



King County

Open Enrollment

Business Resource Center

Training

A Guide to Completing Open Enrollment in PeopleSoft



King County

Find What You Need for Open Enrollment



Logon and
Navigate



Add or Drop
Dependents



Change
Medical Plans



Change AD&D
Insurance
Coverage



Benefit Access
Fee



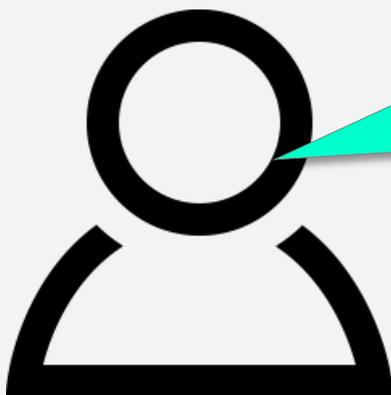
Enroll/Re-Enroll -
Flexible Spending
Accounts



Finalize and
Submit



[Questions or
Help Enrolling](#)



Click one of the buttons
to get more info on that
topic.



Open Enrollment is your opportunity to evaluate your benefit options and make changes for the upcoming year. Follow the steps below to get started!

1 Login to [PeopleSoft](#).




Need Help?

For questions or help with Open Enrollment, contact the King County Benefits Office.



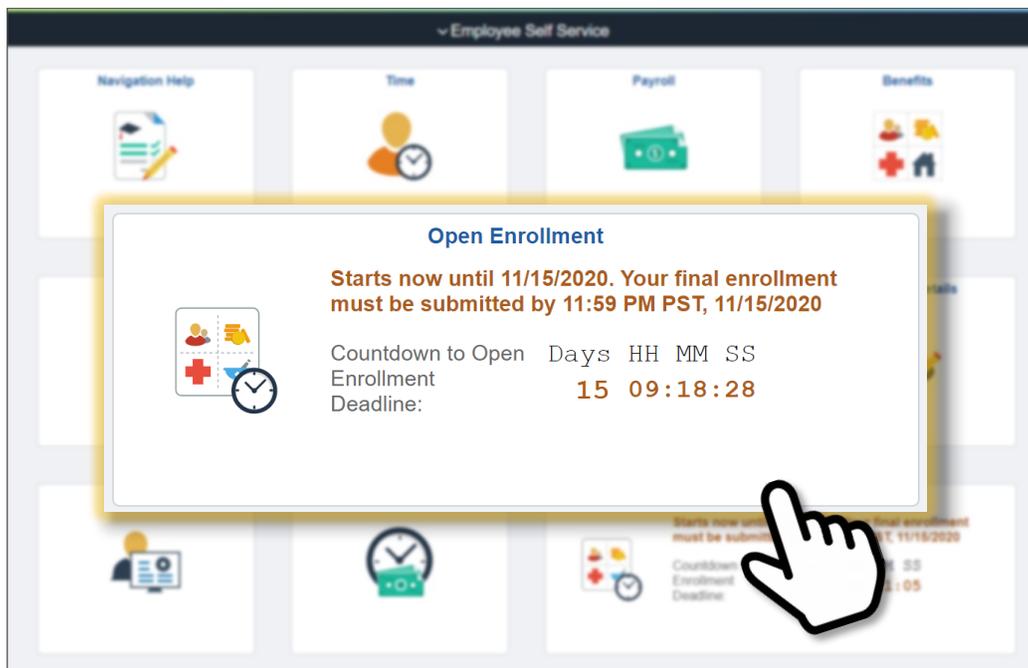
(206) 684-1556



kc.benefits@kingcounty.gov

2

From the Employee Self Service homepage, click the **Open Enrollment** tile to get started!





3 Check out the helpful info and video on the **Welcome** page, then visit the **Benefits Enrollment** page to view your current selections and make any desired changes. **Click on the corresponding tile to make any changes.**

Benefits Enrollment

To make any changes to your benefits, select the corresponding tile below. **IMPORTANT:** If you are adding or dropping dependents, you must do so in each benefit plan separately.

