

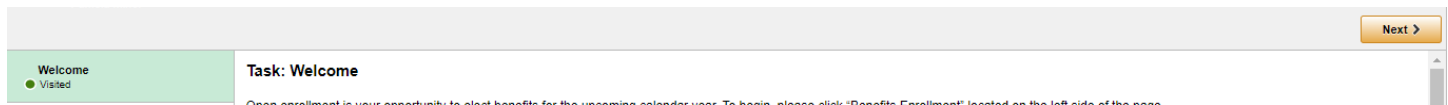
HOW TO ENROLL IN BENEFITS DURING ANNUAL BENEFITS ENROLLMENT USING PEOPLESOFT EMPLOYEE SELF SERVICE

To enroll from a computer connected to the network, log onto PeopleSoft: <https://psemprv.norfolk.gov/>. To enroll from a personal device, log onto PeopleSoft: <https://psslfsrv.norfolk.gov/psp/HRPROD/SELFSRV/HRMS/?cmd=login> with your username and password.

- Select the **Employee Self Service Homepage**
- Select the **Open Enrollment Tile**

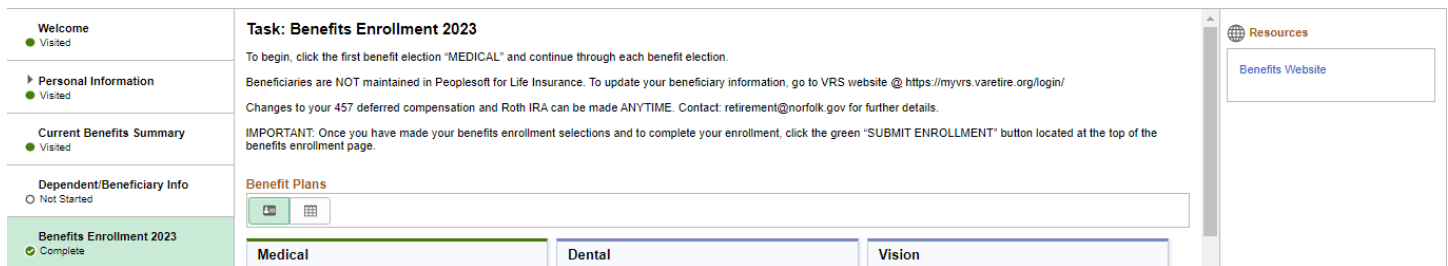


The following screen will display:

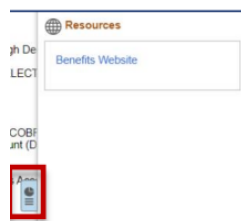


- Select the **Next** button and enter any necessary information under the next side panel. Continue to click **Next** to proceed to the next side panel
- Once you reach the **Benefits Enrollment 2023** panel, you can proceed to enter your benefits

The following screen will display:



- Select the **Supplementary Panel Button** to view full screen



- Scroll down and select the desired benefits tile to make your elections by choosing a benefits tile

The screenshot shows a dashboard with a left-hand navigation menu and three main benefit tiles. The navigation menu includes: Welcome (Visited), Personal Information (Visited), Current Benefits Summary (Visited), Dependent/Beneficiary Info (Not Started), and Benefits Enrollment 2023 (Complete). The Medical tile shows current and new HSA1500 Wellness Credit options, a 'Changed' status, 1 dependent, and a pay period cost of \$125.09. The Dental tile shows current and new Delta Plan High Option options, a 'Visited' status, 0 dependents, and a pay period cost of \$16.71. The Vision tile shows current and new Blue View Vision options, a 'Visited' status, 0 dependents, and a pay period cost of \$2.65. Each tile has a 'Review' button. Below these are tiles for Group Life, Short-Term Disability, and Long-Term Disability. A Resources sidebar on the right contains a 'Benefits Website' link.

- To add a spouse or dependent, select the **Add/Update Dependent** button

This screenshot shows the 'Medical' plan details page. It includes a 'Cancel' button at the top left and a 'Done' button at the top right. The page contains text about the 2022 medical insurance vendor (Anthem Blue Cross Blue Shield) and offers three plan choices: HSA1500, POS1000, and POS750. A 'Resources' sidebar on the right lists 'Benefits Website', 'POS1000 Plan', 'POS750 Plan', and 'HSA1500 Plan'. A section titled 'Enroll Your Dependents' is visible, with a red box highlighting the 'Add/Update Dependent' button.

- Select the **Add Individual** button to add a new dependent

This screenshot shows a window titled 'Dependent and Beneficiary Information'. It contains the text 'No data exists' and a red box highlighting the 'Add Individual' button.

