

Instructions for Open Enrollment Access for Employees

1. Login to UKG Pro
2. Click on Open Enrollment under the Myself tab.



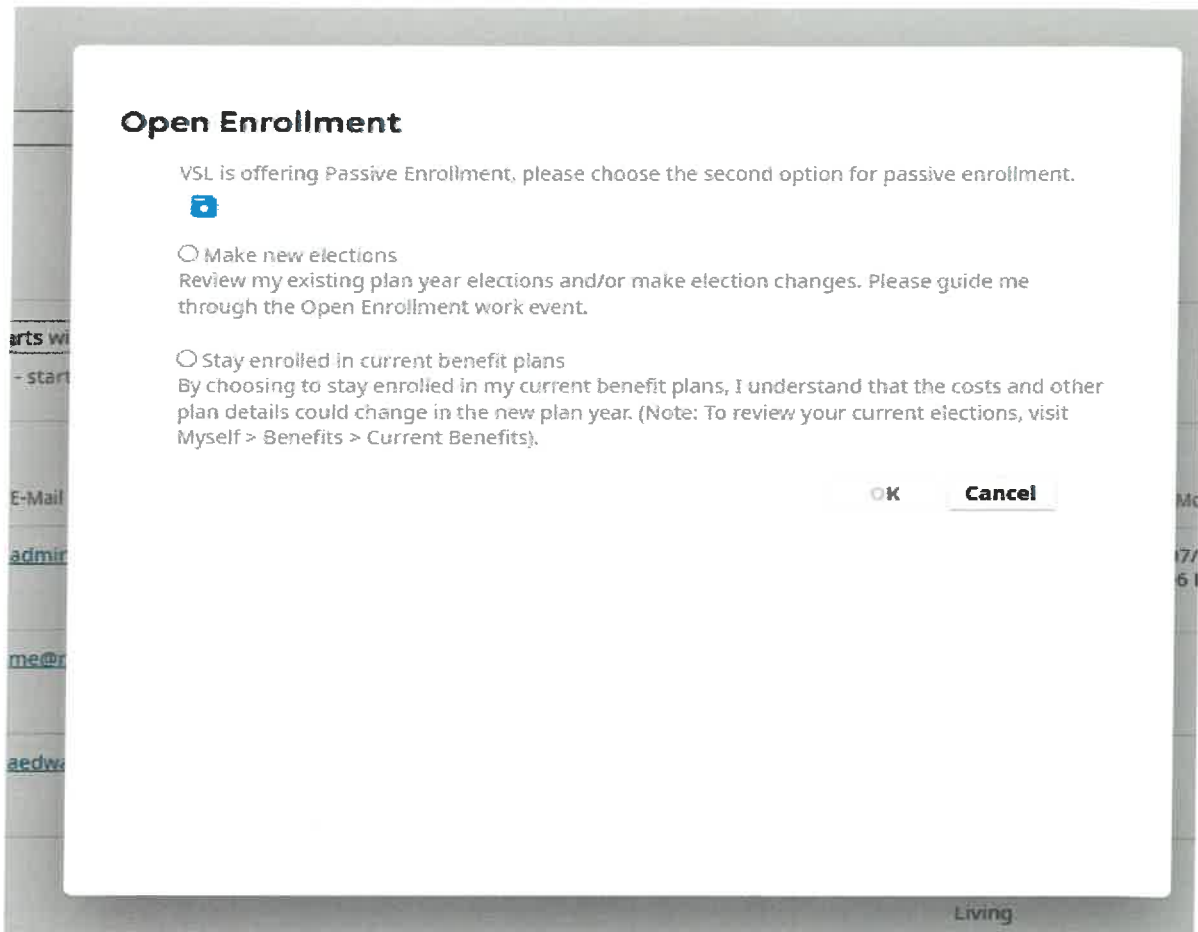
- Myself ⋮
- Personal ▾
- My Company ▾
- Jobs ▾
- My Onboarding
- Career & Education ▾
- Career Development ▾
- UKG Pro Learning
- Pay ▾
- Time & Attendance
- Time Management
- Workforce Management Classic ▾
- Time Clock Entry
- Benefits ▾
- Open Enrollment**
- Life Events ▾
- Documents ▾