ACKNOWLEDGMENT & AUTHORIZATION

The information I have provided is true and correct and I understand that I may be disciplined, up to and including termination, for providing false information. I understand it is a crime to knowingly provide false, incomplete, or misleading information to an insurance company for the purpose of defrauding the company and penalties include imprisonment, fines, and denial of insurance benefits. I understand my elections are binding and cannot be revoked or modified unless I have a qualifying life event. I also confirm that I am a single employee of King County, or, legally married, or, in a state-registered domestic partnership.

I understand the Benefit Access Fee automatically applies each year unless I am eligible for an exemption and select it during Open Enrollment. If I later qualify for an exemption, I can discontinue the Benefit Access Fee, however, any fees already paid will not be refunded. By clicking on the Submit Enrollment button below I am agreeing to this information and authorize King County to take applicable payroll deductions and send necessary personal information to healthcare providers to administer benefits.

▼ **Enrollment Summary**

Your Pay Period Cost **\$17.99**

Status **Pending Review**

[Enrollment Preview Statement](#)

[Submit Enrollment](#)

% of Total Cost

Your Pay Period cost and Total Cost pie chart automatically update as you make enrollment changes.

Benefit Plans

Medical

Current SmartCare Connect
New SmartCare Connect
Status **Pending Review**

Domestic Partner Medical

Current Waive
New Waive
Status **Pending Review**

Dental

Current Delta Dental WA
New Delta Dental WA
Status **Pending Review**

To change the view from tiles to a list, click here!



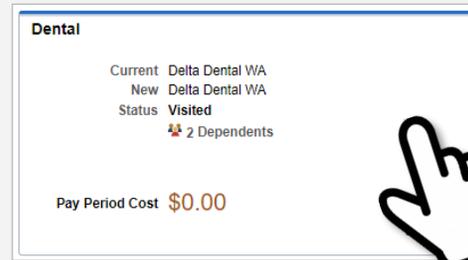
PeopleSoft

Add or Drop Dependents



Adding or dropping existing dependents from benefits is easy, but it is important to note that **dependent changes must be made under each benefit plan tile.**

Click the desired tile for the benefit plan you want to change.



Enroll an Existing Dependent

The checkbox next to each covered dependent will be checked. **If it is not, and you want to add them to the selected coverage, click the checkbox.**

Unenroll an Existing Dependent

To remove coverage from a dependent, uncheck the box next to their name.

▼ Enroll Your Dependents

To include dependents in this benefit plan, ensure the check box next to their name is checked; to remove dependents, uncheck the box.

Dependents	Relationship
<input checked="" type="checkbox"/> Brenda S Worker	Spouse
<input checked="" type="checkbox"/> Grayson B Worker	Son

Add/Update Dependent

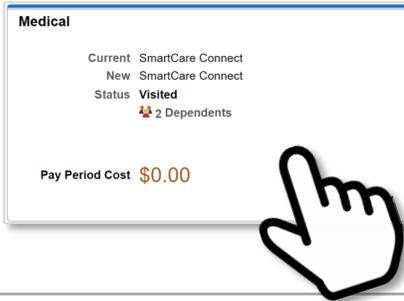


Remember to click the **Done** button to save any changes.





View existing plan choice, change your plan selection, or update dependent coverage.



Click the Medical tile on the Benefits Enrollment page to get started.

▼ Enroll in Your Plan

The cost showing is based on your selected dependent enrollment. Plans that do not offer coverage for your dependent enrollment are not available to select. To see other coverage costs, select the help icon next to each plan option.

Plan Name	Before Tax Cost	After Tax Cost	Before Tax Credit	After Tax Credit	Pay Period Cost
<input type="button" value="Select"/> KCS Eastside Health Network					\$0.00
<input type="button" value="Select"/> KCS UW Medicine					\$0.00
<input type="button" value="Select"/> KCS MultiCare Connected Care					\$0.00
<input type="button" value="Select"/> KingCare					\$0.00
<input checked="" type="checkbox"/> SmartCare Connect					\$0.00
<input type="button" value="Select"/> Opt Out Of Medical					\$0.00
<input type="button" value="Select"/> For Office Use Only					\$0.00

To change medical plans, click the **Select** button next to the desired plan.

