## 2022 North Central Health Care Open Enrollment

This guide will help walk you through completing your online benefit enrollment for 2022



- 1. Sign in \*\*(Enter your username (NCHC email address) and password. If you need your password reset for UltiPro, please contact HR at 715-848-4419 or if you are a Pine Crest employee you may contact Jacque Krause at 715-539-2514.
- 2. Once logged into UKG/UltiPro Click on the Myself icon on the far left side of the screen.

North Central Health Care	< 1	Home		Q Search	Ļ ()	(2) Kyle Chandler Test •
• - •	←					
Myself : Personal Employee Summary Name, Address, and Telephone Status/Key Dates Contacts Property Private Info Other Personal Info My Company Info Employee Directory Organization Chart View Opportunities Jobs Job Summary Compensation Inh History		kle Chandler Test         Behavioral Health Tech         Doble app         Download the UKG Pro Mobile App from the Apple or Google Play app stores.         Enter nehc1 for the Company Access Code         View instructions	To do There are no to dos.	Inbox	Time Management	Direct Deposit
Reviews Other Company Info	Co	onvrinht® 1997-2021 HKG Inr ∆ll rinhts reserved				Powered by UKG (1)

## The open enrollment period will be open from October 25, 2021 through November 5, 2021.

## 2022 North Central Health Care Open Enrollment

3. Scroll towards the bottom of the list and under Benefits, click on Open Enrollment



4. On the Open Enrollment page Click on the link titled "Open Enrollment 2022"

← Open Enro	llment		Q Search Â	⑦ (2) Kyle Chandler Test •
Open Enrollment			print help	Things I Can Do
Description	Session Open Date	Session Close Date	Status ~	For This Page Add Employee Document
0	You are	not eligible for any sessions.		
<u>Open Enrollment 20</u>	<u>J22</u>			Learning Resources 🛈
				<u>Open Enrollment – Resources for</u> Employees

5. The first screen you will come to is the "About Open Enrollment" screen. To go to the next page of the enrollment click the Next button in the upper right-hand corner.

About Open Enrollment	About Open Enrollment					
Verify Beneficiary And Dependent Information	Welcome to the 2022 North Central Health Care Benefits Open Enrollment Session!					
Dental	The open enrollment will begin on Monday, October 25, 2021, and continue through Friday, November 5, 2021.					
Medical	During this time you will be selecting your benefits for the 2022 calendar year (Januar) 1, 2022 through December 31, 2022). The benefits you select will remain in effect during the plan year, unless you experience a qualifying life event (such as, marriage, divorce, birth/adoption, loss of other coverage) during the year. If you do experience a qualifying life event you must contact Human Resources within 30 days of the qualifying event to make changes to your benefits.					
Maine	Click here to access the 2022 YOU Benefit Guide for more information regarding the 2022 benefits offered by NCHC.					
VISION	A recorded presentation, which is a review of the 2022 NCHC benefits, is available at the www.norcen.org/Employee Benefits/open-enrollment-2022 site.					
Flexible Spending Account	**If you wish to make changes to your Health Savings Account (HSA) contribution for 2022, please click the attached form, <u>2022+HSA+Form+Open+Enrollment.pdf</u> , print it an					
FSA Limited	plan.					
FSA - Medical						
FSA - Dependent Care						
Confirm Your Elections Or Changes						

## 2022 North Central Health Care Open Enrollment

6. Once you Click on the Next button, it will bring you to a screen where you will **re-verify** the information for your dependents.

Please **Click on** each dependents name and **review** their SSN (social security number) and date of birth. If your dependent is displaying a social security number that begins with 999-99....you did not provide a SSN to us in the past.

\*\*\*If you are enrolling your spouse/dependent in the health, dental and/or vision plans it is required that you provide a social security number for them\*\*\*

- 7. After you review your dependents, you will step through each benefit that you may enroll in during this open enrollment period by clicking on the "Next" button.
- The benefits you will be selecting coverage for are the Dental Insurance, Medical Insurance, Vision Insurance and Flexible Spending Accounts (FSA). For each benefit option, <u>you must</u> either Enroll or Decline Coverage.
- 9. When you have completed your benefit selection, you will come to the "Confirm Your Elections or Changes" page.

		V		
About Open Enrollment	Confirm Your Elections or Changes	← →   ♥   📄 C ⊗   🖶 ⑦ back next submit draft reset cancel print help		
Verify Beneficiary And Dependent Information	This is a summary of the 2022 benefit elections you have chosen. Please verify your changes carefully before submitting. If you need to make any edits you can do so by selecting the plan type or plan description link to return to the election page. When you are Effective 01/01/2022			
Dental	satisfied with your changes, please click the Submit button on the toolbar.			
Medical				
Vision	Personal Information			
Flexible Spending Account	Name	Home phone		
FSA Limited	Address	Work phone Work extension		
FSA - Medical		E-mail		
FSA - Dependent Care				

10. Once you have reviewed your elections, **Click** the "<u>Submit</u>" check mark and your benefits will be submitted.

\*\*\*Your Current 2021 Benefits will be displayed, which will also include any Accident, Critical Illness, Health Savings Account (HSA), Identity Protection, Pet Insurance, Deferred Compensation contributions, the WRS contribution, Employee Supplemental Life, Short Term Disability and/or Spousal Supplemental Life. These plans <u>will not show</u> in your 2022 elections because those were not benefits you were selecting during this open enrollment period. They <u>will continue</u> into 2022.

If you wish to make changes to those additional benefits please refer to your 2022 YOU Benefits Guide or contact Human Resources.

**Note:** If after you have completed your enrollment you decide to make a change to the benefits you elected you may log back in and make changes **prior to the end date of the open enrollment period**.