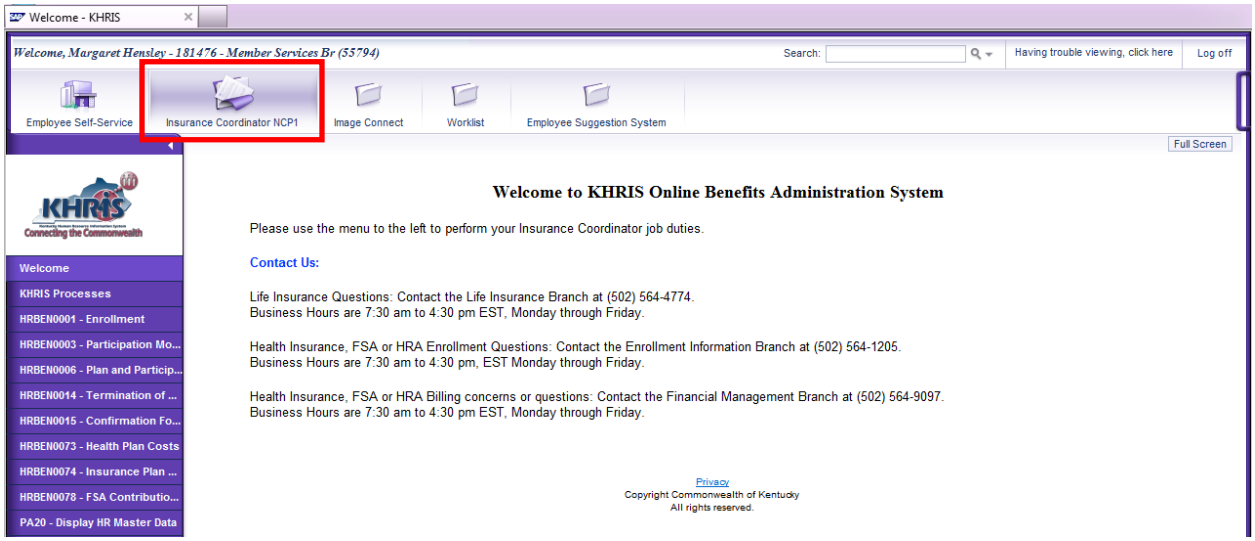
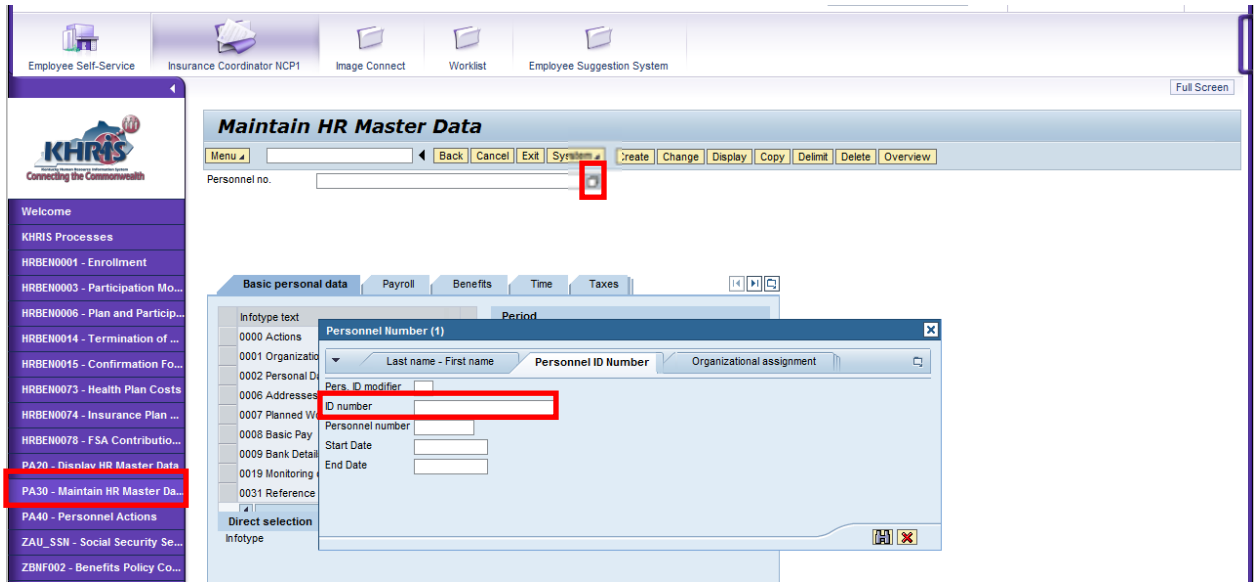
IC Open Enrollment Instructions

You will begin by logging into to KHRIS ESS

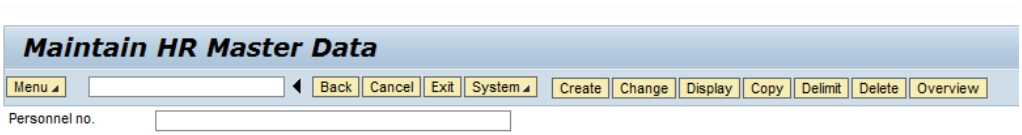
Click on the Insurance Coordinator NCP1

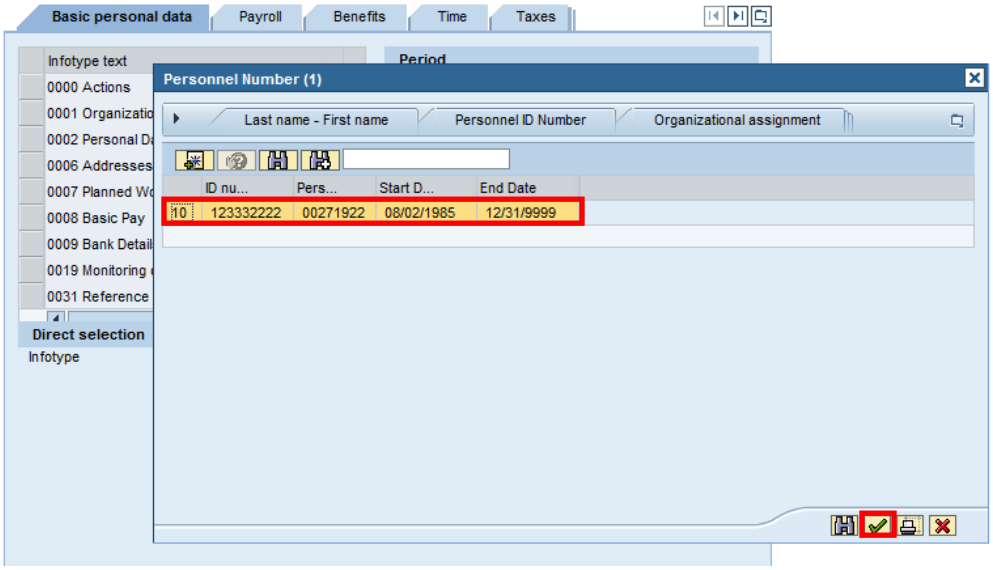


Select PA30 from the menu on the left. Click in the Personnel No field, then click the search box. Enter the member SSN in the ID number field and click the binoculars to start the search, or hit enter key on keyboard.



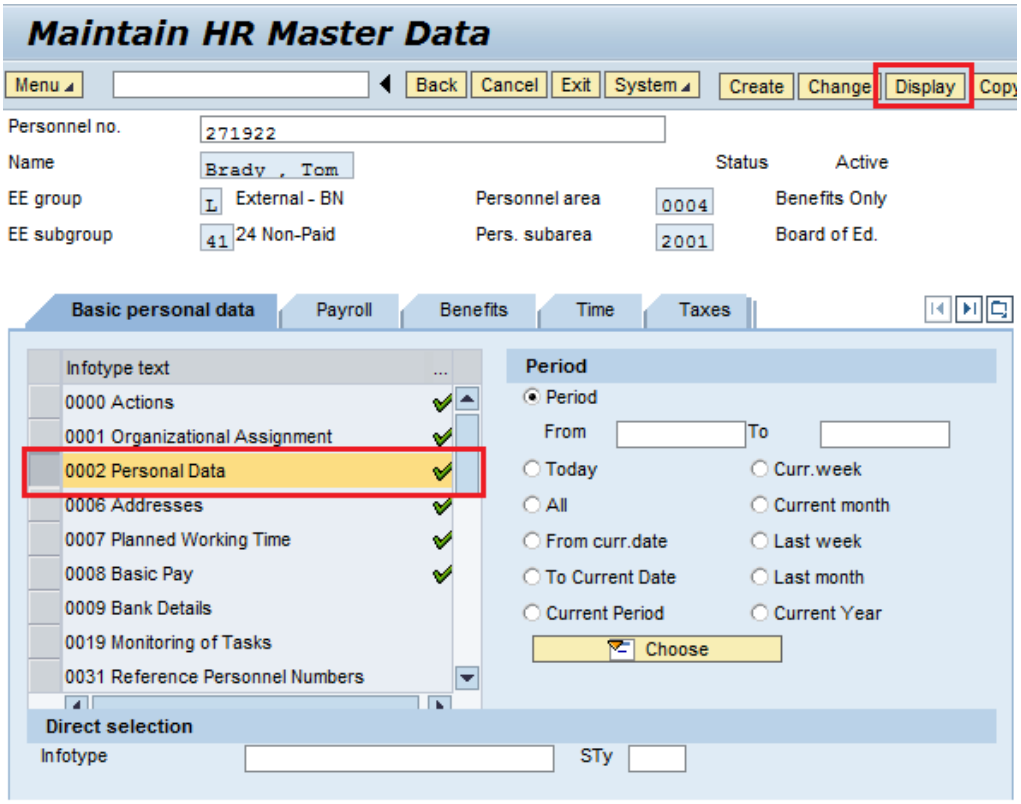
Select member and click





Hit the Enter key on your keyboard to load member's record.