Check out the Open Enrollment website for details on each medical plan option.
<https://kingcounty.gov/open-enrollment>

Ensure a check mark appears next to your desired plan.



Remember to click the **Done** button to save any changes.





Are your dependents receiving Vision and Dental coverage?

To verify whether or not all your qualified dependents are receiving these benefits, click on each tile and **ensure the box next to their name is checked**. If it is not and you want them to have vision and dental coverage, check the box and click the **Done** button to save your changes.



Dependents	Relationship
<input checked="" type="checkbox"/> Brenda S Worker	Spouse
<input checked="" type="checkbox"/> Grayson B Worker	Son



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Change Supplemental Life and AD&D Insurance Coverage



Supplemental Accidental Death and Dismemberment (AD&D) Insurance coverage can be added, changed, or removed for you, your spouse, or your child. Click the corresponding AD&D tile to get started.

To change AD&D coverage, click the **Select** button next to the desired plan.

The **After Tax Cost** and **Pay Period Cost** are shown next to each plan amount.

For details on supplemental insurance coverages visit the [Benefits website](#).

Ensure a check mark appears next to your desired coverage amount.

Supplemental Accidental Death & Dismemberment (AD&D) insurance allows you to purchase coverage in addition to what's provided by the company's AD&D plan.

Enroll in Your Plan

	Plan Name	Before Tax Cost	After Tax Cost	Before Tax Credit	After Tax Credit	Pay Period Cost
<input type="button" value="Select"/>	Waive					\$0.00
<input type="button" value="Select"/>	\$50,000 (\$50,000)		\$0.43			\$0.43
<input type="button" value="Select"/>	\$100,000 (\$100,000)		\$0.85			\$0.85
<input type="button" value="Select"/>	\$150,000 (\$150,000)		\$1.28			\$1.28
<input type="button" value="Select"/>	\$200,000 (\$200,000)		\$1.70			\$1.70
<input type="button" value="Select"/>	\$250,000 (\$250,000)		\$2.13			\$2.13
<input type="button" value="Select"/>	\$300,000 (\$300,000)		\$2.55			\$2.55
<input type="button" value="Select"/>	\$350,000 (\$350,000)		\$2.98			\$2.98
<input type="button" value="Select"/>	\$400,000 (\$400,000)		\$3.40			\$3.40
<input type="button" value="Select"/>	\$450,000 (\$450,000)		\$3.83			\$3.83
<input checked="" type="checkbox"/>	\$500,000 (\$500,000)		\$4.25			\$4.25

Example shown is employee Supplemental AD&D coverage and costs. Details for spouse and child coverage will vary.



Go to the next page for information on Supplemental Life and Short Term Disability Insurance.



Remember to click the **Done** button to save any changes.





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Change Supplemental Life and AD&D Insurance Coverage



Q: Can I enroll in Supplement Life Insurance during Open Enrollment?

A: No, not typically. If you currently have this coverage, during Open Enrollment you have the option to:

1. **Waive** Supplemental Life Insurance coverage (i.e., unenroll), or
2. **Reduce** your coverage amount

	Plan Name	Before Tax Cost	After Tax Cost	Before Tax Credit	After Tax Credit	Pay Period Cost
1	Select Waive					\$0.00
2	Select Supplemental Life 1 X Salary (\$■■■■)		\$1.79			\$1.79
	✓ Supplemental Life 2 X Salary (\$■■■■)		\$3.57			\$3.57

Purchasing additional life insurance for yourself or eligible dependents normally happens within 30 days of hire or when you have a qualifying life event.

There are exceptions to this rule for some agencies, and occasionally during the Open Enrollment period for all employees. You will receive communications from the Benefits office if an exception applies to you.



