

## HOW TO COMPLETE OPEN ENROLLMENT

Please use these instructions for easy completion of open enrollment. ***You should complete these steps even if you are not making any changes.***

➡ **LOG IN** to ESS (<https://bullochcountygaemployees.munisselfservice.com/>).

➡ **NAVIGATE TO OPEN ENROLLMENT:** From the menu (right side), choose "Benefits." Then, beneath "Benefits," select "Open Enrollment." Read "Welcome to Bulloch County Open Enrollment" for general information and navigation instructions.

➡ **CHOOSE BENEFITS** - Review current benefits/options as listed on ESS and select choice for each benefit.

- **Health Insurance**

- To **keep** your current health insurance choices - Select "No changes." You may move on to "Dental."
- To make any **changes** to health coverage, click "Select." From the next screen, choose either "Basic Plan" or "Plus Plan" to see the choices of "Employee Only" or "Family" and the cost of each option.
  - If you are **changing to family coverage**, you must add your dependent(s)' information. Click "Add a New Dependent" or "Add existing dependent" to begin. Complete required information for all dependents to be covered.
  - If you are **dropping** health coverage, click the circle beside "Decline Health Insurance." (Note, to drop health insurance, you must also complete and submit a form to HR.)
  - Hit "Continue" to move back to the main open enrollment page. Your new election and cost will be shown. Move on to "Dental."

- **Dental Insurance**

- If you currently have dental coverage, but are **dropping** it effective 7/1/2021, select "decline."
- To **keep** your current dental insurance choices - Select "No changes."
- To **change** coverage, click "Select." On the next page, choose "Employee Only" or "Family." If moving to family coverage, you must add your dependent(s)' information. Click "Add a New Dependent" or "Add existing dependent" to begin. Complete required information for all dependents to be covered. Hit "Continue" to move back to the main open enrollment page. Your new election and cost will be shown. Move on to "Vision."

- **Vision Insurance**

- If you currently have vision coverage, but are **dropping** it effective 7/1/2021, select "decline."
- To **keep** your current vision insurance choices - Select "No changes."
- To **change** coverage, click "Select." On the next page, choose the option you need. If applicable, you must add your dependent(s)' information. Click "Add a New Dependent" or "Add existing dependent" to begin. Complete required information for all dependents to be covered. Hit "Continue" to move back to the main open enrollment page. Your new election and cost will be shown. Move on to "Flexible Spending (FSA Health)."

- **Flexible Spending (FSA) Health**

- If you **do not** wish to participate, click "decline."
- If you **do** wish to participate, click "select." Click the button beside "Flexible Spending" then enter the amount you wish to set aside each pay period. The maximum is \$2750 per plan year, which is \$105.76 per pay period (if you are paid biweekly). Hit "Continue" to move back to the main open enrollment page. Your new election and cost will be shown. Move on to "Flex Dependent Care."

- **Flexible Spending Dependent Care**

- If you **do not** wish to participate, click "decline."
- If you **do** wish to participate, click "select." Click the button beside "Flex Dependent Care" then enter the amount you wish to set aside each pay period. The maximum is \$5000 per plan year, which is \$192.30 per pay period (if you are paid biweekly). Hit "Continue" to move back to the main open enrollment page. Your new election and cost will be shown. Move on to "Employee Life Insurance (Basic Life)."

- **Employee Life Insurance (Basic Life)**

- Coverage (\$25,000) is automatic at no charge to employee. Click "Select," then on next page, click the button beside "Basic Employee Life."
- Click "Add New Beneficiary" to update beneficiary information. Fill out all beneficiary info.
  - For date of birth, use format mm/dd/yyyy.
  - For social security number, use format xxx-xx-xxxx.
  - For percentage, enter a number up to 100. Do not use "%" sign.
  - Choose "primary" or "contingent." (A contingent beneficiary collects if the primary beneficiary is deceased or cannot be located.)
  - You may add more than one beneficiary if you wish by clicking "+Add New Beneficiary."
- Hit "Continue" to move back to the main open enrollment page. Your new election and cost will be shown. Move on to "Dependent Life Insurance."

- **Dependent Life Insurance**

- If you currently have dependent life coverage, but are **dropping** it effective 7/1/2021, select "decline."
- To **keep** your current dependent life choices - Select "No changes."
- To **add** coverage or to add additional dependents, click "Select." On the next page, click the button beside "Dependent Life Insurance". Click "Add a New Dependent" or "Add existing dependent" to begin. Complete required information for all dependents to be covered. Hit "Continue" to move back to the main open enrollment page.

➔ **REVIEW SELECTIONS AND COST** From the open enrollment page, you should see the choices you made. Be sure you have made a choice for each benefit and that your choices are reflected accurately.

- Note that the total cost per pay period is shown (see blue section at bottom of page).
- If you need to change any of your selections, click "Edit" beside the specific benefit you need to change.
- Click "Continue" (blue button at bottom of page).

➔ **SUBMIT ENROLLMENT** You should now be on the "Review Your Enrollment" page for a final review of your choices. If you need to make changes, click "Modify" at bottom of page. When you are finished with all review and editing, click "Submit" to finish the online portion of open enrollment. **YOU ARE NOT FINISHED UNTIL YOU "SUBMIT" ON THIS PAGE.** Deadline is May 21<sup>st</sup>.

➔ **COMPLETE FORMS (IF NEEDED)** Download/print forms, if applicable, from ESS (use the "Resources" icon in upper right of screen) or from [bullochcounty.net/openenrollment](http://bullochcounty.net/openenrollment). Complete, sign and return to Human Resources **by May 21<sup>st</sup>**.

➔ **SUBMIT FORMS (IF APPLICABLE)** If you have completed any forms, you must ensure they are submitted to HR by 5/21. There are several options for submitting:

- If you are enrolling in Flexible Spending or dropping Health Insurance, you may upload the completed form using ESS. (Go to "Tasks" on right side of screen, then select either "FSA (Flexible Spending Account)" or "Health (Decline Coverage)" from left. Click on "Choose File" to upload the completed document from your computer/device, then submit **OR**
- Any completed documents can be submitted to HR via email to [hr@bullochcounty.net](mailto:hr@bullochcounty.net) **OR**
- Any completed documents can be delivered to the HR department.

➔ **MAKE AFLAC SELECTIONS (IF NEEDED)** – To add, drop, or change any ALAC selections, contact AFLAC representative Amy Green at (478) 361-1104 to schedule an appointment. AFLAC will handle any necessary forms. (Nothing needs to be submitted to HR.)

➔ **RENEW/ADD AIR-EVAC MEMBERSHIP (IF NEEDED)** – Air-Evac memberships will not automatically renew this year! You must re-enroll (unless you're in the middle of a multi-year membership) or your membership will end in July. To enroll or re-enroll for 2021/2022, you may apply online; follow the instructions on the flyer in this packet. *(If you are unable to complete Air-Evac's online application, visit [bullochcounty.net/openenrollment](http://bullochcounty.net/openenrollment) to print an Air-Evac enrollment application form, then submit completed form to HR.)*

**QUESTIONS? CONTACT HUMAN RESOURCES DEPARTMENT FOR ASSISTANCE**

**912-764-0164 / [hr@bullochcounty.net](mailto:hr@bullochcounty.net)**