

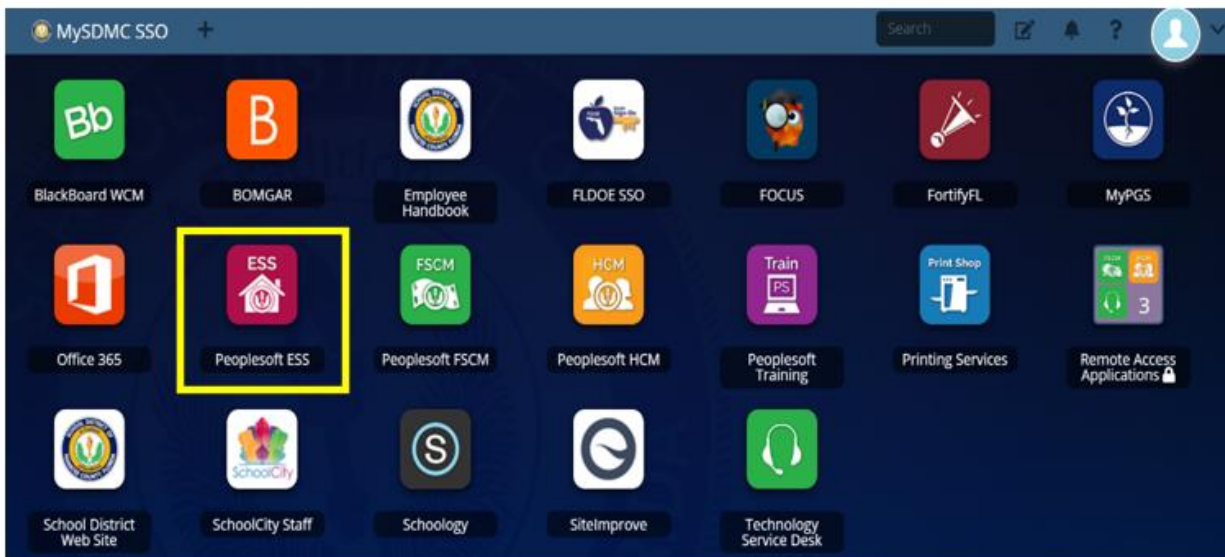
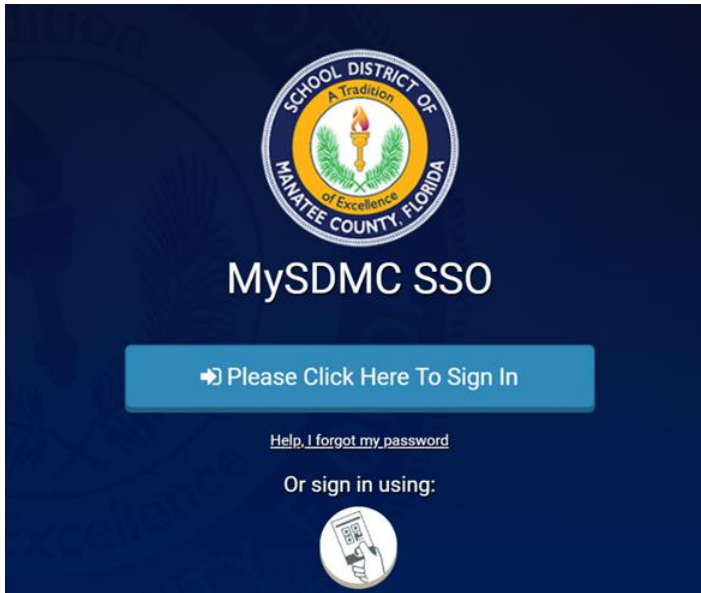
ENROLLING IN EMPLOYEE BENEFITS ONLINE

Important: You will be able to enroll in your Benefits beginning the first day worked.

