Prior to Enrolling in Benefits

Prior to beginning the enrollment process, it is a good idea to

1. Review your current benefits elections and coverage using the **Benefits Summary** page and the **Dependent /Beneficiary Coverage Summary** page.

Benefits Summary page
Navigation: Employee Self Service Home page > Benefits Tile > Benefits Summary

Benefits Summary

David Grey

To view your benefits as of another date, enter the date and select Go.

10/10/2017   [Go]

Benefits Summary

Type of Benefit	Plan Description	Coverage or Participation
NonPERS Medical	Contra Costa Health Plan A	Employee Only
Dental PPO	Delta Dental PPO w/CCHP Plan	Family
CVC Vision Voucher	CVC Vision Plan	Employee Only
Voluntary Vision Plan		Waived
Dental HMO		Waived
Basic Life	Basic Life 10000 ER	$10,000
Spouse Life and AD & D		Waived
Child Life		Waived
Supplemental Life and ADD		Waived
Section 457		Waived
Health Care Spending Account		Waived
Flex Spending Dependent Care		Waived
Health Savings Account		Waived
CCC Retirement	RET414	CCCERA

Dependent/Beneficiary Coverage Summary page
Navigation: Employee Self Service home page > Benefits tile > Dependent/Beneficiary Info >
Dependent/Beneficiary Coverage Summary

Dependent and Beneficiary Coverage Summary

David Grey

To view your benefits as of another date, enter the date and select Go.

10/10/2017 [📅]   [Go]

Dep/Ben Details

Dependent/Beneficiary Name	Relationship	Type of Benefit	Description
Michelle Grey	Child		
		Dental PPO	Delta Dental PPO w/CCHP Plan
		Basic Life	Basic Life 10000 ER
Susan Grey	Spouse		
		Dental PPO	Delta Dental PPO w/CCHP Plan
		Basic Life	Basic Life 10000 ER
Tracy Grey	Child		
		Dental PPO	Delta Dental PPO w/CCHP Plan
Megan Grey	Child		

These pages are covered in topics in eBenefits training: *Using the Benefits Summary Page* and
Reviewing Dependent/Beneficiary Coverage Summary

2. Review information related to benefits enrollment that is available on the **Benefits Reference Materials and Forms** page.

Navigation: Employee Self Service home page > Benefits Tile > Benefits Guides and Links

a. Review information available by clicking the links in the **Benefits Guides** section**: Health Plan Comparison Guide,** the **Mass Mutual Plan Guide,** and the **Open Enrollment Guide**

Benefit Guides
Computer Vision Care (CVC)
Health Plan Comparison Guide
Mass Mutual Plan Guide
Open Enrollment Guide

b. Review information for the various plans that are available to you using the links in the **Plan Highlights** section

Plan Highlights
CALPers Long Term Care
Catastrophic Leave
Contra Costa Health Plan A
Contra Costa Health Plan B
Health Net HMO Plan A
Health Net HMO Plan B
Health Net PPO Plan A
Health Net PPO Plan B
Kaiser HMO Plan A
Kaiser HMO Plan B
Kaiser High Deductible Plan
Kaiser Teamsters 856 Trust
Life Insurance Plan Booklet

c. Use the links in the **Provider** links section to review information available on provider websites

Benefits Forms
Benefit Election at Age 70-1/2
Dependent Care Reimbursement
Evidence of Insurability Form
Fill Out Online CVC Voucher
Life Insurance Beneficiary Des
Mass Mutual Beneficiary Design
Mass Mutual Info/Forms

d. Use the **Other Helpful Links** section to access the County's Employee Benefits web page

Your goal is to have a good idea of which benefits types you want to enroll in, what plans you want to select, and what level of coverage you want prior to starting the enrollment process in PeopleSoft. This preparation will also help you determine what changes you may want to make to your current enrolments and coverages.

Enrolling in Benefits during Open Enrollment

When you are ready to begin enrollment during an open enrollment period:

