



Always Designing
for People™

Employee Self -Service Guide

Employee Open Enrollment Communication and Instruction

ADP Benefits & Talent Solutions



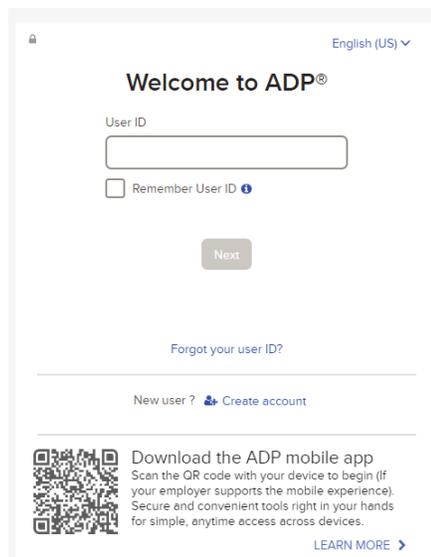


We are excited to announce the start of Open Enrollment on the *Employee Self Service** website for your Open Enrollment.

The Open Enrollment period will last 1 week starting September 19 and ending September 26, 2022. All changes to your benefits must be completed by September 26, 2022. The changes that you make to your benefits will take effect on October 1, 2022.

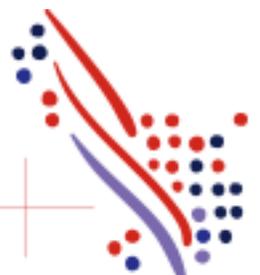
Log in to Workforce Now to access the Employee Self-Service* website.

<https://workforcenow.adp.com>



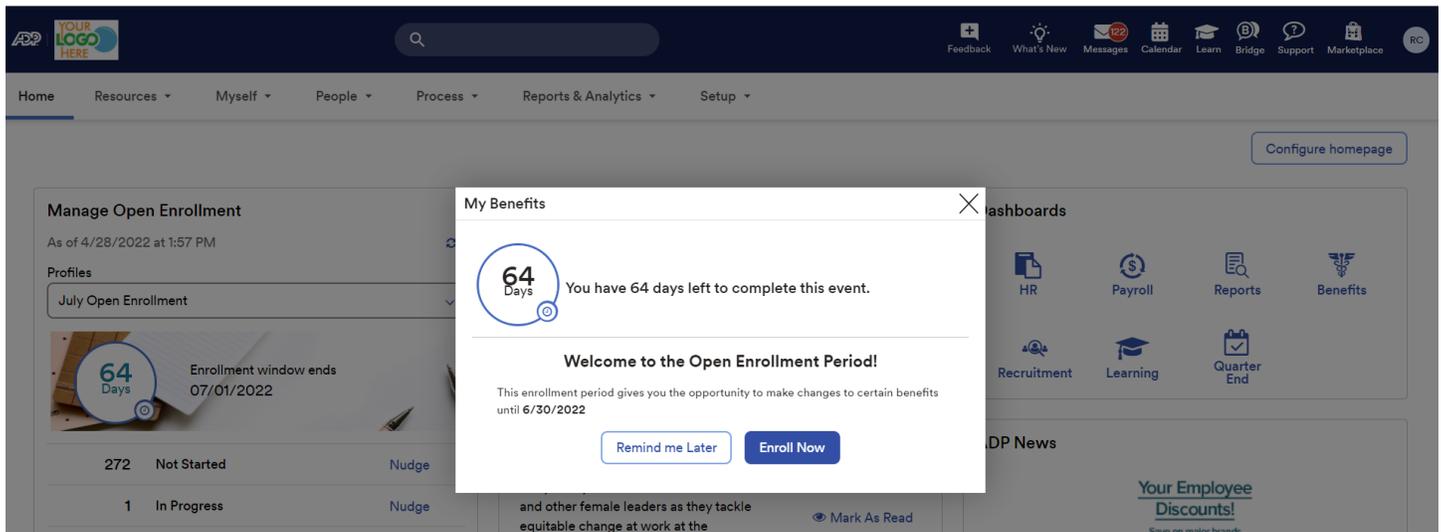
Enter your User ID and password, and then click **Sign In**.

