



Employee Self-Service (ESS) Open Enrollment Quick Reference Guide

You can access the ESS Open Enrollment module at <https://portal.sap.mypgc.us>

Please reference the tutorial for accessing the ESS module at
http://pgcwf00.sap.mypgc.us:8080/WFD/wa/SAPTMID/~tag/published/index.html?show=book%21BO_C60F21065C8765B7



NOTE: The steps outlined below will take you through the entire on-line open enrollment process. However, if you do not want to go through the entire process and you just want to enroll and/or make changes to a Health Benefit Plan follow steps four (4) and seven (7); Insurance Plans (Life and/or Disability Insurances) follow steps five (5) and seven (7); and the Health and Dependent Care Flexible Spending Accounts follow steps six (6) and seven (7).

Step One (1): Personal Profile

Click on step 1 to view your personal profile, such as name, address, etc. (This step is optional)

Please note: To make changes to your Personal Profile you must contact your department liaison.

Step Two (2): Dependents and Beneficiaries

Click on step 2 if you would like to check your current dependent (e.g., spouse and/or children) and beneficiary information. If you are adding a dependent(s) to your health benefit plans during the open enrollment period, **you must add them through this process.** This will ensure that a dependent(s) is listed when you make your health benefit plan elections.

- To add a dependent or beneficiary, click on the icon (**Dependents and Beneficiaries**)
- Select “Add” and a drop down list will appear.
- Select the Dependent Type (e.g., spouse, child or beneficiary) from the drop down list.
- Fill in dependent information on the screen. Note: The asterisk (*) fields are required fields and must be completed.
- Select Save – **If you are adding more than one dependent or beneficiary, select “Save and Back” to add your additional dependents and/or beneficiaries.**

Note: Beneficiary updates and/or changes made through Open Enrollment Portal will not become effective until January 1, 2022. You can update or change you beneficiary(ies) immediately through the Employee Self-Service (ESS) on-line enrollment portal under “Anytime Changes”

Step Three (3): Benefits Summary

Click on step 3 to see a snapshot of your current enrollments in the health benefit plans.

Step Four (4): Health Benefit Plans

- Click on step 4 to enroll or make a change(s) to a health benefit plan(s) [e.g., medical, dental, prescription, vision].
- For example, to enroll or make a change to a medical plan, click on the icon and select the medical plan and coverage level (e.g., Individual, Two-Person, Family) you want.
- Under “Enroll Dependents,” select the dependent(s) you want to cover.
- Click on “Add” to complete the change.
- To enroll or make a change to the prescription, dental, or vision plans, follow the process outlined above.
- Go to step 7 and follow the steps to **SAVE** enrollment or changes made to the health benefit plans.

Medical and Prescription Opt-Out Credit Plans

- If you want to opt-out of the medical and/or prescription plans, click on the opt-out option under the medical and/or prescription plans.

- Select “Add” to complete your change.
- Go to step 7 and follow the steps to **SAVE** enrollment or changes made to the medical and/or prescription opt-out credit plans.

Step Five (5): Insurance (e.g., Life Short-Term Disability, and Long -Term Disability) Plans

Click on step 5 to make a change to the Basic Life insurance plan and/or enroll or change the Extra Life, Short-Term Disability or Long-Term Disability insurance plans.

Basic Life Insurance

- To change your option level (from two [2] times to one [1] times your salary or vice versa), click on the icon and make your selection.
- To designate a beneficiary(ies), select the name(s) of your beneficiary(ies) from the list under “**Designated Beneficiaries**” and apply the percentage amount. **Note: The percentage amount must be whole numbers and must equal 100%. (Contingent Beneficiaries are optional).**
- Click “Add.”
- Go to step 7 and follow the steps to **SAVE** changes made to the Basic Life Insurance plan.

Disability Plans

- Click on the icon and select your coverage option
- Select “Add.”
- Proceed to Extra Life if you are enrolling or making changes to that option. If not, go to step 7 and follow the steps to **SAVE** enrollment or changes made to the Disability plan.

Extra Life Insurance

- Click on the icon and select the option level (1X, 2X, 3X or 4X your salary).
- Select “Add.”
- Repeat the process listed under the Basic Life insurance (second bullet) to select your beneficiary(ies).
- Go to step 7 and follow the steps to **SAVE** enrollment or changes made to the Extra Life Insurance plan.

Step Six (6): Flexible Spending Accounts

- Click on step 6 to continue your participation or enroll in the Health and/or Dependent Care Flexible Spending Accounts for 2022. Your current annual election amount **will not** transfer from calendar year 2021 to 2022. **Therefore, to continue your participation for calendar year 2022 in the Health Care and/or Dependent Care Flexible Spending accounts, you MUST complete this step (6).**
- To continue your participation or enroll for calendar year 2022 click on the icon and enter the annual dollar amount you want for calendar year 2022.
- Click “**Calculate**” to obtain your bi-weekly cost.
- Select “**Add.**”
- After you select “**Add,**” your 2022 election should state “**New.**”
- Go to step 7 and follow the steps to **SAVE** enrollment or changes made to the Health Care and/or Dependent Care Flexible Spending Accounts.
- **If you do not see your new annual election amount and the word “New”, you have not followed correctly the steps to continue or enroll in the Health Care and/or Dependent Care Flexible Spending Accounts for calendar year 2022. To ensure you will continue or be enrolled in the Health Care and/or Dependent Care Flexible Spending Accounts for calendar year 2022, repeat bullets one (1) through five (5) above. Otherwise, you will not be enrolled for calendar year 2022.**

Note: You must complete step 6 even if you want to elect the same annual amount that you elected in calendar year 2021. Failure to complete step 6 will result in you not being enrolled in the Health Care and/or Dependent Care Accounts for calendar year 2022.

Step Seven (7): Review and Save

- Click on step 7 to review your 2022 open enrollment benefit elections.
- Click on the “**SAVE**” icon. It is imperative that you **SAVE** any enrollments or changes made in steps 4 through 6 so they can be updated to the ESS system.
- You will see the message; “**Data Saved Successfully.**”
- Click the “**PRINT** Benefit Elections Summary” option to print your Benefit Confirmation for your records