

Enrollment Checklist

Enroll

Within the first 30 days of hire.

Coverage Effective

Coverage begins the first of the month following the date of hire.

Review and Consider the Benefits

Review the Active Employee Benefits Guide, rates, resources and information given to you through New Employee Orientation and on the Benefits website at <https://www.princegeorgescountymd.gov/461/Benefits-Administration>. Consider all costs, including your per-pay-period costs.

Make Changes to Your Benefits in Employee Self-Service (ESS)

Access Employee Self-Service (<https://portal.sap.mypgc.us>) to complete your Benefits elections.

If you do not remember your Employee Self-Service (ESS) user ID and password, please contact the IT Helpdesk at 301-883-5322. You will need this to access ESS and make changes to your elections.

Flexible Spending Accounts

Employees may choose to **enroll** in Healthcare Flexible Spending Accounts and Dependent Care Flexible Spending Accounts through Employee Self-Service. Elections do not carry forward; new elections must be made for healthcare and dependent care FSA programs each year during Open Enrollment. Funds for 2020 do not roll over and must be used by December 31, 2020.

Medical Opt-Out Credit

Employees may choose to enroll in the Medical Opt-Out Credit each year during by submitting proof of coverage. A copy of your medical card must be submitted to the Benefits and Pensions Division and postmarked within 30 days of hire, with the Medical Opt-Out cover form. Email or fax to benefits@co.pg.md.us or 301-883-6192.

Proof of Eligibility

If you **enroll a spouse or dependent**, you **must provide documentation** to verify eligibility within 30 days of hire. All documents must be submitted to the Benefits and Pensions Division and postmarked within 30 days of hire, with the Dependent Verification cover form. Email or fax to benefits@co.pg.md.us or 301-883-6358.

Beneficiaries

Add any beneficiaries for insurance plans through Employee Self-Service. All immediate beneficiary changes should be made through the *Anytime Changes* module in <https://portal.sap.mypgc.us>.

Voluntary Benefits

A full-time, part-time or Limited Term Grant Funded (LTGF) employee that is actively working 15 or more hours per week can enroll in one or more of the voluntary benefit plans. The following program(s) are **not available** for enrollment through ESS: Whole Life Insurance, Critical Illness Insurance, Group Accident, Legal Resources, Legal Shield, and Aflac Supplemental Dental*. To enroll in these voluntary benefits, please contact iBenefit at 1-844-816-0224. *Note: To enroll in Aflac Supplemental Dental, please contact Aflac at 1-800-992-3522.

Qualifying Life Events

Elections are effective for the entire 2020 calendar year and cannot be changed unless you experience a Qualifying Life Event.

Save and Submit

You must click the **Save** button in Employee Self-Service to complete and submit your enrollment elections. For more information on electing and submitting your benefits, see our *How to Enroll Guide* at <https://tinyurl.com/HowToEnrollGuide>.

Print

When you have completed your elections in Employee Self-Service, click the Print Benefit Elections Summary button. Please print this for your records. If you do not receive this option, please immediately contact OHRM at benefits@co.pg.md.us to confirm your elections were properly submitted.