User Guide to Enrolling in Benefits through UKG- Open Enrollment

You will enroll in your benefits using UKG. Login to your UKG account.
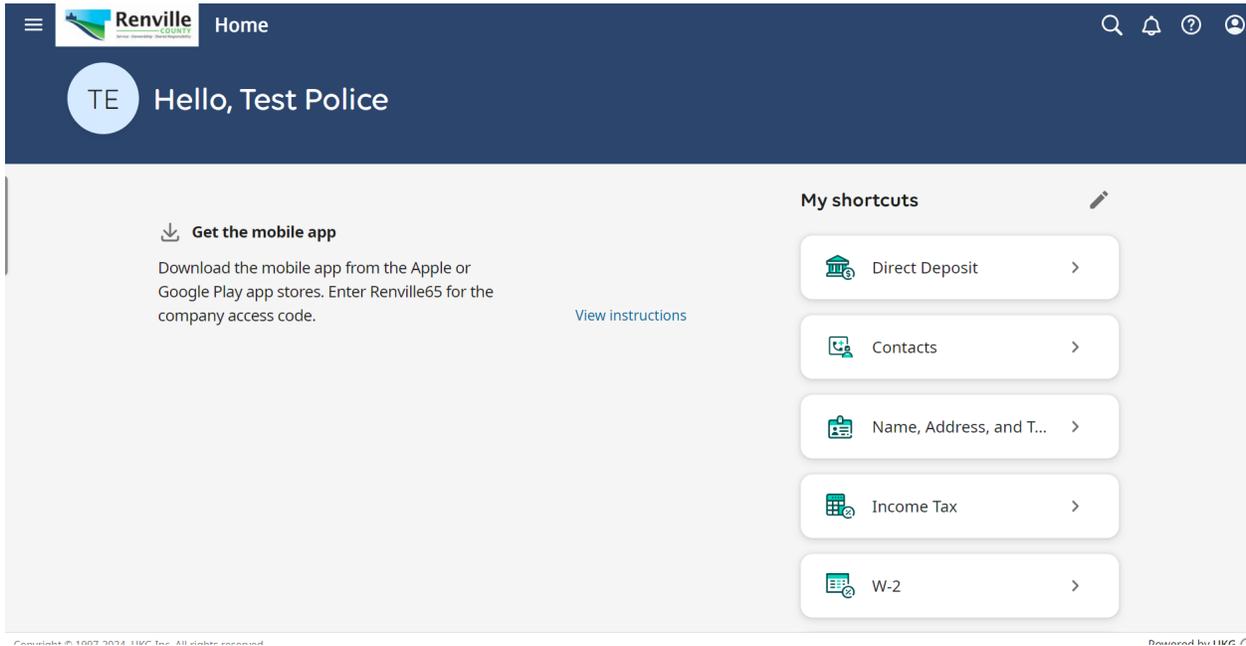
If your left side menu is not displaying already, select the hamburger menu on the upper left-hand side.
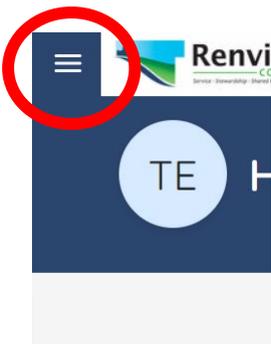
==Make sure you are in the "Myself tab" and then select open enrollment.==
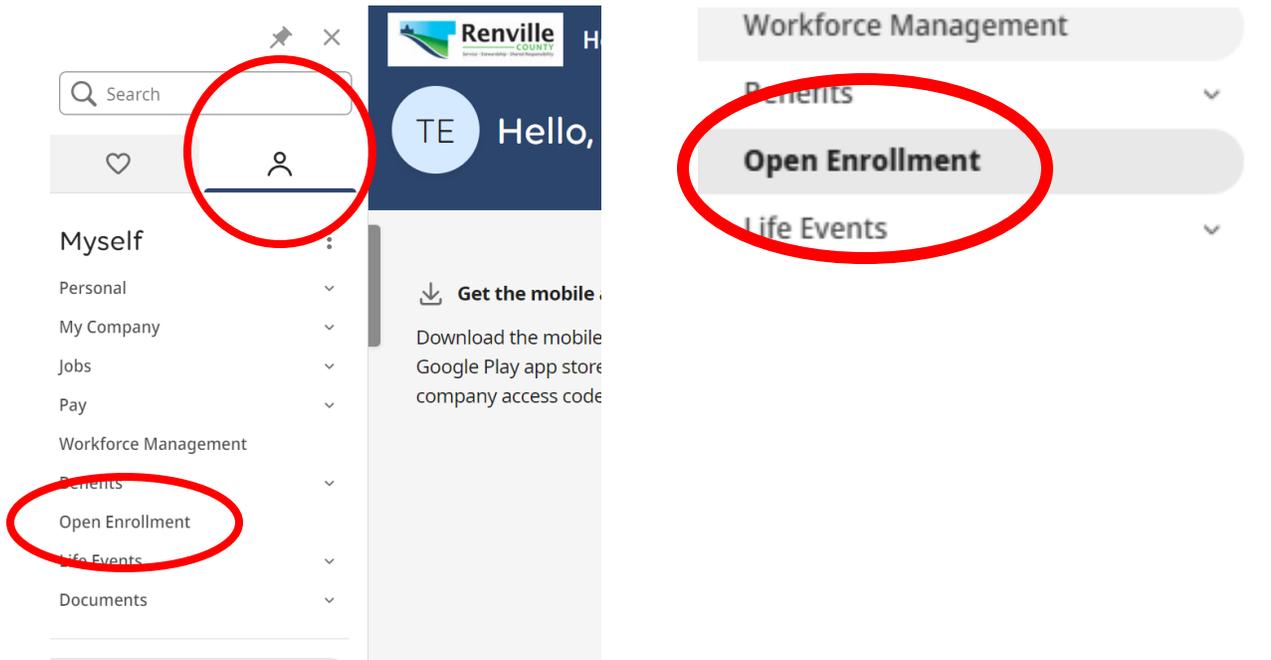
==Select the current year option that is available to you==

