



Benefit Enrollment in Kronos

Training Guide for Life Events and New Employees

The following is a step-by-step guide to enroll in Sun Health Senior Living benefits as a New Hire or when you have a Life Status Change, using the Kronos Workforce Ready system. This training document should be used in conjunction with your Sun Health Senior Living Employee Benefits Guide provided by your HR representative. Please note that only certain situations qualify as a Life Status Change. Please see your HR representative if you have any questions.

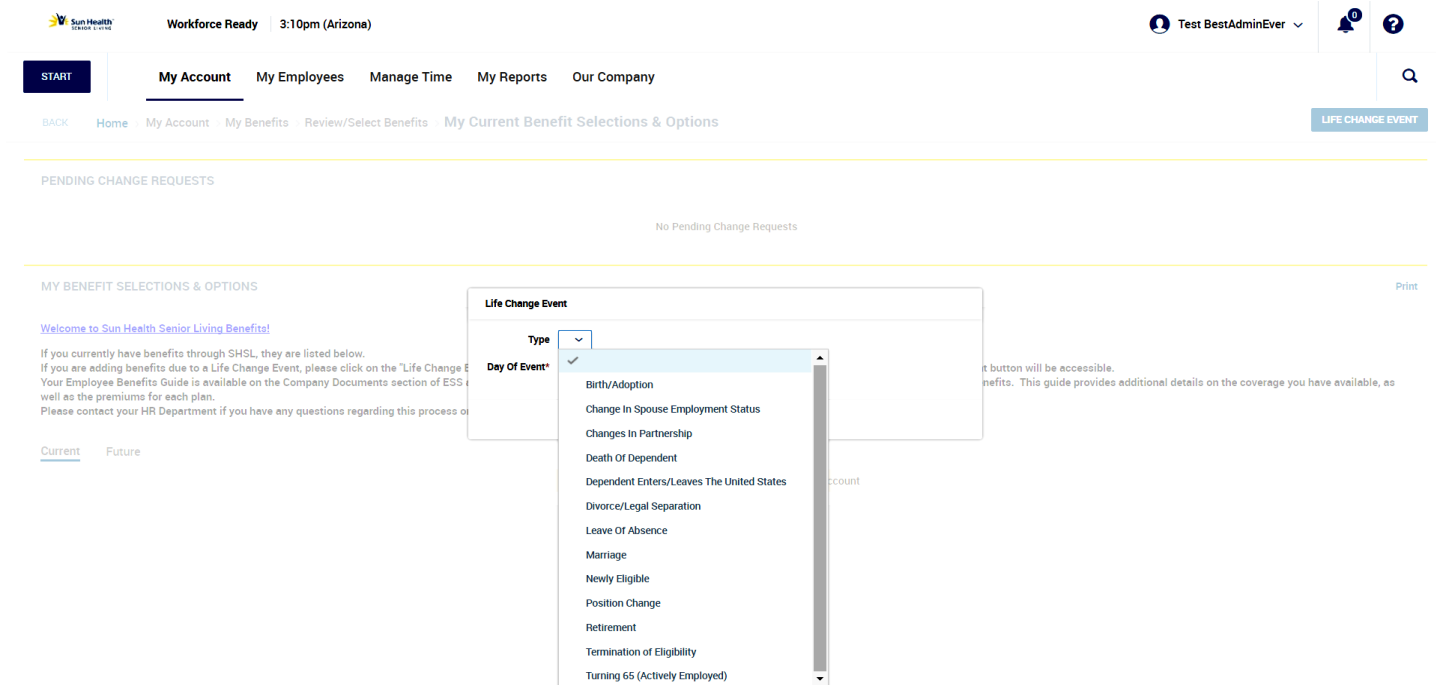
1. Log into Kronos Workforce Ready at <https://secure.saashr.com/ta/6144183.login>

The login screen for Kronos Workforce Ready. It features the Sun Health Senior Living logo on the left and the time "10:07am (Arizona)" on the right. Below the logo, the text "WORKFORCE READY" is displayed. The login form consists of a "Username" field, a "Password" field, and a "LOGIN" button. A link for "Forgot your password?" is located below the login button.

2. Choose "My Account" at the top of the screen.

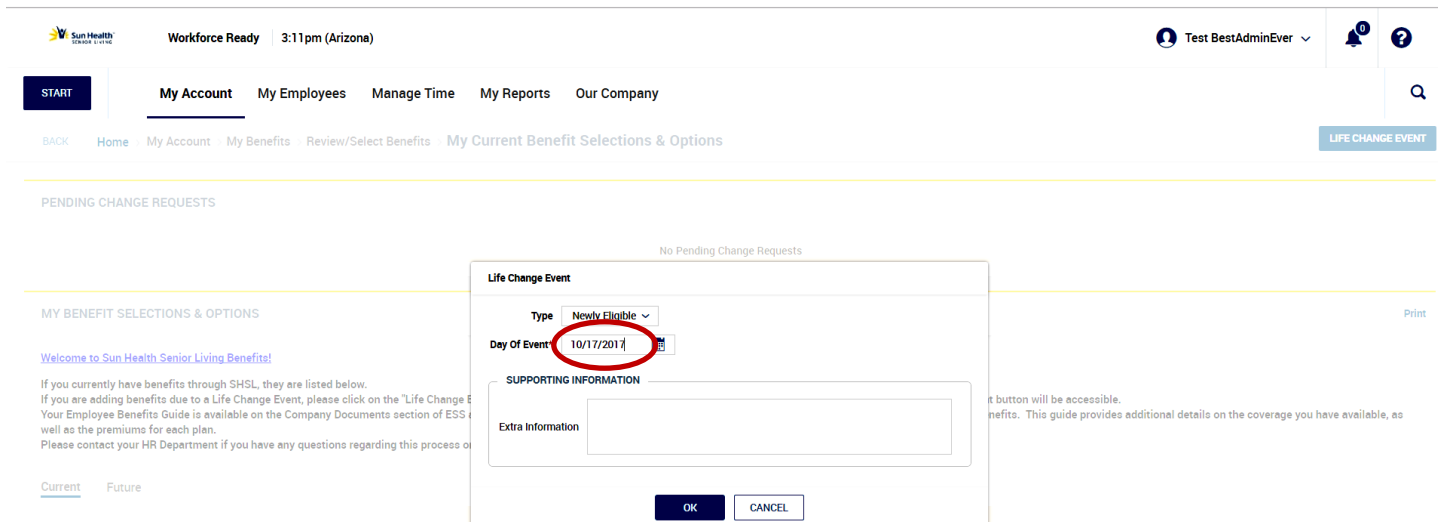
The dashboard of the Kronos Workforce Ready system. At the top, there is a header bar with the Sun Health Senior Living logo, the text "Workforce Ready", the time "9:29am (Arizona)", and a user profile for "Test BestAdminEver". Below the header, there is a navigation menu with options: "START", "My Account", "My Employees", "Manage Time", "My Reports", and "Our Company". The "My Account" option is circled in red. A dropdown menu is open under "My Account", showing a list of options: "My Actions", "My Benefits", "My Direct Deposits", "My Forms", "My Goals", "My Incidents", "My Learning", "My Pay Statements", "My Paycheck Simulator", and "My Performance Reviews". A "Close X" button is located at the top right of the dropdown menu.

