Online Open Enrollment Instructions

**All Current Employees**

NEW THIS YEAR

Online Enrollment – all benefit-eligible employees **must** enroll in medical benefit coverage for themselves, and if applicable, their spouses/dependent(s), online through Skyward Employee Access.

In addition, all benefit-eligible employees **must** verify their mandatory benefit coverage online through Skyward Employee Access.

For assistance with the Online Open Enrollment process please contact Payroll and Benefits.

Cindy Sage, Payroll Coordinator (x4513) or Kristin Malone, District Support Specialist (x4507)
INFORMATION

Open Enrollment Period – Timeline

- September 1 – September 28, 2018
- Benefits effective November 1, 2018
- Open enrollment verification and enrollments must be completed online through Skyward Employee Access. **There are no extensions or exceptions to the open enrollment period.** If you do not enroll during open enrollment you will lose the opportunity to enroll until next year without a qualifying life event. Please do not miss this opportunity.
- **NEW EMPLOYEES ONLY** – This is PART TWO of your medical insurance enrollment process, you must enroll in an Aetna/United healthcare plan for October coverage through the UPoint portal by September 14th. If you are enrolling in a Kaiser Permanente plan, please return the paper enrollment form to the Payroll office by September 14th. Your mandatory benefits will begin on October 1, 2018. Please contact Payroll immediately if there are questions about this two part enrollment.

Before you begin, you must have the following information

1. Skyward login and password. Please contact Kristin Malone at 425.844.4507 or malonek@rsd407.org if you need assistance logging in to Skyward.

2. To enroll eligible spouse/dependents you will need:
   - First Name
   - Last Name (you can type over preloaded name if needed)
   - Middle Name
   - Birth Date
   - Gender (choose from the drop down arrow)
   - Social Security Number (SSN)
   - Relationship (choose from the drop down arrow)

Mandatory Benefits Participation

All mandatory benefits are required participation and you may NOT drop from participation.

**Dental**

Dental is a mandatory benefit for all benefit-eligible employees and their families. In addition to verifying coverage through online open enrollment, new employees must use the UPoint portal to enroll in dental insurance. Existing employees who wish to update their spouse/dependent coverage must also use the UPoint portal during open enrollment to make these changes. Dental enrollment/changes for
Delta Dental of Washington are done by calling the WEA Select Customer Service department toll-free at 1.855.668.5039 or by logging into the UPoint portal at http://resources.hewitt.com/wea/

Vision
Vision is a mandatory benefit for all benefit-eligible employees and their families. You must verify enrollment through online open enrollment at this time. In addition to verifying coverage, new employees need to fill out a paper enrollment form, available from the Payroll and Benefits Office, enter all spouse and dependent information, and return to the payroll office.

Long Term Disability
LTD is a mandatory benefit for all benefit-eligible certificated, administrative and exempt staff members. You must verify enrollment at this time. Classified Staff are not eligible for this benefit.

OPEN ENROLLMENT 2018-2019
All benefit eligible employees are required to log on to Employee Access during the open enrollment period in order to enroll in a new benefit plan and verify existing mandatory benefit coverage.

To do this, go to the district website (www.rsd407.org)

On the district home page click on:

- Staff Resources
- District System Login Links
- Skyward (Educator Access+, Employee Access)

The Skyward Login Screen will appear.

Enter your login ID and Password.

If you do not remember these click on the line that says ‘Forgot Your Login/Password.’ Enter your user name or district email address and submit. An email with the subject line” “Forgotten Login/Password Assistance” will be sent to your district email address where you may re-enter Skyward and set up a new password.

Choose Employee Access from the drop down menu.

Employee Access question? Contact Kristin Malone at 425.844.4507 or malonek@rsd407.org
REVIEWING CURRENT COVERAGE

When you have successfully entered Skyward Employee Access, click on the Online Open Enrollment Tab.

Click on the Current Coverage line, and then on your insurance group (union code).

- Certificated Employees REA
- Classified Employees PSE
- Admin/Classified Exempt ADM

The current coverage page will show existing employees their benefits for the 2017-2018 school year, if you were benefit eligible for that year.

New hires and newly eligible for benefits will see mandatory benefits only (or possibly nothing).

PSE and ADM members: Don’t worry if the Current 17-18 Benefits do not populate an accurate ‘cost’ of your benefits for PSE and ADM employees. These costs will be corrected as you enroll in benefits for the new 18-19 year. The 17-18 allocation of $820.00 is correct for a full benefit FTE.
BEGIN OPEN ENROLLMENT FOR 2018-2019

Click on the Open Enrollment line, and then choose your insurance group. Employees will see what is in the system for you to retain from the past school year except for plans that we either dropped or added new (Aetna and UHC were dropped, Premera is new).

The Employee Setup Information section shows your monthly state allocation based on FTE. Please remember that your ‘Total Approx. Ded and Total Approx. Ben per month’ is only an estimate and will change as you choose insurance plans, as your FTE is updated in the system and as pooling is applied to your insurance group if applicable.
VISION

Step 1: Highlight Vision from the benefit list and drop the arrow to expand plan information.

All employees need to add spouses and all eligible dependents to the vision plan. This is a mandatory requirement, as it is a full family plan. They must be added during open enrollment or they will not be allowed to come on to the plan outside of open enrollment unless there is a qualifying life event.

If you do not see the vision plan to retain, click ADD coverage and choose the vision plan. Once you have selected the plan you will need to add dependents.

All employees will see coverage level of “Emp, Sp, Ch” for the vision plan. This is appropriate for all employees - even if you are not adding dependents to the plan - as this is a composite (full family) plan.

