

2021 Online Open Enrollment Instructions

For Online Enrollment from a City Worksite Computer

These instructions are for employees who are completing Open Enrollment from a City worksite computer (i.e., your work computer in your office, a co-worker's computer at a City facility, a computer in the HR Training Room).

If you are completing Open Enrollment from a computer off-site (i.e., your home computer), you will first need to follow the "Instructions for Accessing the HR Portal from Home". Once you have successfully logged into the HR Portal from home, please return to this set of instructions and jump to step two (2).

1. Log in to the **HR Portal** at <https://erp-web.gjcity.org/Websites.HR.Portal/Default.aspx>
Note: This is where you log in to view your bi-weekly paychecks. If you cannot recall your Username, please *click* the **Retrieve Username** link. If you have forgotten your password, please *click* the **Reset Password** link.
2. Once you have logged in to the City of Grand Junction HR Portal, you will be able to view Open Enrollment information at the top of your screen.

 Home »

Welcome to the HR Portal

2021 OPEN ENROLLMENT

Health, Dental, Vision, Flexible Spending, Health Savings Account Elections

Welcome to Open Enrollment. This year all benefit enrollments/changes for Health, Dental, Vision, Flexible Spending (Medical and/or Dependent Care), and/or Health Savings Accounts will be elected online via the HR Portal.

All Benefitted Full-time and Part-time employees must complete the Open Enrollment process by November 30, 2020.

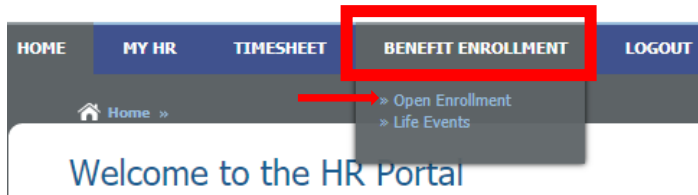
To get started, please *select* the **BENEFIT ENROLLMENT** tab on the top of the HR Portal screen and then *select* **Open Enrollment**. For step-by-step instructions, please follow the **Open Enrollment Instructions** link listed below.

If you have questions or need additional assistance, please contact Human Resources at (970) 244-1512.

3. Once you are ready to begin your online Open Enrollment for your 2021 City of Grand Junction benefits, *click* the **BENEFIT ENROLLMENT** tab toward the top of the screen and *select* Open Enrollment.

City of Grand Junction HR Portal

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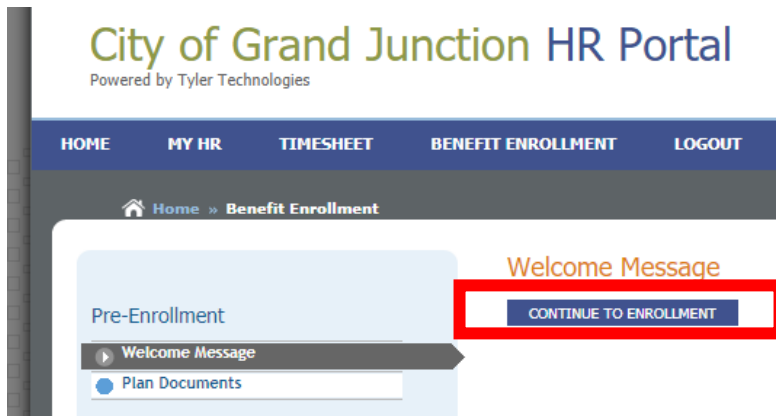


4. You will now be able to enroll, disenroll or change your enrollment in the following benefits:

- Health (Medical)
- Dental
- Vision
- Medical Flexible Spending Account
- Dependent Care Flexible Spending Account
- Health Savings Account (**only for those enrolled in the High Deductible Health Plan**)
- Voluntary Benefits – You will find information about enrolling in/changing those benefits at the end of these instructions.

PLEASE READ THROUGH THE INSTRUCTIONS/INFORMATION ON THE SCREEN CAREFULLY SO YOU DO NOT MISS ANY INFORMATION.

5. After you have read through the information on the screen, *click* the **CONTINUE TO ENROLLMENT** button.



At the top of the screen, you will see your **current** (2020) selection for each benefit. In the screenshot below, the employee is currently on the Tiered Pre-Tax Health Plan with Employee Only coverage.

