol style="list-style-type: none"> Enter the Personal Information for the new dependent. Enter the Status Information for the new dependent. Confirm/Enter the Address and Phone Number of the new dependent. Click the Save button. <div> <p>Dependent/Beneficiary Personal Information</p> <p>Susan Sample</p> <p>Select Save once you have added your Dependent/Beneficiary's personal information. This information will go into effect as of Jan 1, 2024.</p> <p>Personal Information</p> <p>a</p> <p>*First Name <input type="text" value="Steven"/></p> <p>Middle Name <input type="text"/></p> <p>*Last Name <input type="text" value="Sample"/></p> <p>Name Prefix <input type="text"/></p> <p>Name Suffix <input type="text"/></p> <p>Date of Birth <input type="text" value="11/20/2022"/></p> <p>*Gender <input type="text" value="Male"/></p> <p>Social Security Number <input type="text" value="123456789"/></p> <p>*Relationship to Employee <input type="text" value="Child"/></p> <p>Status Information</p> <p>b</p> <p>*Marital Status <input type="text" value="Single"/></p> <p>*Student <input type="text" value="No"/></p> <p>*Disabled <input type="text" value="No"/></p> <p>*Smoker <input type="text" value="Non Smoker"/></p> <p>As of <input type="text"/></p> <p>As of <input type="text"/></p> <p>As of <input type="text"/></p> <p>As of <input type="text"/></p> <p>Address and Telephone</p> <p><input checked="" type="checkbox"/> Same Address as Employee</p> <p>Country <input type="text" value="United States"/></p> <p>Address <input type="text" value="1310 Prairie Street"/></p> <p><input type="text" value="Houston, TX 77002"/></p> <p>c</p> <p><input type="checkbox"/> Same Phone as Employee</p> <p>Phone <input type="text"/></p> <p>d</p> <p>Save</p> </div>




Enrolling You and Your Dependents in New Hire Benefits – Job Aid

Step	Action
7	<p>A Save Confirmation window will open. Click the OK button.</p> 
8	<p>You'll be taken back to the Add/Review Dependent/Beneficiary page.</p> <ol style="list-style-type: none"> To add additional dependents, click the Add a Dependent or Beneficiary button and repeat steps 6 and 7. If you have finished adding your dependents, click the Home icon in the upper right hand corner of the screen. 

2.0 How to Make Updates to Your Elections

Step	Action
1	<p>Log in to STARS HR and Payroll here using your employee ID and password.</p>
2	<p>The Employee Self Service homepage will open. Click the Benefit Details tile.</p>  <p>The screenshot shows the 'Employee Self Service' homepage with a grid of tiles. The 'Benefit Details' tile is highlighted with a red border. The tile contains a person icon with a plus sign and the text 'Action Required'. Other tiles include 'Time', 'Payroll', 'Personal Details', 'View W-2/W-2C Forms', 'Change Passwd / Setup Hints', 'ESS Timesheet Print + Comme...', 'Training Announcements', 'Internal Job Opportunities', 'Sick Leave Pool', and 'Announcements'.</p>
3	<p>The Benefit Details page will open. Click the Benefits Enrollment tile.</p>  <p>The screenshot shows the 'Benefit Details' page with a grid of tiles. The 'Benefits Enrollment' tile is highlighted with a red border. The tile contains a person icon with a plus sign and the text '1 Dependent 2 Beneficiaries'. Other tiles include 'Benefits Summary', 'Dependent/Beneficiary Info', 'Life Events', 'View Form 1095-C', and 'Form 1095-C Consent'.</p>

Enrolling You and Your Dependents in New Hire Benefits – Job Aid

Step	Action																		
4	<p>The Benefit Enrollment landing page will open.</p> <p>Carefully read the enrollment instructions.</p> <p>Click the Select button to begin your enrollment.</p> <div><p>Benefits Enrollment</p><p>Susan Sample</p><p>After your initial enrollment, the only time you may change your benefit choices is during open enrollment or a qualified family status change.</p><p>The Information icon provides you with additional information about your enrollment.</p><p>The Select button next to an event means it is currently open for enrollment.</p><p>Use the Select button to begin your enrollment.</p><p>Note: Some events may be temporarily closed until you have completed enrollment for a prior event.</p><p>Required documentation must be submitted when adding or dropping dependents to your group health and related benefits, otherwise process is not complete. Dependents <u>will not</u> be added without documentation.</p><p>Please refer to your Employee Benefits Guide for more information. Please click here to add documentation.</p><table><tr><th colspan="6">Open Benefit Events</th></tr><tr><th>Event Description</th><th></th><th>Event Date</th><th>Event Status</th><th>Job Title</th><th></th></tr><tr><td>New Hire Insurance Event</td><td></td><td>03/25/2023</td><td>Open</td><td>Executive Assistant II</td><td>Select</td></tr></table><p>After you use the Select button, it will take a few seconds for your benefits enrollment information to load.</p></div>	Open Benefit Events						Event Description		Event Date	Event Status	Job Title		New Hire Insurance Event		03/25/2023	Open	Executive Assistant II	Select
Open Benefit Events																			
Event Description		Event Date	Event Status	Job Title															
New Hire Insurance Event		03/25/2023	Open	Executive Assistant II	Select														