Open Enrollment

print help

Description	Session Open Date	Session Close Date	Status
Open enrollment for 2025 benefits	11/01/2024	11/15/2024	Not Started

==Read through the message on the next screen. Then select "next" in the upper right-hand corner.==

About Open Enrollment

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You currently have 15 days remaining to submit your elections for this open enrollment session.

WELCOME TO OPEN ENROLLMENT!

Renville County offers a comprehensive benefit package to match your lifestyle and family needs.

Nothing is more important than your well-being. That is why we offer you the opportunity to select coverage that best suits your individual circumstances. Selecting benefits that match your lifestyle, family needs, and financial obligations is a very important task. It takes careful planning, where making the right choices will create the perfect benefit package for you and your family.

This session is set-up to automatically take you through each step of the open enrollment process for each benefit plan that you are eligible for. All of the steps that you have to complete are listed in the window on the left.

All steps must be completed before you can Submit your elections.

Begin the process by selecting the Next arrow in the upper right corner of the screen. This will bring you to the Verify Beneficiary and Dependent Screen. Please verify and/or correct all dependent and beneficiary information for each qualified dependent that you will be enrolling and each beneficiary that you will designate. When you are completed with this step, click the Next arrow to move you to the next selection, which will be Medical.

Prior to finalizing your elections, review your selections carefully to ensure that everything is correct and accurate, including the plans, your dependents covered, and your life insurance beneficiaries. When you are ready to finalize your elections, click the Submit button. This will bring you to the Confirm Your Changes page. Here you will be directed to click on the second Submit button to authorize your elections.