5. Choose “Type” of Life Change Event from the drop-down menu. For New Hires, choose “Newly Eligible.”



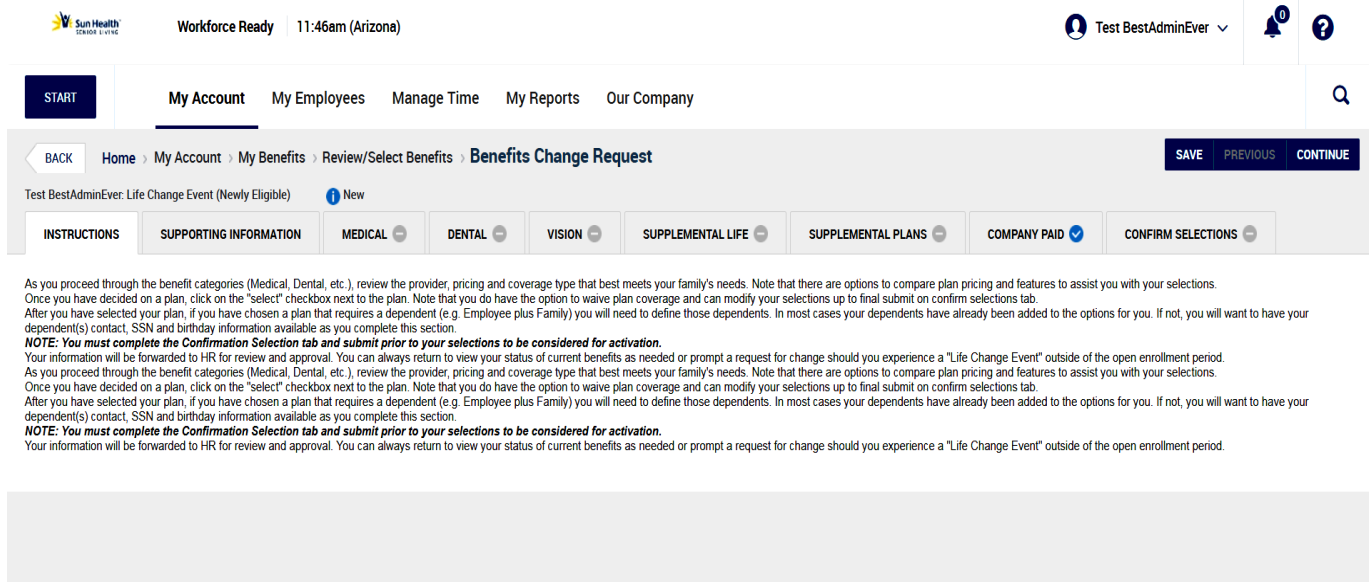
The screenshot shows the Kronos system interface. At the top, there's a header with the Sun Health logo, 'Workforce Ready', and the time '3:10pm (Arizona)'. Below this is a navigation bar with 'START', 'My Account', 'My Employees', 'Manage Time', 'My Reports', and 'Our Company'. A search bar is on the right. The main content area shows 'PENDING CHANGE REQUESTS' with 'No Pending Change Requests'. Below this is 'MY BENEFIT SELECTIONS & OPTIONS'. A 'Life Change Event' modal is open, showing a dropdown menu for 'Type'. The dropdown list includes: Birth/Adoption, Change in Spouse Employment Status, Changes in Partnership, Death Of Dependent, Dependent Enters/Leaves The United States, Divorce/Legal Separation, Leave Of Absence, Marriage, Newly Eligible, Position Change, Retirement, Termination of Eligibility, and Turning 65 (Actively Employed). The 'Newly Eligible' option is highlighted.

6. Enter the “Date of Event.” This would be the date of hire, date of marriage, date of position change, etc. *Please note: Additional information may be required by HR, such as Marriage Certificate, Birth Certificate for newborn, etc..*



The screenshot shows the Kronos system interface. At the top, there's a header with the Sun Health logo, 'Workforce Ready', and the time '3:11pm (Arizona)'. Below this is a navigation bar with 'START', 'My Account', 'My Employees', 'Manage Time', 'My Reports', and 'Our Company'. A search bar is on the right. The main content area shows 'PENDING CHANGE REQUESTS' with 'No Pending Change Requests'. Below this is 'MY BENEFIT SELECTIONS & OPTIONS'. A 'Life Change Event' modal is open, showing the 'Type' dropdown set to 'Newly Eligible'. The 'Day Of Event' field is highlighted with a red circle and contains the date '10/17/2017'. Below this is a 'SUPPORTING INFORMATION' section with an 'Extra Information' text area. At the bottom of the modal are 'OK' and 'CANCEL' buttons.

7. Read the instructions in the system.



As you proceed through the benefit categories (Medical, Dental, etc.), review the provider, pricing and coverage type that best meets your family's needs. Note that there are options to compare plan pricing and features to assist you with your selections. Once you have decided on a plan, click on the "select" checkbox next to the plan. Note that you do have the option to waive plan coverage and can modify your selections up to final submit on confirm selections tab. After you have selected your plan, if you have chosen a plan that requires a dependent (e.g. Employee plus Family) you will need to define those dependents. In most cases your dependents have already been added to the options for you. If not, you will want to have your dependent(s) contact, SSN and birthday information available as you complete this section.

NOTE: You must complete the Confirmation Selection tab and submit prior to your selections to be considered for activation.