3. Click on the available Open Enrollment session

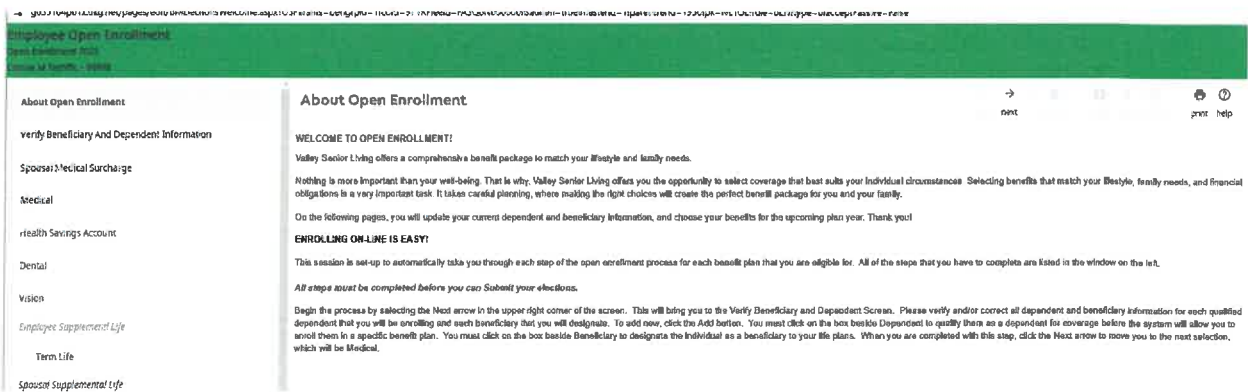
UKG Open Enrollment				🌐	🖨️	🕒	➤
Session	Activation Date	End/Close Date	Status	🌐	🖨️	🕒	➤
Open Enrollment 2025	10/17/2024	11/06/2024	Not Started				

4. Go through the enrollment process.
5. Review contacts and update beneficiaries, emergency contacts, and dependents as needed.

6. Once you log into Open Enrollment this window will pop up.



7. Go Through the Enrollment Process



8. Review contacts and update beneficiaries, emergency contacts, and dependents as needed. You will need to add a beneficiary for any HSA or Life Insurance elections. Please make sure all your dependents are listed so you can add them to your plans.

Verify Beneficiary and Dependent Information

This page allows you to make changes to your dependents, beneficiaries, and emergency contacts. Click the **(+) button** to add a dependent, beneficiary and/or emergency contact. **Please be sure and include full legal names, social security numbers, genders, relationships, and dates of birth for dependents that will be covered under our health plans.**

To verify, or change dependents and/or Emergency Contacts:

1. Select the name link for the individual
2. Click Edit and update the necessary information as needed
3. Select save

To add a dependent not already listed:

1. Select add **(+) sign button**
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 dependent if they are already listed below*****

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 thru the election wizard and assign (including your existing benefit enrollments) as you deem appropriate.

Please designate below, at least one person as a beneficiary before you proceed further.

Find by	Status	Active	Name	Relationship	Designation
			Test_Child	Child	<input type="checkbox"/> Beneficiary <input type="checkbox"/> Dependent <input type="checkbox"/> Emergency contact
			TestVSL_Spouse	Spouse	<input type="checkbox"/> Beneficiary <input type="checkbox"/> Dependent <input type="checkbox"/> Emergency contact

Dakota Blue \$1000
 \$1000 Biweekly*

- Options**
- Employee Only
 - Employee + Child(ren)
 - Employee + Spouse
 - Employee + Family



Coverage start date*: 01/01/2025

*Estimated values

Enroll Dependents

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

Spouse TestVSL

SSN:

Date of birth:

Gender:

9. Go through the enrollment process electing your benefits.

Employee Open Enrollment
 Open Enrollment 2025
 Connie M TestVSL - 999988

About Open Enrollment

Verify Beneficiary And Dependent Information

Spousal Medical Surcharge

Medical

Health Savings Account

Dental

Vision

Employee Supplemental Life

Term Life

Spousal Supplemental Life

Term + Spouse

Child Supplemental Life

Child Term Life

Long Term Disability

Accident Insurance

Critical Illness

Hospital Coverage

Confirm Your Elections Or Changes

Health Savings Account

I decline Health Savings Account plans.

HSA Family

Enter amount for:
 Contribution per pay check
 Annual contribution

HSA Catch up Family

Enter amount for:
 Contribution per pay check
 Annual contribution

HSA Individual

Enter amount for:
 Contribution per pay check
 Annual contribution

HSA Catch up Individual

Enter amount for:

10. Once you reach the end to review your elections and adjustments in cost, you can then go through and submit for the changes to apply effective for the new plan year.

Confirm Your Elections or Changes
back cancel print help

Information

Name: Connie M TestVSL
 Address: 505 E 200 S, Salt Lake City, UT 84102

Home phone: Private
 Work phone: +1 800-555-1234
 Work extension:
 Email: me@me.com

Current Benefits - As of 12/31/2024 Estimated Total Cost: \$0.00

There are no current plans to display.

New Benefits - As of 01/01/2025 Estimated Total Cost: \$109.21

Plan Type	Plan Details	Your bi-weekly cost
Spousal Medical Surcharge	No election has been made	
Medical	Dakota Blue \$1000 Coverage: Employee + Spouse Covered Family Members: Connie M TestVSL, Spouse TestVSL	\$109.21
Health Savings Account	No election has been made	
Dental	No election has been made	
Vision	No election has been made	