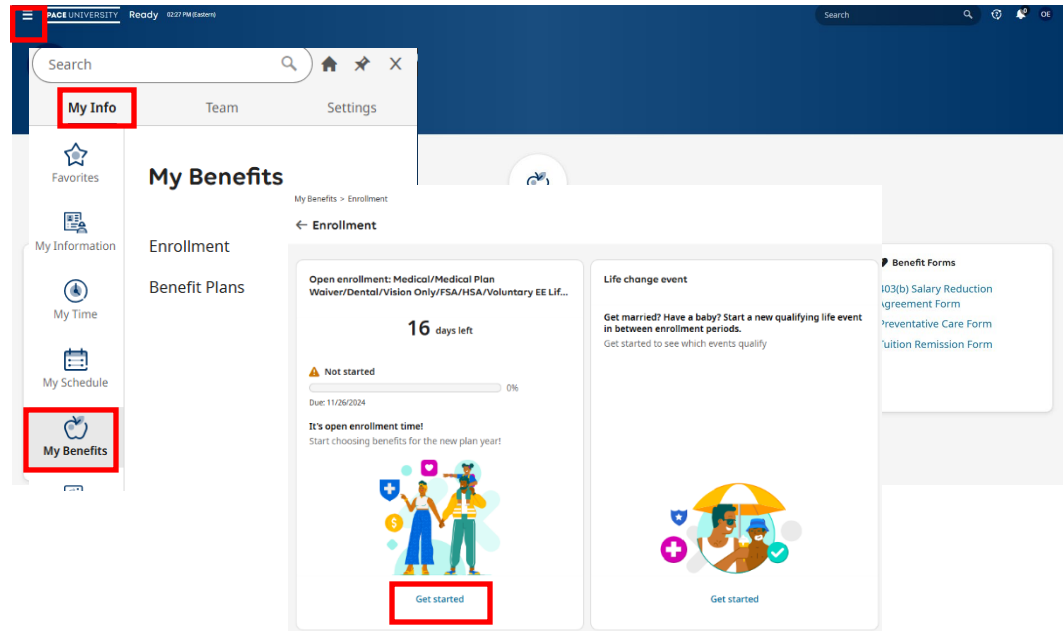


## Annual Employee Benefits Open Enrollment

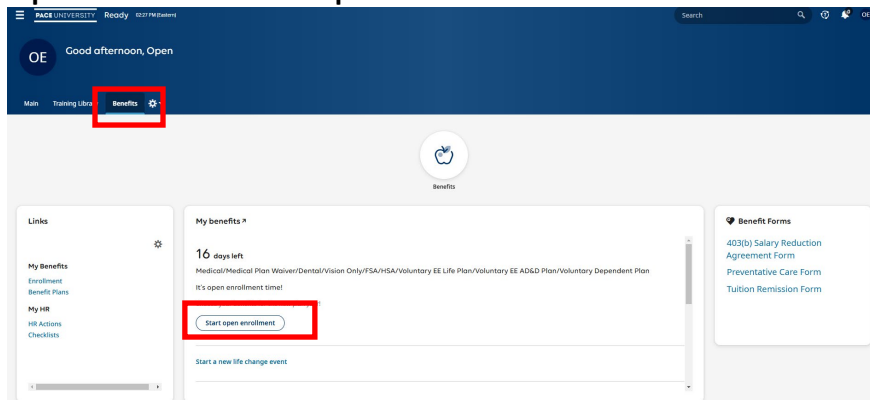
This guide will provide instructions on accessing **Open Enrollment** in UKG Ready. Open enrollment is the period each year when an employee can request to enroll for benefits, including health insurance, for the upcoming benefit year without a qualifying event. Employees access open enrollment under their **My Benefits** area.

1. Login to the Pace portal and click the **Staff Home** tab to access the **UKG Ready Dashboard**
2. Once logged in, Open Enrollment can be accessed in two ways:

From the main menu, hamburger icon, go to the **My Info** tab > **My Benefits** > **Enrollment**. From the **Enrollment** page, select **Get started** in the **Open Enrollment** section.



Or, from the main dashboard, click the **Benefits** tab to open the **Benefits** dashboard. Select **Start open enrollment** in the **Open Enrollment** section.