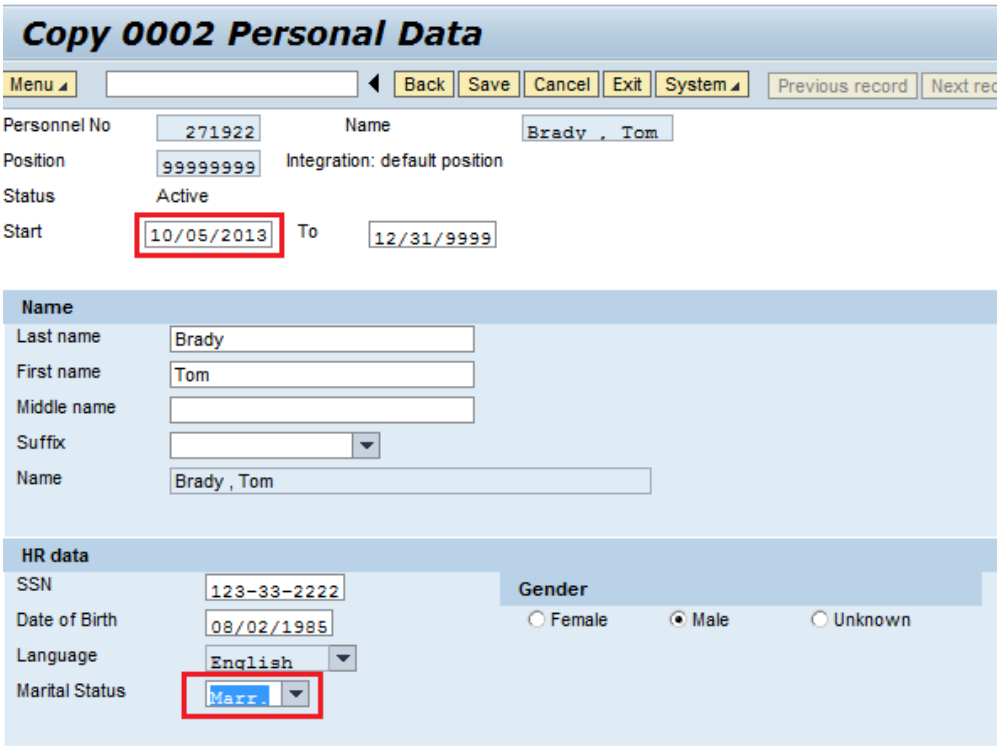
On "Basic personal data" tab, choose Infotype "0002 Personal Data" and click Display.



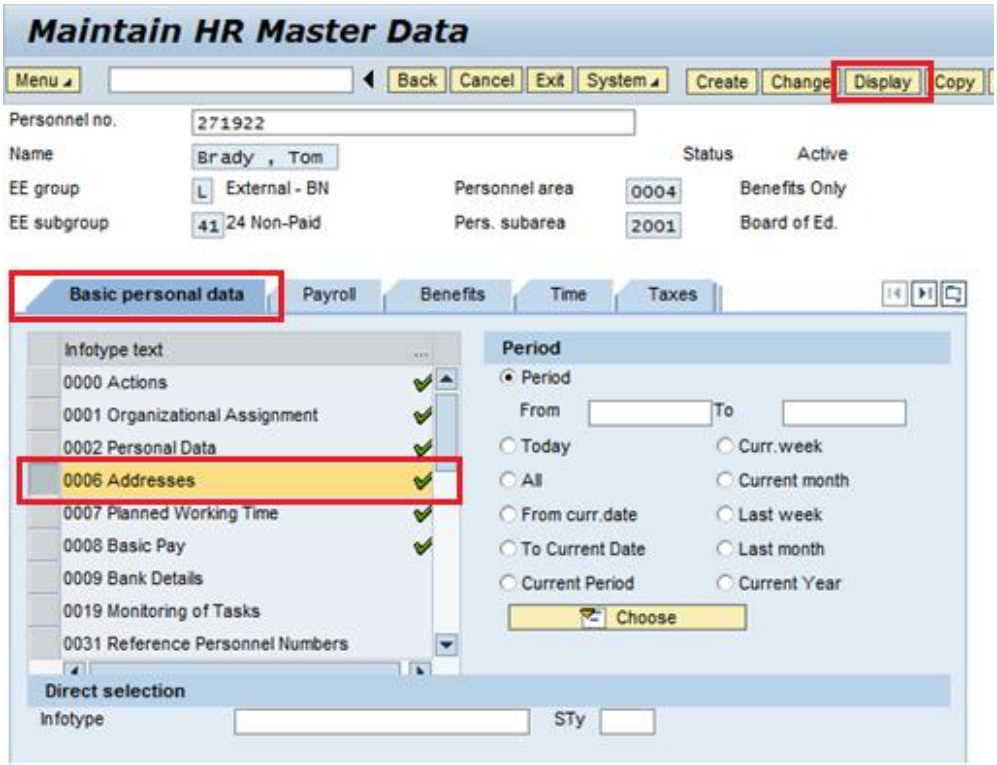
Verify member's first and last name, date of birth, social security number, gender and marital status.

If updates are needed, click back, then click Copy Copy.

Enter “start” date of today’s date. Change the necessary information and Save Save .

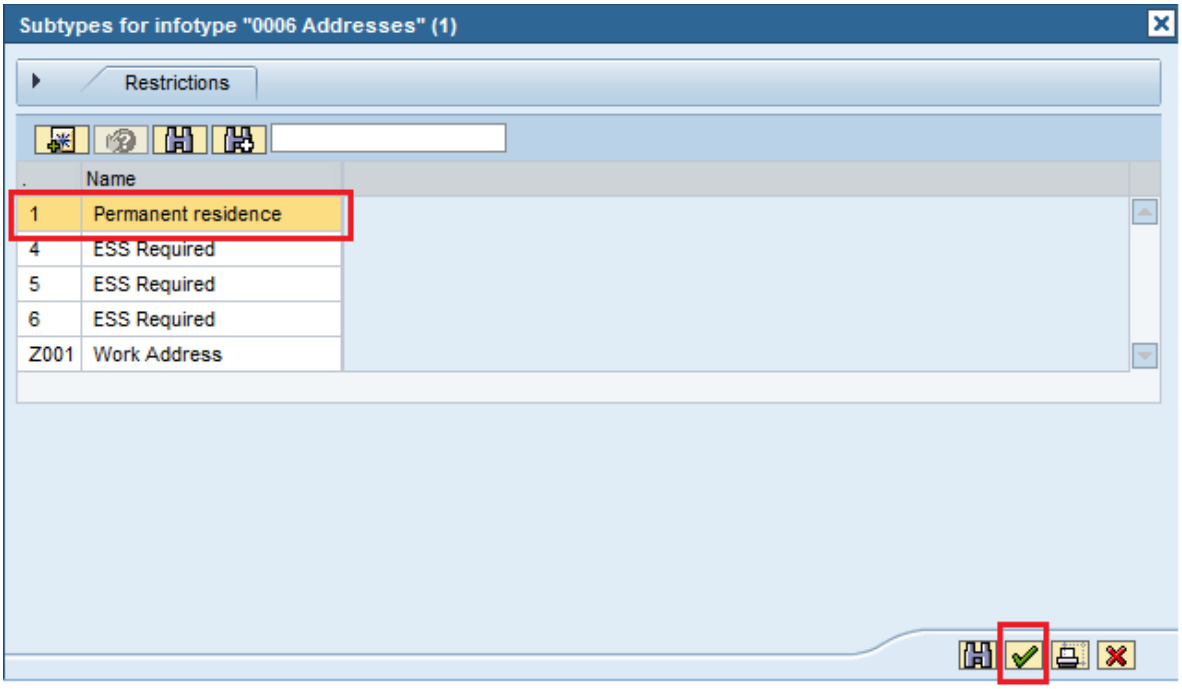


On “Basic personal data” tab, choose Infotype “0006 Address” and click Display .

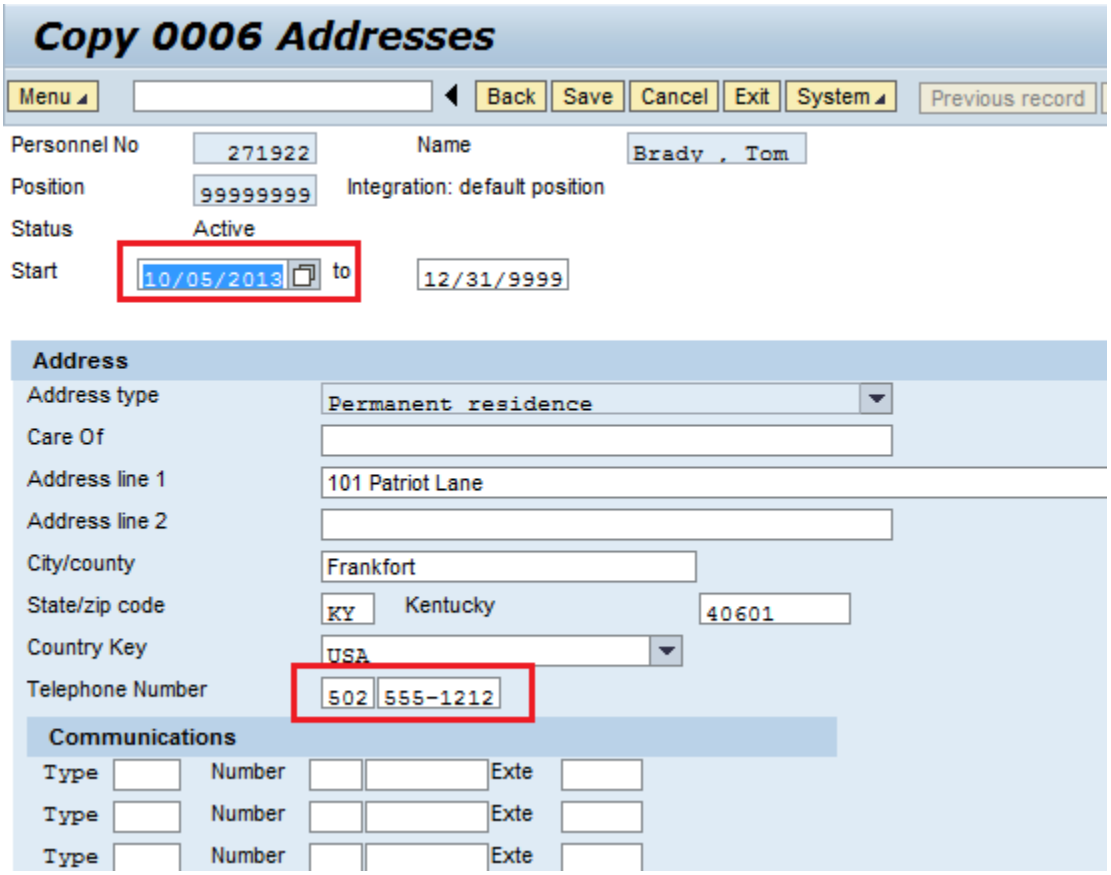


Verify member’s address and phone number. If updates are needed, click back, then click Copy Copy .