Health Enrollment

Current Election

Tiered Pre-Tax - Employee Only
 Dependents Covered
 Self

Per Payment Deduction
 \$69.00

6. As per the instructions on the screen, please select the radio button next to the desired plan with your desired coverage level (i.e., **Employee Only**, **Employee + 1 Dependent** or **Employee + 2 or More Dependents**). **Note: Mind the “Pre-Tax” and “After-Tax” options.**

City of Grand Junction HR Portal
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HOME MY HR TIMESHEET BENEFIT ENROLLMENT LOGOUT

Home » Benefit Enrollment

Health Enrollment

Current Election

OAP1 Tiered Hospital Pre-Tax - Employee Only
 Dependents Covered
 Self

Per Payment Deduction
 \$69.00

Enrollment in Plan

Please choose the plan you'd like to enroll in below:

	Employer Cost (Per Payment)	Your Cost (Per Payment)
Copay After-Tax		
<input type="radio"/> Employee Only	\$277.77	\$78.35
<input type="radio"/> Employee+1 Dep	\$554.77	\$156.47
<input type="radio"/> Employee+2 or More Deps	\$734.81	\$207.25
Copay Pre-Tax		
<input type="radio"/> Employee Only	\$277.77	\$78.35
<input type="radio"/> Employee+1 Dep	\$554.77	\$156.47
<input type="radio"/> Employee+2 or More Deps	\$734.81	\$207.25

If you wish to decline coverage for the current election, simply select the radio button next to the, “I would like to decline coverage” option toward the bottom of the screen. Note: You must either select coverage or decline coverage – you may not leave the selection blank.

If you do not wish to enroll in a plan at this time, please click below:

I would like to decline coverage

SAVE AND CONTINUE...

If you selected coverage with at least one Dependent, you will be given the opportunity to *select* the Dependent(s) who should be covered on the next screen. Please Note: If you have a new dependent who is not listed, you will need to contact Human Resources (970-244-1512) to have the Dependent added to your account/record. You will then be able to come back to your online Open Enrollment to continue the process.

Click the **SAVE AND CONTINUE** button to move to the next benefit election screen.

Selecting your Covered Dependent(s) – Below is a screenshot of what you will see when you *select* a Dependent. The below example is of an employee selecting a Dependent for Dental. Simply *select* the desired Dependent(s) for the plan you just chose and then *click* the **SAVE AND CONTINUE...** button.

City of Grand Junction HR Portal

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The screenshot shows the 'City of Grand Junction HR Portal' interface. The top navigation bar includes 'HOME', 'MY HR', 'TIMESHEET', 'BENEFIT ENROLLMENT', and 'LOGOUT'. The breadcrumb trail shows 'Home » Benefit Enrollment'. The main content area is divided into two sections. On the left, under 'Pre-Enrollment', there are links for 'Welcome Message' and 'Plan Documents'. Below that, under 'Enrollment', there is a table showing the cost for different categories:

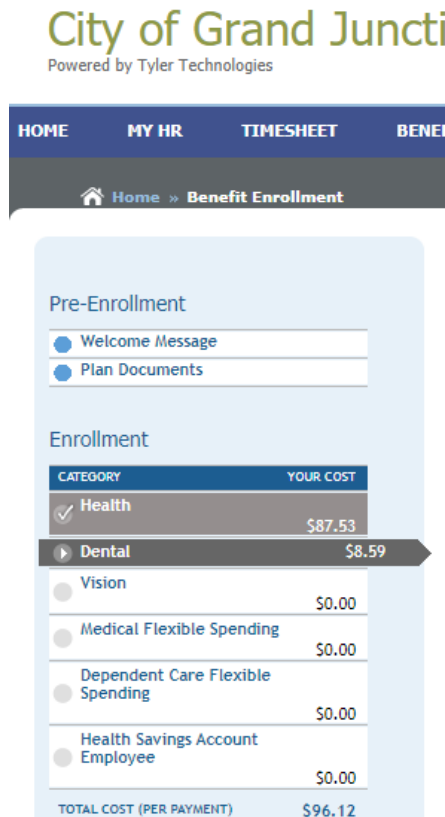
CATEGORY	YOUR COST
Health	\$152.04
Dental	\$15.09

On the right, the 'Select Covered Individual(s)' section is highlighted with a red box. It contains a list of individuals with checkboxes and labels:

- Self SELF
- Dependent, Test CHILD

At the bottom of this section is a 'SAVE AND CONTINUE...' button.

