



# Kronos Benefit Enrollment Guide

The following is a step-by-step guide to enroll in Sun Health’s benefits new hire of if you experience a qualified Life Change Event using Kronos Workforce Ready. This training document should be used in conjunction with your Employee Benefits Guide provided by your HR representative.

Please see your HR representative if you have any questions.

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

WORKFORCE READY

Username

Password

LOGIN

Forgot your password?

**2. Choose “My Account” at the top of the screen.**

Sun Health  
Workforce Ready 9:29am (Arizona)

Test BestAdminEver

START My Account My Employees Manage Time My Reports Our Company

My Actions >  
My Benefits >  
My Direct Deposits  
My Forms >  
My Goals  
My Incidents  
My Learning >  
My Pay Statements  
My Paycheck Simulator  
My Performance Reviews

Close X

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## 3. Choose “My Benefits” and then “Review/Select Benefits.”

The screenshot shows the Kronos portal interface. At the top left is the Sun Health logo and 'Workforce Ready' status with the time '10:09am (Arizona)'. At the top right is the user profile 'Test BestAdminEver' with a notification bell and a help icon. Below the header is a navigation bar with 'START', 'My Account', 'My Employees', 'Manage Time', 'My Reports', and 'Our Company'. A search icon is on the far right. A dropdown menu is open under 'My Account', listing various options. 'My Benefits' and 'Review/Select Benefits' are circled in red. Other options include My Actions, My Direct Deposits, My Forms, My Goals, My Incidents, My Learning, My Pay Statements, My Paycheck Simulator, My Performance Reviews, and My Profile. On the right side of the dropdown, 'My Benefits Statement' and 'Close X' are visible.

## 4. Choose “Life Change Event” at top right of screen.

The screenshot shows the 'My Current Benefit Selections & Options' page. The breadcrumb trail is 'Home > My Account > My Benefits > Review/Select Benefits > My Current Benefit Selections & Options'. The 'LIFE CHANGE EVENT' button in the top right corner is circled in red. Below the breadcrumb is a 'PENDING CHANGE REQUESTS' section with a yellow bar indicating 'No Pending Change Requests'. The main section is 'MY BENEFIT SELECTIONS & OPTIONS', which includes a 'Print' link. A welcome message reads: 'Welcome to Sun Health Senior Living Benefits!'. Below this is a paragraph: 'If you currently have benefits through SHSL, they are listed below. If you are adding benefits due to a Life Change Event, please click on the "Life Change Event" button in the upper right hand portion of your screen. During Open Enrollment, the Open Enrollment button will be accessible. Your Employee Benefits Guide is available on the Company Documents section of ESS and when you click on the magnifying glass next to each plan, and should be referenced when electing benefits. This guide provides additional details on the coverage you have available, as well as the premiums for each plan. Please contact your HR Department if you have any questions regarding this process or your benefits.' At the bottom, there are tabs for 'Current' and 'Future', and a yellow bar indicating 'There Are Currently No Benefits Active On Your Account'.

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

The screenshot shows the Kronos Benefit Enrollment Guide interface. At the top, there is a navigation bar with the Sun Health logo, 'Workforce Ready' status, and the time '3:10pm (Arizona)'. Below this is a menu with 'START', 'My Account', 'My Employees', 'Manage Time', 'My Reports', and 'Our Company'. A breadcrumb trail shows 'Home > My Account > My Benefits > Review/Select Benefits > My Current Benefit Selections & Options'. A 'LIFE CHANGE EVENT' button is visible in the top right. The main content area is titled 'PENDING CHANGE REQUESTS' and shows 'No Pending Change Requests'. Below this is the 'MY BENEFIT SELECTIONS & OPTIONS' section, which includes a 'Life Change Event' form. The form has a 'Type' dropdown menu that is open, showing a list of options: 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. To the right of the dropdown, there is a 'Day Of Event' field with a calendar icon.

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 Benefit Enrollment Guide interface, similar to the previous one. The 'Life Change Event' form is now filled out. The 'Type' dropdown menu is set to 'Newly Eligible'. The 'Day Of Event' field is highlighted with a red circle and contains the date '10/17/2017'. Below the date field is a 'SUPPORTING INFORMATION' section with an 'Extra Information' text area. At the bottom of the form are 'OK' and 'CANCEL' buttons. The rest of the interface, including the navigation bar and breadcrumb trail, remains the same.

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## 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.

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

Day Of Event: 10/17/2017

Extra Information

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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.

The screenshot shows the 'Benefits Change Request' page. At the top, there are navigation tabs: INSTRUCTIONS, SUPPORTING INFORMATION, MEDICAL (circled in red), DENTAL, VISION, SUPPLEMENTAL LIFE, SUPPLEMENTAL PLANS, COMPANY PAID, and CONFIRM SELECTIONS. Below the tabs is a table of benefit options.