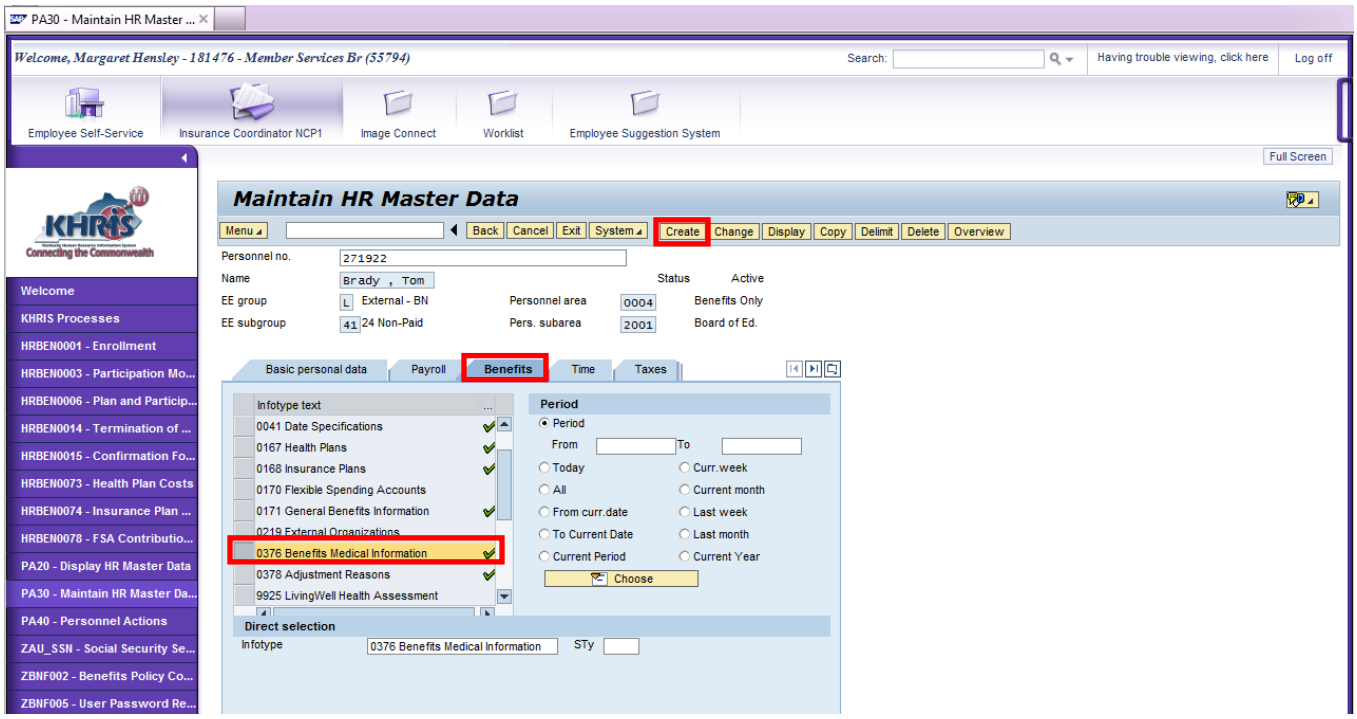
Select the Permanent residence type of address and click green check mark .



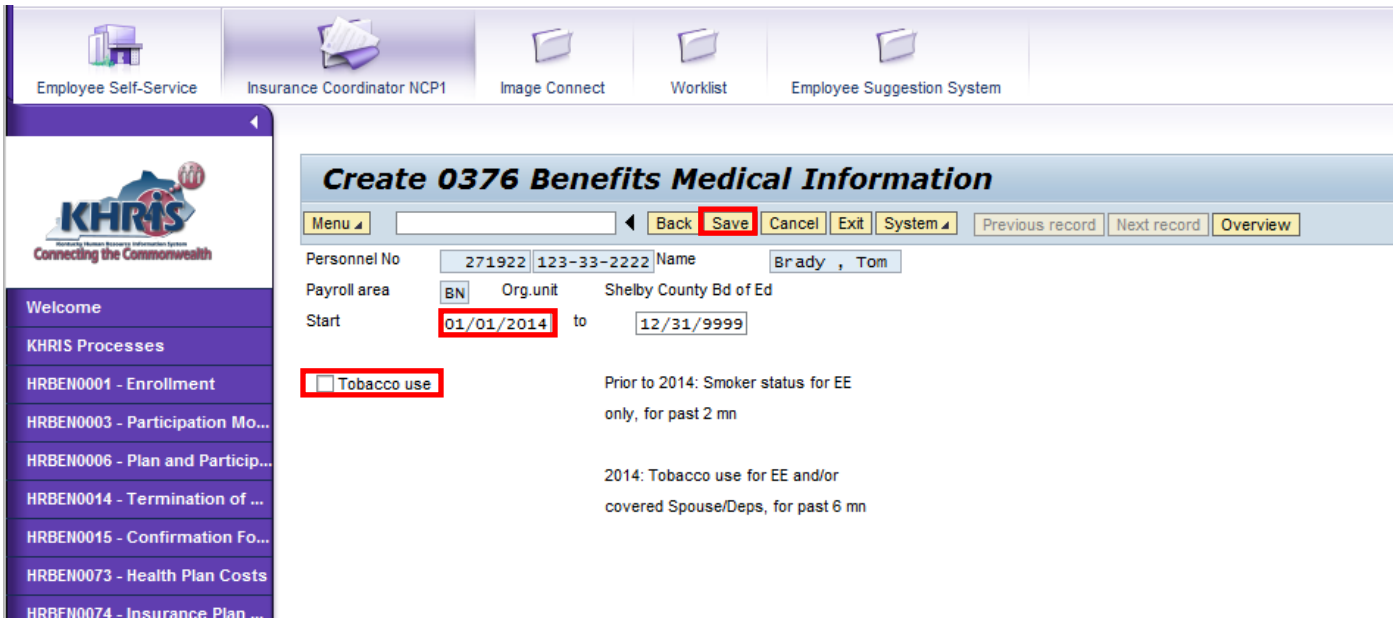
Enter "start" date of today's date. Change the necessary information and Save .



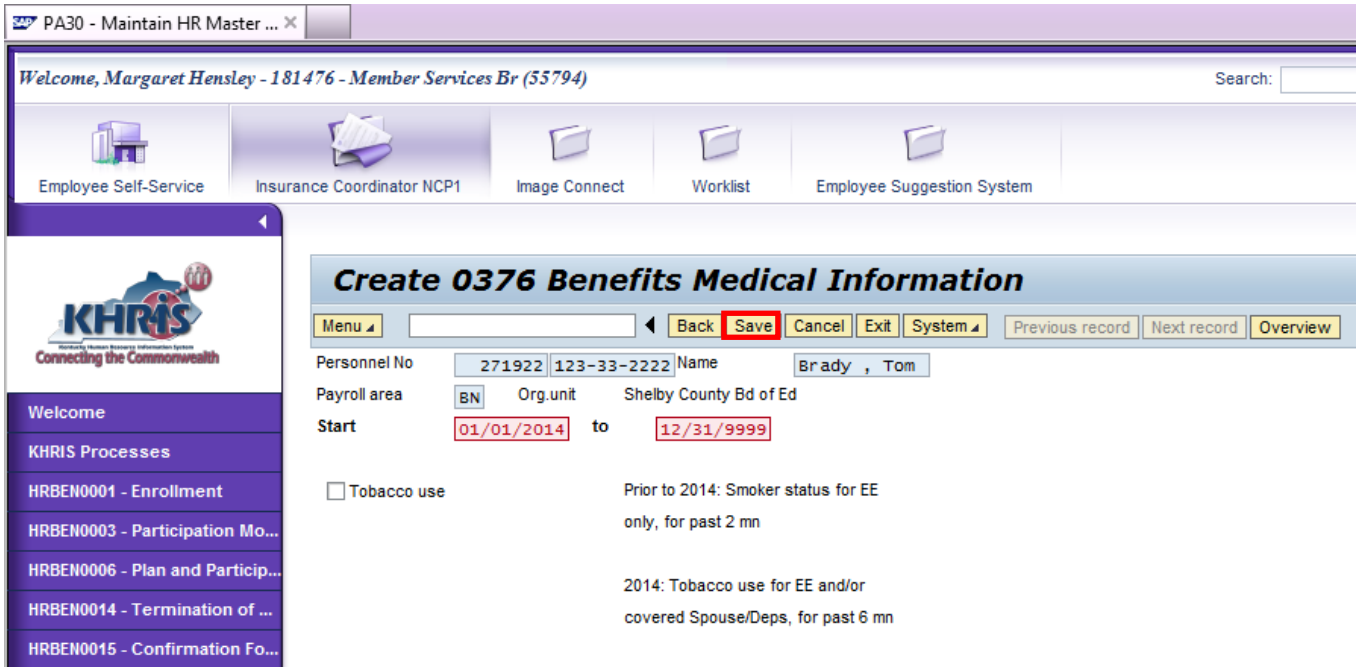
Select the “Benefits” tab, then Infotype “00376 Benefits Medical Information” and click Create.



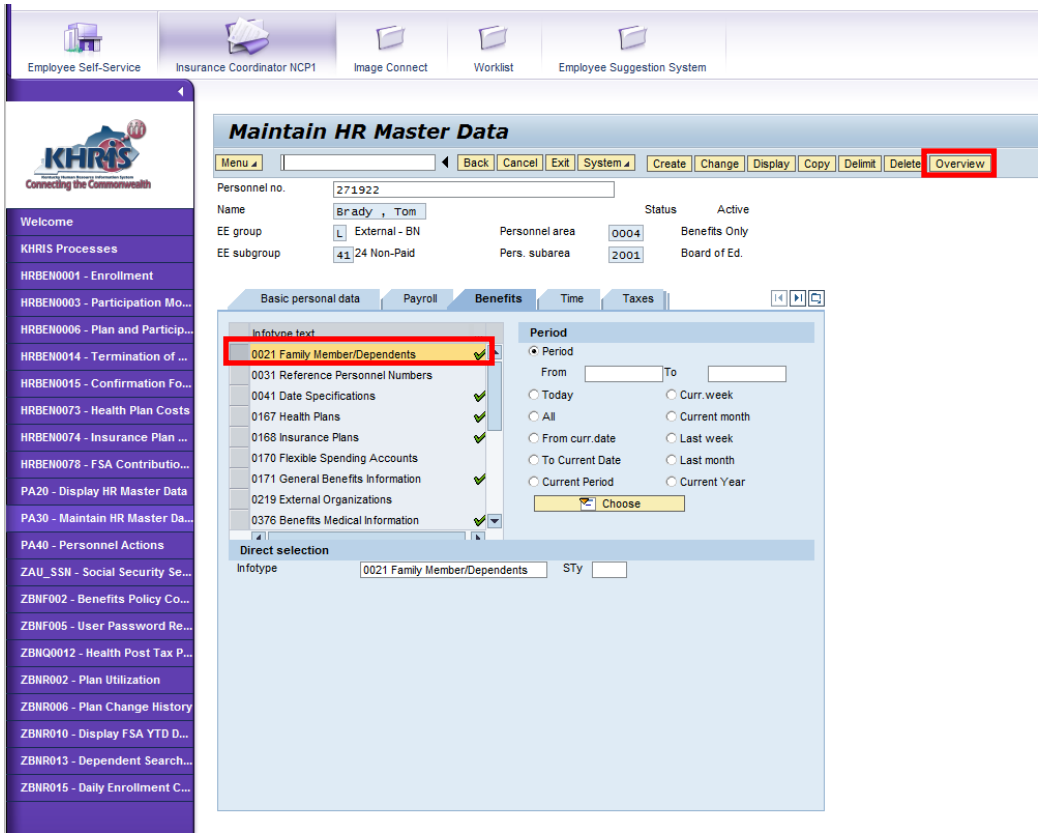
Enter the “Start” date as 01/01/2014. Click the box next to “Tobacco use” if the member indicated “Yes” on their Tobacco Use Declaration. Leave the box empty if the member indicated “No.” Click Save.



