



# Non-Represented & SEIU Employee Groups: New Employee & Newly Benefits Eligible - Benefits Checklist Portland Public Schools

This checklist is designed to help you make your initial benefit enrollment selections **within 31-calendar days** of your start date/employment change date.

CHECK	BENEFITS ITEM
	<p><b>Become familiar with the PPS webpage for your benefits:</b></p> <ul style="list-style-type: none"><li>• <b>Non-Represented Benefits Webpage</b> - <a href="https://www.pps.net/Page/1636">https://www.pps.net/Page/1636</a></li><li>• <b>SEIU Benefits Webpage</b> - <a href="https://www.pps.net/Page/11607">https://www.pps.net/Page/11607</a></li></ul>
	<p><b>Review the Benefit Guide for your Employee Group:</b></p> <ul style="list-style-type: none"><li>• <b>Non-Represented Benefit Guide Plan Year 2024-2025</b> - <a href="https://www.pps.net/Page/18939">https://www.pps.net/Page/18939</a></li><li>• <b>Temporary Non-Represented Benefit Guide Plan Year 2024-2025</b> - <a href="https://www.pps.net/Page/18935">https://www.pps.net/Page/18935</a></li><li>• <b>SEIU Benefit Guide Plan Year 2024-2025</b> - <a href="https://www.pps.net/Page/11607">https://www.pps.net/Page/11607</a></li></ul> <p>The Benefit Guide provides a general overview of the benefits PPS offers for your particular Employee Group.</p>
	<p><b>Non-Represented Employee Group: 2023-2024 Plan Year (October 1, 2024 - September 30, 2025)</b></p> <ul style="list-style-type: none"><li>• <a href="#">Full Time Insurance Package Options (Side-by-Side Comparison)</a></li><li>• <a href="#">Part Time Insurance Package Options (Side-by-Side Comparison)</a></li><li>• <a href="#">Monthly Rates/Costs</a></li><li>• <a href="#">Imputed Income Rates</a>, if covering a Domestic Partner*/Domestic Partner's Child(ren)</li></ul> <p><b>SEIU Employee Group: 2024-2025 Plan Year (October 1, 2024 - September 30, 2025)</b></p> <ul style="list-style-type: none"><li>• <a href="#">Full Time Insurance Package Options (Side-by-Side Comparison)</a></li><li>• <a href="#">Part Time Insurance Package Options (Side-by-Side Comparison)</a></li><li>• <a href="#">Monthly Rates/Costs</a></li><li>• <a href="#">Imputed Income Rates</a>, if covering a Domestic Partner*/Domestic Partner's Child(ren)</li></ul> <p><b>Questions about Medical, Prescription, Vision, Dental, and/or Optional Benefits?</b></p> <p><b>PPS Benefits Team</b> Email: <a href="mailto:benefits@pps.net">benefits@pps.net</a></p>
	<p><b>Review Retirement Benefits</b> - <a href="https://www.pps.net/Page/1660">https://www.pps.net/Page/1660</a></p> <p>You are automatically enrolled in PERS after you have met the eligibility requirements.</p> <p>You can enroll in the PPS 403(b) Plan <b><u>at any time</u></b> during the calendar year. Enrolling in the PPS 403(b) Plan is optional.</p>
	<p><b>Access the PeopleSoft Employee Self-Service (ESS) Portal</b> - <a href="https://selfservice.pps.net/">https://selfservice.pps.net/</a></p> <p>The <b>PeopleSoft Employee Self-Service (ESS) Portal</b> gives employees access to view and make changes to certain personal information, including benefits enrollment.</p> <p>We encourage you to access PeopleSoft Employee Self-Service (ESS) while <b>on-site</b> to complete your online benefits enrollment or make any personal information changes. If you would like to access PeopleSoft ESS <b>off-site</b> (e.g., from home), you <b>MUST</b> be set up with both <b>1) Duo 2-Step Security</b> (<a href="https://www.pps.net/Page/18265">https://www.pps.net/Page/18265</a>) and <b>2) Google</b></p>

**Authenticator Two Step Authentication** (<https://www.pps.net/site/default.aspx?PageID=637>). For assistance, contact the PPS IT Service Desk at 503-916-3375. For more information: <https://www.pps.net/selfservice>.