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.

The screenshot shows the 'Benefits Change Request' page with the 'MEDICAL' tab selected. Below the tabs, there is a section for 'Aetna Medical Coverage' with a list of options and a 'WAIVE THIS OPTION' checkbox circled in red.

**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"/>

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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.

Workforce Ready | 2:07pm (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) | Success (1) | Hide All | Saved.

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.

Workforce Ready | 2:07pm (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) | Success (1) | Hide All | Saved.

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"/>

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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.

The screenshot shows the 'Add Spouse' modal window in the Kronos system. The modal contains a table with the following data:

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

The 'Test Spouse' row is highlighted with a red circle, and the 'Flag' symbol next to it is also circled in red. A 'NEW CONTACT' button is visible at the bottom of the modal.

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

The screenshot shows the 'Add Spouse' modal window in the Kronos system. The modal contains a table with the following data:

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

The 'NEW CONTACT' button at the bottom of the modal is circled in red.

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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 displays the Kronos Benefit Enrollment interface. At the top, there is a navigation bar with the Sun Health logo, 'Workforce Ready' status, and the time '2:12pm (Arizona)'. Below this is a menu with 'START', 'My Account', 'My Employees', 'Manage Time', 'My Reports', and 'Our Company'. The main content area shows a 'Benefits Change Request' table with columns for 'OPTIONS', 'DESCRIPTION', 'EMPLOYEE COST', 'TAXABLE INCOME', and 'C'. The table lists several Aetna Open Access Managed Choice - Base Plan options for Employee, Employee and Spouse, Employee and Child(ren), Family, and Employee categories. An 'Account Contact' modal form is open on the right, with the 'Contact Type' field set to 'Dependent' (checked) and 'Beneficiary' (unchecked). The 'Full Time Student' field is set to 'Yes'. The 'SAVE' button is circled in red.

OPTIONS	DESCRIPTION	EMPLOYEE COST	TAXABLE INCOME	C
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.

*\* You will not be able to complete and submit your enrollment until you have either elected or waived each plan.*

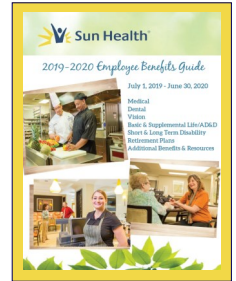
*\*\*See Page 9 for additional details on each benefit and election requirements.*



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## 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

- **NEW!** HDHP with Health Savings Account (HSA)
- Base PPO Plan - plan design changes were implemented, review Benefit Guide
- Buy-Up PPO Plan - plan design changes were implemented, review Benefit Guide

### **NEW!** Health Savings Account (HSA)

- Sun Health will contribute up to \$360 for employee/ \$720 for employee with spouse coverage if employee and/or spouse meet Wellness Program requirements. See HR or Wellness Champion for more information.
- Maximum of \$3,500 for employee and \$7,000 for employee with spouse coverage.
- Your HSA is completely portable for your long term future use, think of it as a medical savings account like a 401(k) plan.

### Dental

- Base Dental Plan - Same dental plan as what was available last year
- Buy-Up Dental Plan - This plan covers orthodontia and has higher annual maximum and better coverage on some services.

### Vision

- Vision coverage will continue as is through VSP

### Voluntary Life

- In addition to Company Paid Basic Life Insurance (see below under “Company Paid”), you can also purchase additional “voluntary” life coverage for yourself, Spouse and/or Child(ren).
- Coverage is provided through Lincoln Financial.
- 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.”
- Completion of EOI (Evidence of Insurability) may be required if your election exceeds the maximum or if you did not enroll during your new hire benefit eligibility period. You can find this form in the document section of Kronos or you can visit your HR representative.
- Certain rules apply - see Benefit Guide for details before electing coverage.

### Voluntary Plans

- **Voluntary STD (Short Term Disability) and Voluntary LTD (Long Term Disability)** - Employee paid. Coverage is now through Lincoln Financial.
- **Flexible Spending Account** - 2 types available: **Health** and **Dependent Care**. Maximum of \$2,000 for Health and \$5,000 annually for dependent care. Enter Annual Election Amount in “# Units” field. FSA is through BASIC.

### Company Paid

- **Basic Life Coverage** - Sun Health provides employer paid Basic Life Insurance through Lincoln Financial for each employee between \$15,000 - \$30,000 depending on age.
- **Manager LTD (Long-Term Disability)** - If you are a manager and above, you may receive company-paid LTD. This will show in the Company Paid tab if you are eligible.

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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

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 ✓

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

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.