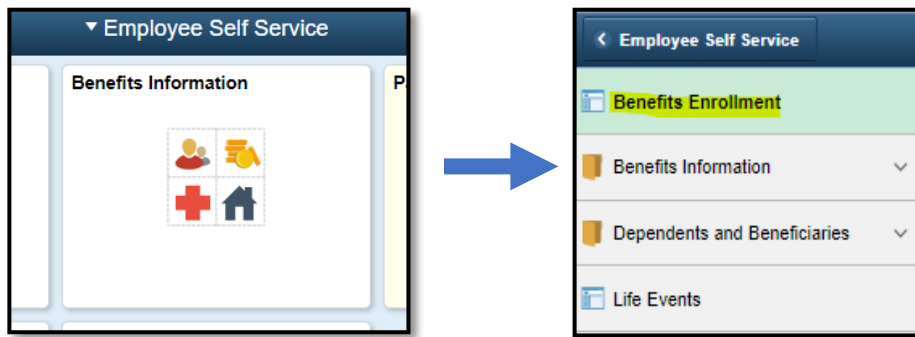


ON-LINE BENEFITS ENROLLMENT INSTRUCTIONS

PPS Benefits Information available at: <http://www.pps.net/Page/1635>

Employee Self Service

- **Benefits Enrollment is completed in Employee Self Service:** <https://selfservice.pps.net>
- **New employees and employees with job changes that change eligibility will receive an e-mail when their benefits enrollment is ready.**
- **Login** using your PPS user ID and password (same as PPS e-mail login). If you are having trouble with your user name or password contact itservicedesk@pps.net
- **Click** on the Benefits Information tile and then the “Benefits Enrollment” option located on the left side of the page.



Benefits Enrollment Page

- **Click select** on your open benefits event

Open Benefit Events					
Event Description		Event Date	Event Status	Job Title	
Qualified Status Change		10/01/2016	Open	Paraeducator (190)	

Enrollment Page

- On this page, you will make benefits elections
- You **must elect or waive each option**
 - **Select “Edit”** button to elect a plan or waive for each option
- **Medical, Dental, and Vision Selections**
 - Click edit and **elect a medical and vision plan (dental is separate)** or choose the waive option

Enrollment Summary			
Medical and Vision	Before Tax	After Tax	
Current: Kaiser Option 1 Full Time:Family			
New: Kaiser opt 1 w/ dental:Family	115.30		
Dental	Before Tax	After Tax	
Current: No Coverage			
New: NONE:Not Enroll	0.00		

- To **add dependents** not on the list or make changes to existing dependent information, select the “Add/Review Dependents” button at the bottom of the page. If you are unable to enroll a dependent, check that their information is complete and correct (SSN required).
- To **enroll eligible dependents** in your medical package check the box next to their name

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.

Enroll	Name	Relationship
<input checked="" type="checkbox"/>	Mathew	Spouse

Add/Review Dependents

Life Insurance

- Elect a district paid life insurance plan and designate beneficiaries

Notes

This coverage is provided at no cost to you.

Select an Option

No, I do not want to enroll

Yes OEGB Group Term Life (\$111,594)

Designate Your Beneficiaries

Add/Review Beneficiaries

- If you add a new beneficiary here, it will not add them to your health insurance.
- Totals for Primary and Secondary need to equal 100%. For example:

Allocation Details					
Name	Relationship	Current Primary Percent	Current Secondary Percent	New Primary Allocation	New Secondary Allocation
John M. Navy	Domestic Partner Adult	33		33	
Salt Navy	Domestic Partner Child	33		33	
Harry Potter	Child	34		34	
David Griffindor	Sibling		100		100
		Total	100	100	

Election Summary

- At the bottom of the main page you can view your **summary of cost**.
- **Your enrollment is not complete until you click “Save and Continue” and submit!**
- Retirement contributions will not be shown here

Election Summary				
Summarized estimates for new Benefit Elections	Total	Before Tax	After Tax	Employer
Costs	2,018.58	39.00	16.78	1,962.80
Your Costs	55.78	39.00	16.78	

Select the **Save and Continue** button to continue your enrollment. Your enrollment will not be finalized until you click the final 'Submit' button at the end.

Save and Continue

1. Ensure you have elected or waived for each available option
2. Select Save and Continue

Submit your enrollment

Authorize Elections

By submitting your benefit choices you are authorizing the District 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.

Enrollment confirmation: Once you submit your elections you will receive an automated confirmation email. You can access your Benefits Summary the following business day. Log in to Employee Self Service, click the Compass in the top right of the screen, Navigator, Benefits (see picture below).

