



Open Enrollment in ADP!

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

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

<https://workforcenow.adp.com>

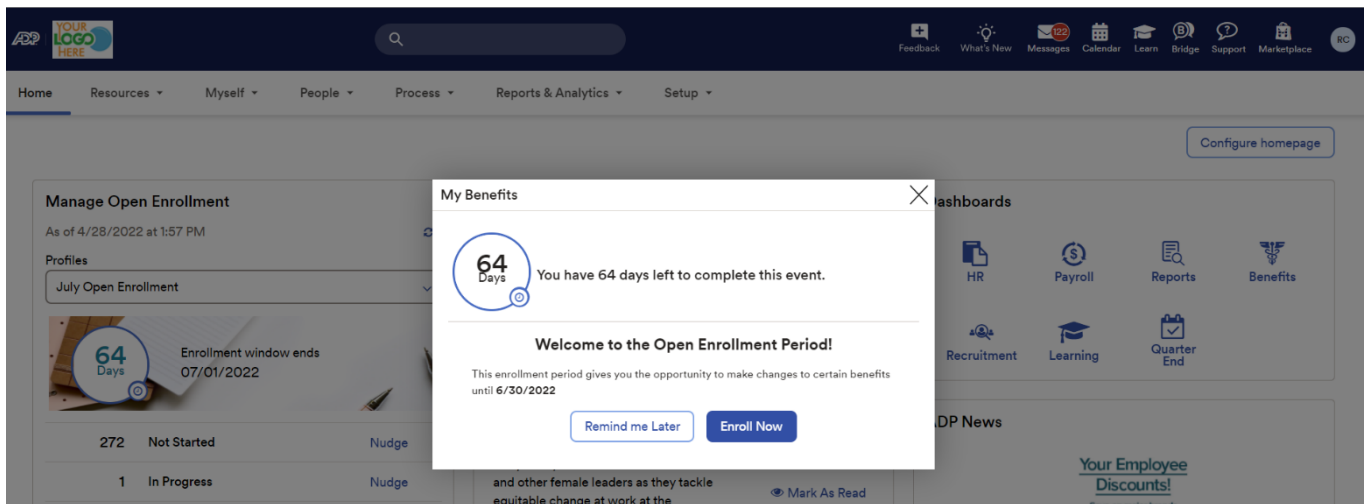
A screenshot of the ADP "Welcome to ADP" login page. The page has a clean, white background with a light gray border. At the top right, there is a language selector "English (US)" with a downward arrow. The main heading is "Welcome to ADP®". Below this is a "User ID" label followed by a text input field. Under the input field is a checkbox labeled "Remember User ID" with a blue information icon. A "Next" button is centered below the checkbox. Further down is a link "Forgot your user ID?". Below a horizontal line is a link "New user ?" followed by a blue person icon and the text "Create account". At the bottom, there is a QR code on the left and text on the right: "Download the ADP mobile app", "Scan the QR code with your device to begin (if your employer supports the mobile experience).", "Secure and convenient tools right in your hands for simple, anytime access across devices.", and a "LEARN MORE" link with a right-pointing arrow.

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

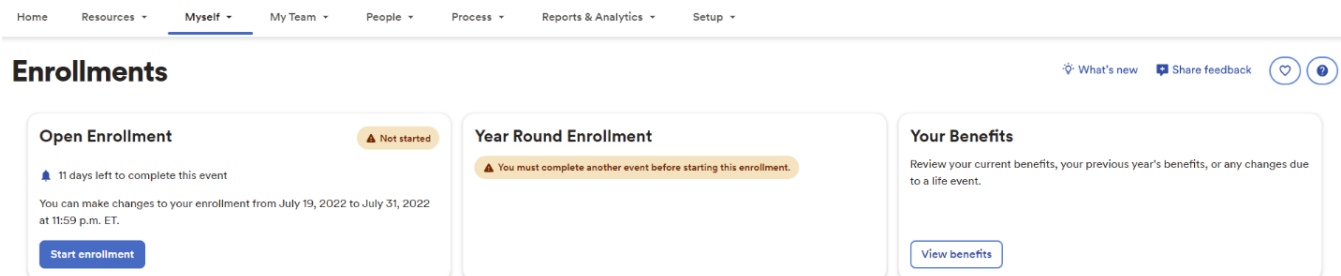
Note: If this is your first time logging in, click **Create account**. If you are unsure of the registration code, check your email for the link and code. If you still do not see it, contact HR.

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.



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



You will be taken to the **Welcome Note**. Please review all information on this page, as there are often important details regarding your Open Enrollment options. Click **Next** after reviewing the Welcome Note to move to **Manage**

Open Enrollment

Welcome

Manage Dependents

Select Benefits

Upload Documents

Review and Submit

Welcome

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
- Add or update Beneficiary assignment
- Complete Beneficiary assignment

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.

Back

Next

Dependents.

The **Manage Dependents** page is where you can add/view/edit your dependent and beneficiaries. Select “**Add dependent or beneficiary**” to add a new dependent/beneficiary.