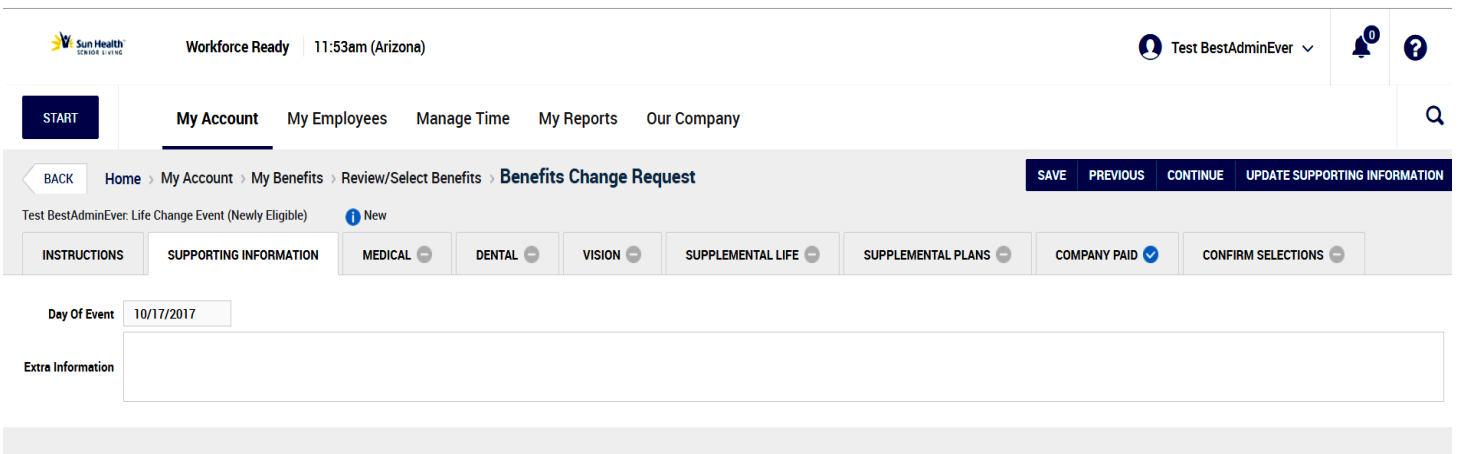
Your information will be forwarded to HR for review and approval. You can always return to view your status of current benefits as needed or prompt a request for change should you experience a "Life Change Event" outside of the open enrollment period.

As you proceed through the benefit categories (Medical, Dental, etc.), review the provider, pricing and coverage type that best meets your family's needs. Note that there are options to compare plan pricing and features to assist you with your selections. Once you have decided on a plan, click on the "select" checkbox next to the plan. Note that you do have the option to waive plan coverage and can modify your selections up to final submit on confirm selections tab. After you have selected your plan, if you have chosen a plan that requires a dependent (e.g. Employee plus Family) you will need to define those dependents. In most cases your dependents have already been added to the options for you. If not, you will want to have your dependent(s) contact, SSN and birthday information available as you complete this section.

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Your information will be forwarded to HR for review and approval. You can always return to view your status of current benefits as needed or prompt a request for change should you experience a "Life Change Event" outside of the open enrollment period.

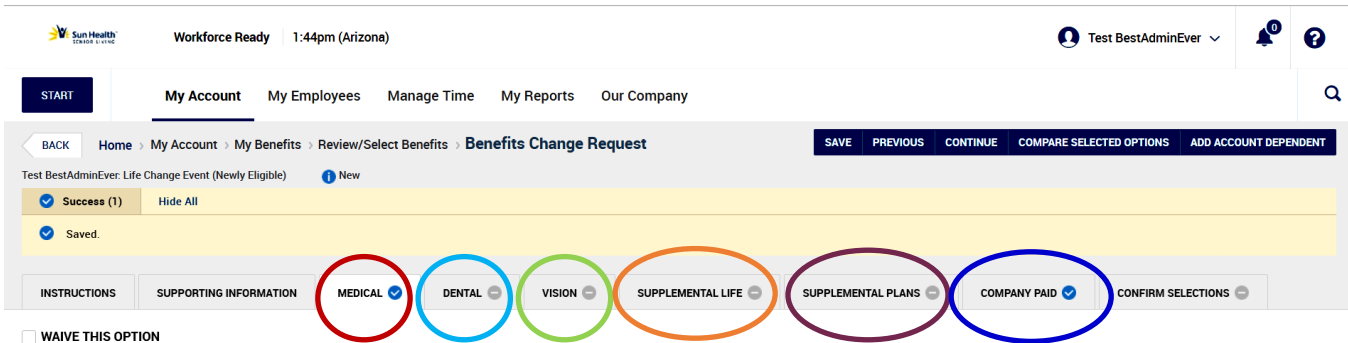
8. Provide supporting information, if necessary. Ask your HR representative what is required.



Day Of Event: 10/17/2017

Extra Information:

9. There is a tab for each benefit near the top of the screen. Click on each tab to enroll in or waive each plan. See Page 9 for details on each plan's election options.



Workforce Ready 1:44pm (Arizona)

Test BestAdminEver

START My Account My Employees Manage Time My Reports Our Company

BACK Home > My Account > My Benefits > Review/Select Benefits > Benefits Change Request

SAVE PREVIOUS CONTINUE COMPARE SELECTED OPTIONS ADD ACCOUNT DEPENDENT

Test BestAdminEver: Life Change Event (Newly Eligible) New

Success (1) Hide All

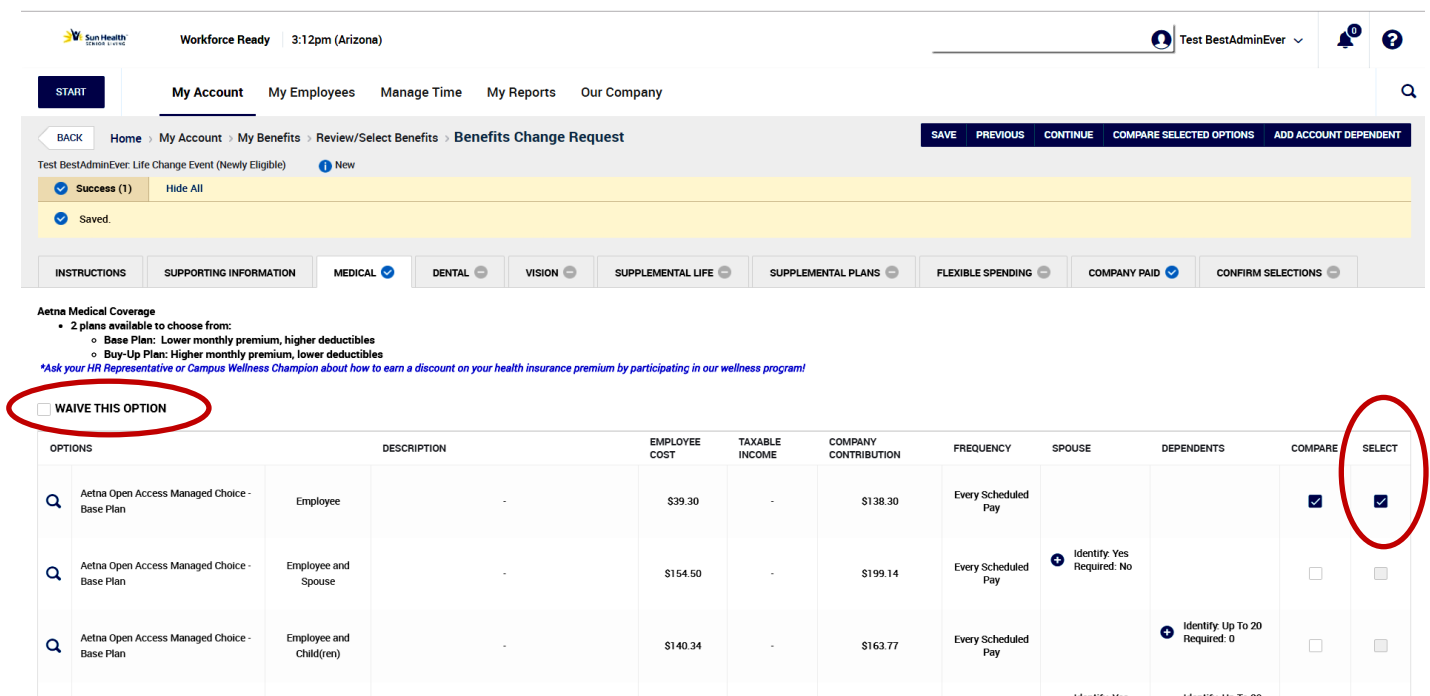
Saved.