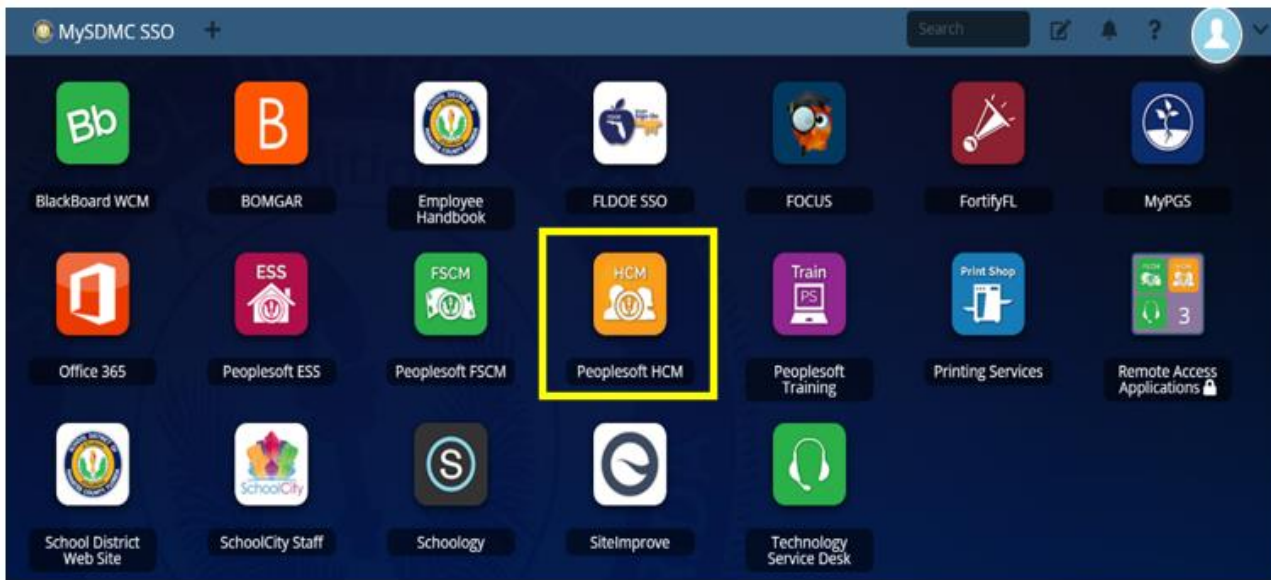
The window for enrollment will close thirty consecutive days after your start date.

By using the ESS postal, you can access things like your direct deposit, copies of your paycheck, benefits and absences through PeopleSoft on the District's network or from home.

For home use, enter <http://mysdmc.manateeschools.net/> into your internet browser and login using your credentials (user ID and password), click on the **PeopleSoft ESS magenta tile**. Click on **Benefits Enrollment**.



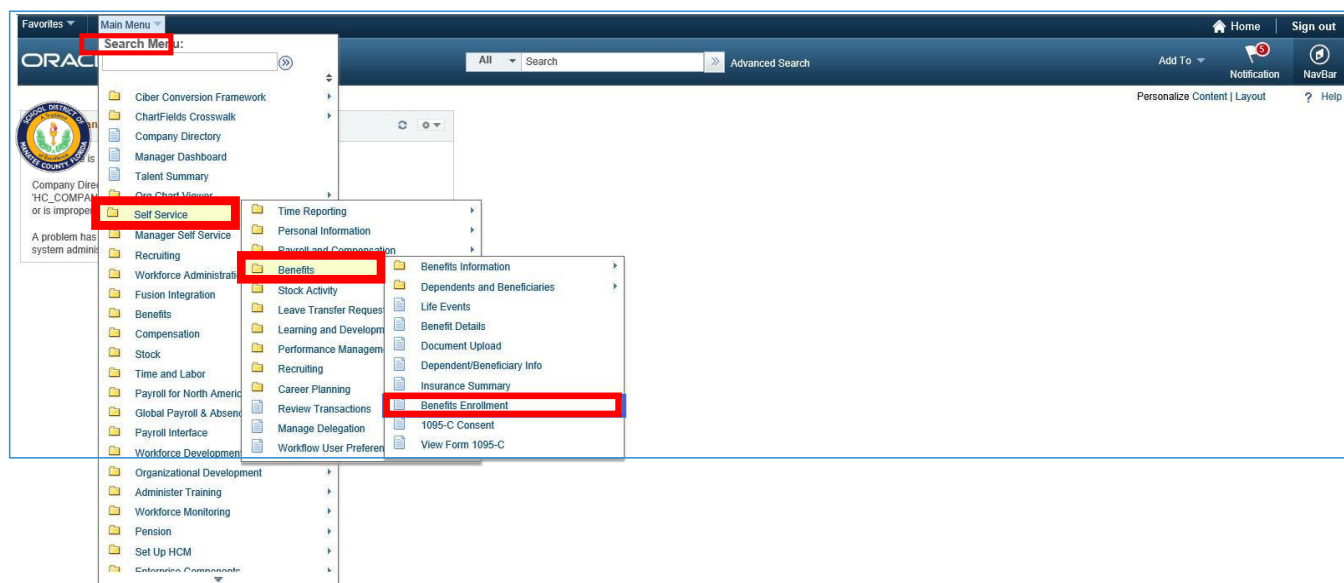
From work, through the District's MySDMC SSO Portal, click on the **PeopleSoft HCM orange tile**