You would use the *3-dot* action icon to view/edit an existing dependent/beneficiary

Open Enrollment

Welcome

Manage Dependents

Select Benefits

Upload Documents

Review and Submit

Manage Dependents

Review your dependents before you enroll.

[Add dependent or beneficiary](#)

Sally Snow



Type

Dependent

Relationship

Spouse

Finish later

Back

Next

The **Survey** screen will prompt **only** if applicable based on the settings within the enrollment profile itself. If any tobacco attestation is required you must acknowledge the attestation (“I agree that all the information provided about my dependents and my tobacco usage is true and correct”) in order for **Next** to be available and allow you to continue to the **Select Benefits** page.

The screenshot displays the 'Open Enrollment' interface. On the left, a vertical sidebar contains five menu items: 'Welcome', 'Manage Dependents', 'Surveys' (which is highlighted with a blue bar), 'Select Benefits', and 'Review and Submit'. The main content area is titled 'Surveys' and includes a sub-header 'Before you continue, confirm the following information.' Below this is a light gray box titled 'Tobacco Usage' containing two questions: 'Are you a Tobacco User?' and 'Is Spouse Name a Tobacco User?'. Each question has two radio button options: 'No' (selected) and 'Yes'. Below the 'Tobacco Usage' box is a checkbox with the text 'I agree that all the information provided about my dependents and my tobacco usage is true and correct'. At the bottom right of the screen, there are three buttons: 'Finish later' (in blue text), 'Back' (in a blue outline), and 'Next' (in a gray outline).

Open Enrollment

Surveys

Before you continue, confirm the following information.

Tobacco Usage

Are you a Tobacco User?

☒ No
☐ Yes

Is Spouse Name a Tobacco User?

☒ No
☐ Yes

☐ I agree that all the information provided about my dependents and my tobacco usage is true and correct

[Finish later](#) [Back](#) [Next](#)

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 to move forward. These plans could require a beneficiary to be designated or a waive reason to be provided.*

The screenshot shows the 'Open Enrollment' interface. On the left is a sidebar with links: Welcome, Manage Dependents, Surveys, Select Benefits (highlighted), and Review and Submit. The main content area is titled 'Select Benefits'. It features a summary box with a calendar icon indicating '11 days left to enroll' (Effective: August 1, 2022), the 'Employer cost per paycheck' of \$141.69, and the 'Your cost per paycheck' of \$140.31, with a 'Go to section' button. Below this is the 'Action Required' section, which states: 'These plans need your attention. You can confirm details for this plan or click View all plans to select another plan. You can also waive the benefit.' It lists a 'Dental' plan with a 'Waive benefit' link and a 'View all plans' button. A text box below explains: 'Multiple available options. You have 3 benefit options available to choose from. See what is right for you!'

- **Selected Plans** –*These are benefit plans that you are already enrolled in and can make changes to. This section also displays any enrollments that are pending additional approval.*

The screenshot shows the 'Open Enrollment' interface, specifically the 'Selected Plans' section. It states: 'You are enrolled in the following plans. You can make changes until the enrollment period closes.' There are two plan categories: 'Medical' and 'Miscellaneous'. The 'Medical' category shows the 'HDHP2021' plan (Effective: July 1, 2022) with a 'Pending Approval' status, a 'Per Paycheck' cost of \$138.00, and a 'Who is covered?' field containing 'You, Spouse Name, Child Name and Child Name'. The 'Miscellaneous' category shows the 'Custom Medical 2022' plan (Effective: January 1, 2022) with a 'Selected' status, a 'Per Paycheck' cost of \$2.31, and a 'Who is covered?' field containing 'You, newchildnew test, Child Name, Child Name and Spouse Name'. Both plan entries have 'Waive benefit' and 'View all plans' links.

- **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.*

Open Enrollment

Eligible Plans

You're eligible to enroll in the following plans.

Vision View all plans

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

Health Savings Account View all plans

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

FSA Health Care View all plans

Multiple available options

Finish later Back Next

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?

⚠️ 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

View all plans will allow the employee to view the plans that are available in that plan grouping.

Eligible Plans

You're eligible to enroll in the following plans.

🔗 Medical

Waive benefit

View all plans

Multiple available options

You have 3 benefit options available to choose from. See what is right for you!

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.

Available Plans

Medical

Select the plan that meets your needs and add the dependents you want to cover.

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

Covered Individuals

☒ John Snow (You) ☐ Sally Snow (Spouse)

4 Plans Available

↔ Plan comparison

Aetna Choice PPO

(1 individual selected)

Provider

Aetna Inc.

Select plan

Employer cost per paycheck

\$245.90

Your cost per paycheck

\$112.52

RC HDHP

(1 individual selected)

🔗 Additional details

Waive benefit

Back

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.

RC PPO, Medical PPO (1 individual selected)		
Provider Aetna Inc.	Employer cost per paycheck \$60.00	Your cost per paycheck \$57.00
 Confirm the details for this plan selection or waive this benefit.		Confirm details

Confirm details may include some additional information needed (i.e. PCP-ID).