7. You will now see that your 2021 elections are saved on the left-hand side of the screen and your Total Cost (per pay period) is shown as well. Please Note: If you have any Voluntary Benefits (Aflac, LifeLock, Trustmark, Voluntary Life for Spouse and/or Child), those amounts will NOT be shown on this screen.



8. Medical Flexible Spending/Dependent Care Flexible Spending

A Medical Flexible Spending account is an account that you can put **pre-tax** money in to for reimbursement for qualified medical expenses such as Deductibles, Coinsurance, Dental, Vision, etc. **Employees only qualify for a Medical Flexible Spending account if they are NOT on the High Deductible Health Plan.** If you are on the High Deductible Health Plan and you wish to put aside additional pre-tax money (after your Health Savings Account funds) for Dental and Vision expenses, you may enroll in a Limited Medical Flexible Spending account. You must contact Human Resources directly if you wish to enroll in a *Limited* Medical Flexible Spending account.

Don't forget – Flexible Spending Accounts are USE IT OR LOSE IT accounts. Make sure you plan accordingly and don't put away more money than you will use. If you do not use all the money in the account, you will forfeit those funds.

You may not make changes to Flexible Spending Account amounts during the year unless you have a qualifying event.

In the below example, the employee has elected a Medical Flexible Spending Account. To do so, simply *select* the Flexible Spending Account radio button and then enter the desired yearly amount. The system will automatically break the amount down by pay period. In the below amount, the employee *selected* \$400 annually which equals \$15.39/pay period. If you do not wish to enroll, simply *click* the radio box next to the, **I would like to decline coverage** option at the bottom of the screen.

City of Grand Junction HR Portal
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HOME MY HR TIMESHEET BENEFIT ENROLLMENT LOGOUT

Home » Benefit Enrollment

Pre-Enrollment

- Welcome Message
- Plan Documents

Enrollment

CATEGORY	YOUR COST
Health	\$87.53
Dental	\$8.59
Vision	\$3.97
Medical Flexible Spending	\$0.00
Dependent Care Flexible Spending	\$0.00
Health Savings Account Employee	\$0.00
TOTAL COST (PER PAYMENT)	\$100.09

Finish

- Submit & Complete Enrollment
- Print Confirmation Statement

Medical Flexible Spending Enrollment

Current Election

No current election information is available.

Enrollment in Plan

Please choose the plan you'd like to enroll in below:

- Medical Flexible Spending
- Flexible Spending Account

Enter the amount you would like to allocate for Annual Allowance

Minimum Allowed	Maximum Allowed	Your Cost (Per Payment)
\$0.00	\$2,750.00	\$15.39

If you do not wish to enroll in a plan at this time, please click below:

- I would like to decline coverage

SAVE AND CONTINUE...

A Dependent Care Flexible Spending account is an account that you can put **pre-tax** money in to for reimbursement for qualified daycare/childcare expenses. You will sign up for this account the same way you signed up for the Medical Flexible Spending Account.

9. Health Savings Account (HSA)

A Health Savings Account (HSA) goes hand-in-hand with the High Deductible Health Plan. **If you enrolled in the High Deductible Health Plan, you must also enroll in the HSA, and you must contribute at least \$750 for the year. \$750/year is the equivalent of \$28.85/pay period.** If you did not enroll in the High Deductible Health Plan, you **may not** enroll in an HSA.

If you are NOT on the High Deductible Health Plan, you must select the radio button toward the bottom of the screen – I would like to decline coverage.

The City also contributes to the HSA on your behalf. If you have Employee-Only coverage, the City will contribute \$750 to your account in January of 2021. If you have Employee + 1 (or more) dependent(s), the City will contribute \$1500 on your behalf - \$750 in January of 2021, and another \$750 in July of 2021.