Step 2: Add dependents – Use the scroll down arrow until you see the word Dependents. Click Add dependents.
On the Dependent Maintenance Screen you must enter:

- First Name
- Last Name (you can type over preloaded name if needed)
- Middle Name
- Birth Date
- Gender (choose from the drop down arrow)
- Social Security Number (SSN)
- Relationship (choose from the drop down arrow)

**IMPORTANT:** The start date will automatically have the current day entered. **You will need to change the Coverage Start Date to 11/1/2018 for all added dependents.** Do not touch the end date, Medicare Eligible or Taxable Dependent. Click Save and repeat for each dependent you need to enter.
As dependents are entered you will see them listed. Please be sure you have added any spouse and all dependents. You have the ability to edit or delete your dependent information up through September 28, 2018.

VISION is complete! You can click the arrow next to VISION (the same arrow used to expand the plan information) and it will collapse the details of the plan.

Reminder: New Employees or those making changes in Spouse or Dependents – please contact the payroll office for a paper NBN enrollment form.

Through each completed phase of online open enrollment you can “Submit Coverage Selections to HR” to save the information. You can then come back and resume open enrollment or, you can complete your entire enrollment at one time. Each time you make a change in the system it requires you to “Submit Coverage Selections to HR.” You can make changes in the system through September 28, 2018.
DENTAL

Step 1: Highlight the Dental Plan from the benefit list and drop the arrow to expand plan information.

All employees need to add spouses and all eligible dependents to the dental plan. This is a mandatory requirement, as it is a full family plan. They must be added during open enrollment or they will not be allowed to come on to the plan outside of open enrollment unless there is a qualifying life event.

If you do not see the dental plan to retain, click ADD coverage and choose the dental plan. Once you have selected the plan you will need to add dependents.

All employees will see coverage level of “Emp, Sp, Ch” for the dental plan. This is appropriate for all employees - even if you are not adding dependents to the plan - as this is a composite (full family) plan.

Step 2: Add dependents – Use the scroll down arrow until you see the word Dependents. Click Add Dependents - (follow directions on pages 6/7) or you may use the ‘Clone Dependents’ feature (recommended) for dependents you have already entered into the open enrollment system.
Click **Clone Dependents**

Here you will find the dependents that you set up under the vision plan. You will need to highlight and select each dependent one at a time and attach them to the dental plan.

As dependents are entered you will see them listed. Please be sure you have added any spouse and all dependents. You have the ability to edit or delete your dependent information up through September 28, 2018.
DENTAL is complete! You can click the arrow next to DENTAL (the same arrow used to expand the plan information) and it will collapse the details of the plan.

Reminder: New Employees or those making changes in Spouse or Dependents – you must also access the UPoint portal to enroll in dental coverage or make changes to an existing dental plan. Dental enrollment/changes for Delta Dental of Washington are done by calling the WEA Select Customer Service department toll-free at 1.855.668.5039 or by logging into the UPoint portal at http://resources.hewitt.com/wea/

LONG TERM DISABILITY

If applicable to you, LTD coverage will be automatically retained for you once you “Submit Coverage Selections to HR.”

WAIVING MEDICAL COVERAGE

Step 1: All benefits eligible employees must add the Waiving Coverage Plan if declining medical coverage.

Step 2: Click on Add Coverage. Highlight and select the Waived Medical Coverage plan. Click Select.

Step 3: Highlight and select the Employee level “E.”

Step 2: Click the “Submit Coverage Selections to HR” button. At this time, your online mandatory benefit enrollment is complete.

Note on waiving medical coverage: Unless you experience a Qualified Life Event, you cannot elect to participate in a district medical plan until the next Open Enrollment period in 2019.

ENROLLING IN MEDICAL COVERAGE

All benefit eligible employees who wish to participate in a medical insurance plan must enroll in a new Premera or existing Kaiser Permanente plan. The district will no longer offer Aetna and United Healthcare plans, these plans will end on October 31, 2018. If you are currently on an existing Kaiser Permanente plan and wish to continue coverage, you must still verify that coverage through the online enrollment module.

To add new medical coverage:

Step 1: Click the ADD coverage button
Step 2: Highlight the plan you wish to choose. Click Select.

Step 3: Choose the employee/dependent level. You can see the premium rate listed for the coverage.

You NEED TO CHOOSE the employee/dependent level that applies to you.

- **Emp** Employee Only
- **Emp, Ch** Employee/Child(ren)
- **Emp, Sp** Employee/Spouse
- **Emp, Sp, Ch** Employee/Spouse/Child(ren) – Entire Family
Highlight the level and click Select.

In the screen shot below you will see the new medical plan has been added under ADD.

Step 4: Add dependents – Use the scroll down arrow until you see the word Dependents. Click Clone Dependents. See page 9 for instructions on cloning dependents.

As dependents are entered you will see them listed. Please be sure you have added any spouse and all dependents. You have the ability to edit or delete your dependent information up through September 28, 2018.

Please remember that anyone enrolled in medical coverage last year needs to re-enroll in a new medical plan this year to continue medical coverage. The Aetna and UHC Plans will end their coverage on October 31, 2018. The new online enrollment process requires all employees to enter their medical coverage elections in SKYWARD Employee Access.

Medical coverage is elective; it is not mandatory for you to enroll.

Step 5: Click the “Submit Coverage Selections to HR” button. At this time, your online enrollment process through SKYWARD Employee Access is complete.

Please double check the following:

- The plan is accurate for your MEDICAL election.
- All spouse/dependents are enrolled in VISION and DENTAL and MEDICAL (if elected).
- For MEDICAL coverage, the coverage level (Emp; Em; Ch; Emp,Sp; or Emp,Sp,Ch) corresponds with the spouse/dependents enrolled in the plan.

OPEN ENROLLMENT closes at 4:30pm on Friday September 28th, 2018.