Confirm Details

Aetna Inc.: RC PPO
Medical PPO

Covered Individual
You

Primary Care Physician Details

John Snow
Enter Primary Care Physician Details

First Name

Last Name

ID Number

Per Paycheck Costs
Total Cost Per Paycheck
\$57.00

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

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 **Selected Plans**.

Select Benefits

You enrolled in RC PPO, Medical PPO.

 **47 days left to enroll**
Effective: October 1, 2022

Employer cost per paycheck
\$60.00

Your cost per paycheck
\$57.00

[Go to section](#)

Selected Plans

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

Medical

Waive benefit

[View all plans](#)

RC PPO
Effective: October 1, 2022

Who is covered?
You

 **Selected**

Per Paycheck
\$57.00

Voluntary Life Elections and Beneficiaries:

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

Available Plans

☒ John Snow (You)

1 Plan Available

BT - Voluntary Life
(1 individual selected)
Provider
Guardian Life

Select Coverage Amount
Additional Coverage
\$240,000.00
Total Actual Coverage Amount
\$240,000.00

▲ 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 \$150,000.00. That amount requires Evidence of Insurability (EOI) and approval from the insurance carrier.

Per Paycheck Costs	Employer cost per paycheck \$0.00	Your cost per paycheck \$17.50
--------------------	--------------------------------------	-----------------------------------

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.

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).

Beneficiaries [Add beneficiary](#)

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%.

Beneficiary	Primary	Secondary
Sally Snow Spouse	100 %	0 %
Total	100.00%	0.00%

▲ Confirm the details for this plan selection.

[Confirm details](#)

Click **Confirm details** and review your selection and beneficiary delegations.

Then click **Confirm** to continue with your enrollment elections.

Confirm Details

Guardian Life: BT - Voluntary Life

Covered Individual
You

Coverage
Total Actual Coverage Amount
\$240,000.00

Beneficiaries
Sally Snow (Spouse) Primary (100.00%)

Per Paycheck Costs
Employer Cost Your Cost
\$0.00 \$17.50

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

Continue through each step until all elections are complete and all tasks under the **Action Required** section are addressed. When ready to proceed to the Summary page, click **Next** to proceed to **Review and Submit** step.

Open Enrollment

- Welcome
- Manage Dependents
- Surveys
- Select Benefits**
- Review and Submit

Select Benefits

 **46 days left to enroll**
Effective: October 1, 2022

Employer cost per paycheck **\$553.26** Your cost per paycheck **\$293.17**

[Go to section](#)

Selected Plans

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

Medical

[Waive benefit](#) [View all plans](#)

Aetna Choice PPO
Effective: October 1, 2022

 **Selected**

Who is covered?
You and Sally Snow

Per Paycheck
\$253.17

Dental

[View all plans](#)

[Finish later](#) [Back](#) [Next](#)

Review all of your selections/changes. When you have confirmed them, click **Submit Enrollment**. Note that your benefit elections will not be processed until you click **Submit Enrollment**. If you click **Save for later** instead, these enrollments will not be submitted to your HR team until you fully submit the enrollment changes.

Open Enrollment

[Welcome](#)[Manage Dependents](#)[Surveys](#)[Select Benefits](#)[Review and Submit](#)

Review and Submit

 **46 days left to enroll**
Effective: October 1, 2022

Employer cost per paycheck
\$553.26

Your cost per paycheck
\$293.17

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.

 **Medical**
Effective: October 1, 2022
Aetna Choice PPO
Who is covered?
You and Sally Snow

Enrolled
\$253.17
Per Paycheck

[Finish later](#)[Back](#)[Submit enrollment](#)

There will be a pop-up confirming your submission notating the date and time of submission. Please ensure you receive the confirmation note indicating your elections have been submitted.

Submit enrollment

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

You can make changes until September 9, 2022 11:59 PM EDT.

[No](#)[Yes](#)

Enrollments

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

Open Enrollment

46 days left to make changes

Submitted

Your Benefits

Review your current benefits, your previous year's benefits, or any changes due to a life event.

HomeResourcesMyself

My Information
Profile

Personal Information
Dependents & Beneficiaries

Employment
Organizational Chart
My Documents
Surveys

Pay
Personal Accrued Time
Calculators
Payment Options
Tax Withholdings
Total Rewards
Pay & Tax Statements

Time & Attendance
My Time Entry
My Timecard
Actual vs Scheduled
My Schedule
Annual Summary
Holiday List
Attendance
Time Off

Talent
Performance Dashboard
Performance Goals
Compensation Notices
Career Center
My Learning
Benefits
Enrollments
Employee Discounts - LifeMart

Enrollments

Open Enrollment

Submitted

47 days left to make changes

The enrollment period is still open. You can make changes until September 9, 2022 at 11:59 p.m. ET.

Manage enrollment Reset event

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.

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