Enrolling You and Your Dependents in New Hire Benefits – Job Aid

Step	Action																																																																																															
5	<p>The Benefits Home page will open.</p> <p>Read the instructions and take note of the important information shown in red.</p>																																																																																															
	<div><div>Benefits Enrollment</div><div>New Hire Insurance Event</div><div>Susan Sample</div><div><div><div><div>i</div><div>Important: Scroll down to click the SAVE and CONTINUE button, followed by SUBMIT button on the next screen to submit your choices to the Benefits Department. Your enrollment will not be complete until you click the SUBMIT button.</div></div></div><div><div>Enrollment Summary</div><table><tr><td>Medical</td><td>Before Tax</td><td>After Tax</td><td>Edit</td></tr><tr><td>Current: No Coverage</td><td></td><td></td><td></td></tr><tr><td>New: Plus Medical Before Tax:Self Only</td><td>36.35</td><td></td><td></td></tr><tr><td>Dental</td><td>Before Tax</td><td>After Tax</td><td>Edit</td></tr><tr><td>Current: No Coverage</td><td></td><td></td><td></td></tr><tr><td>New: PPO Before Tax:Self Only</td><td>0.00</td><td></td><td></td></tr><tr><td>Vision</td><td>Before Tax</td><td>After Tax</td><td>Edit</td></tr><tr><td>Current: No Coverage</td><td></td><td></td><td></td></tr><tr><td>New: Vision Before-Tax:Self Only</td><td>0.00</td><td></td><td></td></tr><tr><td>Cnty Provided Employee Life</td><td>Before Tax</td><td>After Tax</td><td>Edit</td></tr><tr><td>Current: No Coverage</td><td></td><td></td><td></td></tr><tr><td>New: Basic Life: \$30,000</td><td></td><td></td><td></td></tr><tr><td>Employee Optional Life</td><td>Before Tax</td><td>After Tax</td><td>Edit</td></tr><tr><td>Current: No Coverage</td><td></td><td></td><td></td></tr><tr><td>New: OPT1X BT: Salary X 1 : \$75,000</td><td>2.11</td><td></td><td></td></tr><tr><td>Cnty Provided Dep Life Spouse</td><td>Before Tax</td><td>After Tax</td><td>Edit</td></tr><tr><td>Current: No Coverage</td><td></td><td></td><td></td></tr><tr><td>New: Waive</td><td></td><td></td><td></td></tr><tr><td>Optional Dep Life +AD&D Spouse</td><td>Before Tax</td><td>After Tax</td><td>Edit</td></tr><tr><td>Current: No Coverage</td><td></td><td></td><td></td></tr><tr><td>New: Waive</td><td></td><td></td><td></td></tr><tr><td>Cnty Provided Dep Life Child</td><td>Before Tax</td><td>After Tax</td><td>Edit</td></tr><tr><td>Current: No Coverage</td><td></td><td></td><td></td></tr><tr><td>New: Waive</td><td></td><td></td><td></td></tr></table></div></div></div>	Medical	Before Tax	After Tax	Edit	Current: No Coverage				New: Plus Medical Before Tax:Self Only	36.35			Dental	Before Tax	After Tax	Edit	Current: No Coverage				New: PPO Before Tax:Self Only	0.00			Vision	Before Tax	After Tax	Edit	Current: No Coverage				New: Vision Before-Tax:Self Only	0.00			Cnty Provided Employee Life	Before Tax	After Tax	Edit	Current: No Coverage				New: Basic Life: \$30,000				Employee Optional Life	Before Tax	After Tax	Edit	Current: No Coverage				New: OPT1X BT: Salary X 1 : \$75,000	2.11			Cnty Provided Dep Life Spouse	Before Tax	After Tax	Edit	Current: No Coverage				New: Waive				Optional Dep Life +AD&D Spouse	Before Tax	After Tax	Edit	Current: No Coverage				New: Waive				Cnty Provided Dep Life Child	Before Tax	After Tax	Edit	Current: No Coverage				New: Waive		
Medical	Before Tax	After Tax	Edit																																																																																													
Current: No Coverage																																																																																																
New: Plus Medical Before Tax:Self Only	36.35																																																																																															
Dental	Before Tax	After Tax	Edit																																																																																													
Current: No Coverage																																																																																																
New: PPO Before Tax:Self Only	0.00																																																																																															
Vision	Before Tax	After Tax	Edit																																																																																													
Current: No Coverage																																																																																																
New: Vision Before-Tax:Self Only	0.00																																																																																															
Cnty Provided Employee Life	Before Tax	After Tax	Edit																																																																																													
Current: No Coverage																																																																																																
New: Basic Life: \$30,000																																																																																																
Employee Optional Life	Before Tax	After Tax	Edit																																																																																													
Current: No Coverage																																																																																																
New: OPT1X BT: Salary X 1 : \$75,000	2.11																																																																																															
Cnty Provided Dep Life Spouse	Before Tax	After Tax	Edit																																																																																													
Current: No Coverage																																																																																																
New: Waive																																																																																																
Optional Dep Life +AD&D Spouse	Before Tax	After Tax	Edit																																																																																													
Current: No Coverage																																																																																																
New: Waive																																																																																																
Cnty Provided Dep Life Child	Before Tax	After Tax	Edit																																																																																													
Current: No Coverage																																																																																																
New: Waive																																																																																																

Enrolling You and Your Dependents in New Hire Benefits – Job Aid

6

Enrollment Summary

Medical	Before Tax	After Tax	Edit
Current: No Coverage			
New: Plus Medical Before Tax:Self Only	38.35		
Dental	Before Tax	After Tax	Edit
Current: No Coverage			
New: PPO Before Tax:Self Only	0.00		
Vision	Before Tax	After Tax	Edit
Current: No Coverage			
New: Vision Before-Tax:Self Only	0.00		
Cnty Provided Employee Life	Before Tax	After Tax	Edit
Current: No Coverage			
New: Basic Life: \$30,000			
Employee Optional Life	Before Tax	After Tax	Edit
Current: No Coverage			
New: OPT1X BT: Salary X 1 : \$75,000	2.11		
Cnty Provided Dep Life Spouse	Before Tax	After Tax	Edit
Current: No Coverage			
New: Waive			
Optional Dep Life +AD&D Spouse	Before Tax	After Tax	Edit
Current: No Coverage			
New: Waive			
Cnty Provided Dep Life Child	Before Tax	After Tax	Edit
Current: No Coverage			
New: Waive			
Optional Dep Life + AD&D Child	Before Tax	After Tax	Edit
Current: No Coverage			
New: Waive			
Optional LTD	Before Tax	After Tax	Edit
Current: No Coverage			
New: Waive			
Flex Spending Health - U.S.	Before Tax	After Tax	Edit
Current: No Coverage			
New: Waive	0.00		
Flex Spending Dependent Care	Before Tax	After Tax	Edit
Current: No Coverage			
New: Waive	0.00		

This table summarizes estimated costs for your new benefit choices. (The "Employer" column displays the amount the Company is contributing to subsidize the cost of your benefits.)

Election Summary

Summarized estimates for new Benefit Elections	Total	Before Tax	After Tax	Employer
Costs	38.46	38.46	0.00	0.44
Your Costs	38.46	38.46	0.00	

These costs do not include certain choices that are based on variable earnings.
The Company's contributions towards your benefits may impact the taxes on your paycheck.

Save and Continue

Enrolling You and Your Dependents in New Hire Benefits – Job Aid

2.1 Medical Benefit Enrollment

Step	Action
1	<p>Click the Edit button next to Medical.</p> <div><div>Medical</div><div>Before Tax</div><div>After Tax</div><div>Edit</div></div> <div>Current: No Coverage</div> <div>New: Waive</div> <div>36.35</div>
2	<p>Harris County offers two different medical plan options – the Base and Plus. You also have the option to select the plan deduction before or after tax.</p> <p>Click the radio button next to the election you wish to choose for your medical benefit.</p> <div><div>Select an Option</div><div>Here Are Your Available Options With Your Costs: (Your cost = Full benefit cost - Credits)</div><div>Overview of all Plans</div><div>Select one of the following plans:</div><div><div><input type="radio"/> Base Medical After Tax</div><div><div>Coverage Level</div><div>Your Costs</div><div>Tax Class</div><div>Self Only</div><div>\$0.00</div><div>After-Tax</div><div>Self + Spouse</div><div>\$114.96</div><div>After-Tax</div><div>Self + Child</div><div>\$102.84</div><div>After-Tax</div><div>Self + 2 or More Dependents</div><div>\$180.36</div><div>After-Tax</div></div><div><input type="radio"/> Base Medical Before Tax</div><div><div>Coverage Level</div><div>Your Costs</div><div>Tax Class</div><div>Self Only</div><div>\$0.00</div><div>Before-Tax</div><div>Self + Spouse</div><div>\$114.96</div><div>Before-Tax</div><div>Self + Child</div><div>\$102.84</div><div>Before-Tax</div><div>Self + 2 or More Dependents</div><div>\$180.36</div><div>Before-Tax</div></div><div><input type="radio"/> Plus Medical After Tax</div><div><div>Coverage Level</div><div>Your Costs</div><div>Tax Class</div><div>Self Only</div><div>\$36.35</div><div>After-Tax</div><div>Self + Spouse</div><div>\$211.88</div><div>After-Tax</div><div>Self + Child</div><div>\$175.53</div><div>After-Tax</div><div>Self + 2 or More Dependents</div><div>\$277.29</div><div>After-Tax</div></div><div><input checked="" type="radio"/> Plus Medical Before Tax</div><div><div>Coverage Level</div><div>Your Costs</div><div>Tax Class</div><div>Self Only</div><div>\$36.35</div><div>Before-Tax</div><div>Self + Spouse</div><div>\$211.88</div><div>Before-Tax</div><div>Self + Child</div><div>\$175.53</div><div>Before-Tax</div><div>Self + 2 or More Dependents</div><div>\$277.29</div><div>Before-Tax</div></div></div></div>

