New Hire Enrollment

Employee Self Service (ESS):

Online Benefits New Hire Enrollment allows fast and convenient processing of your Benefits Enrollment elections through Employee Self Service (ESS). ESS is an online module within PeopleSoft where employees have access to view and update their personal information, including their Health Benefits elections.

Supporting Documentation is required for any Benefits changes involving dependents.

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New Hire Enrollment

1. After successfully authenticating and logging into PeopleSoft, your Home page displays as shown below.

![PeopleSoft Home Page](image)

2. Click on the following links as seen below:

   - Main Menu → Self Service → Benefits → Benefits Enrollment

![Navigation Links](image)
New Hire Enrollment

Please Note: Event Description → This is your Qualifying Event

Clicking the blue “i” button will give you a brief description of the Qualifying Event

Event Date → This is the date your new Benefits Coverage will take effect

Event Status → Only Events in an Open or Submitted Status can be edited

Job Title → This is your current Corporate Title which determines your eligibility

3. Click the “Select” button to continue.
New Hire Enrollment
Here, you are able to do the following:

- Edit your Health Plan Elections
- View your Current and potential New Medical Plan(s)

4. Click the “Edit” button to change your Medical coverage or Add/Drop Dependents.
New Hire Enrollment

This page allows you to view all of the Plans that you are currently eligible for with their corresponding costs per Pay-Period. In addition, you can use the following tools:

- **Overview of All Plans** → Gives you a shorter list of all eligible plans and their Costs
- **Costs** → Both Employee Only and Family Costs

5. Select the plan in which you would like to enroll, by clicking the circle next to the plan name. If you have dependents, continue to the **ADDING DEPENDENTS** section.

6. If you do not have dependents, click the “**Update Elections**” button.
Adding Dependents

1. Click the “Add/Review Dependents” button to add your dependent(s).

2. Click the “Add a dependent or beneficiary” button to add your dependent(s) personal information.
Adding Dependents (Cont.)

3. Enter the required fields and click the *Save* button:

![Dependent/Beneficiary Personal Information form]

4. You will get the following Save Confirmation. Click the *OK* button.

![Save Confirmation]

Adding Dependent (Cont.)

5. This will take you back to the dependents information page. Click on back button **W3eb Depben Rvw** then again on **W3eb Enr 1x Elect.**
Adding Dependent (Cont.)

6. Scroll down to Enroll Your Dependents on this page and check the **Enroll** box next to all the dependents that you want to cover. This allows you to add dependents for Health Coverage purposes ONLY. This has no impact on your Tax withholding.

**REMEMBER**, only dependents with the “Enroll” checkbox checked next to their name as shown above will be covered! If you are covering a domestic partner, **DO NOT CHECK THEM OFF IN THIS STEP**. They are to be added to your policy in a different section of the module. **(Note: Domestic Partners will be taxed differently, if you are adding a domestic partner please refer to page 12.)** Additionally, if adding domestic partners to plan, a modified election process will be performed.
Adding Dependent (Cont.)

REMEMBER, Supporting Documentation will be required for all modifications and additions of Dependents. Please see the SUBMIT SUPPORTING DOCUMENTATION section for more information!

7. Click the “Update Elections” button when you have completed both your Health Coverage Elections AND reviewed your dependents.
Reviewing Your Future Plans and Costs

1. Click the "Update Elections" button when you have completed both your Health Coverage Elections AND reviewed your dependents.

2. You will be prompted to review your Current Plan and Costs against your New Plan and Costs. After reviewing click on **Submit**.
If Adding a Domestic Partner

1. When on your Health Benefits Enrollment page click on the second **EDIT** button to add the domestic partner to insurance.

Domestic partners health care policy **must match** the employee plan. If you wish to change to another plan, you must make the change on the primary insurance record under the top edit button.
If Adding a Domestic Partner (Cont.)

2. Click **Update Elections** to submit Domestic Partner information for coverage.

![Image of Update Elections button]

3. Review your choices and click **Update Elections**.
If Adding a Domestic Partner (Cont.)

4. Click the “Submit” button to continue.
**Employee Certification**

1. You will be required to confirm that you read New York City’s Employee Certification in order to enroll in Health Benefits. After reviewing click on **Submit**.

![Submit Benefit Choices](image)
Submission Confirmation

This is the confirmation page you will receive once your changes have been submitted.

*REMEMBER*, Supporting Documentation is required for any changes involving dependents!

*REMEMBER*, check your Outlook email in order to make sure your changes have been approved by HRSS/Benefits. If there are any problems, HRSS/Benefits will contact you via email. If you fail to respond, your requests will **NOT** be processed.

1. Click on the “Add Benefit Supporting Documentation” link to begin submitting Supporting Documentation for your new dependent.
Submitting Supporting Documentation

1. Click on the “Dependent Supporting Documentation” or “Domestic Partner Supporting Documents” link to begin submitting Supporting Documentation for your new dependent(s).

Please note: Whenever adding or modifying a dependent it is required to submit necessary supporting documentation to HRSS/NYC Health + Hospitals Cooperate Benefits.

2. This will take you to the Form tab. Answer the question on this page and add any additional information in the More Information box. Click the Save button. Proceed to the Instructions tab.
Submitting Supporting Documentation (Cont.)

3. The **Instructions** tab will explain which supporting documents are acceptable.

4. After you have read the instructions, select the **Attachments** tab. Click the **Open** links to view and/or print the different blank forms. Complete these form(s) with the appropriate information, if applicable. Then scan any supporting documents and attach the electronic documents by clicking the **Attach** button. You can add additional attachments by selecting the + button and delete them by selecting the – button.
Submitting Supporting Documentation (Cont.)

5. The File Attachment pop up appears. Click the **Browse...** button to search for your document.

After finding your document, click the **Upload** pushbutton to upload your document. [Click the **Cancel** pushbutton to cancel].

6. After you have attached all files, go back to the **Form** tab. Click the **Submit** button at the bottom for your Form to be sent to HRSS/Benefits for review.
Submitting Supporting Documentation (Cont.)

7. The following screen will appear that shows the status as Pending. Click the **OK** button at the bottom.

![Dependent Documentation Form](image)

Your documentation will now be reviewed by HRSS/NYC Health + Hospitals Corporate Benefits. You will receive an email notifying you of any updates to the status of your supporting documentation.

If you have any questions about your elections you can contact HRSS/NYC Health + Hospitals Corporate Benefits by phone at (646) 458-5634 or by email at **HHCBenefits@nychhc.org**