King County

Open Enrollment

Business Resource Center

Training

Open Enrollment in PeopleSoft
for Benefits in 2024

Find what you need for Open Enrollment!
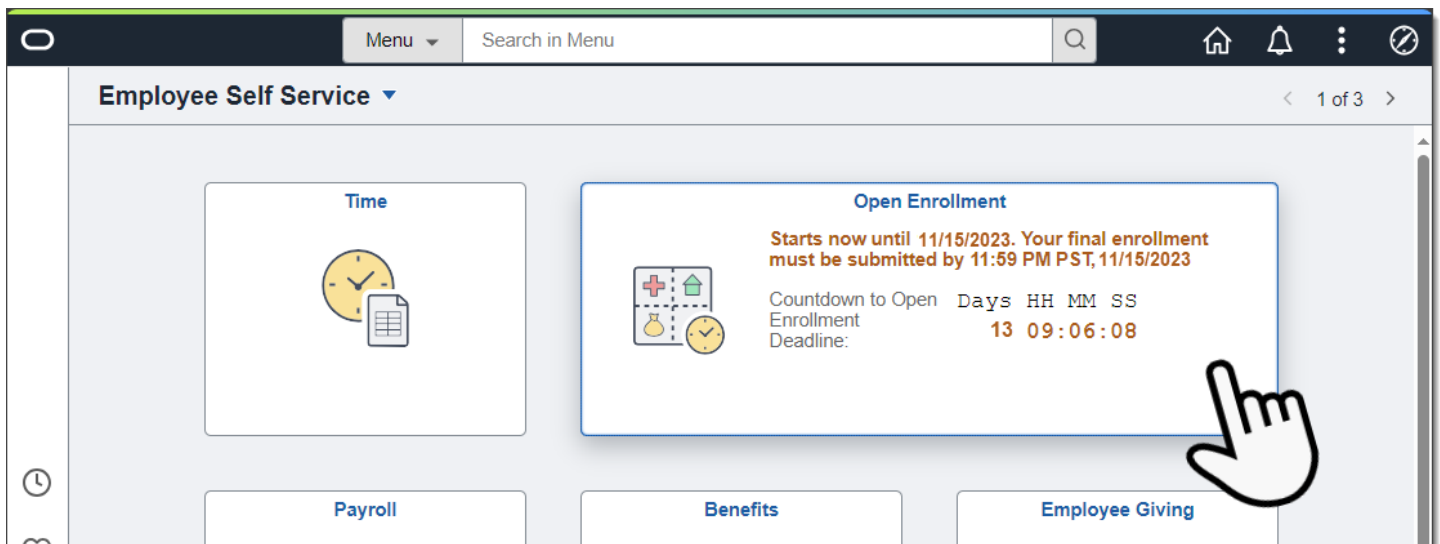
Select a topic below to get more info.

Table of Contents

Open Enrollment is your opportunity to evaluate your benefit options and make changes for the upcoming year. Follow the steps below to get started!

1.
Login to PeopleSoft: https://ess.kingcounty.gov

2.
From the Employee Self Service homepage, select the **Open Enrollment** tile to get started!

Need Help?

For questions or help with Open Enrollment, contact the King County Benefits office.

☎ (206) 684-1556

✉ kc.benefits@kingcounty.gov

For help accessing PeopleSoft, contact the helpdesk: **(206) 263-HELP(4357)**

3.

Check out the helpful info and video on the **Welcome** page, then visit the **Benefits Enrollment** page to view your current selections and make any desired changes. **Select the corresponding tile to make changes to your benefits**.

Benefits Enrollment

* Indicates required field

To make any changes to your benefits, select the corresponding tile below. If you are adding or dropping dependents from coverage, you must do so for each benefit. Your benefit elections go into effect on Jan. 1, 2024 and cannot be changed after Open Enrollment closes on Nov. 15, 2023.

ACKNOWLEDGMENT & AUTHORIZATION

The information I have provided is accurate and complete. I authorize King County to make any necessary payroll deductions for my elected benefits. I understand that willful falsification of information on this form may lead to disciplinary action, up to and including discharge from employment. I understand the Benefit Access Fee applies automatically each year. If I'm adding a domestic partner or their child(ren), I understand deductions based on the taxable value of their benefits will be deducted from my paycheck retroactive to the coverage start date. I understand it is a crime to knowingly provide false, incomplete, or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines, and denial of insurance benefits.
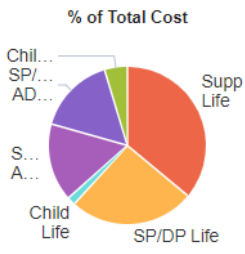
▼ Enrollment Summary

Your Pay Period Cost **$26.67**

Status **Pending Review**

[Submit Enrollment]

> Your **Pay Period** cost and **Total Cost** pie chart automatically **update as you make enrollment changes**.