On the next page, you will add your dependent and beneficiary information. Add all dependents and beneficiaries in this step as you will need to add them to each selected benefit plan. Click "add" in the upper middle page and add the information for the person. Repeat this step for each additional person.

* A spouse needs to be entered as a dependent.

*Dependents (not beneficiaries) MUST have a SS# and Date of Birth entered in order to add them to a plan, if you do not have this information it will not give you this person as a dependent option when selecting plans.

Verify Beneficiary and Dependent Information

add | back next | submit | draft reset cancel | print

2. Enter the contact information, as needed, including social security, date of birth and gender
3. Check the "Dependent" and/or "Beneficiary" check box as applicable.
4. Select Save

Do not add a contact if they are already listed below. Please designate at lease ONE beneficiary before continuing, otherwise you will not be able to complete the enrollment.

Please note that adding contacts on this page does not mean that they are automatically assigned to your existing plan enrollments. You will still need to go through the election wizard and assign dependents and beneficiaries to your plans (including your existing benefit enrollments) as you deem appropriate.

Find by   Status ▾   Active ▾

Name ↑	Relationship	Designation	
Dependant, Legal	Legal Dependent	☐ Beneficiary ☑ Dependent ☐ Emergency contact	
Dependent, Disabled	Disabled Dependent	☐ Beneficiary ☑ Dependent ☐ Emergency contact	
Test, Beneficiary	Brother	☑ Beneficiary ☐ Dependent ☐ Emergency contact	

You will now start selecting your benefit plans. You can see the information about each plan at the top of the page, select the green read more box for more information. To decline the plan, select the checkbox that says "I decline the _____ plan" If you wish to enroll in the plan, select the plan option and add the dependents you wish to enroll.

m a new employee
st Police Employee - 9994

About This Life Event

Verify Beneficiary And Dependent Information

Medical

Health Savings Account

Flexible Spending Account

FSA Dependent Care

Dental

Vision

Accident Insurance

Critical Illness

Hospital Care Insurance

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Medical

Select a Plan

Use the options below to choose or decline a plan.

Current Plan
as of 06/24/2024

No current plans for this type.

Medical Insurance

The County offers three (3) Blue Cross Blue Shield medical insurance plans.
We are part of the Select Pharmacy Network and the Aware Provider Network.
Employees scheduled for 30-39 hrs/week have prorated medical insurance premiums.

Learn More Here: https://www.hrconnection.com?u=RenvilleCounty

~~Choose the VEBA option if you would like your county contribution go go into a VEBA~~

[Read more]

☐ I decline Medical plans.

○ Medical HSA (4000/8000)

Medical HSA (4000/8000) Plan Information

○ Medical HSA (4000/8000)

Medical HSA (4000/8000) Pla Information
Medical HSA (4000/8000)

Options
○ Employee Only $0.00
○ Employee + Family $244.14

Choose this plan if you want you Employer Contribution to go int a HSA Account

○ Medical VEBA (4000/8000)

Medical VEBA (4000/8000) P Information
Medical VEBA (4000/8000)

Options
○ Employee Only $0.00
○ Employee + Family $244.14

Choose this plan if you want you Employer Contribution to go int a VEBA Account

Medical HSA (4000/8000)

$244.14 Biweekly*

Options
○ Employee Only $0.00
● Employee + Family $244.14

Coverage start date*: 07/01/2024

*Estimated values

🐝 Enroll Dependents

You must enroll between 1 and 99 dependents in the plan.

☐ Disabled Dependent

☐ Legal Dependant

☑ Test Child

    SSN   999-99-9999

To see details of what you have currently elected, select the drop-down arrow in the gray "Current Plan" Box in the top right corner of the screen.

