

How to enroll in your Benefits

❖ Log in to PeopleStrategy

- The link is in our webpage Staff Zone

PEOPLESTRATEGY

- Your username is first initial and last name
- If your password isn't working, contact Heather Grove in HR

❖ Your TASK is waiting for you:



Go ahead and launch it!

❖ Enter your Beneficiaries and Dependents first. We may have old or incorrect data – be sure you update anything that is not correct.




Welcome to the benefits enrollment page! Before you start updating your enrollment records please take a few minutes to make sure your dependents and beneficiary information is up to date. Once you begin your enrollment you will be able to choose from eligible plans in each category, choose which dependents should be covered or select the coverage level you desire and save each record as you go. You will be able to return to this page at any time during your enrollment period prior to committing your elections, when you are finished select the "Commit Elections" button at the bottom of the page to permanently save your elections. Contact your HR/Benefits administrator if you have any questions.

Manage Dependents/Beneficiaries

Name	Gender	Birth date
Add Dependent/Beneficiary	Add your dependents and beneficiaries FIRST!	
	Double check that we have the right information on file for them.	

- ❖ For each benefit, select the coverage you want.
 - Pre-tax means we deduct your benefits first, then calculate taxes on the remainder. You end up paying less tax and taking home a little more in your paycheck.
 - Post-tax means we calculate taxes first, then deduct your benefits. You end up paying more tax and taking home a little less in your paycheck.
 - If you are not sure which to pick, please consult your tax professional.

Benefit Enrollment Options

	Medical	Current	New (08/01/2019) Waived	Select Coverage
<div> <input type="radio"/> Waive <div> <div> This is where you chose Post-Tax deductions. </div> <div> This is where you chose Pre-Tax deductions. </div> </div> </div>				
<div> <input checked="" type="radio"/> Medical and RX - <u>Post-Tax</u> (Employee Only) \$41.20 per pay <input type="radio"/> Medical and RX - <u>Pre-Tax</u> (Employee Only) \$41.20 per pay </div> <div>Save</div>				
	Life and AD/D	Current	New (08/01/2019) Basic Life/AD&D 20000.00 0.00 per pay	Select Coverage
	Voluntary Life	Current	New (08/01/2019) Waived	Select Coverage

SAVE when done!

- ❖ Dental and Vision benefits default to WAIVED, so be sure to go in there and select coverage!
 - Your Section 125 pre/post tax choice from Medical carries over to Dental/Vision

Benefit Enrollment Options

	Medical	Current	New (08/01/2019) Medical and RX - Pre-Tax Employee Only 41.20 per pay	Change Coverage Waive Coverage
	Dental	Current	New (08/01/2019) <u>Waived</u>	Select Coverage
<div> <input checked="" type="radio"/> Waive <div>Coverage is waived by default. Be sure to change this!</div> <input type="radio"/> Dental - Pre-Tax (Employee Only) \$0.00 per pay </div> <div>Coverage</div> <div>Save</div>				
	Vision	Current	New (08/01/2019) <u>Waived</u>	Select Coverage

- ❖ Select your beneficiary for the \$20,000 life policy that the agency provides for you. The primary beneficiary has to receive 100% of the benefit, so if you want to split it between a number of people, just list them all as primary and give each a percentage. The secondary beneficiary is the one who would receive the benefit if something happens to both you and your primary beneficiary at the same time.

- ❖ Voluntary Life Insurance is similar to the basic life covered by the agency.
 - The system will calculate your rates based on your age, or your spouse's age if you are getting coverage for them. Rates are listed beside the amount of coverage so you have them up front.
 - You must list at least a primary beneficiary for these coverages as well. If you want it to be you, you have to enter *yourself* in the beneficiaries section! When you do that, you will choose "Employee" as the Relationship.

- ❖ Total deductions will show at the bottom of the screen. You MUST click Commit Elections and Authorize the changes for these benefits to take effect!

Total Proposed Deduction Per Pay: \$41.20

Commit Elections

Close

If something doesn't make sense, or questions come up as you go, please contact Heather Grove in HR for more information before committing to the benefits elections.