Note: If you have forgotten your user ID, Click "Forgot User ID"



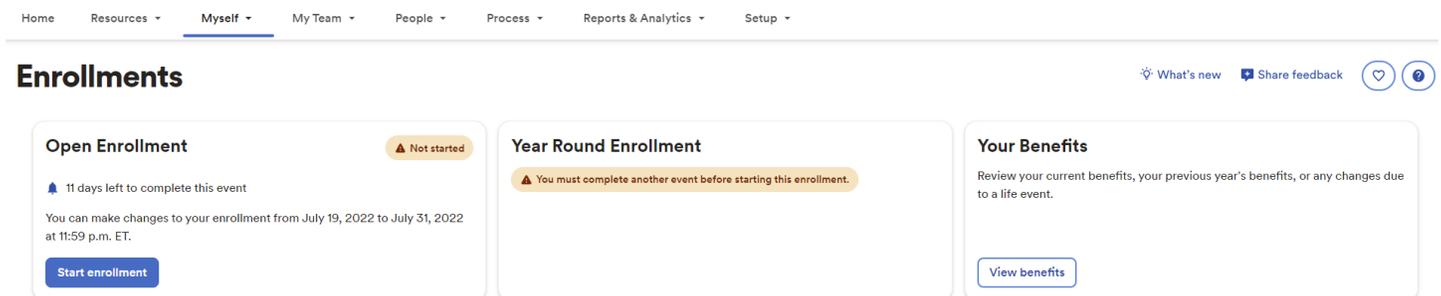
Upon logging in, you will be presented with a pop-up showing important information about this Open Enrollment period. You can click **Enroll Now** or **Remind Me Later**.

Note: This pop-up is displayed each time you log in during the Open Enrollment period. 24-hours after submitting your selections the pop-up will no longer display.



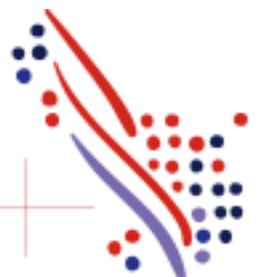
The screenshot shows the ADP dashboard interface. A modal window titled "My Benefits" is open in the center. The modal contains a circular timer showing "64 Days" and the text "You have 64 days left to complete this event." Below this, it says "Welcome to the Open Enrollment Period!" and "This enrollment period gives you the opportunity to make changes to certain benefits until 6/30/2022". At the bottom of the modal are two buttons: "Remind me Later" and "Enroll Now".

Selecting **Enroll Now** will bring you to the Myself – Benefits – Enrollments screen where you can click **Start Enrollment**.



The screenshot shows the "Enrollments" page. The page has a navigation bar with "Home", "Resources", "Myself", "My Team", "People", "Process", "Reports & Analytics", and "Setup". The main content area is titled "Enrollments" and features three cards:

- Open Enrollment:** Shows "11 days left to complete this event" and "You can make changes to your enrollment from July 19, 2022 to July 31, 2022 at 11:59 p.m. ET." with a "Start enrollment" button.
- Year Round Enrollment:** Shows a warning: "You must complete another event before starting this enrollment."
- Your Benefits:** Shows "Review your current benefits, your previous year's benefits, or any changes due to a life event." with a "View benefits" button.



You will then be taken to the **Welcome Note**. Please review all information on this page as there are often important details regarding your Open Enrollment options. If any tobacco attestation requirements are in place you must provide the information as indicated before clicking **Continue**.

Open Enrollment 2023

Welcome to the Open Enrollment period. This enrollment period gives you the opportunity to make election changes for certain benefits. During this enrollment period you can:

- Make changes to plan contributions, such as health savings account (HSA) or retirement plans
- Add or change the level of your insurance coverage

Please review your options and costs carefully. Once the enrollment period has ended your choices will be final until the next enrollment period or until you have a qualifying life event.

Contact your Human Resources department if you have questions.

