



King County

Open Enrollment 2022

Business Resource Center

Training

Guide to Completing Open Enrollment in PeopleSoft

Find what you need for Open Enrollment!



Click a topic below to get more info.

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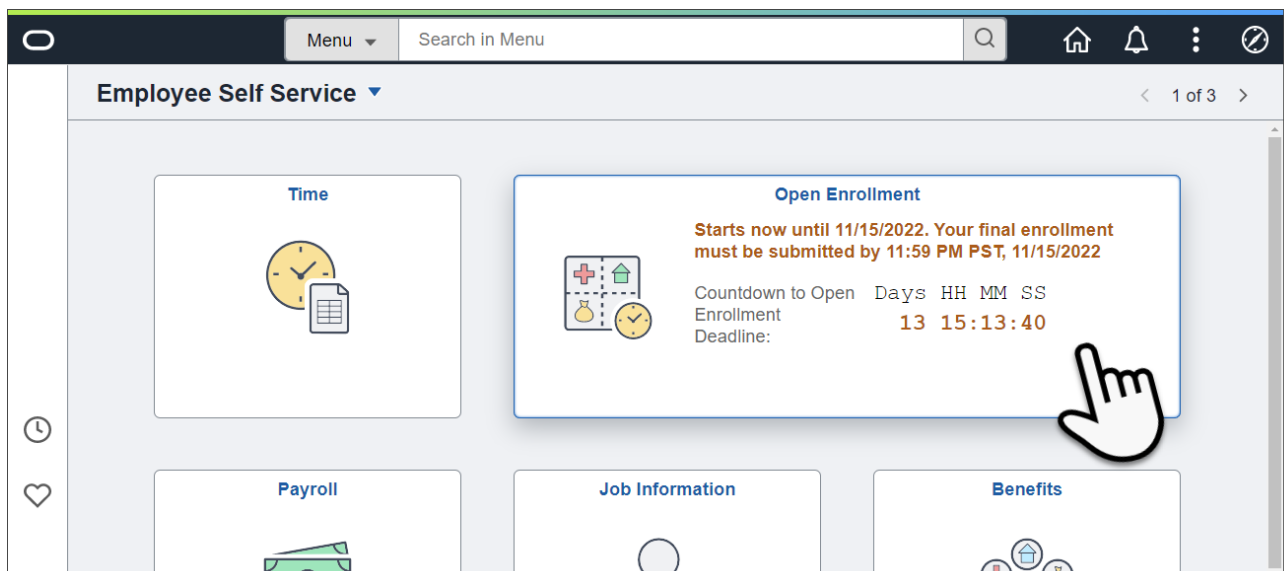


PeopleSoft | Login and Navigate

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, click 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)**



PeopleSoft | Login and Navigate

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. **Click on the corresponding tile to make any changes.**

Benefits Enrollment

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, 2023 and cannot be changed after Open Enrollment closes on Nov. 15, 2022.

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 **\$19.80**

Status **Pending Review**

[Submit Enrollment](#)

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

% of Total Cost

Child AD&D
SP/... AD&D
Supp Life
SP/DP Life Chil...
Supp AD&D

Benefit Plans

[Tiles](#) [List Grid](#)

Medical

Current Smart
New Smart
Status **Pending Review**

Domestic Partner Medical

Current Waive
New Waive
Status **Pending Review**

Dental

Current Delta Dental WA
New Delta Dental WA
Status **Pending Review**

To change the view from tiles to a list, click the list grid button!



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

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

Dental

Current Delta Dental WA
New Delta Dental WA
Status Visited
2 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, click 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
<input checked="" type="checkbox"/> Brenda S Worker	Spouse
<input checked="" type="checkbox"/> Grayson B Worker	Son

Add/Update Dependent



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

Done





PeopleSoft | Change Medical Plans

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	Peace 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
<input checked="" type="checkbox"/>	Brenda S Worker	Spouse
<input checked="" type="checkbox"/>	Grayson B Worker	Son



PeopleSoft | Change Supplemental AD&D and Life Insurance Coverage

Supplemental Accidental Death and Dismemberment (**AD&D**) Insurance coverage can be added, changed, or removed for you, your spouse, or your child. Click 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.



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
<input checked="" type="checkbox"/>	Supplemental AD&D - \$150,000 (\$150,000)		\$1.28			\$1.28
	Supplemental AD&D - \$200,000 (\$200,000)					

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.



PeopleSoft | Change Supplemental AD&D and Life Insurance Coverage

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

A: During Open Enrollment 2022 **Regular and full-time ATU employees will have the option to start, increase or reduce, or cancel/waive life insurance coverage for coverage starting in 2023.***

1. **Waive** Supplemental Life Insurance coverage (i.e., unenroll)
2. **Start** life insurance coverage*
3. **Increase*** or **reduce** your existing coverage amount, **or**

Supplemental Life insurance allows you to purchase coverage in addition to what's provided by the basic life plan.

▼ **Enroll in Your Plan**

	Plan Name	Proof of Coverage	Before Tax Cost	After Tax Cost	Before Tax Credit	After Tax Credit	Pay Period Cost
1	<input type="button" value="Select"/> Waive						\$0.00
2	<input checked="" type="checkbox"/> Sup Life 2X Salary to 400K Max (\$200,000)			\$5.60			\$5.60
	<input type="button" value="Select"/> Sup Life 1X Salary to 750K Max (\$100,000)			\$2.80			\$2.80
	<input type="button" value="Select"/> Sup Life 2X Salary to 750K Max (\$200,000)			\$5.60			\$5.60
3	<input type="button" value="Select"/> Sup Life 3X Salary to 750K Max (\$300,000)			\$8.40			\$8.40
	<input type="button" value="Select"/> Sup Life 4X Salary to 750K Max (\$400,000)	Proof Required		\$11.20			\$11.20
	<input type="button" value="Select"/> Sup Life 5X Salary to 750K Max (\$500,000)	Proof Required		\$14.00			\$14.00
	<input type="button" value="Select"/> Sup Life 6X Salary to 750K Max (\$599,000)	Proof Required		\$16.77			\$16.77

*Only Regular and full-time ATU employees are eligible to start or increase supplemental life insurance during the 2022 Open Enrollment.