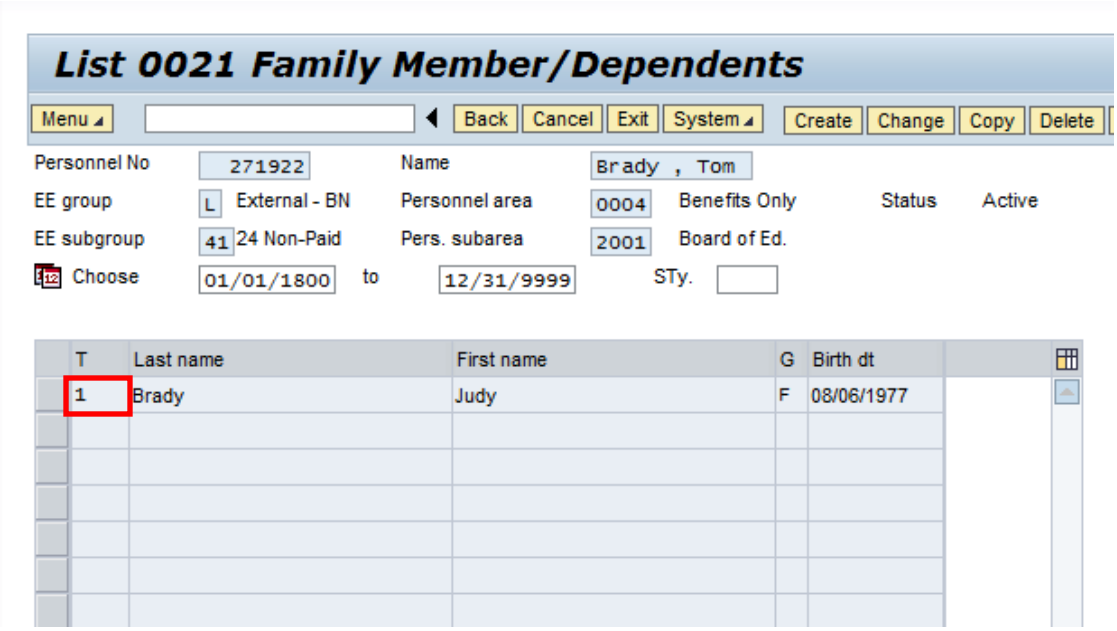
An error will display, click Save again to clear the error and return to the PA30 home screen.



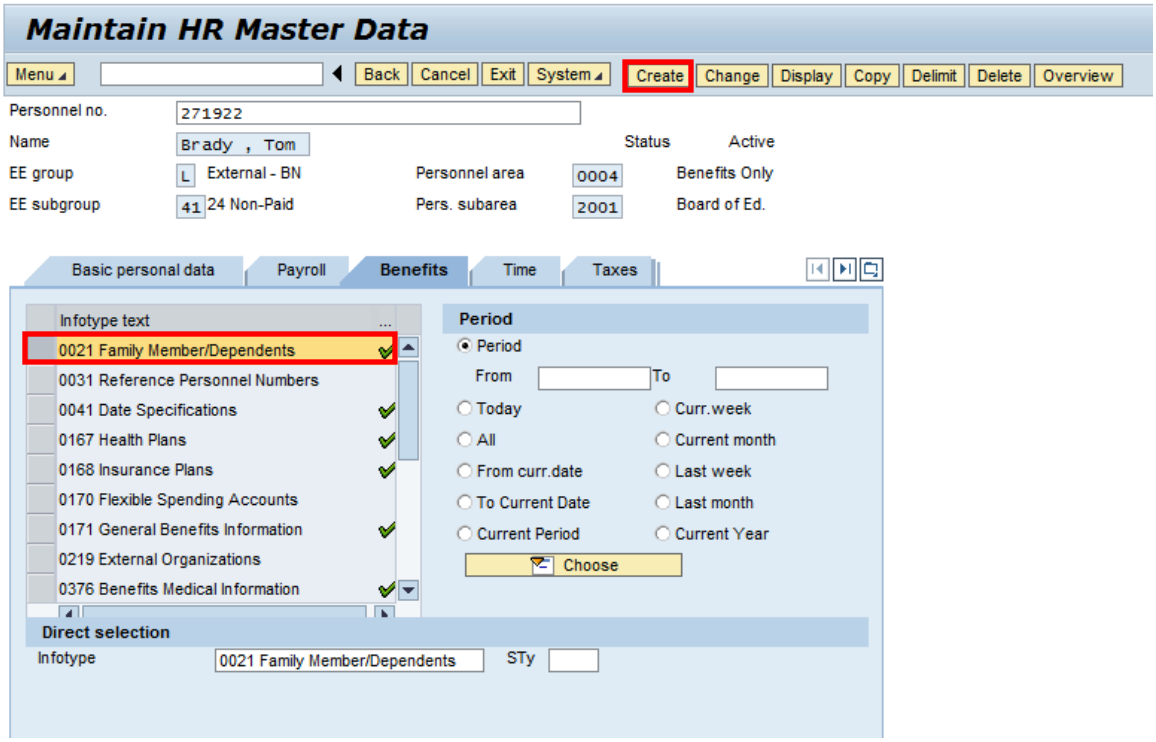
Select Infotype "0021 Family Member/Dependents". Click Overview to see a list of dependents.



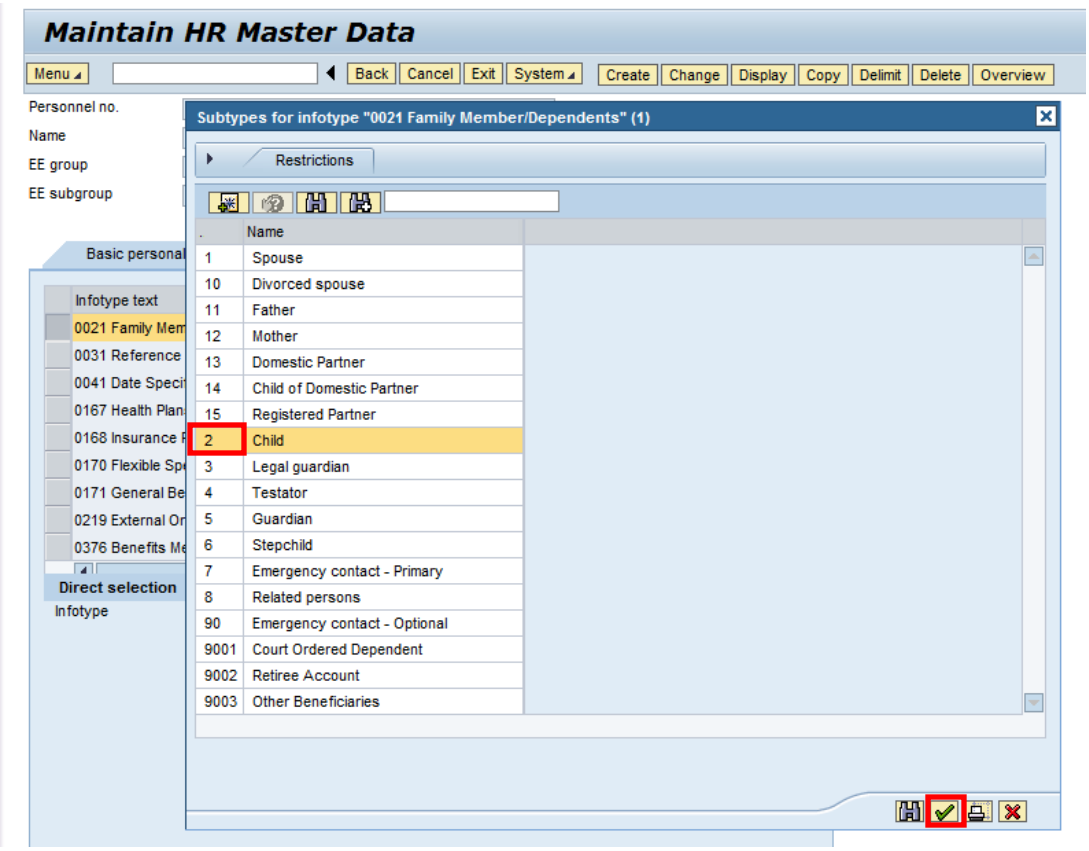
If a dependent on the application is not listed in the “Overview” you will need to create the dependent before you can complete the enrollment. Only type “1- spouse” or “2-child” or “9001 Court Ordered Dependent” can be enrolled in health insurance. Dependents entered as types “7 – Emergency contact” or “9003 – Other Beneficiaries” will not be displayed as eligible for health insurance.