Enrolling You and Your Dependents in New Hire Benefits – Job Aid

Step	Action																		
3	<p>Scroll to the bottom of the page.</p> <p><i>If you are not enrolling any dependents in medical coverage, skip to letter b.</i></p> <p>Make sure whichever dependents you would like to enroll in medical coverage have a check in the checkbox under the Enroll column.</p> <p>a. If you wish to add a dependent to the coverage, click the checkbox next to the dependent’s name.</p> <p><i>Note:</i> If you do not see your dependents listed, make sure you completed all the steps in section 1.0 How to Add New Dependents to Your Benefits and section 1.1 How to Add New Dependents as Options for Your Elections.</p> <p>b. Click the Update and Continue button.</p> <p>➤ <i>With Dependents:</i></p> <div><p>Enroll Your Dependents</p><p>The following list displays all individuals who are eligible to be your dependents. If an individual is missing from this list, use the Add/Review Dependents button to determine why they are not eligible. You may also use this button to add new dependents to your list.</p><p>You may enroll any of the following individuals for coverage under this plan by checking the Enroll box next to the dependent’s name.</p><table><thead><tr><th colspan="3">Dependent Beneficiary</th></tr><tr><th>Enroll</th><th>Name</th><th>Relationship</th></tr></thead><tbody><tr><td><input checked="" type="checkbox"/></td><td>David Sample</td><td>Spouse</td></tr><tr><td><input type="checkbox"/></td><td>Steven Sample</td><td>Child</td></tr></tbody></table><p>Add/Review Dependents</p><p>Update and Continue Discard Changes</p></div> <p>➤ <i>No Dependents:</i></p> <div><p>Dependent Beneficiary</p><table><thead><tr><th>Enroll</th><th>Name</th><th>Relationship</th></tr></thead><tbody><tr><td><input type="checkbox"/></td><td></td><td></td></tr></tbody></table><p>Add/Review Dependents</p><p>Update and Continue Discard Changes</p></div>	Dependent Beneficiary			Enroll	Name	Relationship	<input checked="" type="checkbox"/>	David Sample	Spouse	<input type="checkbox"/>	Steven Sample	Child	Enroll	Name	Relationship	<input type="checkbox"/>		
Dependent Beneficiary																			
Enroll	Name	Relationship																	
<input checked="" type="checkbox"/>	David Sample	Spouse																	
<input type="checkbox"/>	Steven Sample	Child																	
Enroll	Name	Relationship																	
<input type="checkbox"/>																			

Enrolling You and Your Dependents in New Hire Benefits – Job Aid

Step	Action
4	<p>A confirmation window will open. Review the changes and click the Update Elections button to confirm the new information.</p> <div><div>Benefits Enrollment</div><div>Medical</div><div>Susan Sample</div><div><div>i</div><div>Important: Scroll down to click the SAVE and CONTINUE button, followed by SUBMIT button on the next screen to submit your choices to the Benefits Department. Your enrollment will not be complete until you click the SUBMIT button.</div></div><div><div>Your Choice</div><div>You have chosen Plus Medical Before Tax with Self Only coverage. You are also covering Self Only.</div></div><div><div>Your Estimated Per-Pay-Period Cost</div><div><div>Your Cost</div><div>\$36.35</div></div></div><div><div>Notes</div></div><div><div>Update Elections</div><div>Discard Changes</div></div><div>Select the Update Elections button to store your choices.</div><div>Select the Discard Changes button to go back and change your choices.</div></div>
5	<p>You will be brought back to the Enrollment Summary page. You should now see the changes you made reflected under “New” (a), as well as the new dollar amount for the election you made (b).</p> <div><div>Medical</div><div><div>Before Tax</div><div>After Tax</div></div><div><div>Current: No Coverage</div><div><div>a</div></div></div><div><div>New: Plus Medical Before Tax: Self Only</div><div><div>b</div><div>36.35</div></div></div></div>

Enrolling You and Your Dependents in New Hire Benefits – Job Aid

2.2 Dental Benefit Enrollment

Step	Action																														
1	<p>Click the Edit button next to Dental.</p> <div><div>Dental</div><div>Before Tax</div><div>After Tax</div><div>Edit</div><div>Current: No Coverage</div><div>New: Waive</div><div>0.00</div></div>																														
2	<p>Harris County offers PPO Dental coverage.</p> <p>You have the option to select the plan deduction before or after tax.</p> <p>Click the radio button next to the election you wish to choose for your dental benefit.</p> <div><div>Select an Option</div><div>Here Are Your Available Options With Your Costs: (Your cost = Full benefit cost - Credits)</div><div>Overview of all Plans</div><div>Select one of the following plans:</div><div><div><input type="radio"/> PPO After-Tax</div><div><table><tr><th>Coverage Level</th><th>Your Costs</th><th>Tax Class</th></tr><tr><td>Self Only</td><td>\$0.00</td><td>After-Tax</td></tr><tr><td>Self + Spouse</td><td>\$5.76</td><td>After-Tax</td></tr><tr><td>Self + Child</td><td>\$5.76</td><td>After-Tax</td></tr><tr><td>Self + 2 or More Dependents</td><td>\$12.10</td><td>After-Tax</td></tr></table></div><div><input checked="" type="radio"/> PPO Before Tax</div><div><table><tr><th>Coverage Level</th><th>Your Costs</th><th>Tax Class</th></tr><tr><td>Self Only</td><td>\$0.00</td><td>Before-Tax</td></tr><tr><td>Self + Spouse</td><td>\$5.76</td><td>Before-Tax</td></tr><tr><td>Self + Child</td><td>\$5.76</td><td>Before-Tax</td></tr><tr><td>Self + 2 or More Dependents</td><td>\$12.10</td><td>Before-Tax</td></tr></table></div><div><input type="radio"/> Waive</div></div></div>	Coverage Level	Your Costs	Tax Class	Self Only	\$0.00	After-Tax	Self + Spouse	\$5.76	After-Tax	Self + Child	\$5.76	After-Tax	Self + 2 or More Dependents	\$12.10	After-Tax	Coverage Level	Your Costs	Tax Class	Self Only	\$0.00	Before-Tax	Self + Spouse	\$5.76	Before-Tax	Self + Child	\$5.76	Before-Tax	Self + 2 or More Dependents	\$12.10	Before-Tax
Coverage Level	Your Costs	Tax Class																													
Self Only	\$0.00	After-Tax																													
Self + Spouse	\$5.76	After-Tax																													
Self + Child	\$5.76	After-Tax																													
Self + 2 or More Dependents	\$12.10	After-Tax																													
Coverage Level	Your Costs	Tax Class																													
Self Only	\$0.00	Before-Tax																													
Self + Spouse	\$5.76	Before-Tax																													
Self + Child	\$5.76	Before-Tax																													
Self + 2 or More Dependents	\$12.10	Before-Tax																													