% of Total Cost

Chil...
SP/...
AD...

Supp Life

S...
A...

Child Life

SP/DP Life

Benefit Plans

> Choose between a **list** or **tile** view.

Medical		stic Partner Medical		Dental	
Current	SmartCare Connect	Current	Waive	Current	Delta Dental WA
New	SmartCare Connect	New	Waive	New	Delta Dental WA
Status	**Pending Review**	Status	**Pending Review**	Status	**Pending Review**

Adding or dropping existing dependents from benefits is easy, but it is important to note that **dependent changes must be made under <u>EACH</u> benefit plan tile**.

Select the tile for the benefit plan you want to change.

Dental	
Current	Delta Dental WA
New	Delta Dental WA
Status	**Pending Review**
👪 0 Dependents	
Pay Period Cost	$0.00
	Review

Enroll an Existing Dependent

If a dependent is enrolled in coverage, the checkbox next to each covered dependent will be checked. **If it is not, and you want to add them to the selected coverage, select the checkbox.**

Unenroll an Existing Dependent

To remove coverage from a dependent, uncheck the box next to their name.

▼ Enroll Your Dependents

To include dependents in this benefit plan, ensure the check box next to their name is checked; to remove dependents, uncheck the box.

	Dependents	Relationship
☑	Brenda S Worker	Spouse
☑	Grayson B Worker	Son

Add/Update Dependent

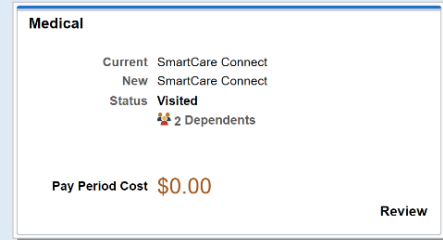🔔 Remember to select the **Done** button to save your changes. Done

View your existing plan choice, change your plan selection, or update dependent coverage.

Select the Medical tile on the Benefits Enrollment page to get started.

Medical	
Current	SmartCare Connect
New	SmartCare Connect
Status	Visited
	👥 2 Dependents
Pay Period Cost	$0.00
	Review

To change medical plans, click the **Select** button next to the desired plan.

❗ **IMPORTANT:** Ensure a check mark appears next to your desired plan.

▼ Enroll in Your Plan

The cost showing is based on your selected dependent enrollment. Plans that do not offer coverage for your dependent enrollment are not available to select. To see other coverage costs, select the help icon next to each plan option.

	Plan Name		Before Tax Cost	After Tax Cost	Before Tax Credit	After Tax Credit	Pay Period Cost
Select	KCS Eastside Health Network	ⓘ					$0.00
Select	KCS UW Medicine	ⓘ					$0.00
Select	KCS MultiCare Connected Care	ⓘ					$0.00
Select	KCS Virginia Mason/Franciscan	ⓘ					$0.00
✓	KingCare	ⓘ					$0.00
Select	SmartCare Connect	ⓘ					$0.00
Select	...ce Use Only	ⓘ					$0.00
Select	Opt Out Of Medical	ⓘ					$0.00

Check out the Open Enrollment website for details on each plan option:

https://kingcounty.gov/open-enrollment

🔔 Remember to select the **Done** button to save your changes. [**Done**]

Are your dependents receiving Vision and Dental coverage?

To verify whether or not all your qualified dependents are receiving these benefits, click on each benefit tile to **ensure the box next to their name is checked**. If it is not and you want them to have vision and dental coverage, check the box and select the **Done** button to save your changes.

Dependents	Relationship
☑ Brenda S Worker	Spouse
☑ Grayson B Worker	Son

Supplemental Accidental Death and Dismemberment **(AD&D) Insurance coverage can be changed or removed for you, your spouse, or your child**. Select the corresponding AD&D tile to get started.

To change AD&D coverage, click the **Select** button next to the desired plan.

The **After Tax Cost** and **Pay Period Cost** are shown next to each plan amount.

For details on supplemental insurance coverages, visit the **Benefits website**.

Ensure a check mark appears next to your desired coverage amount.

Remember to select the **Done** button to save your changes.

Done

Supplemental Accidental Death & Dismemberment (AD&D) insurance allows you to purchase coverage in addition to what's provided by the basic AD&D plan.

