

# 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 ID and password (same as PPS e-mail login). If you are having trouble with your user name or password contact [itservicedesk@pps.net](mailto:itservicedesk@pps.net)
- **Click** on to Benefits Enrollment (last item on the page)

## Benefits Enrollment Page

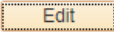
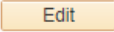
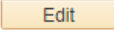
- **Click select** on your open benefits event

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** to elect a plan or waive option for each option

### Enrollment Summary

<b>Medical, Dental and Vision</b>	Before Tax	After Tax	
Current: Kaiser FT Opt 1 w/ Dental:Two Party			
New: <b>Kaiser FT Opt 1 w/ Dental:Family</b>	55.00		
<b>District Paid Group Life</b>	Before Tax	After Tax	
Current: H & W Basic Life: \$30,000			
New: H & W Basic Life: \$30,000			
<b>District Paid AD/D</b>	Before Tax	After Tax	
Current: Trust Basic AD&D: \$30,000			
New: Trust Basic AD&D: \$30,000			

## Medical, Dental, and Vision Selection

- Click edit and **elect a plan or choose the waive** option

Enrollment Summary		
Medical, Dental and Vision	Before Tax	After Tax
		<input type="button" value="Edit"/>

- To **add dependents** not on the list or make changes to existing dependent information, select add/review Dependents at the bottom of the page. If you are unable to enroll a dependent, check that their information is complete and correct.
- 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

## 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 OEBB Group Term Life ( \$111,594)

### Designate Your 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
		<b>Total</b>	100	100	

### Election Summary

- At the bottom of the page you can view your **summary of cost**. **Your enrollment is not complete, you must submit!**
- Retirement contributions will not be shown here

Election Summary				
Summarized estimates for new Benefit Elections	Total	Before Tax	After Tax	Employer
Costs	1,323.16	55.00	13.16	1,255.00
<b>Your Costs</b>	<b>68.16</b>	<b>55.00</b>	<b>13.16</b>	

### 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 can access your Benefits Summary the following business day. Log in to Employee Self Service, click Self Service, Benefits, Benefits.