3. In the **Instructions** section, read all applicable instructions, then select **Continue**.

**Instructions**

Annual Open Enrollment Period

Open Enrollment is the one time, each year, when full-time employees can make changes to their health coverage, enroll in a Flexible Spending Account for the new plan year, and add or change voluntary life insurance coverage without submitting supporting documentation (with the exception of adding a domestic partner or domestic family to your plan for the first time). If you are making a change during the annual Open Enrollment period, please check the [Open Enrollment website](#) to review updates for the new plan year. To begin the Open Enrollment Process, select "Enrollment" under "My Benefits" on your UKG Ready Dashboard and select "Open Enrollment." Please review the information in the "Newly Hired Full-Time Employee" section above for general information concerning completion of the enrollment process via your UKG Ready Dashboard.

**Newly Hired Full-Time Employee**

Please review the plan information on the [New Hire Benefits Orientation website](#) and/or attend the semi-monthly benefits orientation program via Zoom.

After reviewing the information on each landing page, click "Continue" in the upper right corner to move through all benefit categories available to you. As you proceed through the benefit categories (medical, dental, etc.) on your UKG Ready Dashboard, review the pricing and coverage type that best meets your family's needs. Note that there are options to compare plan pricing and features to assist you with your selections.

Once you have decided on a plan, click on the "Select" checkbox next to the plan. You do have the option to waive medical, dental, and vision coverage and can modify your selections until the final "Submit" on the "Finish Up" tab.

After you have selected your plan(s), if you have chosen a plan that requires a dependent (e.g. employee plus family), you will need to define these dependents and then add them to each applicable plan. Please have your dependent's Social Security Number and date of birth ready.

**Your benefit choices**  
Per pay period

Medical	\$631.84
Dental	\$66.82
FSA	\$125.00
Voluntary EE Life Plan	\$14.55
Voluntary EE AD&D Plan	\$1.94
Voluntary Dependent Plan	\$1.63

Prices shown are your cost after employer contributions of \$1,444.07 per pay period

What You'll Pay **\$841.78**

- **Your benefit choices, per pay period**, shopping cart experience view displays your current benefit election
- Select **Continue** to navigate to each plan option
- Use the actions icon, **...**, to download and print

4. In the **You and your family** section, you will see a list of dependents currently included in your employee profile, if any.

- Select **edit, the pencil icon**, to edit a dependent's information.
  - Select **remove, the trash icon**, to delete a dependent from this view.
  - Select **Add Family Members** to add a family member from your current contacts.
- Note:** Adding family members in this section does not automatically add them to medical, dental, vision, or dependent life insurance plans. You will also need to add these family members under each plan in the following sections.

**You and your family**

If you have family members in your contacts but they aren't showing up here, select 'Add family members'

Review your family's details for any changes since last year, or add new dependents. When you select your benefits in the next step, you'll be able to cover the people who are listed here.

**Add family members**

Relationship	You	Spouse	Child	Child
Relationship	You	Spouse	Child	Child
Primary	--	Primary Yes	Primary No	Primary No
Preferred Phone Number	--	9142173750	--	--
Contact Type	--	Dependent, Beneficiary	Dependent, Beneficiary	Dependent, Beneficiary
Date Of Birth	--	Date Of Birth	Date Of Birth	Date Of Birth

**Your benefit choices**  
Per pay period

Medical	\$631.84
Dental	\$66.82
FSA	\$125.00
Voluntary EE Life Plan	\$14.55
Voluntary EE AD&D Plan	\$1.94
Voluntary Dependent Plan	\$1.63

Prices shown are your cost after employer contributions of \$1,444.07 per pay period

What You'll Pay **\$841.78**

5. Select **Continue** to move to the plan options.
6. In the **Medical** section, view the medical plan information and select the medical plan you wish to enroll in, or select Decline/waive Medical to decline this coverage. Please use the **Coverage Level** drop down menu to elect Employee Plus One or Family Coverage.  
**Note:** If you have chosen a plan that requires a dependent (e.g. employee plus family), you will need to define those dependents and then add them to each applicable plan.

Use the **Review plans** option to compare up to three plans. When you are ready to change the current plan selection, uncheck the **Selected** plan and **Select** the new plan. Select **Continue**.

**Note:** If you waive medical coverage through the University, you must enroll in the **Medical Plan Waiver** plan on the next screen in order to receive the reimbursement.