Enrolling You and Your Dependents in New Hire Benefits – Job Aid

Step	Action															
3	<p>Scroll to the bottom of the page.</p> <p><i>If you are not enrolling any dependents in dental coverage, skip to letter b.</i></p> <p>Make sure whichever dependents you would like to enroll in dental coverage have a check in the checkbox under the Enroll column.</p> <p>a. If you previously turned in documentation to have dependent(s) added, they will be listed without a check. Click the checkbox to enroll them in the dental benefit.</p> <p><i>Note: If you do not see your dependents listed, go back to page 2, and read the section Important steps when adding dependents.</i></p> <p>b. Click the Update and Continue button.</p> <p>➤ With Dependents:</p> <div><p>Enroll Your Dependents</p><p>The following list displays all individuals who are eligible to be your dependents. If an individual is missing from this list, use the Add/Review Dependents button to determine why they are not eligible. You may also use this button to add new dependents to your list.</p><p>You may enroll any of the following individuals for coverage under this plan by checking the Enroll box next to the dependent's name.</p><table><thead><tr><th>Enroll</th><th>Name</th><th>Relationship</th></tr></thead><tbody><tr><td><input checked="" type="checkbox"/></td><td>David Sample</td><td>Spouse</td></tr><tr><td><input type="checkbox"/></td><td>Steven Sample</td><td>Child</td></tr></tbody></table><p>Add/Review Dependents</p><p>Update and Continue Discard Changes</p></div> <p>➤ No Dependents:</p> <div><p>Dependent Beneficiary</p><table><thead><tr><th>Enroll</th><th>Name</th><th>Relationship</th></tr></thead><tbody><tr><td><input type="checkbox"/></td><td></td><td></td></tr></tbody></table><p>Add/Review Dependents</p><p>Update and Continue Discard Changes</p></div>	Enroll	Name	Relationship	<input checked="" type="checkbox"/>	David Sample	Spouse	<input type="checkbox"/>	Steven Sample	Child	Enroll	Name	Relationship	<input type="checkbox"/>		
	Enroll	Name	Relationship													
<input checked="" type="checkbox"/>	David Sample	Spouse														
<input type="checkbox"/>	Steven Sample	Child														
Enroll	Name	Relationship														
<input type="checkbox"/>																

Enrolling You and Your Dependents in New Hire Benefits – Job Aid

Step	Action				
4	<p>A confirmation window will open. Review the changes and click the Update Elections button to confirm the new information.</p> <div><div>Benefits Enrollment</div><div>Dental</div><div>Susan Sample</div><div><div><div>i</div><div>Important: Scroll down to click the SAVE and CONTINUE button, followed by SUBMIT button on the next screen to submit your choices to the Benefits Department. Your enrollment will not be complete until you click the SUBMIT button.</div></div></div><div>Your Choice</div><div>You have chosen PPO Before Tax with Self + Child coverage. You are also covering Self + Child.</div><div>Your Estimated Per-Pay-Period Cost</div><div><div>Your Cost</div><div>\$5.76</div></div><div>Your Covered Dependents</div><div><div>Dependent Information</div><table><tr><th>Name</th><th>Relationship</th></tr><tr><td>Steven Sample</td><td>Child</td></tr></table></div><div>Notes</div><div><div>Update Elections</div><div>Discard Changes</div></div><div>Select the Update Elections button to store your choices. Select the Discard Changes button to go back and change your choices.</div></div>	Name	Relationship	Steven Sample	Child
Name	Relationship				
Steven Sample	Child				
5	<p>You will be brought back to the Enrollment Summary page. You should now see the changes you made reflected under “New” (a), as well as the new dollar amount for the election you made (b).</p> <div><div>Dental</div><div>Before Tax</div><div>After Tax</div><div>Edit</div><div><div>Current: PPO Before Tax:Self+2plus</div><div>New: PPO Before Tax:Self+2plus</div></div><div><div>a</div><div>12.10</div><div>b</div></div></div>				

Enrolling You and Your Dependents in New Hire Benefits – Job Aid

2.3 Vision Benefit Enrollment

Step	Action																														
1	<div>Click the Edit button next to Vision.</div> <div><table><tr><td>Vision</td><td>Before Tax</td><td>After Tax</td><td>Edit</td></tr><tr><td>Current: Vision Before-Tax:Self Only</td><td></td><td></td><td></td></tr><tr><td>New: Vision Before-Tax:Self Only</td><td>0.00</td><td></td><td></td></tr></table></div>	Vision	Before Tax	After Tax	Edit	Current: Vision Before-Tax:Self Only				New: Vision Before-Tax:Self Only	0.00																				
Vision	Before Tax	After Tax	Edit																												
Current: Vision Before-Tax:Self Only																															
New: Vision Before-Tax:Self Only	0.00																														
2	<div>For the Vision Benefit, you have the option to select the plan deduction before or after tax.</div> <div>Click the radio button next to the election you wish to choose for your vision benefit.</div> <div><div>Benefits Enrollment</div><div>Vision</div><div>Susan Sample</div><div>Vision coverage allows you and your dependents to see an ophthalmologist, optometrist, or optician to assist you with your eyecare needs.</div><div><div>i</div><div>Important! Your current coverage is: No Coverage. If you do not make a choice, your coverage will be: Vision Before-Tax with Self Only coverage</div></div><div>This benefit plan <u>requires</u> enrollment in one of the following plans: Medical</div><div>Changing your choices for any of the benefit plans listed above, may invalidate your enrollment on this page.</div><div>Select an Option</div><div>Here Are Your Available Options With Your Costs: (Your cost = Full benefit cost - Credits)</div><div>Overview of all Plans</div><div>Select one of the following plans:</div><div><div><input type="radio"/> Vision After-Tax</div><div><table><tr><th>Coverage Level</th><th>Your Costs</th><th>Tax Class</th></tr><tr><td>Self Only</td><td>\$0.00</td><td>After-Tax</td></tr><tr><td>Self + Spouse</td><td>\$0.43</td><td>After-Tax</td></tr><tr><td>Self + Child</td><td>\$0.43</td><td>After-Tax</td></tr><tr><td>Self + 2 or More Dependents</td><td>\$1.38</td><td>After-Tax</td></tr></table></div><div><input checked="" type="radio"/> Vision Before-Tax</div><div><table><tr><th>Coverage Level</th><th>Your Costs</th><th>Tax Class</th></tr><tr><td>Self Only</td><td>\$0.00</td><td>Before-Tax</td></tr><tr><td>Self + Spouse</td><td>\$0.43</td><td>Before-Tax</td></tr><tr><td>Self + Child</td><td>\$0.43</td><td>Before-Tax</td></tr><tr><td>Self + 2 or More Dependents</td><td>\$1.38</td><td>Before-Tax</td></tr></table></div><div><input type="radio"/> Waive</div></div></div>	Coverage Level	Your Costs	Tax Class	Self Only	\$0.00	After-Tax	Self + Spouse	\$0.43	After-Tax	Self + Child	\$0.43	After-Tax	Self + 2 or More Dependents	\$1.38	After-Tax	Coverage Level	Your Costs	Tax Class	Self Only	\$0.00	Before-Tax	Self + Spouse	\$0.43	Before-Tax	Self + Child	\$0.43	Before-Tax	Self + 2 or More Dependents	\$1.38	Before-Tax
Coverage Level	Your Costs	Tax Class																													
Self Only	\$0.00	After-Tax																													
Self + Spouse	\$0.43	After-Tax																													
Self + Child	\$0.43	After-Tax																													
Self + 2 or More Dependents	\$1.38	After-Tax																													
Coverage Level	Your Costs	Tax Class																													
Self Only	\$0.00	Before-Tax																													
Self + Spouse	\$0.43	Before-Tax																													
Self + Child	\$0.43	Before-Tax																													
Self + 2 or More Dependents	\$1.38	Before-Tax																													