INSTRUCTIONS SUPPORTING INFORMATION MEDICAL DENTAL VISION SUPPLEMENTAL LIFE SUPPLEMENTAL PLANS COMPANY PAID CONFIRM SELECTIONS

☐ WAIVE THIS OPTION

OPTIONS	DESCRIPTION	EMPLOYEE COST	TAXABLE INCOME	COMPANY CONTRIBUTION	FREQUENCY	SPOUSE	DEPENDENTS	COMPARE	SELECT
Aetna Open Access Managed Choice - Base Plan	Employee	\$39.30	-	\$138.30	Every Scheduled Pay			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Aetna Open Access Managed Choice - Base Plan	Employee and Spouse	\$154.50	-	\$199.14	Every Scheduled Pay	Identify: Yes Required: No		<input type="checkbox"/>	<input type="checkbox"/>
Aetna Open Access Managed Choice - Base Plan	Employee and Child(ren)	\$140.34	-	\$163.77	Every Scheduled Pay		Identify: Up To 20 Required: 0	<input type="checkbox"/>	<input type="checkbox"/>
Aetna Open Access Managed Choice - Base Plan	Family	\$210.64	-	\$269.56	Every Scheduled Pay	Identify: Yes Required: No	Identify: Up To 20 Required: 0	<input type="checkbox"/>	<input type="checkbox"/>

10. On each tab, you can elect the plan you want by choosing “Select” on the right side of the screen. Or, you can choose “Waive this Option” on the upper left portion of your screen if you wish to decline the plan.



Workforce Ready 3:12pm (Arizona)

Test BestAdminEver

START My Account My Employees Manage Time My Reports Our Company

BACK Home > My Account > My Benefits > Review/Select Benefits > Benefits Change Request

SAVE PREVIOUS CONTINUE COMPARE SELECTED OPTIONS ADD ACCOUNT DEPENDENT

Test BestAdminEver: Life Change Event (Newly Eligible) New

Success (1) Hide All

Saved.

INSTRUCTIONS SUPPORTING INFORMATION MEDICAL DENTAL VISION SUPPLEMENTAL LIFE SUPPLEMENTAL PLANS FLEXIBLE SPENDING COMPANY PAID CONFIRM SELECTIONS

Aetna Medical Coverage

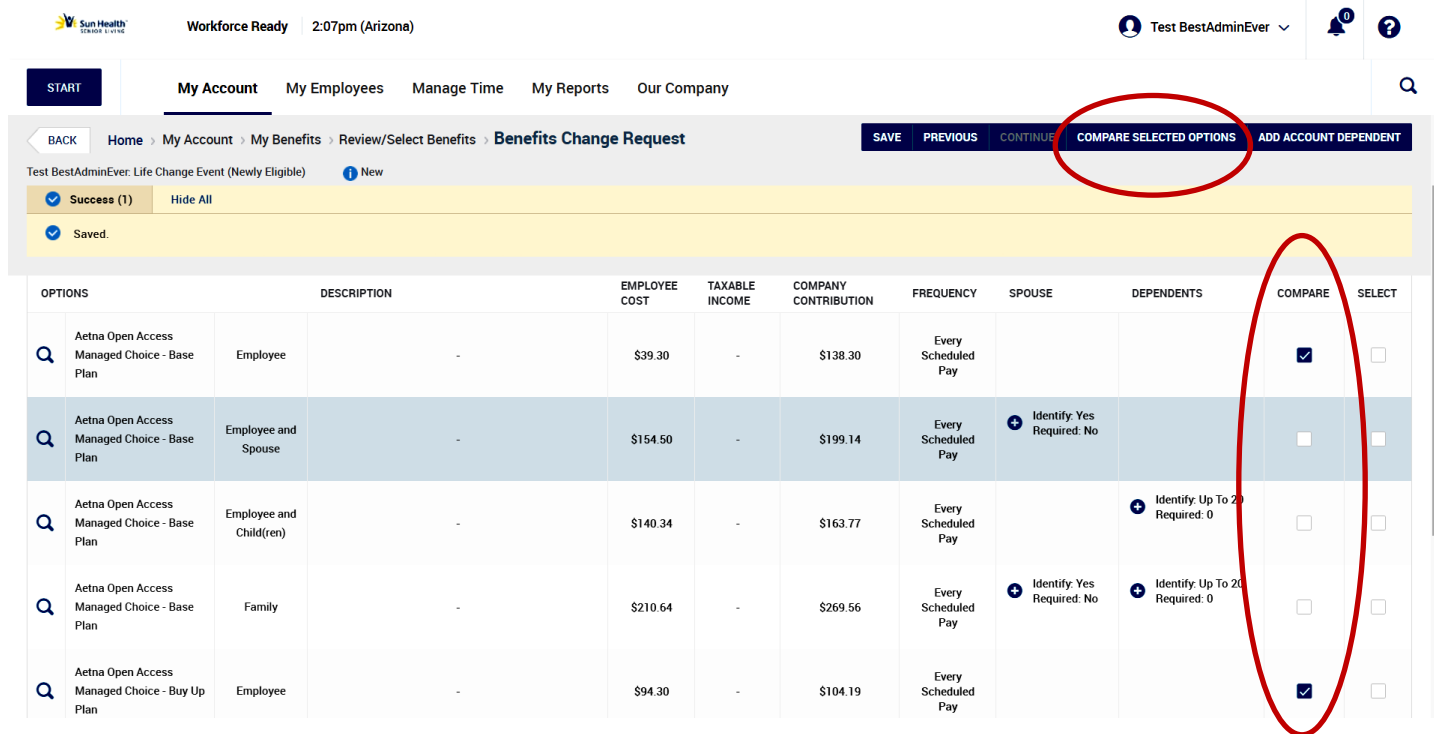
- 2 plans available to choose from:
 - Base Plan: Lower monthly premium, higher deductibles
 - Buy-Up Plan: Higher monthly premium, lower deductibles

*Ask your HR Representative or Campus Wellness Champion about how to earn a discount on your health insurance premium by participating in our wellness program!