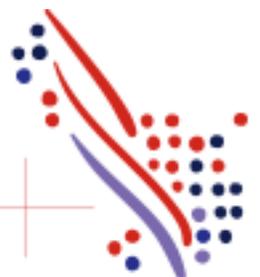
Are you a Tobacco User?

- No
 Yes

1 2 3 4 5 6 7 8 9 10 11 12

Continue

Finish later



Employee Self Service is split up into three sections: Action Required, Selected Plans and Eligible Benefits.

- **Action Required** – *These are items that need to be reviewed/acknowledged before you are able to move forward. These plans could require a beneficiary to be designated, a waive reason to be provided, or for PCP-ID (if applicable).*

Action Required

These plans need your attention. You can waive a benefit or click View available plans to update your information.

<p>Medical</p> <p>RC HDHP</p> <p>You have 1 benefit options available to choose from. See what is right for you!</p> <p>View available plans X Waive benefit</p>	<p>Dental</p> <p>Dental, Dental High Deductible</p> <p>You have 1 benefit options available to choose from. See what is right for you!</p> <p>View available plans X Waive benefit</p>
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- **Enrolled Plans** – *These are benefit plans that you are already enrolled in and can make changes. If you decide that you would like to waive a benefit or unenroll from a benefit within this section, it will move that benefit to the Eligible Benefits section.*

Enrolled plans

You are enrolled in the following plans. You can make changes until the enrollment period closes.

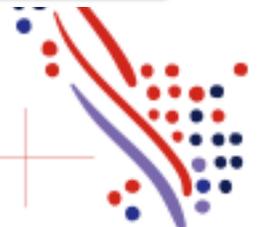
<p>Employee Life</p> <p>Effective: January 1, 2022</p> <p>RC Employee Life</p> <p>\$100,000.00 Employee Coverage</p> <p>View available plans</p>	<p>Enrolled</p> <p>\$5.65 Per Paycheck</p>
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- **Eligible Benefits** – *These are other benefit plans that are available for you to enroll in. If you select a benefit plan in the eligible benefits section, the enrollment will be moved to the Enrolled Benefits section.*

Eligible Benefits

You're eligible to enroll in the following plans.

<p>Health Savings Account</p> <p>RC HSA</p> <p>You have 1 benefit options available to choose from. See what is right for you!</p> <p>View available plans</p>	<p>Vision</p> <p>RC VSP Vision</p> <p>You have 1 benefit options available to choose from. See what is right for you!</p> <p>View available plans</p>
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View available plans will allow the employee to view the plans that are available in that plan grouping.

Medical Action Required

RC HDHP

You have 1 benefit options available to choose from. See what is right for you!

[View available plans](#) [X Waive benefit](#)

Waive benefit should only display for benefit plan types that require a waive reason. Employees should only select **Waive benefit** if you do not want to continue enrollment in a benefit or are not enrolled currently and a waive reason is required.

If you chose to **waive** a benefit, you will be required to select a **Waive Reason**.

Waive Benefit

Are you sure you want to waive Dental benefit?

Warning: Waiving this benefit means you do not require coverage. You can still enroll in the plan while the enrollment period is open.

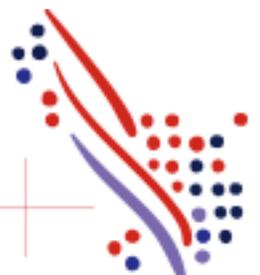
Waive Reason

Select a reason

- Coverage does not meet my needs
- Do not want to be Insured
- Participating in Domestic Partner's Plan
- Participating in Parent's Plan
- Plan to participate in State Exchange Plan
- Participating in Spouse's Plan
- Participating in State Exchange Plan
- Too Expensive

[No, cancel](#) [Yes, waive benefit](#)

Employer cost per paycheck \$13.85



While enrolling in a plan, please be sure to indicate which dependents should be covered in the **Covered Individuals** section, if applicable. Then proceed with your enrollment. You can also add or edit dependents as needed by selecting **Manage dependents**.

Vision

 Your company requires you to enter a reason to waive this coverage.