Enrolling You and Your Dependents in New Hire Benefits – Job Aid

Step	Action															
	<p>Scroll to the bottom of the page.</p> <p><i>If you are not enrolling any dependents in vision coverage, skip to letter b.</i></p> <p>Make sure whichever dependents you would like to enroll in vision coverage have a check in the checkbox under the Enroll column.</p> <p>a. If you previously turned in documentation to have dependent(s) added, they will be listed without a check. Click the checkbox to enroll them in the vision benefit.</p> <p><i>Note: If you do not see your dependents listed, go back to page 2, and read the section Important steps when adding dependents.</i></p> <p>b. Click the Update and Continue button.</p> <p>➤ <i>With Dependents:</i></p> <div><p>Enroll Your Dependents</p><p>The following list displays all individuals who are eligible to be your dependents. If an individual is missing from this list, use the Add/Review Dependents button to determine why they are not eligible. You may also use this button to add new dependents to your list.</p><p>You may enroll any of the following individuals for coverage under this plan by checking the Enroll box next to the dependent's name.</p><table><thead><tr><th>Enroll</th><th>Name</th><th>Relationship</th></tr></thead><tbody><tr><td><input checked="" type="checkbox"/></td><td>David Sample</td><td>Spouse</td></tr><tr><td><input type="checkbox"/></td><td>Steven Sample</td><td>Child</td></tr></tbody></table><p>Add/Review Dependents</p><p>Update and Continue Discard Changes</p></div> <p>➤ <i>No Dependents:</i></p> <div><p>Dependent Beneficiary</p><table><thead><tr><th>Enroll</th><th>Name</th><th>Relationship</th></tr></thead><tbody><tr><td><input type="checkbox"/></td><td></td><td></td></tr></tbody></table><p>Add/Review Dependents</p><p>Update and Continue Discard Changes</p></div>	Enroll	Name	Relationship	<input checked="" type="checkbox"/>	David Sample	Spouse	<input type="checkbox"/>	Steven Sample	Child	Enroll	Name	Relationship	<input type="checkbox"/>		
Enroll	Name	Relationship														
<input checked="" type="checkbox"/>	David Sample	Spouse														
<input type="checkbox"/>	Steven Sample	Child														
Enroll	Name	Relationship														
<input type="checkbox"/>																

Enrolling You and Your Dependents in New Hire Benefits – Job Aid

Step	Action
4	<p>A confirmation window will open. Review the changes and click the Update Elections button to confirm the new information.</p> <div><div>Benefits Enrollment</div><div>Vision</div><div>Susan Sample</div><div><div>i</div><div>Important: Scroll down to click the SAVE and CONTINUE button, followed by SUBMIT button on the next screen to submit your choices to the Benefits Department. Your enrollment will not be complete until you click the SUBMIT button.</div></div><div><div>Your Choice</div><div>You have chosen Vision Before-Tax with Self Only coverage. You are also covering Self Only.</div></div><div><div>Your Estimated Per-Pay-Period Cost</div><div><div>Your Cost</div><div>\$0.00</div></div></div><div><div>Notes</div></div><div><div>Update Elections</div><div>Discard Changes</div></div><div>Select the Update Elections button to store your choices.</div><div>Select the Discard Changes button to go back and change your choices.</div></div>
5	<p>You will be brought back to the Enrollment Summary page. You should now see the changes you made reflected under “New” (a), as well as the new dollar amount for the election you made (b).</p> <div><div>Vision</div><div>Before Tax</div><div>After Tax</div><div>Edit</div><div><div>Current: No Coverage</div><div>New: Vision Before-Tax: Self Only</div></div><div><div>a</div><div>b</div></div><div>0.00</div></div>

Enrolling You and Your Dependents in New Hire Benefits – Job Aid

2.4 Employee Optional Life Enrollment

Step	Action																								
1	<p>Click the Edit button next to Optional Life.</p> <div><div>Employee Optional Life</div><div>Before TaxAfter Tax</div><div>Current: No Coverage</div><div>New: Waive2.11</div><div>Edit</div></div>																								
2	<p>For the Optional Life AD&D Benefit, you have the option to waive the benefit or elect between 1-3x your salary before or after taxes.</p> <p>Click the radio button next to the election you wish to choose for the optional life benefit.</p> <div><div>Benefits Enrollment</div><div>Employee Optional Life</div><div>Susan Sample</div><div>Supplemental Life insurance allows you to purchase coverage in addition to what's provided by the basic life plan.</div><div><div>i</div><div>Important! Your current coverage is: No Coverage. Coverage for this plan will be waived if you do not make an election.</div></div><div>Your enrollment on this page may affect your choices for the following type(s) of coverage: Optional Dep Life + AD&D Child Optional Dep Life +AD&D Spouse</div><div>Complete your enrollment on this page <u>before</u> enrolling in the benefit plans listed.</div><div>Notes</div><div>Duplicate coverage levels may appear if the normal calculation of the coverage results in an amount greater than the maximum coverage allowed. The coverage is then limited to the maximum coverage amount.</div><div>Select an Option</div><div>Here Are Your Available Options With Your Per-Pay-Period Costs:</div><div>Select one of the following plans:</div><div><table><tr><th>Coverage Level</th><th>Your Cost</th><th>Tax Class</th></tr><tr><td><input type="radio"/> Waive</td><td></td><td></td></tr><tr><td><input checked="" type="radio"/> Optional Life 1X Before-Tax (\$75,000)</td><td>2.11</td><td>Before-Tax</td></tr><tr><td><input type="radio"/> Optional Life 1X After-Tax (\$75,000)</td><td>2.11</td><td>After-Tax</td></tr><tr><td><input type="radio"/> Optional Life 2X After-Tax (\$150,000)</td><td>4.22</td><td>After-Tax</td></tr><tr><td><input type="radio"/> Optional Life 2X Before-Tax (\$150,000)</td><td>4.22</td><td>Before-Tax</td></tr><tr><td><input type="radio"/> Optional Life 3X After-Tax (\$225,000)</td><td>6.34</td><td>After-Tax</td></tr><tr><td><input type="radio"/> Optional Life 3X Before-Tax (\$225,000)</td><td>6.34</td><td>Before-Tax</td></tr></table></div></div>	Coverage Level	Your Cost	Tax Class	<input type="radio"/> Waive			<input checked="" type="radio"/> Optional Life 1X Before-Tax (\$75,000)	2.11	Before-Tax	<input type="radio"/> Optional Life 1X After-Tax (\$75,000)	2.11	After-Tax	<input type="radio"/> Optional Life 2X After-Tax (\$150,000)	4.22	After-Tax	<input type="radio"/> Optional Life 2X Before-Tax (\$150,000)	4.22	Before-Tax	<input type="radio"/> Optional Life 3X After-Tax (\$225,000)	6.34	After-Tax	<input type="radio"/> Optional Life 3X Before-Tax (\$225,000)	6.34	Before-Tax
Coverage Level	Your Cost	Tax Class																							
<input type="radio"/> Waive																									
<input checked="" type="radio"/> Optional Life 1X Before-Tax (\$75,000)	2.11	Before-Tax																							
<input type="radio"/> Optional Life 1X After-Tax (\$75,000)	2.11	After-Tax																							
<input type="radio"/> Optional Life 2X After-Tax (\$150,000)	4.22	After-Tax																							
<input type="radio"/> Optional Life 2X Before-Tax (\$150,000)	4.22	Before-Tax																							
<input type="radio"/> Optional Life 3X After-Tax (\$225,000)	6.34	After-Tax																							
<input type="radio"/> Optional Life 3X Before-Tax (\$225,000)	6.34	Before-Tax																							