▼ Enroll in Your Plan

	Plan Name	Before Tax Cost	After Tax Cost	Before Tax Credit	After Tax Credit	Pay Period Cost
Select	Waive					$0.00
Select	Supplemental AD&D - $50,000 ($50,000)		$0.43			$0.43
Select	Supplemental AD&D - $100,000 ($100,000)		$0.85			$0.85
✓	Supplemental AD&D - $150,000 ($150,000)		$1.28			$1.28
	Supplemental AD&D					

Example shown is employee Supplemental AD&D coverage and costs. Details for spouse and child coverage will vary.

ⓘ **Go to the next page** for information on Supplemental Life and Accidental Death and Dismemberment Insurance.

Q: **Can I enroll in Supplement Life Insurance during Open Enrollment?**

A: **No, not typically**. If you currently have this coverage, during Open Enrollment you have the option to:

1. **Waive** Supplemental Life Insurance coverage (i.e., unenroll) **or**
2. **Reduce** your existing coverage amount

	Plan Name	Before Tax Cost	After Tax Cost	Before Tax Credit	After Tax Credit	Pay Period Cost
1 Select	Waive					$0.00
2 Select	Supplemental Life 1 X Salary ($▓▓▓▓)		$1.79			$1.79
✓	Supplemental Life 2 X Salary ($▓ ▓▓)		$3.57			$3.57

For more info on Supplemental Life Insurance, visit:

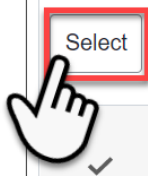https://kingcounty.gov/audience/employees/benefits/your-benefits/life-disability-insurance.aspx

Scan Me!

The Benefit Access Fee is a monthly payroll deduction that applies to employees covering spouses or state registered domestic partners on certain medical plans, **who also have access to medical coverage through their own employer**.

Q: **My spouse is covered on my KingCare plan but doesn't have access to medical coverage through their employer. What do I need to do?**

A: Select the **Benefit Access Fee** tile on the enrollment page, then click **Select** next to 'Exemption Benefit Access Fee'. Select the **Done** button to save your changes.

The following Benefit Access Fees apply if you cover your spouse or domestic partner on your medical plan. You qualify for a Benefit Access Fee Exemption if your spouse or domestic partner does not have access to medical coverage through their employer, is also a benefit-eligible King County employee, or your medical plan does not have a Benefit Access Fee.

	Plan Name	Before Tax Cost	After Tax Cost	Before Tax Credit	After Tax Credit	Pay Period Cost
Select	Benefit Access Fee Exemption Benefit Access Fee					$0.00
✓	KingCare Benefit Access Fee Benefit Access Fee	$62.50				$62.50

! **IMPORTANT** **The Benefit Access Fee resets every year**. If an exemption applies, you will need to reselect it during every Open Enrollment to avoid paying unnecessary fees.

See the next page **for more info on how to know if you qualify for an exemption** or if the Benefit Access Fee applies to your plan choice.

Click the info icon to see details on what exemptions may apply to you **or** to see info on your agreement to the Benefit Access Fee.

Benefit Access Fee Exemption ✕

Exemption: I qualify for one of the following exceptions and do not have to pay the Benefit Access Fee:

- My spouse or state-registered domestic partner is a King County benefits-eligible employee.
- My spouse or state-registered domestic partner does not have access to medical coverage through their employer.
- I am enrolling in the Kaiser SmartCare Connect plan or the KingCare Select(Regence) plan.

Plan Name		Before Tax Cost
Select	Benefit Access Fee Exemption ⓘ Benefit Access Fee	
✓	KingCare Benefit Access Fee ⓘ Benefit Access Fee	$62.50

KingCare Benefit Access Fee ⊗

KingCare: I am enrolling in the KingCare medical plan and am covering my spouse or state-registered domestic partner and I agree to pay the following Benefit Access Fee.

For more info on the Benefit Access Fee, visit:

https://kingcdounty.gov/audience/employees/benefits/your-benefits/medical-plans/benefit-access-fee.aspx

Scan Me!

Flexible Spending Accounts (FSA) are used to designate pretax dollars to health and dependent day care expenses during Open Enrollment. **FSAs DO NOT continue automatically**; you must re-enroll every Open Enrollment.

Select the **Health or Dependent Day Care Flex Spending** tile to get started.

To enroll in either FSA, click the **Select** button next to the **Plan Name** and input the **Annual Pledge** amount. Select the **Done** button to save your changes.

Health Care

$300-$3,050 per year may be designated pretax for eligible medical, dental, and vision care expenses.