1. Sign in to PeopleSoft and navigate to the **Employee Self Service** home page if you did not land there
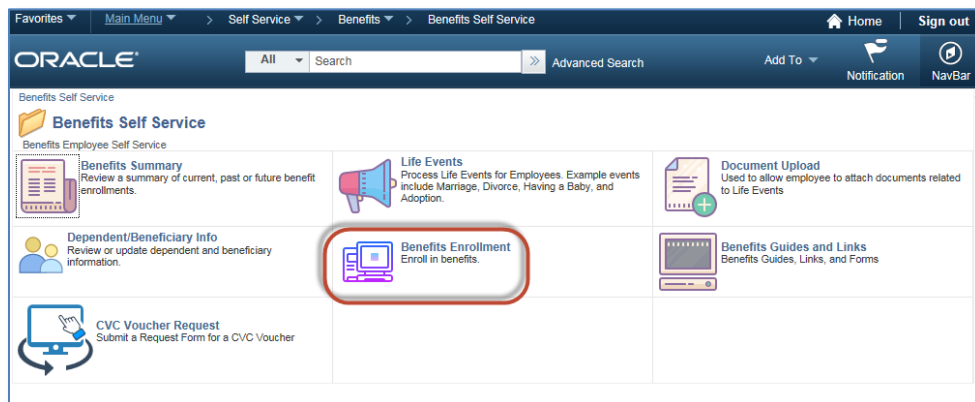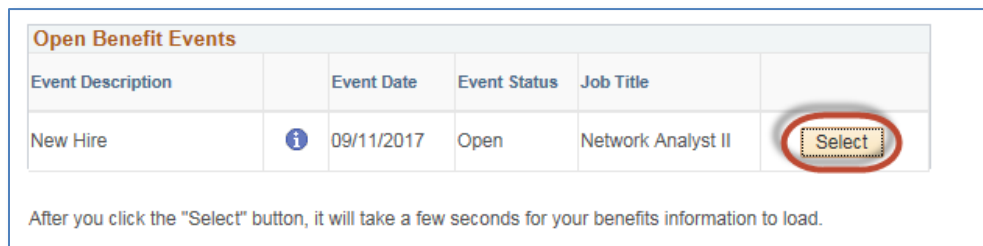
2. Click the **Benefits** tile

3. Click the **Benefits Enrollment** link on the **Benefits Self Service** page

4. Click the **Select** button for the event listed in the **Open Benefits Event** section of the **Benefits Enrollment** page

5. The **Enrollment Summary** section will display

To enroll in and/your modify your current benefits elections

1. Click the **Edit** button for the benefit that you want to enroll in and/or modify your enrollment

2. Select the plan you want to enroll in (to waive coverage, select the Waive radio button)

Benefits Enrollment

Dental PPO

James Bell

Dental coverage allows you and your dependents to have routine cleaning visits and receive services such as the installation of fillings and crowns.

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

Select an Option

Here Are Your Available Options With Your Costs:
(Your cost = Full benefit cost - County Subsidy)

Cost Comparison for all Plans

Select one of the following plans:

○ Delta Dental PPO w/CCHP Plan

Coverage Level	Your Costs	Tax Class
Employee Only	$3.99	Before-Tax
Employee + 1 Dependent	$9.00	Before-Tax
Employee + Two Dependents	$9.00	Before-Tax
Employee + DP	$9.00	Before and After Tax

3. Scroll to the **Enroll Your Dependents** section and review your dependent/beneficiaries

Enroll Your Dependents

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.

You may enroll any of the following individuals for coverage under this plan by checking the **Enroll** box next to the dependent's name.

Dependent Beneficiary

Enroll	Name	Relationship
☑	Michelle Grey	Child
☑	Susan Grey	Spouse
☑	Tracy Grey	Child
☑	Megan Grey	Child

[Add/Review Dependents]

[Update and Continue]   [Discard Changes]

    a. Add dependent/beneficiaries if necessary

    b. Select the **Enroll** check box for each dependent/beneficiary you want to enroll

4. Click the **Update and Continue** button

5. Review the information that displays in the **Your Choice**, **Your Estimated Per-Pay-Period Cost**, **Your Covered Dependents** (will display if you selected dependents for coverage), and the **Notes** sections.

6. Click the **Update Elections** button

Repeat these steps for each benefit that you want to enroll in and/or modify. After you have finished enrolling in and/or modifying all benefit types you want to include in this open enrollment,

1. Scroll to the bottom of the **Enrollment Summary** section
2. Review the information in the **Election Summary** section

3. Click the **Save and Continue** button
4. Click the **Submit** button on the **Submit Benefit Choices** page

Benefits Enrollment

Submit Benefit Choices

David Grey

You have almost completed your enrollment. If you have no further changes, select the **Submit** button on this page to finalize your benefit choices.

Select the **Cancel** button if you are not ready to submit your choices and wish to return to the Enrollment Summary.

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.

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 qualifying event such as a family status change.

Authorize Elections

By submitting your benefit choices you are authorizing the County 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.

Submit | Cancel

5. Click the **OK** button on the **Submit Confirmation** page

Note: if you do not click the Submit button, your benefits elections are not complete. If you do not click the Submit button, the changes you made to enrollment will not go into effect. You must click the Submit button to complete the enrollment process.

Favorites ▼   Main Menu ▼   >   Benefits Enrollment

ORACLE   All ▼ Search   » Adva

Benefits Enrollment

Submit Confirmation

David Grey

OK