Shared Technology & Reporting System

Enrolling You and Your Dependents in New Hire Benefits – Job Aid

Step	Action						
4	<p>A confirmation window will open. Review the changes and click the Update Elections button to confirm the new information.</p> <div><div>Benefits Enrollment</div><div>Employee Optional Life</div><div>Susan Sample</div><div><div><div>i</div><div>Important: Scroll down to click the SAVE and CONTINUE button, followed by SUBMIT button on the next screen to submit your choices to the Benefits Department. Your enrollment will not be complete until you click the SUBMIT button.</div></div><div><div>Your Choice</div><div>You have chosen Optional Life 1X Before-Tax (\$75,000) coverage.</div></div><div><div>Your Estimated Per-Pay-Period Cost</div><div><div>Your Cost</div><div>\$2.11</div></div></div><div><div>Your Primary Beneficiary Allocations</div><div><div>Primary Allocation Details</div><table><tr><th>Name</th><th>Relationship</th><th>Percent of Benefit</th></tr><tr><td>Steven Sample</td><td>Child</td><td>100</td></tr></table></div></div><div><div>Your Secondary Beneficiary Allocations</div><div>You have not designated any secondary beneficiaries.</div></div><div><div>Notes</div><div>The actual amount of coverage for this plan is based upon your salary, and will vary in accordance with any changes to your salary over time.</div></div><div><div><div>Update Elections</div><div>Discard Changes</div></div><div>Select the Update Elections button to store your choices. Select the Discard Changes button to go back and change your choices.</div></div></div></div>	Name	Relationship	Percent of Benefit	Steven Sample	Child	100
Name	Relationship	Percent of Benefit					
Steven Sample	Child	100					
5	<p>You will be brought back to the Enrollment Summary page. You should now see the changes you made reflected under “New” (a), as well as the new dollar amount for the election you made (b).</p> <div><div>Employee Optional Life</div><div><div>Current: No Coverage</div><div>New: OPT1X BT: Salary X 1 : \$75,000</div></div><div><div>Before Tax</div><div>2.11</div></div><div><div>After Tax</div><div></div></div><div>Edit</div></div>						

Enrolling You and Your Dependents in New Hire Benefits – Job Aid

2.5 County Provided Dependent Life for Spouse/Child

Harris County provides Dependent Life coverage for your enrolled dependents. This is required if you have enrolled dependents in your medical/dental/vision coverage.

- If you enrolled a spouse in your medical/dental/vision coverage they will automatically receive County Provided Dependent Life Spouse coverage.

Cnty Provided Dep Life Spouse	Before Tax	After Tax	Edit
Current: Dependent Life - Spouse: \$5,000			
New: Dependent Life - Spouse: \$5,000			

- If you enrolled your child/children in your medical/dental/vision coverage they will automatically receive County Provided Dependent Life Child coverage.

Cnty Provided Dep Life Child	Before Tax	After Tax	Edit
Current: Dependent Life Child: \$2,000			
New: Dependent Life Child: \$2,000			

If you are adding a new dependent in your medical/dental/vision coverage, you must also enroll the dependent(s) in the county provided life coverage. Follow the steps below to complete the enrollment. The steps are shown for the County Provided Dependent Life for Child. The same steps should be taken for the Spouse elections.

Step	Action												
1	Click the Edit button next to Cnty Provided Dep Life Spouse or Child.												
	<table><tr><td>Cnty Provided Dep Life Spouse</td><td>Before Tax</td><td>After Tax</td><td><div>Edit</div></td></tr><tr><td>Current: No Coverage</td><td></td><td></td><td></td></tr><tr><td>New: Waive</td><td></td><td></td><td></td></tr></table>	Cnty Provided Dep Life Spouse	Before Tax	After Tax	<div>Edit</div>	Current: No Coverage				New: Waive			
	Cnty Provided Dep Life Spouse	Before Tax	After Tax	<div>Edit</div>									
	Current: No Coverage												
New: Waive													
<table><tr><td>Cnty Provided Dep Life Child</td><td>Before Tax</td><td>After Tax</td><td><div>Edit</div></td></tr><tr><td>Current: No Coverage</td><td></td><td></td><td></td></tr></table>	Cnty Provided Dep Life Child	Before Tax	After Tax	<div>Edit</div>	Current: No Coverage								
Cnty Provided Dep Life Child	Before Tax	After Tax	<div>Edit</div>										
Current: No Coverage													

Enrolling You and Your Dependents in New Hire Benefits – Job Aid

2

Step	Action												
	<p>For the County Provided Dependent Life Benefit for your spouse or child, you must enroll all dependents that are enrolled in your medical/dental/vision coverage.</p> <p>a. Click the radio button next to Yes to accept the county provided life benefit for your spouse or child(ren).</p> <p>b. Click the checkbox(es) under the Covered column to indicate all dependents that should be covered under the benefit listed (spouse or child).</p> <p>c. Click the Update and Continue button.</p> <div><div>Benefits Enrollment</div><div>Cnty Provided Dep Life Child</div><div>Susan Sample</div><div><div><div></div><div>Important! Your current coverage is: Waive. You will continue with this coverage if you do not make a choice.</div></div><div>Notes</div><div>This coverage is provided at no cost to you.</div><div>Select an Option</div><div><div><input type="radio"/> No, I do not want to enroll</div><div><input checked="" type="radio"/> Yes Dependent Life Child (\$2,000)</div></div><div>Designate Your Dependents</div><div><div>The following list displays all individuals who are eligible to be your dependents. If an individual is missing from this list, use the Add/Review Dependents button to determine why they are not eligible. You may also use this button to add new dependents to your list.</div><div>Add/Review Dependents</div></div><div><div>Allocation Details</div><table><thead><tr><th>Name</th><th>Relationship</th><th>Covered</th></tr></thead><tbody><tr><td>Steven Sample</td><td>Spouse</td><td><input type="checkbox"/></td></tr><tr><td>Piper Sample</td><td>Stepchild</td><td><input type="checkbox"/></td></tr><tr><td>Sharon Sample</td><td>Child</td><td><input type="checkbox"/></td></tr></tbody></table></div><div><div>Update and Continue</div><div>Discard Changes</div></div></div></div>	Name	Relationship	Covered	Steven Sample	Spouse	<input type="checkbox"/>	Piper Sample	Stepchild	<input type="checkbox"/>	Sharon Sample	Child	<input type="checkbox"/>
Name	Relationship	Covered											
Steven Sample	Spouse	<input type="checkbox"/>											
Piper Sample	Stepchild	<input type="checkbox"/>											
Sharon Sample	Child	<input type="checkbox"/>											

Enrolling You and Your Dependents in New Hire Benefits – Job Aid

Step	Action						
3	<p>A confirmation window will open. Review the changes and click the Update Elections button to confirm the new information.</p> <div><div>Benefits Enrollment</div><div>Cnty Provided Dep Life Child</div><div>Susan Sample</div><div><div><div>i</div><div>Important: Scroll down to click the SAVE and CONTINUE button, followed by SUBMIT button on the next screen to submit your choices to the Benefits Department. Your enrollment will not be complete until you click the SUBMIT button.</div></div></div><div><div>Your Choice</div><div>You have chosen Dependent Life Child (\$2,000) coverage.</div></div><div><div>Your Estimated Per-Pay-Period Cost</div><div>This coverage is provided at no cost to you.</div></div><div><div>Your Covered Dependents</div><div><div>Primary Allocation Details</div><table><tr><th>Name</th><th>Relationship</th><th>Amount</th></tr><tr><td>Steven Sample</td><td>Child</td><td>\$2,000</td></tr></table></div></div><div><div>Notes</div><div>The actual amount of coverage for this plan is based upon your salary, and will vary in accordance with any changes to your salary over time.</div></div><div><div><div>Update Elections</div><div>Discard Changes</div></div><div>Select the Update Elections button to store your choices.</div><div>Select the Discard Changes button to go back and change your choices.</div></div></div>	Name	Relationship	Amount	Steven Sample	Child	\$2,000
Name	Relationship	Amount					
Steven Sample	Child	\$2,000					
4	<p>You will be brought back to the Enrollment Summary page. You should now see the changes you made reflected under “New” (a).</p> <div><div>Cnty Provided Dep Life Child</div><div>Before Tax</div><div>After Tax</div><div>Edit</div><div>Current: Waive</div><div>New: Dependent Life Child: \$2,000</div></div>						

Enrolling You and Your Dependents in New Hire Benefits – Job Aid

2.6 Optional Dependent Life + AD&D Spouse/Child

In order to elect the Optional Dependent Life + AD&D for Spouse or Child, you must have elected Optional Life coverage for yourself (employee).