For more info on Supplemental Life Insurance, visit:

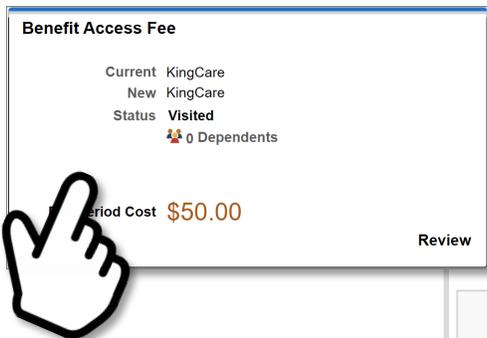
<https://kingcounty.gov/audience/employees/benefits/your-benefits/life-disability-insurance.aspx>



The Benefit Access Fee is a monthly payroll deduction that applies to employees covering spouses or state registered domestic partners on certain medical plans, who also have access to medical coverage through their own employer.

Q: My spouse is covered on my KingCare plan, but doesn't have access to medical coverage through their employer. What do I need to do?

A: Click on the **Benefit Access Fee** tile on the enrollment page, then click **Select** next to "Exemption Benefit Access Fee".



The following Benefit Access Fees apply if you cover your spouse or domestic partner on your medical plan. You qualify for a Benefit Access Fee Exemption if your spouse or domestic partner does not have access to medical coverage through their employer, is also a benefit-eligible King County employee, or your medical plan does not have a Benefit Access Fee.

Plan Name	Before Tax Cost	After Tax Cost	Before Tax Credit	After Tax Credit	Pay Period Cost
Exemption Benefit Access Fee					\$0.00
KingCare Benefit Access Fee	\$50.00				\$50.00

Remember to click the **Done** button to save any changes.

IMPORTANT The Benefit Access Fee resets each year. If an exemption applies, you will need to reselect it during every Open Enrollment to avoid paying unnecessary fees.



Go to the next page for more info on how to know if you qualify for an exemption or if the Benefit Access Fee applies to your plan choice.



PeopleSoft | Benefit Access Fee



Click the info icon to see details on what exemptions may apply to you or to see info on your agreement to the Benefit Access Fee.

Plan Name	Before Tax Cost	After Tax Cost
Exemption		
Select Benefit Access Fee		
KingCare		
Benefit Access Fee	\$50.00	

Exemption

Exemption: I qualify for one of the following exceptions and do not have to pay the Benefit Access Fee:

- My spouse or state-registered domestic partner is a King County benefits-eligible employee.
- My spouse or state-registered domestic partner does not have access to medical coverage through their employer.
- I am enrolling in the Kaiser SmartCare Connect plan or the KingCare Select(Regency) plan.

KingCare

KingCare: I am enrolling in the KingCare medical plan and am covering my spouse or state-registered domestic partner and I agree to pay the following Benefit Access Fee.

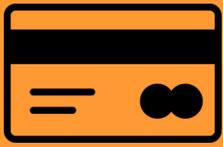


Remember to click the **Done** button to save any changes.



For more info on the Benefit Access Fee, visit

<https://kingcounty.gov/audience/employees/benefits/your-benefits/medical-plans/benefit-access-fee.aspx>



PeopleSoft

Enroll/Re-Enroll -

Health and Dependent Day Care Flexible Spending Accounts (FSA)



Flexible Spending Accounts (FSA) are used to designate pretax dollars to health and dependent day care expenses during Open Enrollment. **FSAs DO NOT continue automatically**, you must re-enroll every Open Enrollment.

Click the **Health or Dependent Care Flex Spending** tile to get started.



To enroll in either FSA, click the **Select** button next to the Plan Name then input the Annual Pledge amount.

Dependent Care

\$300-\$5,000 per year may be designated pretax for dependent care per household.

The Dependent Care Flexible Spending Account allows you to use pre-tax dollars for eligible daycare day care expenses.

Enroll in Your Plan

Plan Name	
Select	Waive
✓	Flex Dep Care

Contribution Amount

Annual Pledge

Minimum \$300.00 Maximum \$5,000.00.