- Enter your spouse or dependent's name and then click the **Done** button and then continue to add the dependent's information

This screenshot shows a 'Name' form with a 'Cancel' button at the top left and a 'Done' button at the top right. The form includes fields for Name Format (English), Name Prefix, First Name (Spouse), Middle Name, Last Name (Smith), and Name Suffix. The Display Name is shown as 'Spouse Smith'.

- Continue to enter all dependent's information. Once completed, select the **Save** button
- Repeat steps as needed for all other dependents. Once all dependents have been entered, select the **"X"** in the top right

This screenshot shows the 'Dependent and Beneficiary Information' window with a table of dependents. The 'Add Individual' button is at the top left. The table has columns for Name, Relationship, Beneficiary, and Dependent. The 'Done' button (an 'X' icon) is highlighted in a red box at the top right.

Name	Relationship	Beneficiary	Dependent
Spouse Smith	Spouse	✓	✓
Daughter Smith	Child	✓	✓

- Once you have entered your dependents, you can select them as needed by placing a **check in the box** next to the dependent that you want covered on that benefit

Medical

POS1000 and POS750 - higher monthly premiums with traditional co-pays for services. After the deductible is met, the coinsurance for the POS1000 is 20% and the coinsurance for the POS750 is 15%. For further information on these plans, please click on the links in the Resources box to the right.

POS750 Plan
HSA1500 Plan

Enroll Your Dependents

Dependents	Relationship
<input type="checkbox"/> Spouse Smith	Spouse
<input checked="" type="checkbox"/> Daughter Smith	Child

Add/Update Dependent

Enroll in Your Plan

The Employee + Child(ren) cost shown for each plan is based on the dependents enrolled. Plans that do not offer coverage for the dependents enrolled are not available to select. To see other coverage costs for individual plans, select the help icon corresponding to each plan option.

Plan Name	Before Tax Cost	After Tax Cost	Employer Cost	Pay Period Cost
Select POS1000 Wellness Credit	\$115.36		\$458.92	\$115.36
Select POS750 Wellness Credit	\$170.00		\$419.53	\$170.00
✓ HSA1500 Wellness Credit	\$69.68		\$493.37	\$69.68
Select Waive				\$0.00

- Select **Done** once completed
- Continue to make elections for other benefits as needed including adding dependents if applicable

Please Note for Flexible Spending Account or Dependent Care: click on the applicable tile. Select the plan and enter the amount you wish to contribute for the year in the Annual Pledge field. There is a Flexible Spending Account Worksheet available to calculate how much will be deducted every pay period. When finished, select the Done button. If you are enrolled under the HSA1500 health plan, you would not be eligible for the Flex Spending for Health. You would have to enroll under the Health Savings Account tile.

- Once you have elected your benefits, you will see that all your changes and pay period amounts will be reflected on the tiles on the Benefits Enrollment screen.

Dependent/Beneficiary Info
○ Not Started

Benefits Enrollment 2023
● Complete

Benefits Statements
● Visited

Summary
● Visited

ACA Consent
● Visited

Important: Your enrollment will not be complete until you click the green "Submit Enrollment" button. Please verify the Status says "Submitted" on the Benefits Enrollment page before the end of this Open Enrollment period, 11:59 pm Monday, October 24, 2022.

Full Cost \$263.48
Employer Cost \$765.50
Your Pay Period Cost \$263.48

Full Cost \$263.48
Employer Cost \$765.50
Status Submitted 09/17/2022 12:38AM

Enrollment Preview Statement

Submit Enrollment

- Scroll to the bottom of the screen and select **Submit Enrollment**
- Select the **Done button** to submit or the **View button** to view and print your benefits elections

Done Benefits Alerts View

Your benefit choices have been successfully submitted to the Benefits Department.

Select View to review your Election Preview statement, Done to return to the Benefits Enrollment Summary

To view and print: Select **Print View** at the top right to do so. After you print your elections, select the "X" in the top right to be returned to your Benefits Enrollment screen:

View Submitted Enrollment

Statement Type Submitted Enrollment Description Open Enrollment 2023

Enrollment Effective Date 01/01/2023 Statement Issue Date 09/24/2022 11:21PM

Print View

This statement records your submission of the Open Enrollment 2023 benefit selections and pay period costs, dependent information, and beneficiary information. If an error has been made in recording your elections, you can return to this event before the enrollment period ends. Contact your benefits administrator if you have further questions. Please keep the statement for your records.

Please Note: It is recommended to print or save a copy of your benefits summary for your records.