Follow the instructions below to complete any desired changes for Optional Dependent Life + AD&D for Spouse or Child. (Pictures shown are of electing for a Child. The steps will be the same when electing for a Spouse.)

Step	Action
1	Click the Edit button next to Optional Dependent Life + AD&D Spouse or Child.
	Optional Dep Life +AD&D Spouse
	Before Tax
	After Tax
	Edit
	Current: No Coverage
	New: Waive
	Cnty Provided Dep Life Child
	Before Tax
	After Tax
Edit	
Current: Waive	
New: Waive	
Optional Dep Life + AD&D Child	
Before Tax	
After Tax	
Edit	
Current: No Coverage	
New: Waive	

Enrolling You and Your Dependents in New Hire Benefits – Job Aid

For the Optional Life + AD&D Benefit for *Spouse*, you may enroll your covered spouse up to a maximum benefit of \$50,000 (by increments of \$5,000) or no more than 50% of your optional life benefit. You must also indicate if you would like the benefit premium taken out before or after taxes.

For the Optional Life + AD&D Benefit for *Child*, you have the option to waive the benefit or elect between \$5,000-\$20,000 (by increments of \$5,000). You must also indicate if you would like the benefit premium taken out before or after taxes.

Click the **radio button** next to the election you wish to choose for the optional dependent life + AD&D benefit.

NOTE: If you select an option with a * next to it, you will be required to provide an Evidence of Insurability before the benefit will take effect.

Once you change the election from “Waive” to an amount, the Designate Your Dependents section will appear at the bottom of the screen.

2

Benefits Enrollment

Optional Dep Life + AD&D Child

Susan Sample

Important! Your current coverage is: No Coverage. Coverage for this plan will be waived if you do not make an election.

This benefit plan requires enrollment in one of the following plans:
Employee Optional Life

Changing your choices for any of the benefit plans listed above, may invalidate your enrollment on this page.

Notes

* Enrollment in this benefit plan requires enrollment in Employee Optional Life.

Select an Option

Here Are Your Available Options With Your Per-Pay-Period Costs:
Select one of the following plans:

Coverage Level	Your Cost	Tax Class
<input checked="" type="radio"/> Waive	0.87 +	After-Tax
<input type="radio"/> Opt Dep Life Child AT 5,000 (\$5,000)	0.87 +	Before-Tax
<input type="radio"/> Opt Dep Life Child BT 5,000 (\$5,000)	1.34 +	After-Tax
<input type="radio"/> Opt Dep Life Child AT 10,000 (\$10,000)	1.34 +	Before-Tax
<input type="radio"/> Opt Dep Life Child BT 10,000 (\$10,000)	2.02 +	After-Tax
<input type="radio"/> Opt Dep Life Child AT 15,000 (\$15,000)	2.02 +	Before-Tax
<input type="radio"/> Opt Dep Life Child BT 15,000 (\$15,000)	2.69 +	After-Tax
<input type="radio"/> Opt Dep Life Child AT 20,000 (\$20,000)	2.69 +	Before-Tax
<input type="radio"/> Opt Dep Life Child BT 20,000 (\$20,000)		

Update and Continue

Discard Changes

Select the **Update and Continue** button to store your choice until you are ready to submit your final enrollment on the Enrollment Summary.

Select the **Discard Changes** button to ignore all entries made on this page and return to the Enrollment Summary.

Shared Technology & Reporting System

Enrolling You and Your Dependents in New Hire Benefits – Job Aid

Step	Action
5	<div><p>You will be brought back to the Enrollment Summary page. You should now see the changes you made reflected under “New” (a), as well as the new dollar amount for the election you made (b).</p><div><div>Optional Dep Life + AD&D Child</div><div><div>Before Tax</div><div>After Tax</div><div>Edit</div></div><div><div>Current: No Coverage</div><div>New: Opt Dep Life Child BT 10,000: \$10,000</div></div><div><div>a</div><div>b</div></div><div><div>1.34</div></div></div></div>

2.7 Optional LTD Enrollment/Changes

Follow the instructions from section 4.4 (Optional Life Enrollment) to complete any desired changes for Optional LTD.

Enrolling You and Your Dependents in New Hire Benefits – Job Aid

2.8 Flex Spending – Health and Dependent Care – Enrollment/Changes

Don't Forget!!

- The maximum election amount for FSA health account is \$3,050 and FSA dependent care maximum election is \$5,000.
- The minimum election amount for both health and dependent care FSA is \$300.
- The Dependent Care Account is only for the care of a child under the age of 13 while you are at work. It is NOT for healthcare expenses.

Enrolling in Flex Spending for Dependent Care will be completed exactly the same way that the FSA Health enrollment is completed. Follow the steps below to enroll for Flex Spending Health and/or for Flex Spending Dependent Care.

Step	Action																								
1	<div>Click the Edit button next to Flex Spending Health or Flex Spending Dependent Care.</div> <div><table><tr><td>Flex Spending Health - U.S.</td><td>Before Tax</td><td>After Tax</td><td><div>Edit</div></td></tr><tr><td>Current: Waive</td><td></td><td></td><td></td></tr><tr><td>New: Waive</td><td>0.00</td><td></td><td></td></tr><tr><td>Flex Spending Dependent Care</td><td>Before Tax</td><td>After Tax</td><td><div>Edit</div></td></tr><tr><td>Current: Waive</td><td></td><td></td><td></td></tr><tr><td>New: Waive</td><td>0.00</td><td></td><td></td></tr></table></div>	Flex Spending Health - U.S.	Before Tax	After Tax	<div>Edit</div>	Current: Waive				New: Waive	0.00			Flex Spending Dependent Care	Before Tax	After Tax	<div>Edit</div>	Current: Waive				New: Waive	0.00		
Flex Spending Health - U.S.	Before Tax	After Tax	<div>Edit</div>																						
Current: Waive																									
New: Waive	0.00																								
Flex Spending Dependent Care	Before Tax	After Tax	<div>Edit</div>																						
Current: Waive																									
New: Waive	0.00																								

Enrolling You and Your Dependents in New Hire Benefits – Job Aid

NOTE: For detailed information on how the FSA plans work and how to choose the right election amount, click the **FSA / Dependent Care FSA** link. (The link is the 2nd option choice – the link is not underlined, but you can click it for more information.) You may also use the **Worksheet** link to help calculate your annual pledge for this plan year,

- If you do not want to enroll in FSA, choose the radio dial next to **No, I do not want to enroll**.
- If you do want to enroll in FSA, choose the radio dial next to **FSA / Dependent Care FSA** to elect the coverage.
- Enter your **Annual Pledge** amount (if applicable).
- Click the **Update and Continue** button.

2

The screenshot shows the 'Benefits Enrollment' page for 'Flex Spending Health - U.S.' under the user 'Susan Sample'. It includes an informational message about the Health Care Spending Account (HCSA) and a note about current coverage. The 'Select an Option' section has two radio buttons: 'No, I do not want to enroll' (annotated with 'a') and 'FSA' (annotated with 'b' and highlighted with a red box). Below this, a text field for 'Annual Pledge' is highlighted with a red box and annotated with 'c', with a 'Worksheet' link nearby. At the bottom, the 'Update and Continue' button is highlighted with a red box and annotated with 'd', next to a 'Discard Changes' button. Footer text explains the functions of these buttons.