OVERVIEW

1. Login to People Soft.
2. Begin by navigating to **Main Menu**.

Click the **Self Service** > **Benefits** > **Benefits Enrollment** links.



3. On the Benefits Enrollment Screen, Click the **Select** button.
4. Enroll employee in Medical plan.
5. Click on the **Edit** button for **Medical** under the **Enrollment Summary** section. Plan.
e.g. “**Medical Gold Plan**”, “**Medical Silver Plan**”, or “**Medical Bronze Plan**”

Select

Click the **Update and Continue Button**

Update and Continue

Edit

Select a Medical Plan

6. Go through each product and either elect coverage or waive.
7. Once you have reviewed all of your elected plans, click the **Update Elections** button.

Update Elections

8. Click the **Save and Continue** button.

Save and Continue

9. To complete your enrollment, click the **Submit** button to **Authorize Elections**.

10. Click the **OK** button.

OK

on the Submit Confirmation page

11. The Benefits Enrollment page is displayed, and the Event Status is submitted.

Favorites ▾ Main Menu ▾ > Self Service ▾ > Benefits ▾ > Benefits Enrollment


ORACLE All Search >> Advanced Search

Benefits Enrollment

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After your initial enrollment, the only time you may change your benefit choices is during open enrollment or a qualified family status change.
 The Information icon provides you with additional information about your enrollment.
 The Select button next to an event means it is currently open for enrollment.
 Use the Select button to begin your enrollment.

Note: Some events may be temporarily closed until you have completed enrollment for a prior event.

Open Benefit Events					
Event Description		Event Date	Event Status	Job Title	
Transfer		01/18/2018	Submitted	Food Service Worker	<input type="button" value="Select"/>

After you use the Select button, it will take a few seconds for your benefits enrollment information to load.

End of Procedure.

Congratulations! You successfully completed the Benefits Enrollment.

*****If you have elected to insure a dependent on any of your coverages, please email all dependent verification documentation as outlined on the green form in your new hire packet to benefits@manateeschools.net. Coverage will not be approved until all documents have been received and verified. Please note that you only have 30 days to submit the appropriate documents for approval.

Section 125 and Benefit Election Changes

Under Section 125 of the Internal Revenue Service (IRS) code, you are allowed to pay for certain group insurance premiums using pretax dollars. This means your premium deductions are taken before federal income and Social Security taxes are calculated. Depending on your tax bracket, your savings could be significant.

Please make your benefit elections carefully, especially if you choose to waive medical coverage, because your pre-tax elections will remain in effect until the next plan year, unless you experience a qualifying change in status. These include, but are not limited to:

- marriage or divorce (*legal separation is not considered a qualified event*)
- birth or adoption of a child
- death of spouse or other dependent
- a spouse's employment begins or ends
- dependent's eligibility status changes due to age, student status, marital status, or employment
- you or your spouse experience a change in work hours that affect benefit eligibility

You must notify the Employee Benefits Department within 30 days of your qualified status change. Any benefit change must be consistent with the event. For example, if you get married, you may add your spouse to your current medical coverage, but you may not switch medical plans. All benefit changes must be approved by the Employee Benefits Department.