☐ WAIVE THIS OPTION

OPTIONS	DESCRIPTION	EMPLOYEE COST	TAXABLE INCOME	COMPANY CONTRIBUTION	FREQUENCY	SPOUSE	DEPENDENTS	COMPARE	SELECT
Aetna Open Access Managed Choice - Base Plan	Employee	\$39.30	-	\$138.30	Every Scheduled Pay			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Aetna Open Access Managed Choice - Base Plan	Employee and Spouse	\$154.50	-	\$199.14	Every Scheduled Pay	Identify: Yes Required: No		<input type="checkbox"/>	<input type="checkbox"/>
Aetna Open Access Managed Choice - Base Plan	Employee and Child(ren)	\$140.34	-	\$163.77	Every Scheduled Pay		Identify: Up To 20 Required: 0	<input type="checkbox"/>	<input type="checkbox"/>

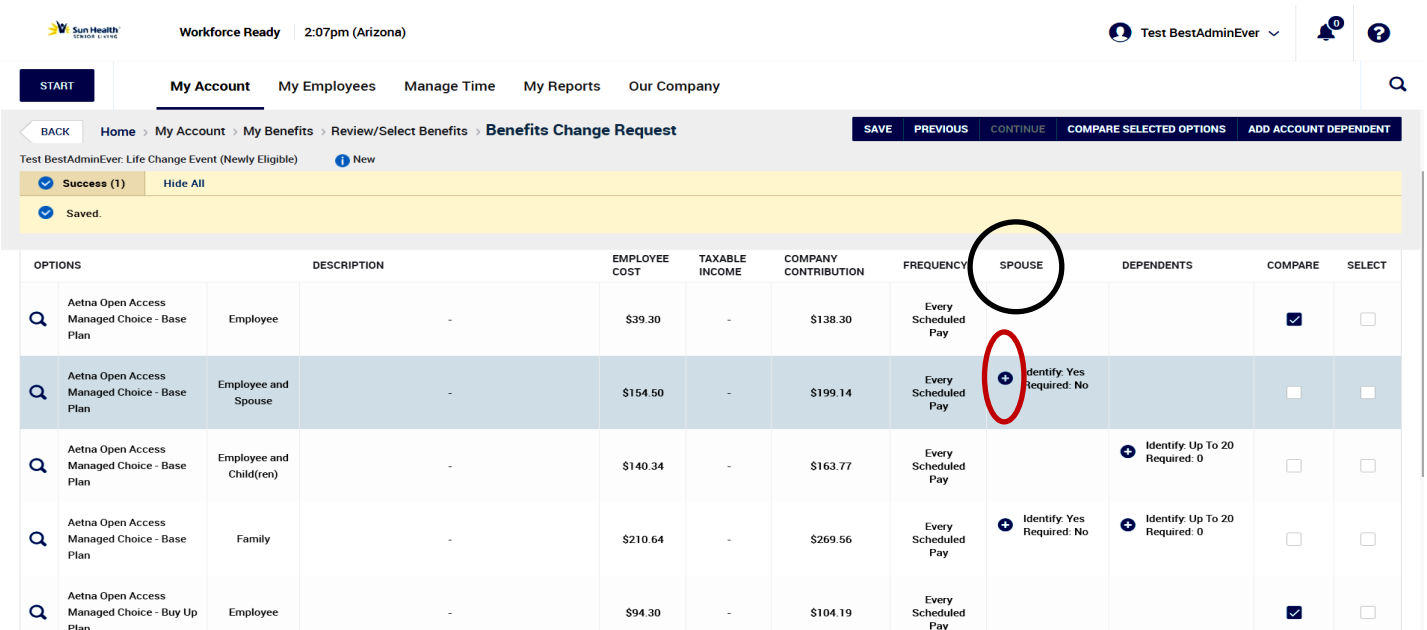
11. When multiple plans exist for the same benefit as they do with Medical, you can compare the cost of plans by choosing by clicking “Compare” on the right side, and then “Compare Selected Options” at the top right.



The screenshot shows the Kronos Benefits Change Request page. The user is logged in as Test BestAdminEver. The page displays a table of benefit options with columns for OPTIONS, DESCRIPTION, EMPLOYEE COST, TAXABLE INCOME, COMPANY CONTRIBUTION, FREQUENCY, SPOUSE, DEPENDENTS, COMPARE, and SELECT. The 'COMPARE SELECTED OPTIONS' button is circled in red. The 'COMPARE' column has checkboxes for each option, with the first and last options checked.

OPTIONS	DESCRIPTION	EMPLOYEE COST	TAXABLE INCOME	COMPANY CONTRIBUTION	FREQUENCY	SPOUSE	DEPENDENTS	COMPARE	SELECT
Aetna Open Access Managed Choice - Base Plan	Employee	\$39.30	-	\$138.30	Every Scheduled Pay			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Aetna Open Access Managed Choice - Base Plan	Employee and Spouse	\$154.50	-	\$199.14	Every Scheduled Pay	+ Identify: Yes Required: No		<input type="checkbox"/>	<input type="checkbox"/>
Aetna Open Access Managed Choice - Base Plan	Employee and Child(ren)	\$140.34	-	\$163.77	Every Scheduled Pay		+ Identify: Up To 20 Required: 0	<input type="checkbox"/>	<input type="checkbox"/>
Aetna Open Access Managed Choice - Base Plan	Family	\$210.64	-	\$269.56	Every Scheduled Pay	+ Identify: Yes Required: No	+ Identify: Up To 20 Required: 0	<input type="checkbox"/>	<input type="checkbox"/>
Aetna Open Access Managed Choice - Buy Up Plan	Employee	\$94.30	-	\$104.19	Every Scheduled Pay			<input checked="" type="checkbox"/>	<input type="checkbox"/>