Benefits Enrollment

Flex Spending Health - U.S.

Susan Sample

The Health Care Spending Account (HCSA) allows you to use pre-tax dollars to pay for expenses that are not 100 percent covered through your or your spouse's group health care plans.

i Important! Your current coverage is: No Coverage. Coverage for this plan will be waived if you do not make an election.

Your annual pledge must be between \$300.00 and \$3,050.00, which are the limits established for this plan.

Select an Option

☐ No, I do not want to enroll **a**

☒ **FSA** **b**

This plan requires that you specify an annual pledge amount.

Annual Pledge **c** [Worksheet](#) **d**

Select the **Worksheet** button to help calculate your annual pledge for this plan year.

Update and Continue **Discard Changes**

Select the **Update and Continue** button to store your choice until you are ready to submit your final enrollment on the Enrollment Summary.

Select the **Discard Changes** button to ignore all entries made on this page and return to the Enrollment Summary.

Enrolling You and Your Dependents in New Hire Benefits – Job Aid

Step	Action
3	<p>A confirmation window will open. Review the changes and click the Update Elections button to confirm the new information.</p> <div><div>Benefits Enrollment</div><div>Flex Spending Health - U.S.</div><div>Susan Sample</div><div><div>i</div><div>Important: Scroll down to click the SAVE and CONTINUE button, followed by SUBMIT button on the next screen to submit your choices to the Benefits Department. Your enrollment will not be complete until you click the SUBMIT button.</div></div><div><div>Your Choice</div><div>You have chosen to enroll in the FSA plan with an annual pledge of \$1,000.00.</div></div><div><div>Your Contributions</div><div>Your approximate per-pay-period contribution will be \$52.63.</div></div><div><div>Notes</div></div><div><div>Update Elections</div><div>Discard Changes</div><div>Select the Update Elections button to store your choices.</div><div>Select the Discard Changes button to go back and change your choices.</div></div></div>
4	<p>You will be brought back to the Enrollment Summary page. You should now see the changes you made reflected under “New” (a), as well as the new dollar amount for the election you made (b).</p> <div><div>Flex Spending Health - U.S.</div><div>Current: Waive</div><div>New: FSA: \$1,000.00</div><div>Before Tax</div><div>After Tax</div><div>Edit</div><div>45.45</div></div>




3.0 Saving and Submitting Your Benefit Enrollment/Changes

You may save your elections at any time by clicking the Save and Continue button at the bottom of the screen. Do not click the Submit button until you are ready to submit your final benefit elections!

Follow the steps below to submit your benefit elections.

Step	Action																									
1	<p>Once you have finished making your benefit elections you will be able to review your Election Summary at the bottom of the page.</p> <p>Click the Save and Continue button.</p> <p>NOTE: It will take a moment for the page to process after you click the Save and Continue button.</p> <div><p>This table summarizes estimated costs for your new benefit choices. (The "Employer" column displays the amount the Company is contributing to subsidize the cost of your benefits.)</p><table><tr><th colspan="5">Election Summary</th></tr><tr><th colspan="5">Summarized estimates for new Benefit Elections</th></tr><tr><th></th><th>Total</th><th>Before Tax</th><th>After Tax</th><th>Employer</th></tr><tr><td>Costs</td><td>86.78</td><td>45.45</td><td>41.33</td><td>461.00</td></tr><tr><td>Your Costs</td><td>86.78</td><td>45.45</td><td>41.33</td><td></td></tr></table><p>These costs do not include certain choices that are based on variable earnings. The Company's contributions towards your benefits may impact the taxes on your paycheck.</p><p>Save and Continue</p><p>Select the Save and Continue button to send your final choices to the Benefits Department.</p><p>Important: Click the SAVE and CONTINUE button, followed by SUBMIT button on the next screen to submit your choices to the Benefits. Your enrollment will not be complete until you click the SUBMIT button Department.</p></div>	Election Summary					Summarized estimates for new Benefit Elections						Total	Before Tax	After Tax	Employer	Costs	86.78	45.45	41.33	461.00	Your Costs	86.78	45.45	41.33	
Election Summary																										
Summarized estimates for new Benefit Elections																										
	Total	Before Tax	After Tax	Employer																						
Costs	86.78	45.45	41.33	461.00																						
Your Costs	86.78	45.45	41.33																							
2	<p>Click the Submit button to send your final choices to the Benefits Department.</p> <div><p>Benefits Enrollment</p><p>Submit Benefit Choices</p><p>Susan Sample</p><p>You have almost completed your enrollment. If you have no further changes,</p><p>Select the Submit button on this page to finalize your benefit choices.</p><p>Select the Cancel button if you are not ready to submit your choices and wish to return to the Enrollment Summary.</p><p>Do not submit your benefit choices until you have completed your enrollment. You may store your choices on each page and return to the Enrollment Summary as many times as you'd like up until your enrollment deadline. However, once you select the Submit button your benefit choices will be sent to the Benefits Department for processing.</p><p>Once your enrollment is processed, you may not be able to make any further benefit changes until the next Open Enrollment period or if you have a qualified family status change.</p><p>Authorize Elections</p><p>By submitting your benefit choices you are authorizing the company to take deductions from your paycheck to pay for your benefit costs. You are also authorizing the Benefits Department to send necessary personal information to your selected providers to initiate and support your coverage.</p><p>Submit Cancel</p><p>Select the Submit button to send your final choices to the Benefits Department.</p><p>Select the Cancel button if you are not ready to submit your choices and wish to return to the Enrollment Summary.</p></div>																									

Enrolling You and Your Dependents in New Hire Benefits – Job Aid

Step	Action																		
3	<p>A Submit Confirmation page will open. Click OK.</p> <div><p>Benefits Enrollment</p><p>Submit Confirmation</p><p>Susan Sample</p><p>Your benefit choices have been successfully submitted to the Benefits Department. To return to the Benefits Enrollment page, use the OK button.</p><p>OK</p></div>																		
4	<p>Now your Benefits Enrollment Event Status should show as Submitted.</p> <div><p>Benefits Enrollment</p><p>Susan Sample</p><p>After your initial enrollment, the only time you may change your benefit choices is during open enrollment or a qualified family status change. The Information icon provides you with additional information about your enrollment. The Select button next to an event means it is currently open for enrollment. Use the Select button to begin your enrollment.</p><p>Note: Some events may be temporarily closed until you have completed enrollment for a prior event.</p><p>Required documentation must be submitted when adding or dropping dependents to your group health and related benefits, otherwise process is not complete. Dependents <u>will not</u> be added without documentation.</p><p>Please refer to your Employee Benefits Guide for more information. Please click here to add documentation.</p><table><tr><th colspan="6">Open Benefit Events</th></tr><tr><th>Event Description</th><th></th><th>Event Date</th><th>Event Status</th><th>Job Title</th><th></th></tr><tr><td>New Hire Insurance Event</td><td></td><td>02/12/2024</td><td>Submitted</td><td>Specialist III</td><td><p>Select</p></td></tr></table><p>After you use the Select button, it will take a few seconds for your benefits enrollment information to load.</p></div>	Open Benefit Events						Event Description		Event Date	Event Status	Job Title		New Hire Insurance Event		02/12/2024	Submitted	Specialist III	<p>Select</p>
Open Benefit Events																			
Event Description		Event Date	Event Status	Job Title															
New Hire Insurance Event		02/12/2024	Submitted	Specialist III	<p>Select</p>														
5	<p>You have now submitted your Benefit Elections in STARS through Employee Self Service.</p> <p>Should you have any additional benefits questions, please refer to your benefits guide and/or contact the benefits department at benefits@harriscountytexas.gov</p>																		