**Note:** As your benefit selections are made, your choices will appear in the shopping cart experience view. This view shows your selected plans, total amounts you will pay, any declined plans, and total employer contributions.

7. Continue selecting additional plan options that are available. Select **Continue** to pick a specific plan and move to the next plan type.
8. In the **Finish up** section, make a final review of your benefit selections and make any edits. Select **Submit** and enter your full name to confirm.

My Benefits > Enrollment

← Enrollment Submit

**In progress (8 of 9)** 89%

Due: 11/26/2024

- Instructions
- You and your family
- Medical
- Dental
- FSA
- Voluntary EE Life Plan
- Voluntary EE AD&D Plan
- Voluntary Dependent Plan
- Finish up**

**Finish up** \$841.78 Per pay period

You're almost done! Review and submit your selections on this page. You can also make changes if needed. Thank you for selecting (or waiving) your new benefit plans. Please take a moment to review the plans & coverage levels. Select the finalization.

*Note: If you waive your health and welfare coverage for any benefits, you may not be able to enroll back into the plan(s) until the next Event.*

If you are satisfied with your selection, please additionally identify your dependents that are to be included on your plan (if applicable). Once dependents that you wish to cover, you will be able to use the "submit request" option to finalize and submit your selections. The University Benefits office will review your submittal and contact you should we have any additional questions. Thank you.

[Download PDF](#)

**Selected benefits:**

<p><b>Aetna Network Core Plan/Vision</b></p> <p>Your price per pay period <b>\$631.84</b></p> <p>Passive enrollment - plan previously selected</p> <p>Coverage Level Employee + Family</p> <p>Who You Selected (4): Yourself, [Name], [Name], [Name]</p>	<p><b>Aetna Dental DPPO</b></p> <p>Your price per pay period <b>\$66.82</b></p> <p>Passive enrollment - plan previously selected</p> <p>Coverage Level Employee + Family</p> <p>Who You Selected (4): Yourself, [Name], [Name], [Name]</p>	<p><b>Health Care FSA</b></p> <p>Your price per pay period <b>\$125.00</b></p> <p>Passive enrollment - plan previously selected</p> <p>Coverage Level</p>
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**Your benefit choices**

Per pay period	\$631.84
	\$66.82
	\$125.00
Voluntary EE Life Plan	\$14.55
Voluntary EE AD&D Plan	\$1.94
Voluntary Dependent Plan	\$1.63
How much is your cost after employer contributions of \$77 per pay period	
Total Will Pay	\$841.78

**Enrollment acknowledgement**

Please type your full name to confirm: **Shuana Thompson**

Full Name \*

If you wish to make additional changes, click on "decline" and you will return to the option menu.

Click on "accept" if you are satisfied with your selections and wish to proceed with the submittal process.

Note that you will not be enrolled in new plans until you complete this selection and acceptance process. Contact your University Benefits Representative should you have any questions regarding this process.

**True and complete acknowledgement:** The answers I have provided throughout this benefit submission are to the best of my knowledge and belief, true and complete.

I hereby enroll for benefits for which I am presently eligible or for which I may become eligible under my employer's group contract(s). If any deductions are required for this coverage, I authorize such deductions from my earnings. I reserve the right to revoke this deduction authorization any time upon written notice unless I have chosen to use pretax deductions.

You can review the status of your benefits at any time by going to **My Info > My Benefits**

Decline **Accept**

9. Select **Accept** to finalize your open enrollment selections.

10. Click Ok on the completed enrollment submitted page

**Completed**  
Enrollment was successfully submitted

**OK**

11. After completing your open enrollment, you may review or print your open enrollment selection from the main menu, hamburger icon, and go to the **My Info** tab > **My Benefits** > **Enrollment**. From the **Enrollment** page, select **Review** or use the **print icon** in the **Open Enrollment** section

My Benefits > Enrollment

← Enrollment

**Open enrollment: Medical/Medical Plan Waiver/Dental/Vision Only/FSA/HSA/Voluntary EE Lif...**

Submitted; pending approval

**Completed (9 of 9)** 100%

Submitted: 11/10/2024

**It's open enrollment time!**  
Start choosing benefits for the new plan year!

**Review**

**Life change event**

**Get married? Have a baby? Start a new qualifying life event in between enrollment periods.**  
Get started to see which events qualify

**Get started**