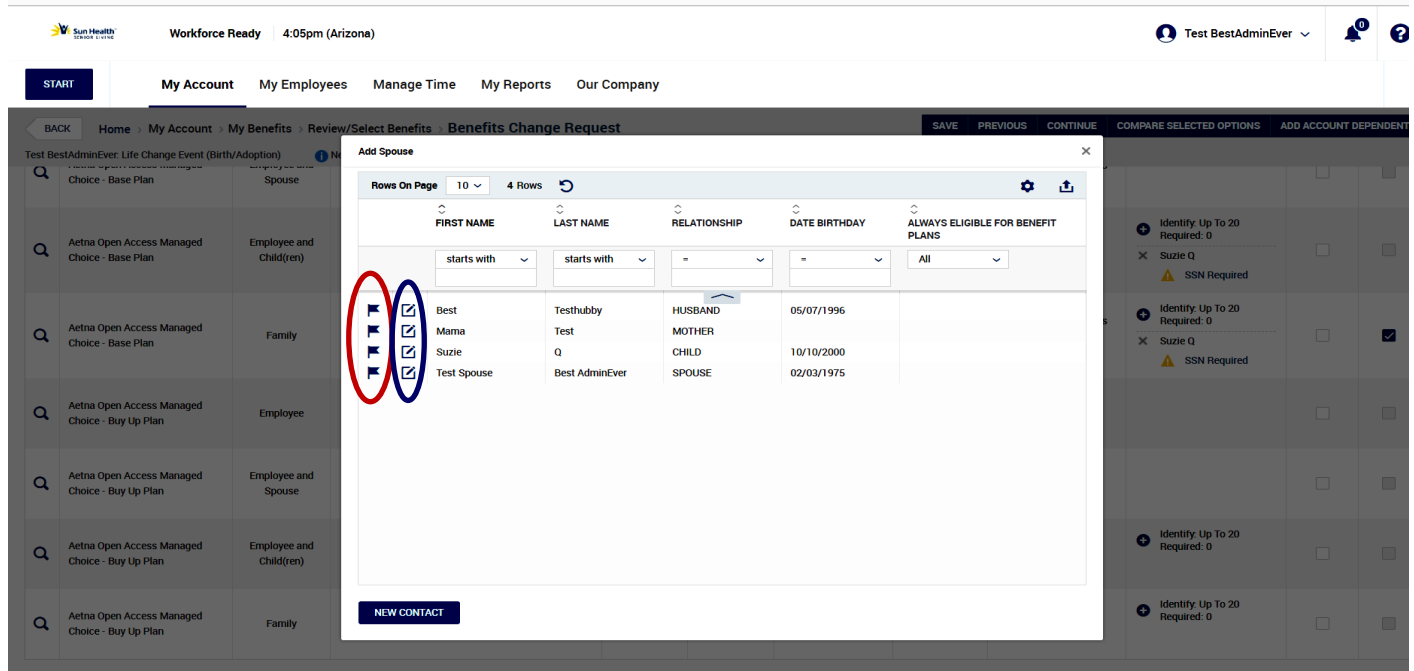
12. To add dependent coverage for your spouse and/or children, click on the “+” sign in the appropriate column. If you don’t wish to add any dependents, skip to number 16.



The screenshot shows the Kronos Benefits Change Request page. The user is logged in as Test BestAdminEver. The page displays a table of benefit options with columns for OPTIONS, DESCRIPTION, EMPLOYEE COST, TAXABLE INCOME, COMPANY CONTRIBUTION, FREQUENCY, SPOUSE, DEPENDENTS, COMPARE, and SELECT. The '+' sign in the SPOUSE column for the second option is circled in red.

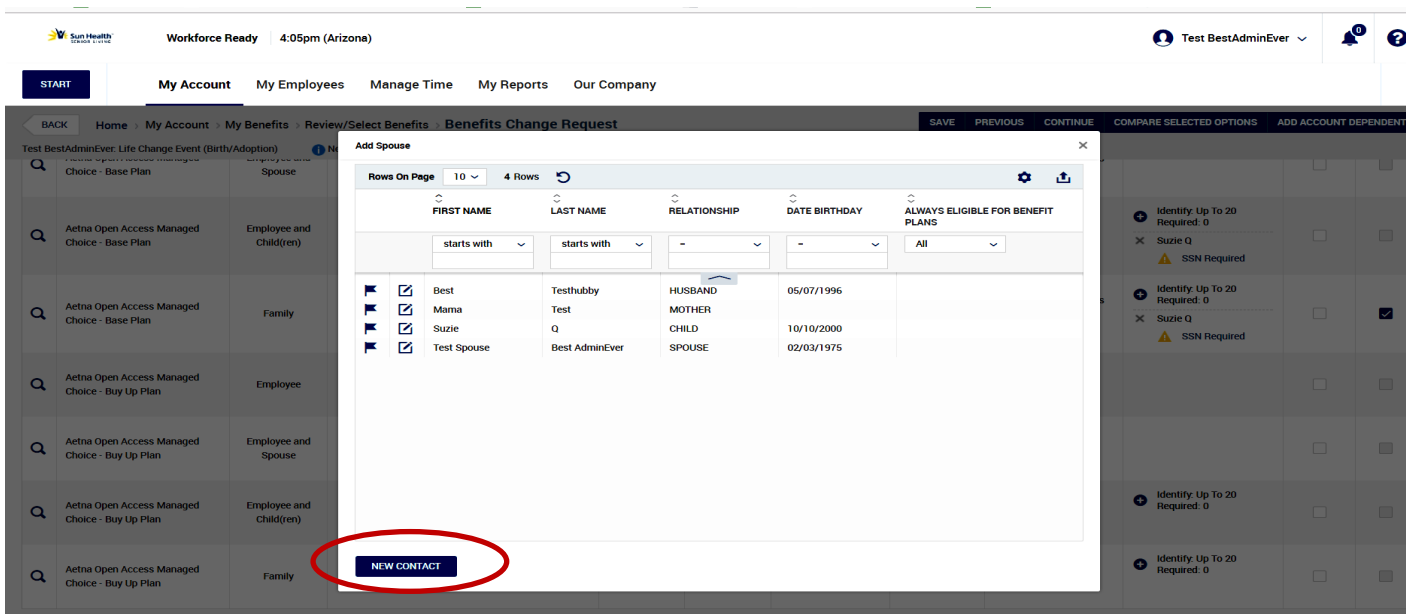
OPTIONS	DESCRIPTION	EMPLOYEE COST	TAXABLE INCOME	COMPANY CONTRIBUTION	FREQUENCY	SPOUSE	DEPENDENTS	COMPARE	SELECT
Aetna Open Access Managed Choice - Base Plan	Employee	\$39.30	-	\$138.30	Every Scheduled Pay			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Aetna Open Access Managed Choice - Base Plan	Employee and Spouse	\$154.50	-	\$199.14	Every Scheduled Pay	+ Identify: Yes Required: No		<input type="checkbox"/>	<input type="checkbox"/>
Aetna Open Access Managed Choice - Base Plan	Employee and Child(ren)	\$140.34	-	\$163.77	Every Scheduled Pay		+ Identify: Up To 20 Required: 0	<input type="checkbox"/>	<input type="checkbox"/>
Aetna Open Access Managed Choice - Base Plan	Family	\$210.64	-	\$269.56	Every Scheduled Pay	+ Identify: Yes Required: No	+ Identify: Up To 20 Required: 0	<input type="checkbox"/>	<input type="checkbox"/>
Aetna Open Access Managed Choice - Buy Up Plan	Employee	\$94.30	-	\$104.19	Every Scheduled Pay			<input checked="" type="checkbox"/>	<input type="checkbox"/>

13. Next, choose the “Flag” symbol next to the spouse or dependent you wish to add. To add more than one dependent, click on the “+” sign again on the prior screen to choose additional dependents one at a time. Please note the required information listed on #15 on the following page in case you need to edit your Account Contacts. If you need to correct or add additional information, choose the Edit icon (pen symbol) next to the contact name.