For more info on Supplemental Life Insurance, visit:

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






PeopleSoft | Benefit Access Fee

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: Click on the **Benefit Access Fee** tile on the enrollment page, then click **Select** next to 'Exemption Benefit Access Fee'. Click **Done** 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
 <input type="button" value="Select"/> Benefit Access Fee Exemption 					\$0.00
KingCare Benefit Access Fee 	\$62.50				\$62.50
Benefit Access Fee					

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.



PeopleSoft | Benefit Access Fee



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.

your medical plan does not have a Benefit Access Fee

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

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.

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://kingcounty.gov/audience/employees/benefits/your-benefits/medical-plans/benefit-access-fee.aspx>



PeopleSoft | Enroll/Re-Enroll – Health and Dependent Day Care Flexible Spending Accounts (FSA)

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 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.

Dependent 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.

Healthcare

\$300-\$2,850 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 2022 Health Care FSA into 2023 is \$570.

▼ **Enroll in Your Plan**

Plan Name	
Select	Waive
✓	Flex Health Acct

▼ **Contribution Amount**

Annual Pledge

Minimum \$300.00 Maximum \$2,850.00.

[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>



PeopleSoft | Finalize and Submit

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 **Submit Enrollment** to complete Open Enrollment.

Benefits Enrollment

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ACKNOWLEDGMENT & AUTHORIZATION

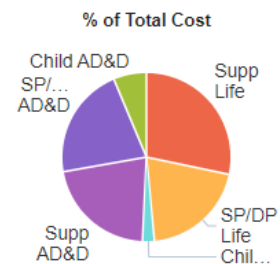
The information I have provided is accurate and complete. I authorize King County to make any necessary payroll deductions for my elected benefits. I understand that willful falsification of information on this form may lead to disciplinary action, up to and including discharge from employment. I understand 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

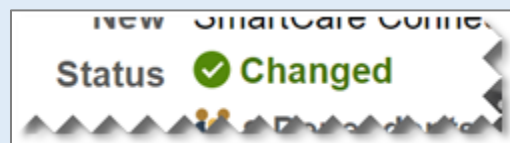
Your Pay Period Cost **\$19.80**

Status **Pending Review**

Submit Enrollment



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

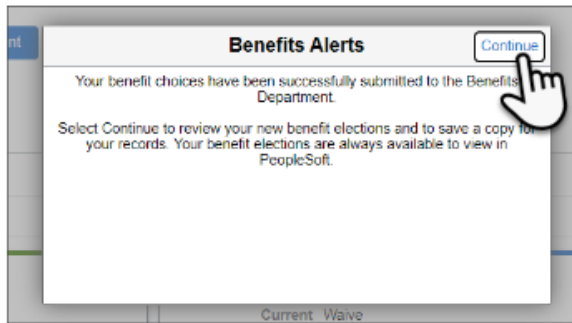




PeopleSoft | Finalize and Submit

2.

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



ELECTIONS PREVIEW
2021 OPEN ENROLLMENT
Event Date: 01/01/2021
Employee ID: [REDACTED]

This election preview records your benefit elections, costs, dependent information, and beneficiary information as of the time you review this statement. If you have not submitted your elections, you can return to this event before the enrollment period ends. Contact your benefits administrator if you have further questions. Please keep a copy of this form for your records.

PERSONAL INFORMATION:

Home Address: 1234 Main St., Seattle, WA 98101
Mailing Address: [REDACTED]
Email Address: [REDACTED]
Gender: [REDACTED]
Marital Status: Single
Birthdate: [REDACTED]
Service Date: [REDACTED]

COST SUMMARY

AMOUNT
Total Pay Period Deduction from Pay: \$ 109.43
Total Pay Period Cost: \$ 109.43
Total Pay Period Credit: \$ 0.00

Credit Referral to: [REDACTED]

ELECTION SUMMARY

Benefit	Coverage	Category	Base	Your Cost	Per Pay Period
Health Plan: Domestic Partner Medical	Family				
Dental: Domestic P.A.D.	Family				
Vision: Domestic Partner Vision	Family				
Supplemental Life 2 X Salary			\$ 174,000.00		\$ 3.27
10% of 2 X Salary up to \$100,000			\$ 17,400.00		\$ 2.58
\$10,000 Each Child			\$ 10,000.00		\$ 0.45
\$100,000			\$ 500,000.00		\$ 4.25
100% of \$100,000 Ex Election			\$ 500,000.00		\$ 4.25
\$10,000			\$ 10,000.00		\$ 1.25
Short-Term Disability - U.S.			\$ 2,500.00		\$ 92.39
Flex Spending Health - U.S.					
Flex Care Card					

Results

Pro-Tax	After-Tax	Voluntary Amount	Voluntary Percent
Health Contribution: \$ 0.00	\$ 0.00		
Health 401k After-Tax: \$ 0.00	\$ 110.00		

Dependent

Relationship	Marital Status	Dependent	Beneficiary
Spouse	Married	Yes	Yes
Child	Single	Yes	Yes

Beneficiary

Primary Allocation	Secondary Allocation	Amount	Percent	Excess



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**.