If you are enrolled on the High Deductible Health Plan, you must *select* the **Health Savings Account** radio button and *enter* the amount you wish to contribute for the year. Note: This is the amount that YOU wish to contribute – this does not include any City contributions. **You must also enter four zeros, "0000" in the ACCOUNT NUMBER box.** It is not necessary to enter your actual account number.

If you are a new enrollee on the High Deductible Health Plan, you must also complete a Home Loan HSA application and provide a copy of your Driver's License. Please click the link toward the top of the Health Savings Account Enrollment screen to be taken to the Home Loan application.

Health Savings Account Enrollment

Current Election

No current election information is available.

Specify Savings Amount

Please enter plan information below:

Health Savings Account

Health Savings Account

Minimum Allowed 750.00 Maximum Allowed 2,800.00

Enter the amount you would like to allocate for Annual Savings

BANK

ACCOUNT TYPE

ACCOUNT NUMBER

If you do not wish to enroll in a plan at this time, please click below:

I would like to decline coverage

SAVE AND CONTINUE...

If you are NOT on the High Deductible Health Plan, you must select the radio button toward the bottom of the screen – I would like to decline coverage.

Once you have made all your benefit elections, you will be taken to a **Confirm & Submit** screen. Please verify all the elections that you made and make sure all your correct dependents (if any) are listed. You will see a Total cost for the benefits you just elected. Please Note: This total does not include any Voluntary benefits such as Aflac, Voluntary Life, LifeLock, etc.

Once you have confirmed that your 2021 benefit elections are accurate on this screen, click the **SUBMIT** button at the bottom of the screen. A small pop-up screen that reads, "Submit current enrollment options?" will appear toward the top of your screen. Click the **OK** button. Your online Open Enrollment is now complete!

terp-tst2.gjcity.org/Websites.HR.Benefits/ConfirmSubmit.aspx?id=75

City of Grand Junction HR Portal
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Submit current enrollment options?
OK Cancel

HOME MY HR TIMESHEET BENEFIT ENROLLMENT LOGOUT

Home » Benefit Enrollment

Confirm & Submit

Summary Of Elections

Category	Plan - Election	Employer Cost (Per Payment)	Your Cost (Per Payment)
Health Covered Individuals Self	High Deductible Pre-Tax - Employee Only	\$217.52	\$37.04
Dental Covered Individuals Self	Dental Pre-Tax - Employee Only	\$12.88	\$8.59
Vision Covered Individuals Self	Vision Pre-tax - Employee Only	\$0.00	\$3.97
Medical Flexible Spending	Medical Flexible Spending - Flexible Spending Account	\$0.00	\$0.00
Dependent Care Flexible Spending	Declined	\$0.00	\$0.00
Health Savings Account	Declined	\$0.00	\$0.00

Your Total Cost: \$49.60

Submit To HR

Clicking the submit button below will submit all of your current elections to your HR department. Once you submit your elections you may not make additional changes online.

SUBMIT

The final screen gives you the option of printing a Confirmation Statement of your benefit elections. Simply *click* the **PRINT CONFIRMATION STATEMENT** button to *print* a copy of your benefit elections. You may keep that statement for your records.

Congratulations!

Your benefit elections have been successfully submitted to your HR department. You may browse your elections but you may not make changes at this time.

PRINT CONFIRMATION STATEMENT

Helpful Hints:

- If you need to go back to a previous screen, simply *select* the desired benefit from the left-hand side of your screen.

Pre-Enrollment

- Welcome Message
- Plan Documents

Enrollment

CATEGORY	YOUR COST
✓ Health	\$17.04
✓ Dental	\$8.99
✓ Vision	\$3.97
✓ Medical Flexible Spending	\$0.00
✓ Dependent Care Flexible Spending	\$0.00
✓ Health Savings Account	\$0.00
TOTAL COST (PER PAYMENT)	\$49.60

Finish

- Submit & Complete Enrollment
- Print Confirmation Statement

Voluntary Benefits

- Voluntary Benefits (Voya Life Insurance, Aflac, LifeLock, Trustmark, additional Retirement accounts – 457, IRA, Roth IRA) will be elected separately. They are not elected using this online enrollment platform. Please return to the HR Portal for information and enrollment/change forms for Voluntary Benefits.