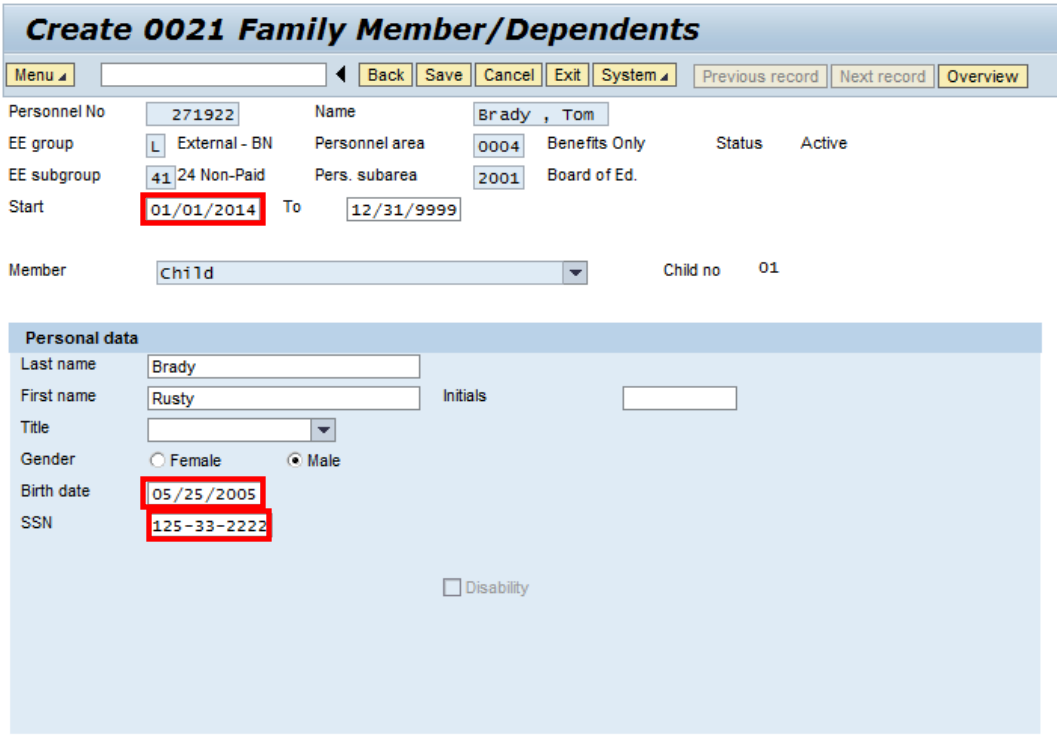
To add a dependent choose Infotype “0021 Family Member/Dependents” and click .



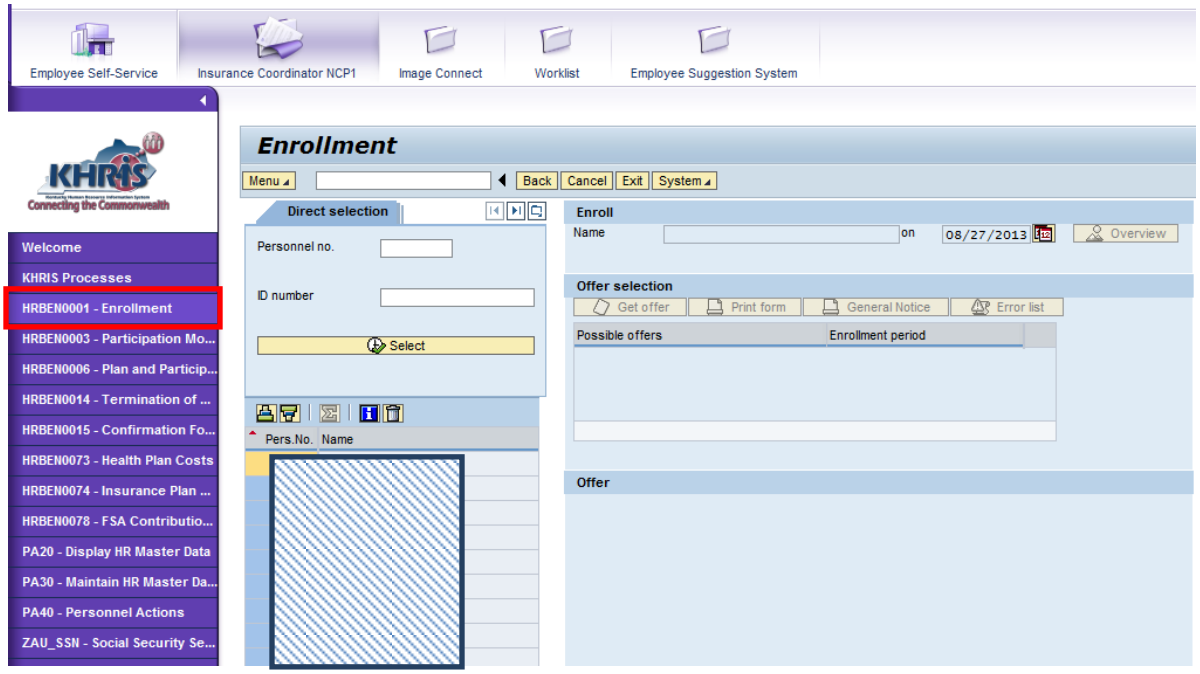
Choose “1 Spouse” or “2 Child” or “9001 Court Ordered Dependent” and click



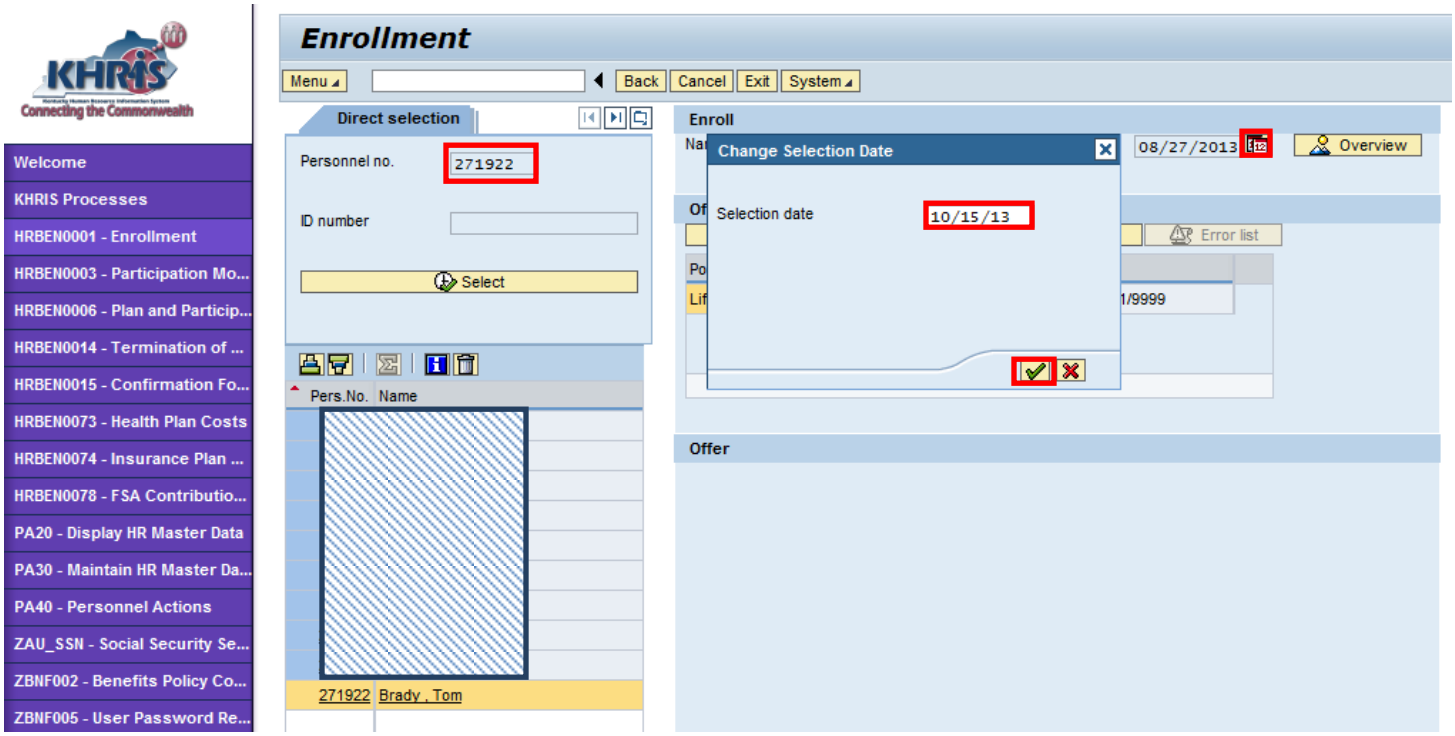
Enter the “Start” date of today’s date and enter the dependents information and click Save. Repeat for all dependents. Dependents must have a date of birth and a valid SSN to be added to a health insurance plan.

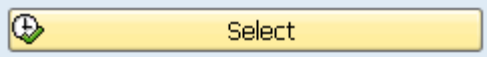


Select action “HRBEN0001” from the KHRIS menu on the left.



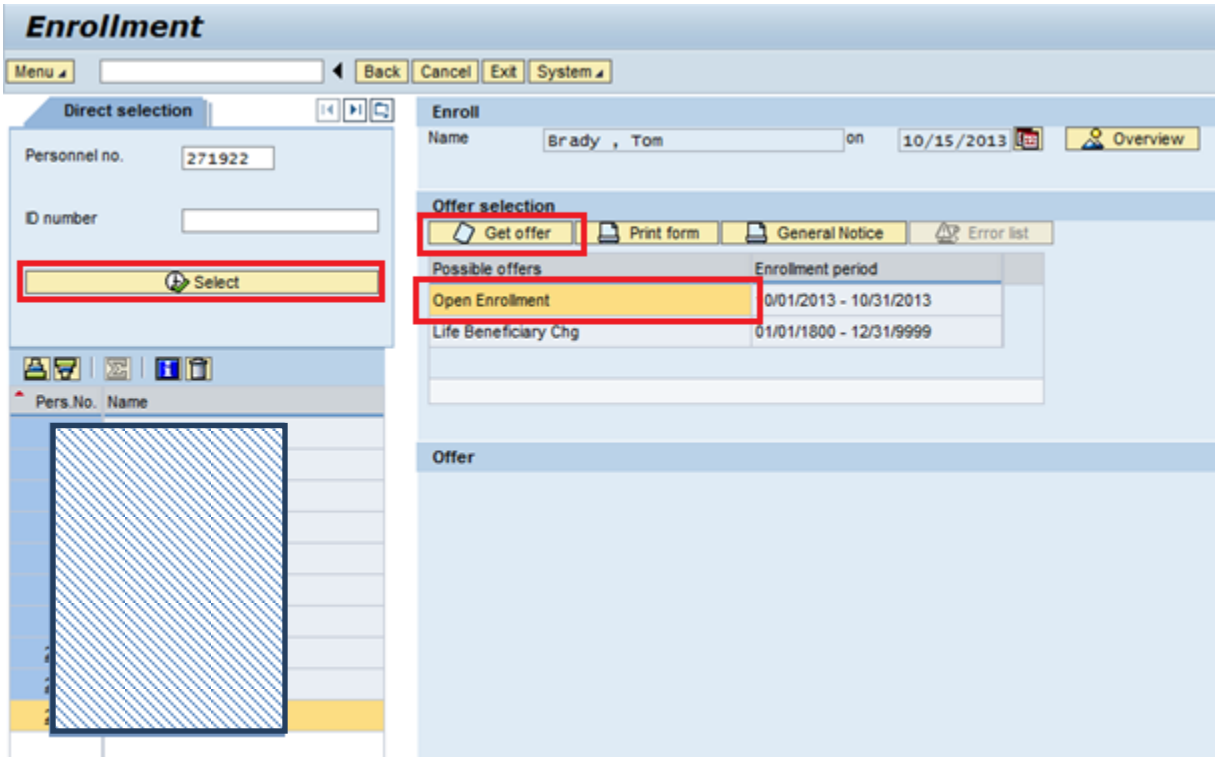
Enter the member’s personnel number in the “Personnel no.” field on the left. Select and adjust the date to the signature date on the member’s application and click .