[Flexible Spending Account Worksheet](#)

Select the Flexible Spending Account Worksheet to help calculate your annual pledge for this plan year.

Healthcare

Up to \$2,750 per year may be designated pretax for eligible medical, dental, and vision care expenses.

The health care Flexible Spending Account (FSA) allows you to use pre-tax dollars for out of pocket health care expenses.

Enroll in Your Plan

Plan Name	
Select	Waive
✓	Flex Health Acct

Contribution Amount

Annual Pledge

Minimum \$300.00 Maximum \$2,750.00.

[Flexible Spending Account Worksheet](#)

Select the Flexible Spending Account Worksheet to help calculate your annual pledge



Remember to click the **Done** button to save any changes.



For more info on FSAs visit

<https://kingcounty.gov/audience/employees/benefits/your-benefits/flexible-spending-accounts.aspx>



Finished making your Open Enrollment selections?

Review your choices, complete the Acknowledgment, and Submit!

- 1 Click the **Enrollment Preview Statement** button to review a summary of your elections. If all looks good, download and save a copy then proceed to final step.

Enrollment Summary

Your Pay Period Cost **\$109.41**

Status **Visited**

[Enrollment Preview Statement](#)

[Submit Enrollment](#)

King County Reg BW Full Benefits **ELECTIONS PREVIEW**
2021 OPEN ENROLLMENT
Event Date: 01/01/2021

Employee ID: _____

This election preview records your benefit selections, costs, dependent information, and beneficiary information as of the time you review this statement. If you have not submitted your election, you can return to this event before the enrollment period ends. Contact your benefits administrator if you have further questions. Please keep a copy of this form for your records.

PERSONAL INFORMATION

Home Address: 1234 Main Street, WA 98101
 Mailing Address: _____
 Email Address: _____
 Gender: _____
 Marital Status: _____
 Birthdate: _____
 Service Date: _____

COST SUMMARY

AMOUNT	AMOUNT
Total Pay Period Deduction from Pay	\$ 109.41
Total Pay Period Cost	\$ 109.41
Total Pay Period Credit	\$ 0.00
Credit Rollover to	Cash

ELECTION SUMMARY

Benefit	Coverage	Category Base	Your Cost Per Pay Period
SmartCare Connect	Family		
Domestic Partner Medical	Family		
Delta Dental WA	Family		
Domestic Partner Dental	Family		
Vision Service Plan	Family		
Domestic Partner Vision			
Exception			
Supplemental Life 2 X Salary		\$ 174,000.00	\$ 3.57
50% of 2 X BA5 up to \$100,000		\$ 87,000.00	\$ 3.05
\$10,000 Each Child		\$ 10,000.00	\$ 0.45
\$500,000		\$ 500,000.00	\$ 4.25
100% of \$500,000 Ee Election		\$ 500,000.00	\$ 4.25
\$50,000		\$ 50,000.00	\$ 1.25
Short-Term Disability			
Flex Spending Health - U.S.			
Flex Dep Care		\$ 2,500.00	\$ 92.59

Benefit

Benefit	Pre-Tax	After Tax	Voluntary Amount	Voluntary Percent
Defer Compensation	\$ 0.00	\$ 0.00		
Roth 457, After-Tax	\$ 0.00	\$ 110.00		



For every tile where you made a change, the tile header will turn green and the status will show **Changed**.





2

Review the **Acknowledgment & Authorization** statement at the top of the page, then click **Submit Enrollment** to complete Open Enrollment.

Benefits Enrollment

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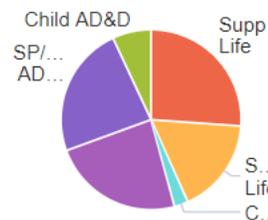
Status **Pending Review**

[Enrollment Preview Statement](#)

[Submit Enrollment](#)



% of Total Cost



Can I change my selections after I submit my enrollment?

Yes! You can make as many changes and submit your enrollment as many times as you'd like during the enrollment period of **November 1 - 15**.