FIRST NAME	LAST NAME	RELATIONSHIP	DATE BIRTHDAY	ALWAYS ELIGIBLE FOR BENEFIT PLANS
Best	Testhubby	HUSBAND	05/07/1996	
Mama	Test	MOTHER		
Suzie	Q	CHILD	10/10/2000	
Test Spouse	Best AdminEver	SPOUSE	02/03/1975	

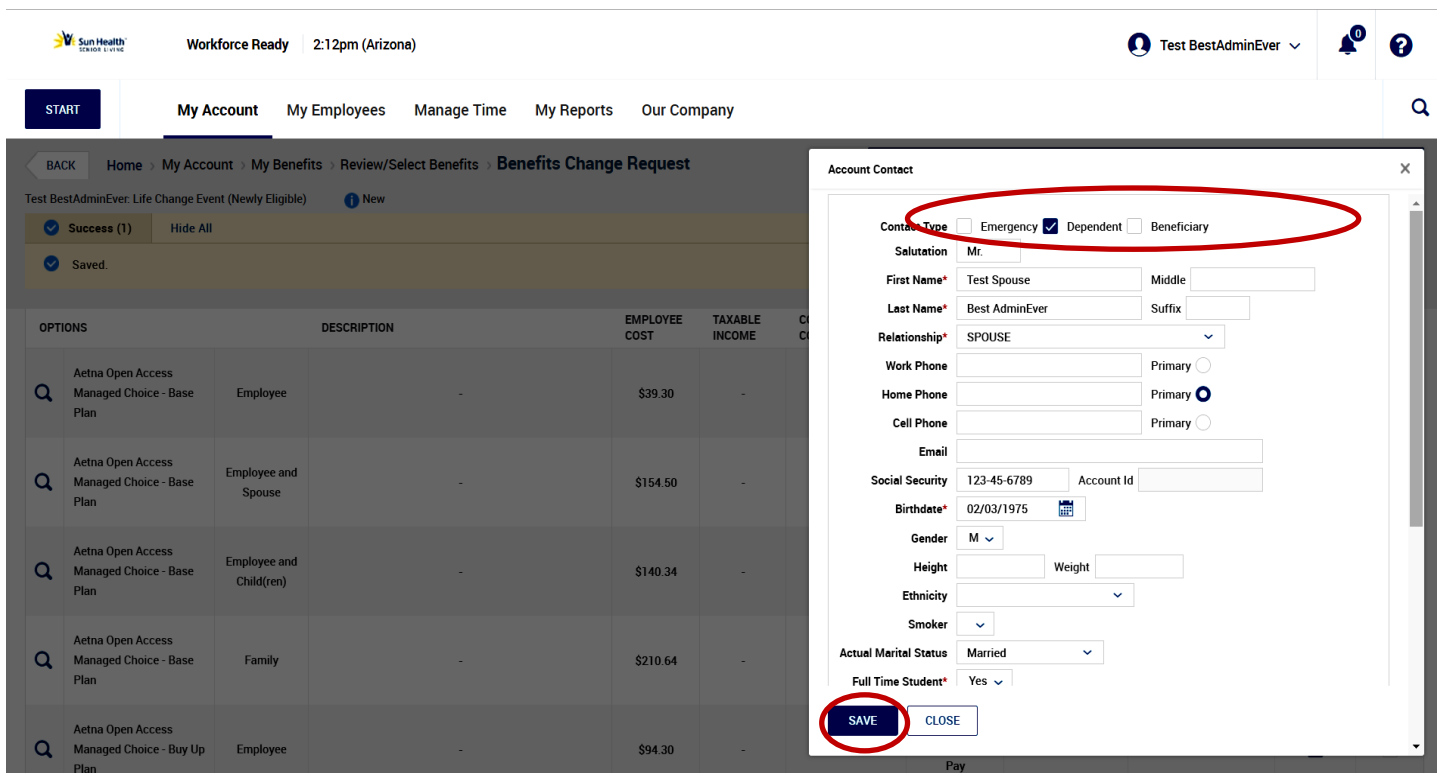
14. To add a dependent not listed, click “New Contact.”



15. Complete information for your “Dependent” or “Beneficiary.” “Dependent” applies to when you are adding your spouse or children to a medical, dental or vision plan. “Beneficiary” applies when you would like to designate a beneficiary for your life insurance coverage.

The following information is **required**: Name, Social Security Number, Date of Birth, Gender and Full-Time Student status. You will also need to choose the appropriate “Relationship” from the drop down menu. For Dependents covered under medical, dental or life coverage, the only choices are “SPOUSE” and “CHILD.” Please note: your child dependents and spouses do not need to be full-time students, so you can answer Yes or No. This is just a required field due to system requirements. If adding a beneficiary, you will be prompted to indicate the percentage of distribution for each beneficiary.

Once all information is entered and verified, click “Save.”



The screenshot shows the Kronos system interface. At the top, there's a navigation bar with 'START', 'My Account', 'My Employees', 'Manage Time', 'My Reports', and 'Our Company'. Below this, the 'Benefits Change Request' form is visible. The 'Account Contact' modal is open, and the 'Dependent' radio button is selected. The 'SAVE' button is circled in red.

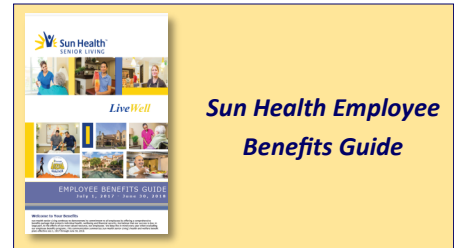
OPTIONS	DESCRIPTION	EMPLOYEE COST	TAXABLE INCOME
Aetna Open Access Managed Choice - Base Plan	Employee	\$39.30	-
Aetna Open Access Managed Choice - Base Plan	Employee and Spouse	\$154.50	-
Aetna Open Access Managed Choice - Base Plan	Employee and Child(ren)	\$140.34	-
Aetna Open Access Managed Choice - Base Plan	Family	\$210.64	-
Aetna Open Access Managed Choice - Buy Up Plan	Employee	\$94.30	-

16. Click on the next benefit tab when you are done with each benefit. *Important: You will not be able to complete and submit your enrollment until you have either elected or waived each plan.

* See Page 9 for additional details on each benefit and election requirements.