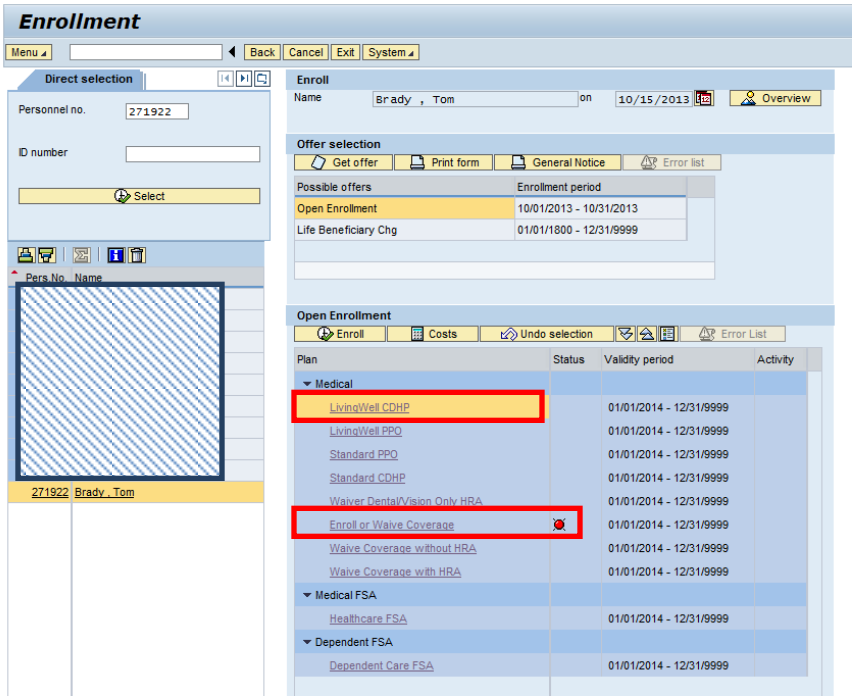
Click 

. Then select “Open Enrollment” from the list of possible offers and click Get offer

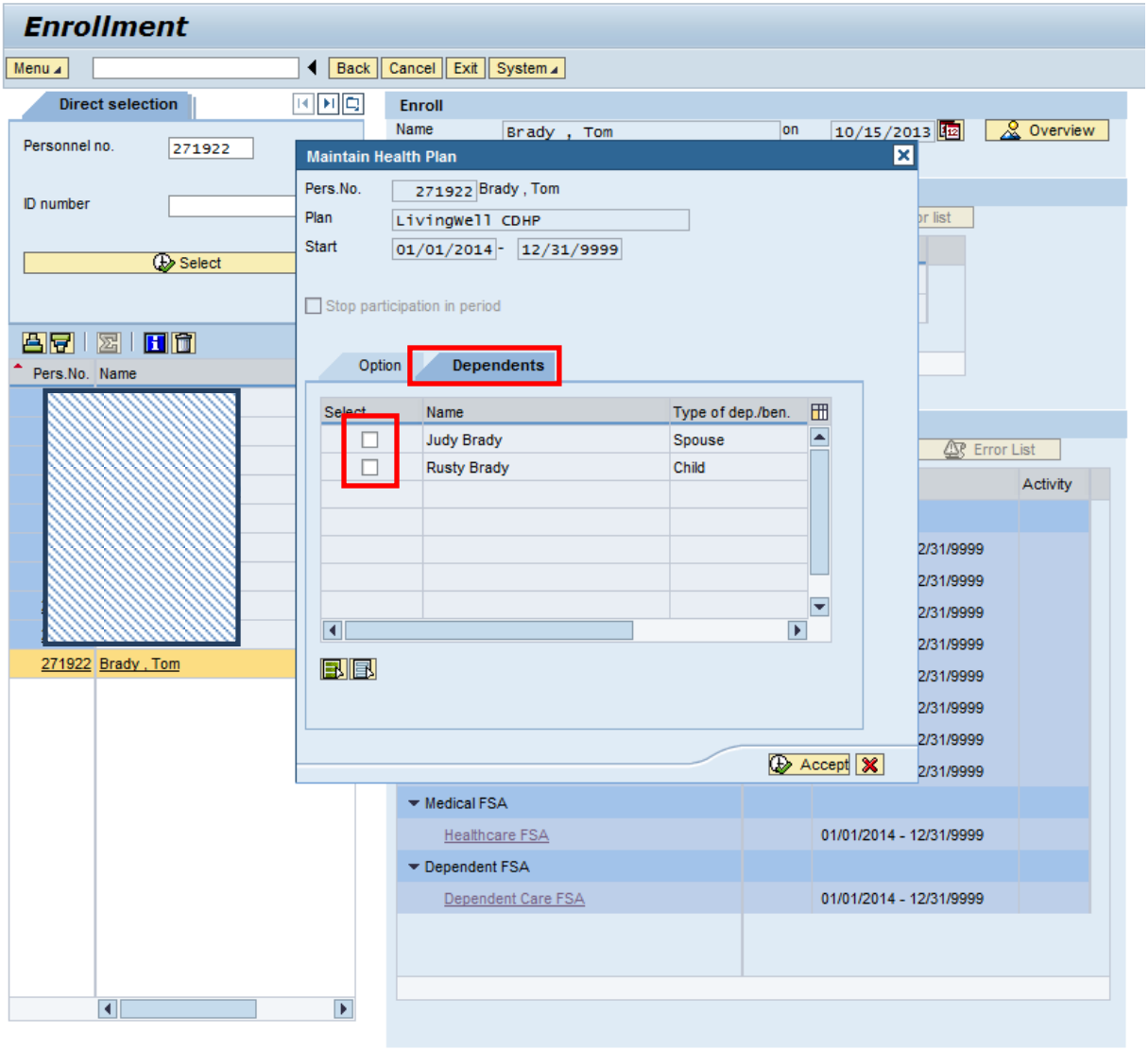
.

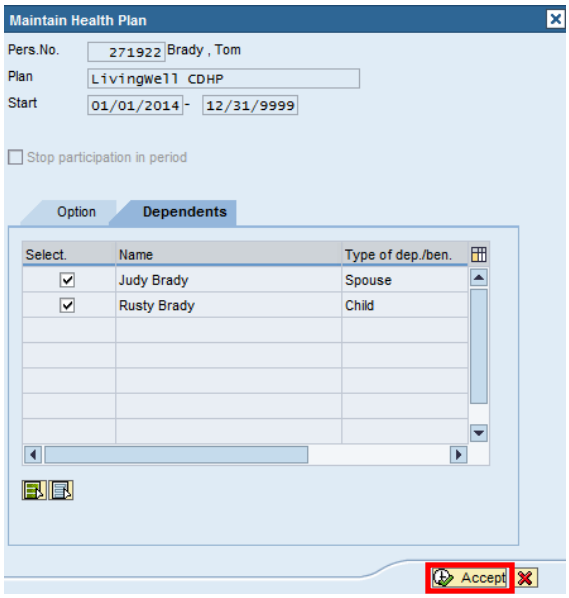


The current plan is indicated with a red or green marker. The Open Enrollment default plan will appear as “Enroll or Waive Coverage .” Select the plan that is indicated on the member’s application.



Click on the “Dependents” tab and select the check box for each dependent that is listed on the application.