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Current Plan
as of 12/31/2024

▸ Additional Life Ins-EE

Current Plan
as of 12/31/2024

▾ Additional Life Ins-EE

Your cost

$2.50 Biweekly

Benefit Amount

$100,000.00

==When you are done making your selections for each benefit, click next and repeat this process for each benefit election. When you are finished, click the submit button on the "Confirm your Elections or Changes" page.==

Confirm Your Elections or Changes

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ⓘ **Information**
  • Your elections cannot be submitted until elections for the required plan type(s) have been completed:
    Short Term Disability
    Long Term Disability
    Deferred Comp

This page shows a summary of the changes you are about to make. Please verify your changes carefully before submitting. If yo
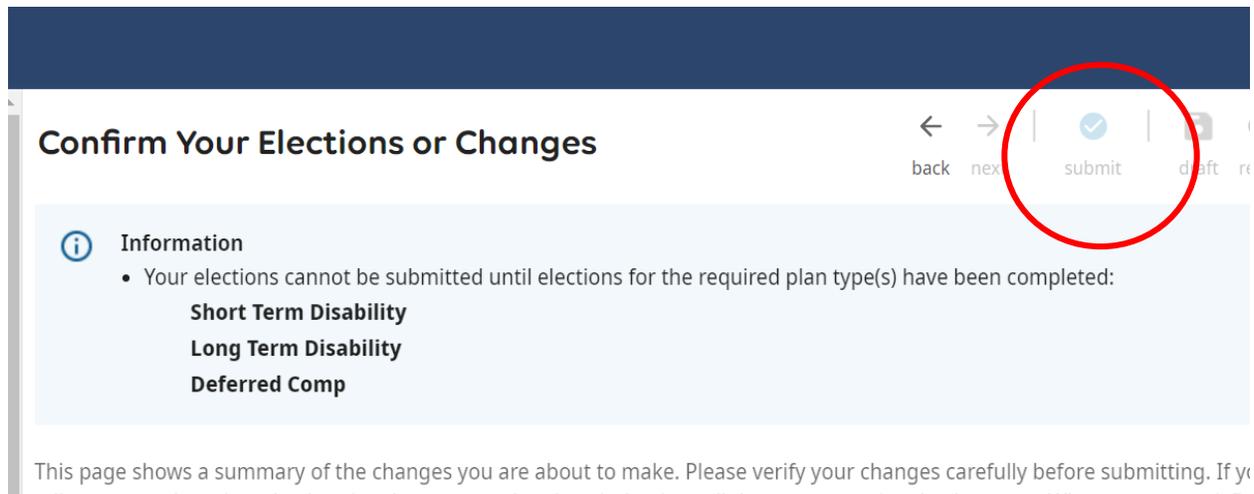
==To Change your elections after you have submitted them, go back into the open enrollment session. The page will display your confirmation page, with a "Modify Elections". You must then close out of the window, and reselect the open enrollment session. (It will bring you back to the start but your elections will be remembered.==

Confirmation

[Modify Elections]

Thank you for completing your 2024 benefit elections. Please verify on you
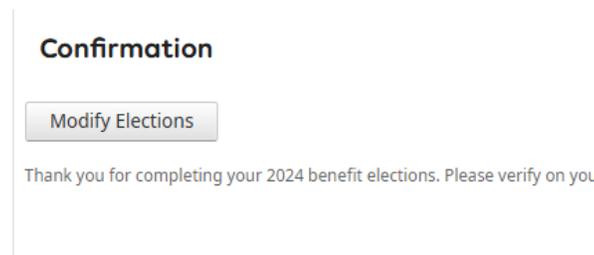
If you encounter errors when trying to submit, check these things:

- If enrolled in a family medical plan you must be enrolled in a family HSA plan and vice vs, if enrolled in an individual medical plan you must be enrolled in an individual HSA plan.
- You must be enrolled in a medical plan to be enrolled in an HSA plan.
- If you are enrolling in an HSA plan, and ALSO an FSA plan, then it must be a LIMITED FSA.
- If you are enrolling in an FSA but NOT an HSA, then it needs to be the regular Medical FSA.
- If you do not want a certain plan, make sure you have selected "I decline this plan" check box on that page.