Covered Individuals

Jennifer Aniston (You) Brad Pitt (Domestic Partner)

[Manage dependents](#)

Available Plans

RC VSP Vision

(2 individuals selected) [Additional details](#)

Provider

Vision Service Plan (VSP)

\$5.08

Employee per paycheck cost

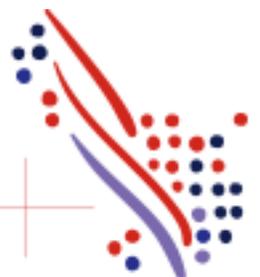
[Preview and enroll](#)

[Cancel](#)

[Waive benefit](#)

Note: The coverage level for your enrollment (Employee Only, Employee + Spouse, Employee + Child(ren), Employee + Family) is driven by which dependents you enroll.

When you choose to enroll in a plan, it will display the **Per Paycheck** cost for the employee and employer.



Preview and enroll may include some additional information needed (i.e., PCP-ID and beneficiary designations).

Preview and Enroll

Covered Individual
Jennifer Aniston (You)

Primary Care Physician Details

Jennifer Aniston
You

Enter Primary Care Physician Details
[Aetna](#)

First Name

Last Name

ID Number

[Confirm](#) [Back](#)

Review your enrollment, costs, and covered individuals carefully before clicking on **Confirm**.

Once confirmed, you will receive a confirmation message that you are now enrolled and the enrollment will be displayed under **Enrolled Plans**.

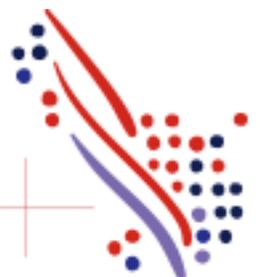
Open Enrollment

You enrolled in RC VSP Vision.

 **28 days left to enroll**
Effective: November 1, 2022

Your cost per paycheck
\$18.07

[Go to section](#)



Voluntary Life Elections and Beneficiaries:

When you elect Voluntary Life, you will also need to designate your beneficiaries. Start by clicking **View available plans**, and then choose the amount of coverage you want to elect from the drop down.

Voluntary EE Life

Available Plans

Voluntary EE Life
(1 individual selected)

Provider
Guardian Life

Select Coverage Amount
Additional Coverage

\$190,000.00

Total Actual Coverage Amount
\$190,000.00

\$10.74
Employee per paycheck cost

▲ Evidence of Insurability will be required for this enrollment.

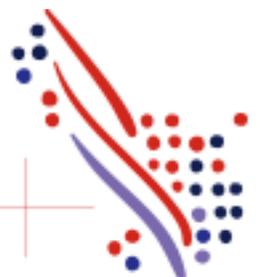
▲ Over The Limit - Approval Required
The Total Actual Coverage Amount is over the guarantee issue amount of \$100,000.00. That amount requires Evidence of Insurability (EOI) and approval from the insurance carrier.

[Preview and enroll](#)

[Back](#)

If the amount selected is over the Guarantee Issue amount, additional approval will be required, and you will be asked to complete **Evidence of Insurability (EOI)** and submit it to your employer. Your full election amount will not be approved until this process is completed.

To continue click **Preview and enroll**.



Next you will want to enter your beneficiary designation. Including **Primary** and **Secondary**, if applicable. All beneficiary delegation percentages combined must equal 100% for each category (Primary or Secondary).

Preview and Enroll

Guardian Life: Voluntary EE Life

Covered Individual

Jennifer Aniston (You)

Coverage

Total Actual Coverage Amount

\$190,000.00

Beneficiaries

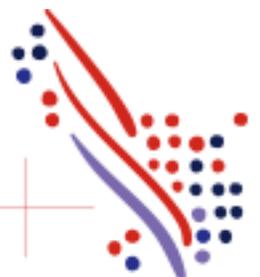
Allocate the percentages of your benefits payout. You can divide the percent paid to as many beneficiaries as you want, but the total must equal 100%.

	Primary	Secondary
Brad Pitt Domestic Partner	100 %	0 %

Confirm

Back

Click **Confirm** to save your enrollment election.