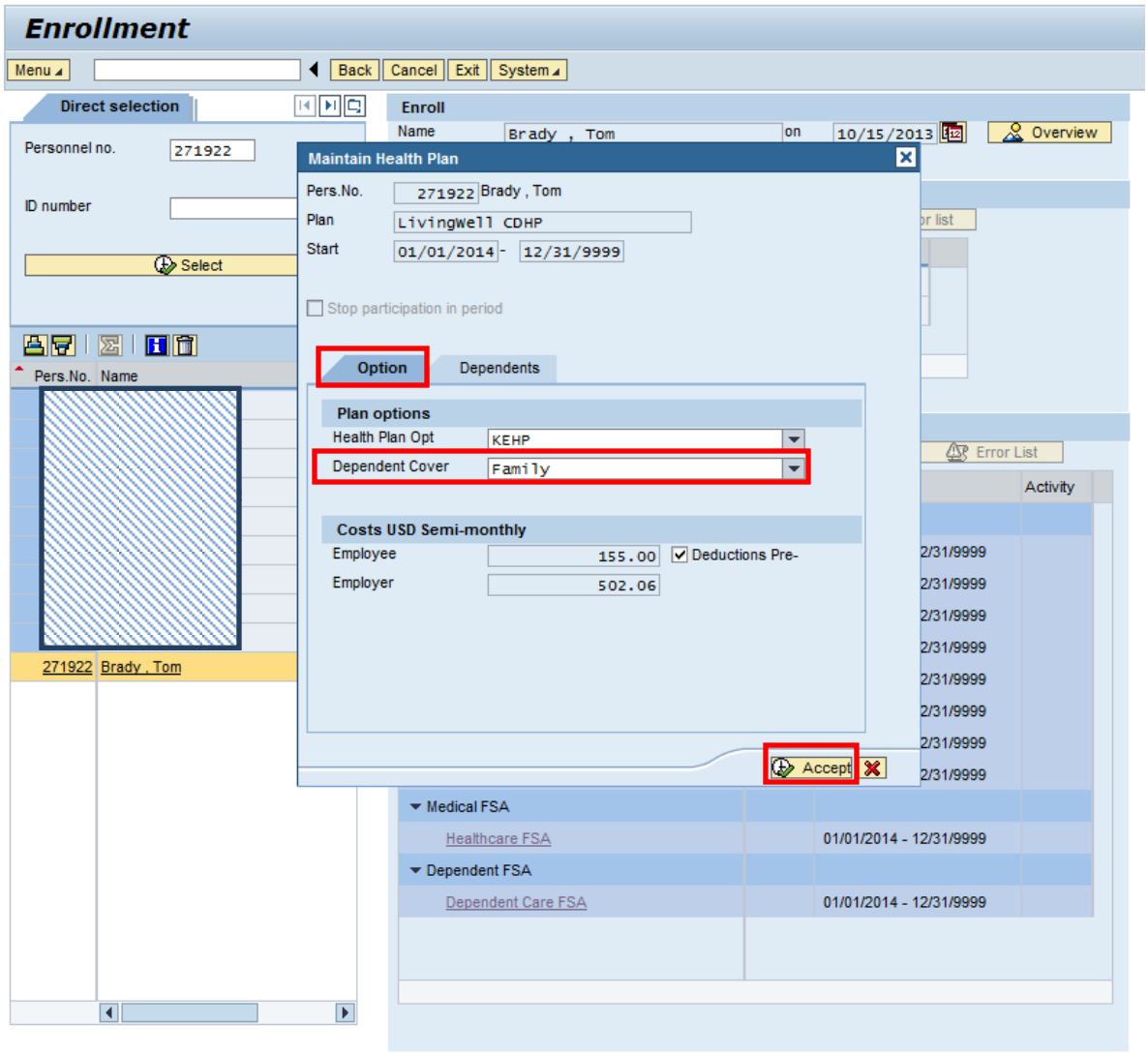




If a dependent listed on the application does not appear in the list, verify the dependent has been added as a spouse or child, with a date of birth and SSN, in the Infotype 00021 on the PA30. Please note:

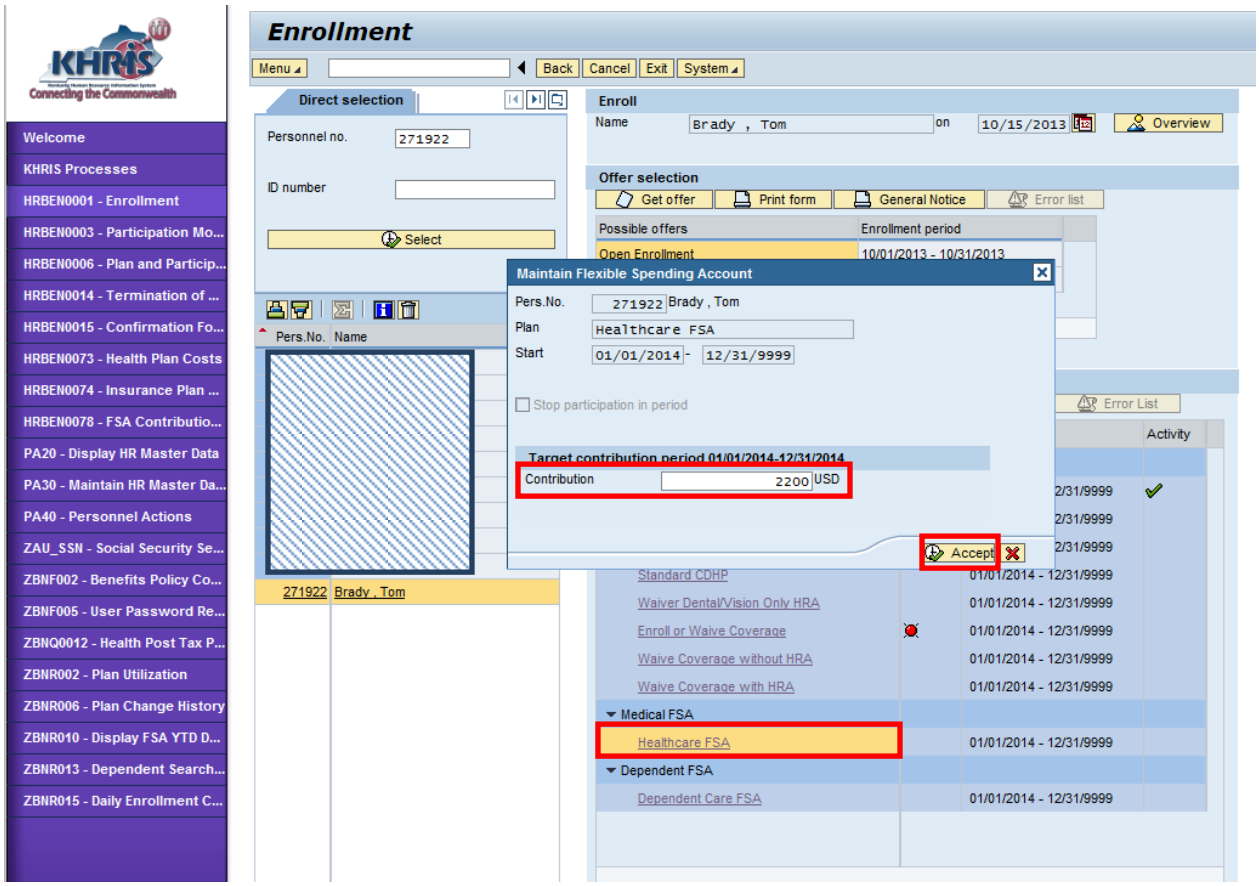
- Dependents over the limiting age (26) as of 01/01/2014 will not appear as an eligible dependent.
- Dependents enrolled in another KEHP plan (their own or as a dependent on another plan) will not appear as an eligible dependent.

Select the “Option” tab and choose the Dependent Coverage level from the drop down list and click Accept



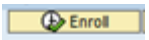
A green checkmark will indicate the new enrollment selection.

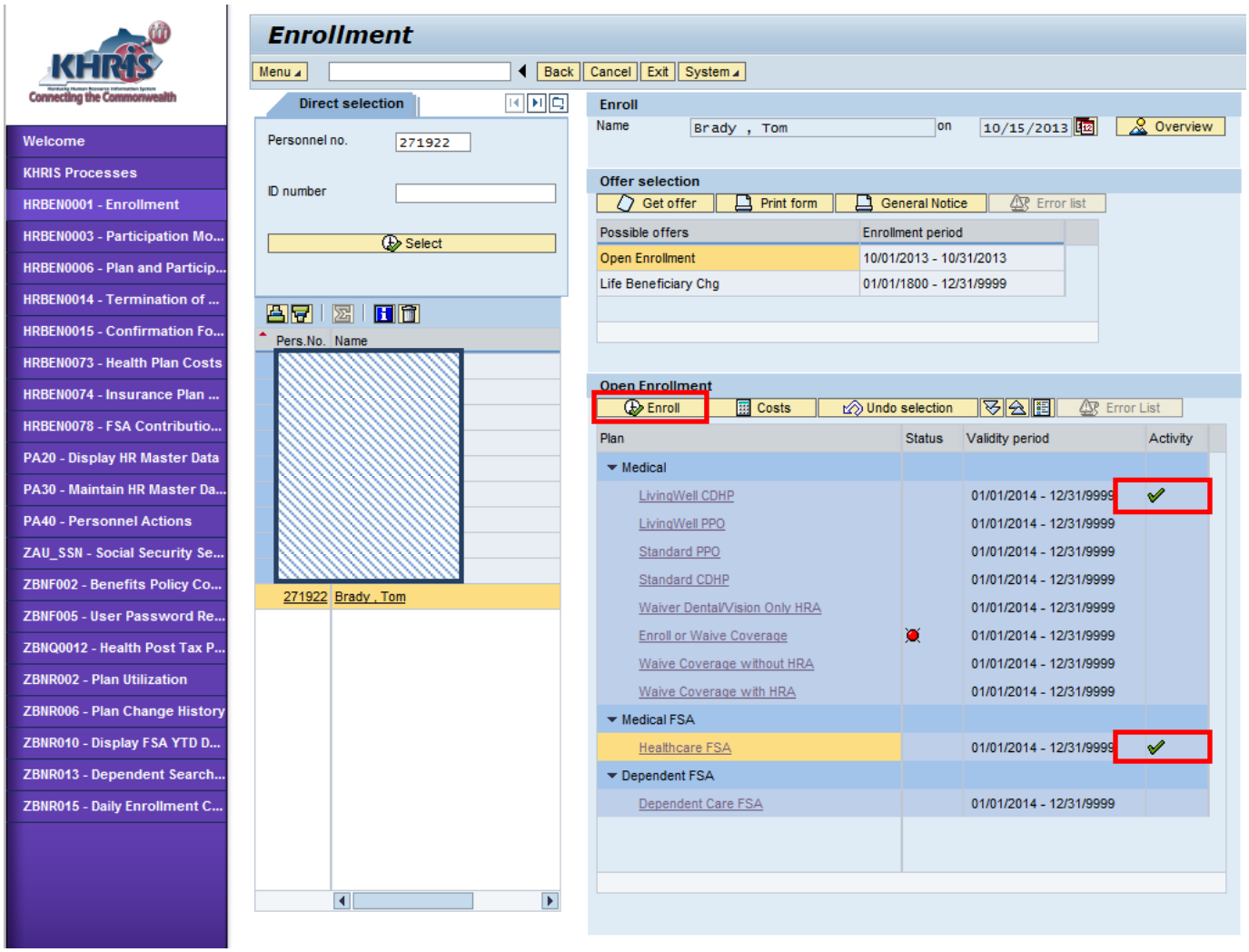
Select the FSA plan and enter the member's total annual contribution and click Accept .