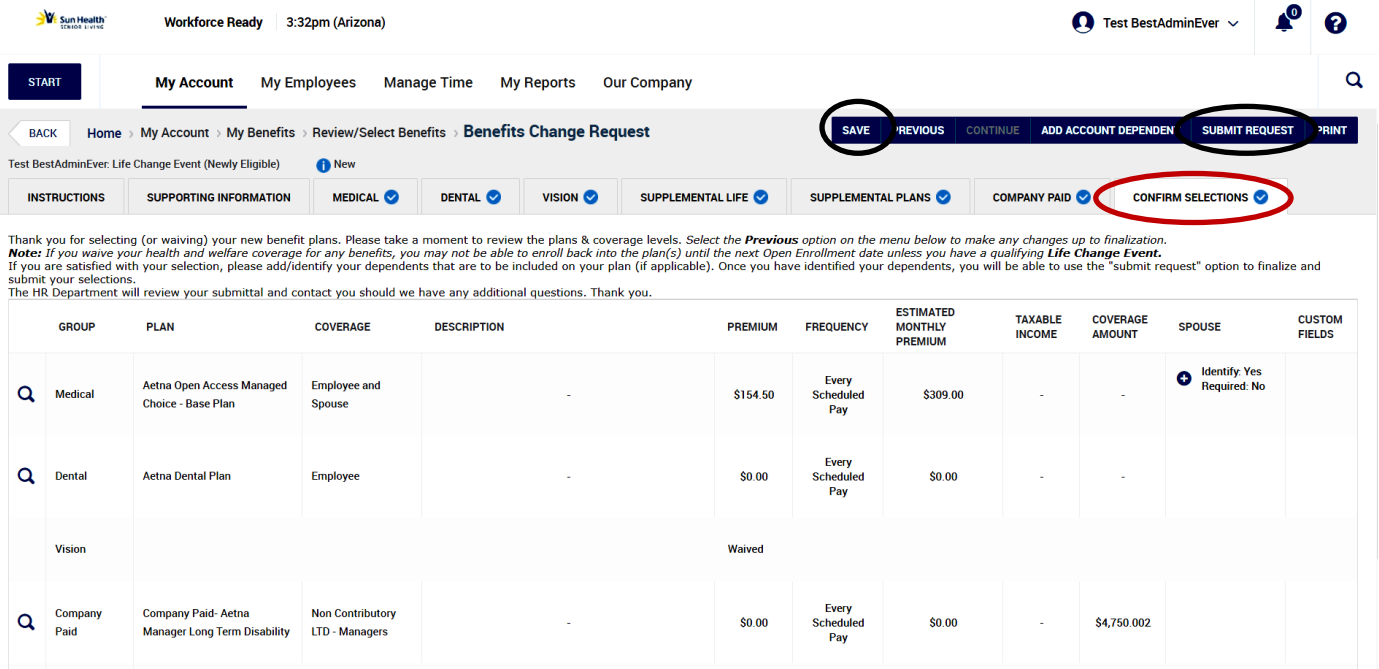
Benefit Plan Election Options (in order of Kronos Tab)

Please refer to the Sun Health Employee Benefits Benefit Guide provided to you by HR for specific plan coverage information and employee costs.



- **Medical** - Choose one of the following, or you can choose to “Waive This Option”
 - Aetna Base PPO Plan - higher deductible, lower premium
 - Aetna Buy-Up PPO Plan - lower deductible, higher premium
- **Dental**
 - One dental plan available
 - Employee-only dental coverage is at no cost to employees and is paid for by Sun Health Senior Living
 - If you choose to add a spouse or dependents, you will pay a premium
 - You can elect the dental plan or choose to waive
- **Vision**
 - One vision plan available
 - The premium for vision is paid for by the employee
 - You can elect the vision plan or choose to waive
- **Supplemental Life**
 - In addition to Company Paid Basic Life Insurance (see below under “Company Paid”), you can also purchase additional life coverage for yourself, Spouse and/or Child(ren).
 - If electing one of these benefits, enter election amount in the “Units” field. For example, if electing \$10,000 worth of additional life coverage, enter “10,000” in “Units.”
 - Certain rules apply - see Benefit Guide for details before electing coverage.
- **Supplemental Plans**
 - You may elect or waive the following plans:
 - Voluntary LTD (Long Term Disability) - employee paid
 - Voluntary STD (Short Term Disability) - employee paid
 - Flexible Spending Account - Dependent Care: You must choose the specific dollar amount you wish to set aside per paycheck, with a maximum of \$5,000 annually for dependent care - enter in “Units” field.
 - Flexible Spending Account - Health: You must choose the specific dollar amount you wish to set aside per paycheck, with a maximum of \$2,000 annually for health care. Enter in “Units” field.
 - See Benefits Guide for additional information.
- **Company Paid**
 - Basic Life Coverage - Sun Health Senior Living provides employer paid Basic Life Insurance for each employee in between \$15,000 - \$30,000 depending on age. Using the Account Contact option in Kronos, you can assign your beneficiaries for this coverage.
 - Manager LTD (Long-Term Disability) - if you are a manager with SHSL, you may receive company-paid LTD. This will show in the Company Paid tab if you are eligible.

17. Confirm your Selections by reviewing the “Confirm Selections” tab. If any tabs are missing the blue checkmark, go back to that tab to complete your benefit elections. Once confirmed, choose “Submit Request.” If you wish to come back to complete your enrollment at a later time, choose “Save.”



Workforce Ready | 3:32pm (Arizona) | Test BestAdminEver

START | My Account | My Employees | Manage Time | My Reports | Our Company

BACK | Home > My Account > My Benefits > Review/Select Benefits > Benefits Change Request

Test BestAdminEver: Life Change Event (Newly Eligible) | New

INSTRUCTIONS | SUPPORTING INFORMATION | MEDICAL ✓ | DENTAL ✓ | VISION ✓ | SUPPLEMENTAL LIFE ✓ | SUPPLEMENTAL PLANS ✓ | COMPANY PAID ✓ | **CONFIRM SELECTIONS ✓** | PRINT

SAVE | PREVIOUS | CONTINUE | ADD ACCOUNT DEPENDENT | **SUBMIT REQUEST**

Thank you for selecting (or waiving) your new benefit plans. Please take a moment to review the plans & coverage levels. Select the **Previous** option on the menu below to make any changes up to finalization.
Note: If you waive your health and welfare coverage for any benefits, you may not be able to enroll back into the plan(s) until the next Open Enrollment date unless you have a qualifying **Life Change Event**.
 If you are satisfied with your selection, please add/identify your dependents that are to be included on your plan (if applicable). Once you have identified your dependents, you will be able to use the "submit request" option to finalize and submit your selections.
 The HR Department will review your submittal and contact you should we have any additional questions. Thank you.

GROUP	PLAN	COVERAGE	DESCRIPTION	PREMIUM	FREQUENCY	ESTIMATED MONTHLY PREMIUM	TAXABLE INCOME	COVERAGE AMOUNT	SPOUSE	CUSTOM FIELDS
Medical	Aetna Open Access Managed Choice - Base Plan	Employee and Spouse	-	\$154.50	Every Scheduled Pay	\$309.00	-	-	Identify: Yes Required: No	
Dental	Aetna Dental Plan	Employee	-	\$0.00	Every Scheduled Pay	\$0.00	-	-		
Vision				Waived						
Company Paid	Company Paid- Aetna Manager Long Term Disability	Non Contributory LTD - Managers	-	\$0.00	Every Scheduled Pay	\$0.00	-	\$4,750.002		

16. After you click on “Submit Request,” you will be prompted to enter your password. Enter the password you used to log into Kronos Workforce Ready. You will then be given the choice to print out your confirmation page. Your request will then be reviewed by the benefit team and you will be notified of if/when it’s approved or if additional information is required.

Please see your HR representative for additional details or questions.

Thank you!