Continue through each plan type until all elections are complete and all tasks under the **Action Required** section are addressed. Review all selections/changes including the **Eligible Benefits** towards the bottom. When you have confirmed them, click **Submit Enrollment**.

Open Enrollment 2023

 **28 days left to enroll**
 Effective: November 1, 2022

 Your cost per paycheck
\$28.81
Go to section

Your benefit elections will not be effective until you click Submit enrollment.

Enrolled plans

You are enrolled in the following plans. You can make changes until the enrollment period closes.

<p> Vision Effective: November 1, 2022</p> <p>RC VSP Vision</p> <p>Who is covered? You and Brad Pitt</p> <p> View available plans X Waive benefit </p>	<p> Enrolled</p> <p>\$5.08 Per Paycheck</p>	<p> Employee Life Effective: January 1, 2022</p> <p>RC Employee Life</p> <p>\$100,000.00 Employee Coverage</p> <p>View available plans</p>	<p> Enrolled</p> <p>\$5.65 Per Paycheck</p>
<p> Back to welcome Finish later Submit enrollment </p>			

Submit enrollment ✕

You are about to submit your enrollment. Do you want to continue?

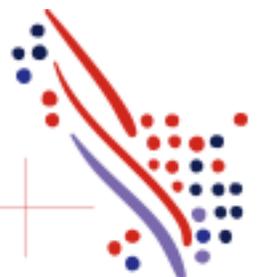
You can make changes until August 31, 2022 11:59 PM EDT.

Yes
No

Enrollments

 **You have completed your enrollment.**
 You have successfully completed your Open Enrollment October 2022 enrollment.

<p>Open Enrollment</p> <p> Submitted</p> <p> 46 days left to make changes</p> <p>You can make changes to your enrollment from July 5, 2022 to September 9, 2022 at 11:59 p.m. ET.</p> <p>Manage enrollment</p>	<p>Your Benefits</p> <p>Review your current benefits, your previous year's benefits, or any changes due to a life event.</p> <p>View benefits</p>
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Note that your benefit elections will not be processed until you click **Submit Enrollment**. If you click **Finish later** instead, these enrollments will not be submitted to your HR team until you fully submit the enrollment changes.

If you would like to make additional changes or modifications during the Open Enrollment Period, you may log in and navigate to **Myself > Benefits > Enrollments** and click the **Manage Enrollment** option in the Open Enrollment box. This will bring you back to the beginning of the profile to make any desired election changes.

The screenshot shows the ADP user interface. At the top left, a dark blue bar contains a 'Myself' dropdown menu, which is highlighted with a red box. Below this, a sidebar lists navigation options: 'Personal Information' (with sub-links for 'Personal Profile', 'Dependents & Beneficiaries', and 'Talent Profile'), and 'Benefits' (with sub-links for 'Enrollments', 'Employee Discounts - LifeMart', and 'Documents'). The 'Enrollments' link is highlighted with a red box. To the right, a large white box with a black border displays the 'Enrollments' section. It features a title 'Enrollments' and a card for 'Open Enrollment' with a green 'Submitted' status. The card includes a bell icon and the text '47 days left to make changes', followed by 'The enrollment period is still open. You can make changes until September 9, 2022 at 11:59 p.m. ET.' At the bottom of the card, there are two buttons: 'Manage enrollment' (highlighted with a red box) and 'Reset event'.

You may also navigate by finding the **My Benefits** tile on the homepage and select **Manage**. The tile will also reflect the “Submitted” status with the date and time of submission.

The screenshot shows a 'My Benefits' tile. At the top, it says 'My Benefits' with a right-pointing arrow. Below this is a dark blue banner for 'Open Enrollment'. On the left of the banner is a white circle containing '47 Days' and a refresh icon. On the right of the banner, it says 'Submitted 7/25/2022 6:41 AM' and a 'Manage' button (highlighted with a red box). Below the banner, it says 'As of 7/25/2022 at 6:41 AM' with a refresh icon. At the bottom, there is a card for 'Medical' by 'Aetna Inc.' with a person icon and the name 'You'.