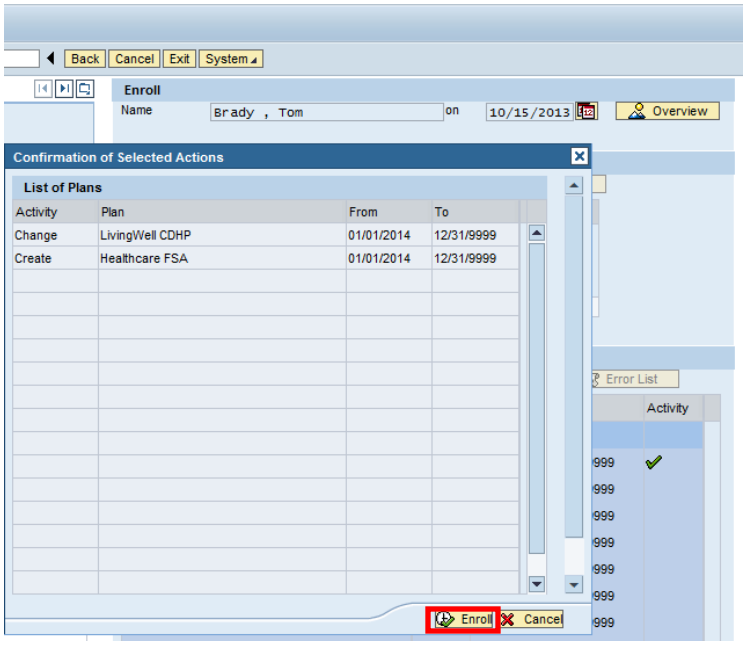


IMPORTANT NOTE: During Open Enrollment if an FSA amount is entered incorrectly you can repeat the enrollment and change the amount HOWEVER DO NOT DELETE any FSA plans. This will cause billing errors. For example if you key a member's Healthcare FSA as a Dependent Care FSA by error you will need to contact the Department of Employee Insurance to void the HC FSA.

You must contact the Department of Employee Insurance if an FSA account needs to be voided.

A green checkmark will indicate the enrollment is complete. Once all the benefits are selected click 





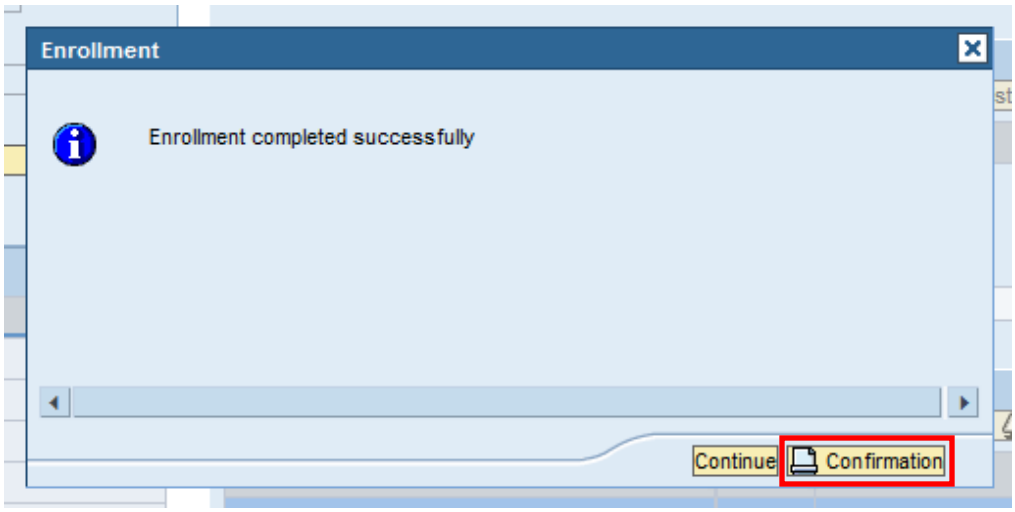
A confirmation box will appear and indicate the changes that have been made.

Click

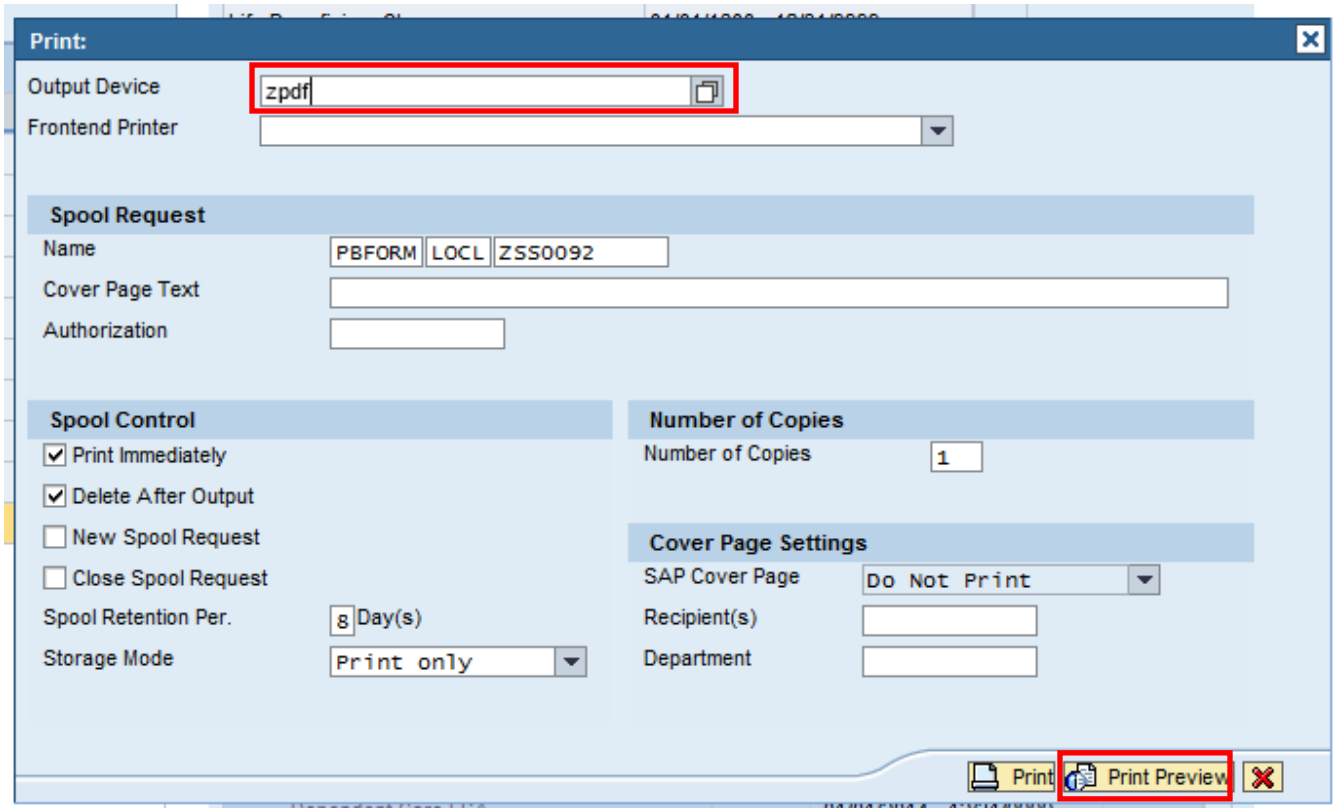
to accept the changes.

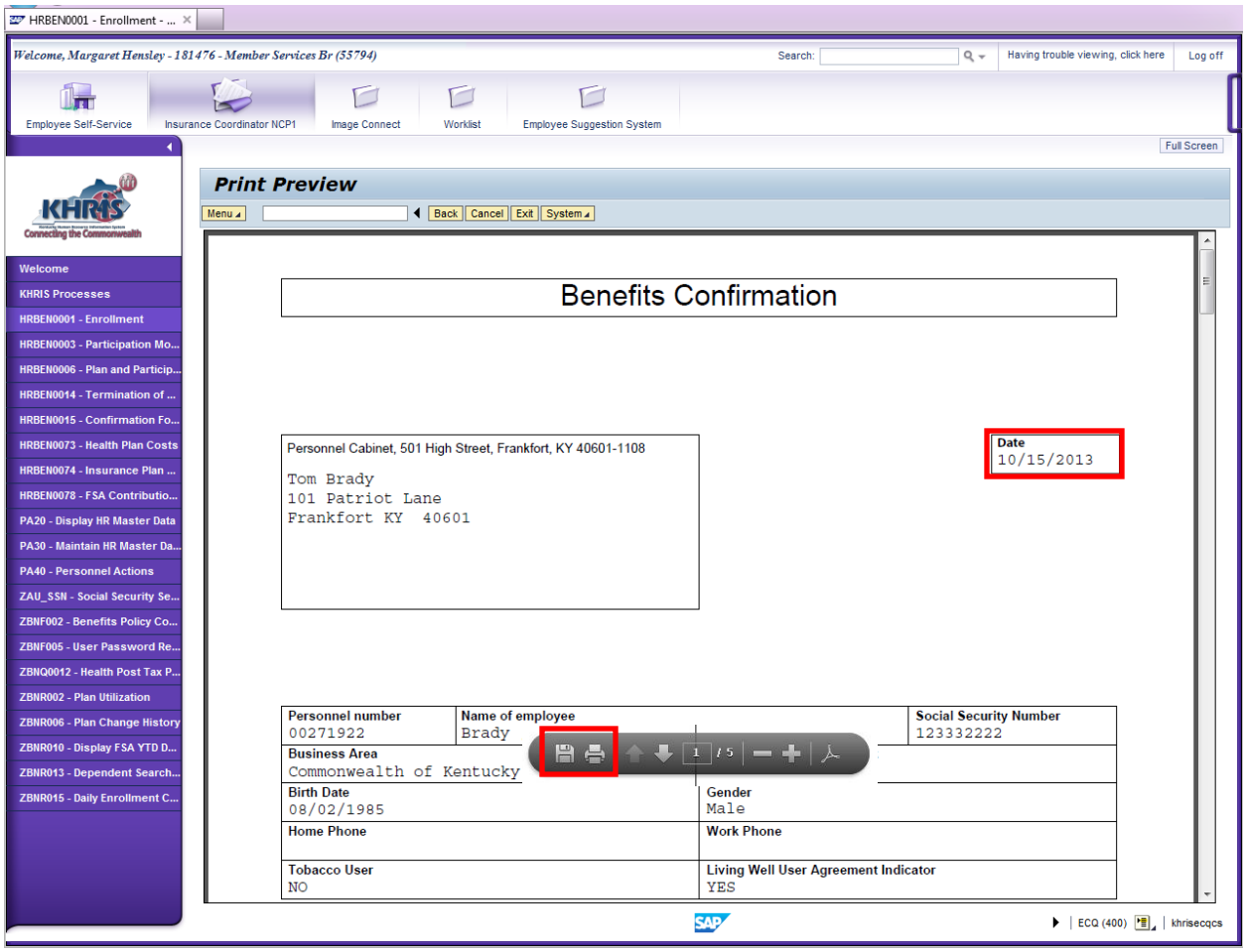
Last revised 09/26/2013

An enrollment verifcation will display. To print a confirmation click Confirmation.



In the print box change output device to "ZPDF" and click Print Preview.



The benefits confirmation will be displayed as a PDF which you can save or print using the PDF menu at the bottom middle of the report.

NOTE that the date on the confirmation is the date the enrollment was completed. The 01/01/14 date will appear on the confirmation next to each plan election.