The Health Care Flexible Spending Account (FSA) allows you to use pre-tax dollars for eligible out-of-pocket health care expenses. The maximum carryover of unused funds from your 2023 Health Care FSA into 2024 is $610.

▼ Enroll in Your Plan

	Plan Name
Select	Waive
✓	Flex Health Acct

▼ Contribution Amount

Annual Pledge [　　　　　]

Minimum $300.00 Maximum $3,050.00.

[Flexible Spending Account Worksheet]

Select the Flexible Spending Account Worksheet to help calculate your annual pledge.

Dependent Day Care

$300-$5,000 per year may be designated pretax for dependent care, per household.

The Dependent Day Care Flexible Spending Account allows you to use pre-tax dollars for eligible day care expenses. Unused funds cannot be carried over into the following calendar year.

▼ Enroll in Your Plan

	Plan Name
Select	Waive
✓	Flex Dep Care

▼ Contribution Amount

Annual Pledge [　　　　　]

Minimum $300.00 Maximum $5,000.00.

[Flexible Spending Account Worksheet]

Select the Flexible Spending Account Worksheet to help calculate your annual pledge.

🌐 **For more info on FSAs visit**

https://kingcounty.gov/audience/employees/benefits/your-benefits/flexible-spending-accounts.aspx

Finished making your Open Enrollment selections?

Review your choices, complete the Acknowledgment, and **Submit**!

1. Review the **Acknowledgement & Authorization** statement at the top of the page, verify all your benefits changes, then select the **Submit Enrollment** button to complete Open Enrollment.

Benefits Enrollment

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▼ **Enrollment Summary**

Your Pay Period Cost	$26.67
Status	**Pending Review**

[Submit Enrollment]

% of Total Cost
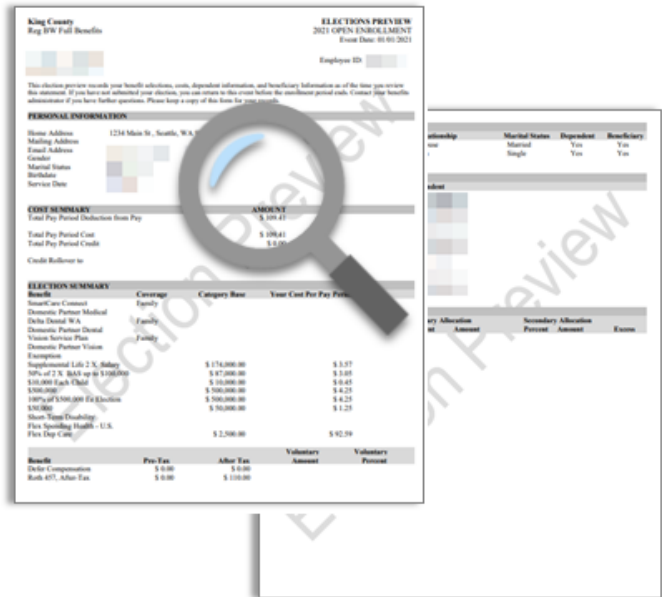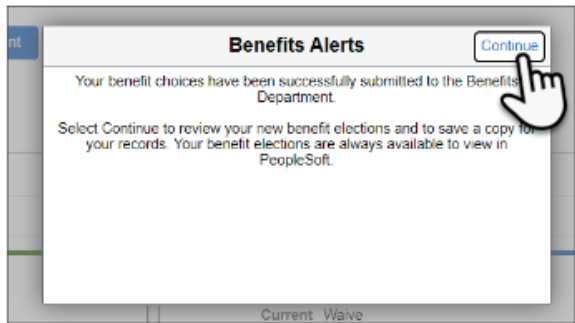
Chil...
SP/...
AD...
Supp Life
S...
A...
Child Life
SP/DP Life

TIP: For every tile where you made a change, **the tile header will turn green**, and the status will show **Changed**.

New SmartCare Conne...

Status ✅ **Changed**
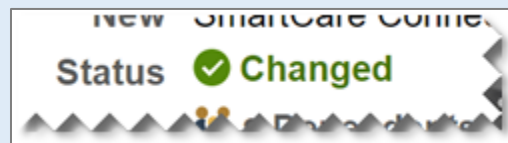
2.

Select the **Continue** button on the 'Benefits Alerts' to review your new benefit elections and to save a copy for your records.

Can I change my selections after I submit my enrollment?

Yes! You can make as many changes and submit your enrollment as many times as you'd like during the enrollment period of **November 1 -15**.