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CHECK	BENEFITS ITEM
	<p><b>Make sure PPS has the correct current mailing address for you in PeopleSoft ESS</b> - <a href="https://selfservice.pps.net/">https://selfservice.pps.net/</a></p> <p>You will receive your Health Insurance Marketplace/Exchange Notice (ACA Notice) and/or your new insurance cards to whatever current mailing PPS has on file for you.</p>
	<p><b>Complete and submit the online benefits enrollment event in PeopleSoft Employee Self-Service (ESS) within 31-calendar days of your start date/employment change date.</b></p> <p>Once your employment information has been processed in the HR computer system, you will receive the Benefits Enrollment Notification to your PPS email account and personal email account (if on file), letting you know your online benefits enrollment event is ready for you to complete and submit in PeopleSoft ESS. You may then follow the <b>Online Benefits Enrollment Instructions</b> (<a href="https://bit.ly/3JZzliq">https://bit.ly/3JZzliq</a>) to complete and submit your benefits enrollment.</p> <ul style="list-style-type: none"> <li>If you do not receive your Benefits Enrollment Notification email within 7 business days from your start date/employment change date, contact the <b>PPS Benefits Team</b> at <a href="mailto:benefits@pps.net">benefits@pps.net</a>.</li> </ul> <p><b>PeopleSoft ESS Login Issues?</b> Contact <b>PPS IT Service Desk</b> at 503-916-3375</p> <p><b>Benefits Enrollment Technical Issues in PeopleSoft ESS?</b> Contact the <b>PPS Benefits Team</b> at <a href="mailto:benefits@pps.net">benefits@pps.net</a></p>
	<p><b>If you are covering a Domestic Partner*, complete a notarized Affidavit of Domestic Partnership</b> (<a href="https://www.pps.net/Page/18910">https://www.pps.net/Page/18910</a>) and submit to <a href="mailto:benefits@pps.net">benefits@pps.net</a>.</p> <ul style="list-style-type: none"> <li><b>Domestic Partner Imputed Income</b> - <a href="https://www.oregon.gov/oha/OEBB/Plans/Med-Dent-Vis-Imputed-Value-Rates-2024-25.pdf">https://www.oregon.gov/oha/OEBB/Plans/Med-Dent-Vis-Imputed-Value-Rates-2024-25.pdf</a></li> </ul> <p><b>IMPORTANT:</b> The value of your domestic partner health insurance coverage is considered a taxable benefit under federal IRS regulations. If you have domestic partner health insurance coverage, an additional taxable income, also known as imputed income, is added to your pay each month and then the appropriate taxes are withheld. The impact on your tax withholding will depend on your gross pay and your W-4 filing status. PPS <u>cannot</u> provide tax advice. We strongly encourage you to seek out a certified tax professional for assistance.</p> <p><i>* A <b>Domestic Partner</b> is an unmarried individual of the same or opposite sex whom you have been living with for six months or more prior to enrolling in PPS benefits. <b>NOTE:</b> A legally married spouse <u>is not</u> a Domestic Partner.</i></p>
	<p><b>When will my health insurance start?</b></p> <p>Please refer to the Benefit Guide for your Employee Group:</p> <ul style="list-style-type: none"> <li><b>Non-Represented Benefit Guide Plan Year 2024-2025</b> - <a href="https://www.pps.net/Page/1636">https://www.pps.net/Page/1636</a></li> <li><b>Temporary Non-Represented Benefit Guide Plan Year 2024-2025</b> - <a href="https://www.pps.net/Page/18935">https://www.pps.net/Page/18935</a></li> <li><b>SEIU Benefit Guide Plan Year 2024-2025</b> - <a href="https://www.pps.net/Page/11607">https://www.pps.net/Page/11607</a></li> </ul> <p>The Benefit Guide has information on when your health insurance will start for your particular Employee Group.</p>
	<p><b>Receive your insurance cards in the mail 3-5 weeks <u>after</u> submitting your online benefits enrollment in PeopleSoft ESS.</b></p>

***Still Haven't Received Insurance Cards?***

**Oregon Educators Benefit Board - OEBC (plan administrator)**

**Phone: 888-469-6322**

**Email: [OEBC.benefits@state.or.us](mailto:OEBC.benefits@state.or.us)**

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**There are only three times when you can enroll in benefits or possibly make changes to your benefits:**

1. As a newly hired or job/work hours change impacting benefits eligibility.
2. **Within 31-calendar days**\* of a qualifying event.
3. During Annual Open Enrollment from mid-August to early-September with your benefits beginning on October 1st.

\* Unless otherwise indicated.