



# Kronos Benefit Open Enrollment Guide

The following is a step-by-step guide for to enroll or change your benefits during Open Enrollment by using Kronos Workforce Ready system. This training document should be used in conjunction with your Employee Benefits Guide provided by your HR representative.

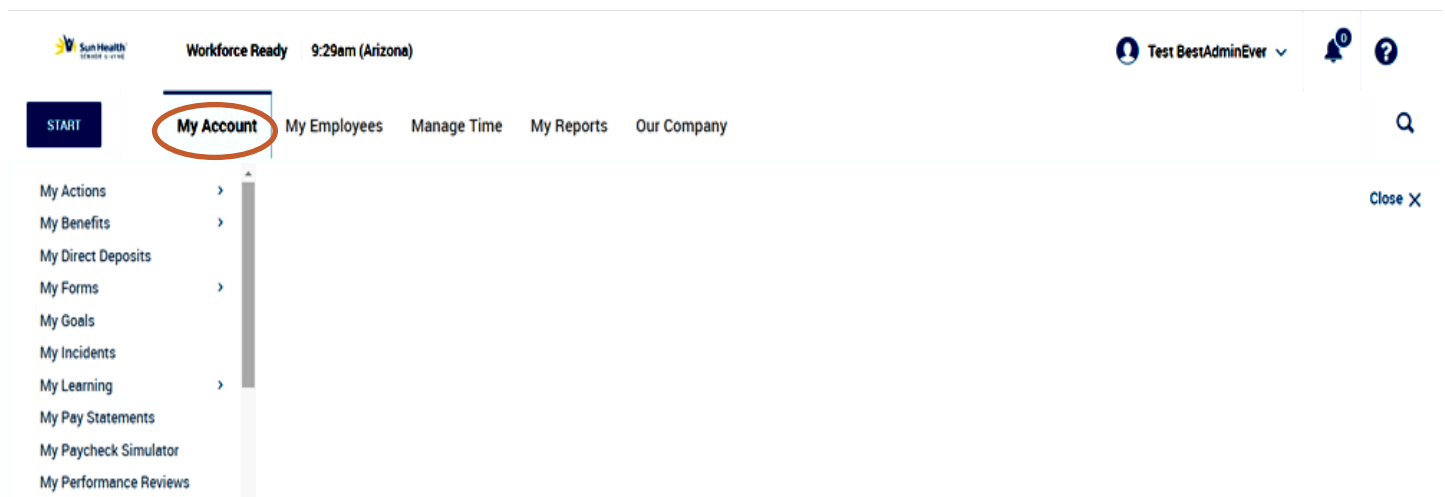
Please see your HR representative if you have any questions.

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

## WORKFORCE READY

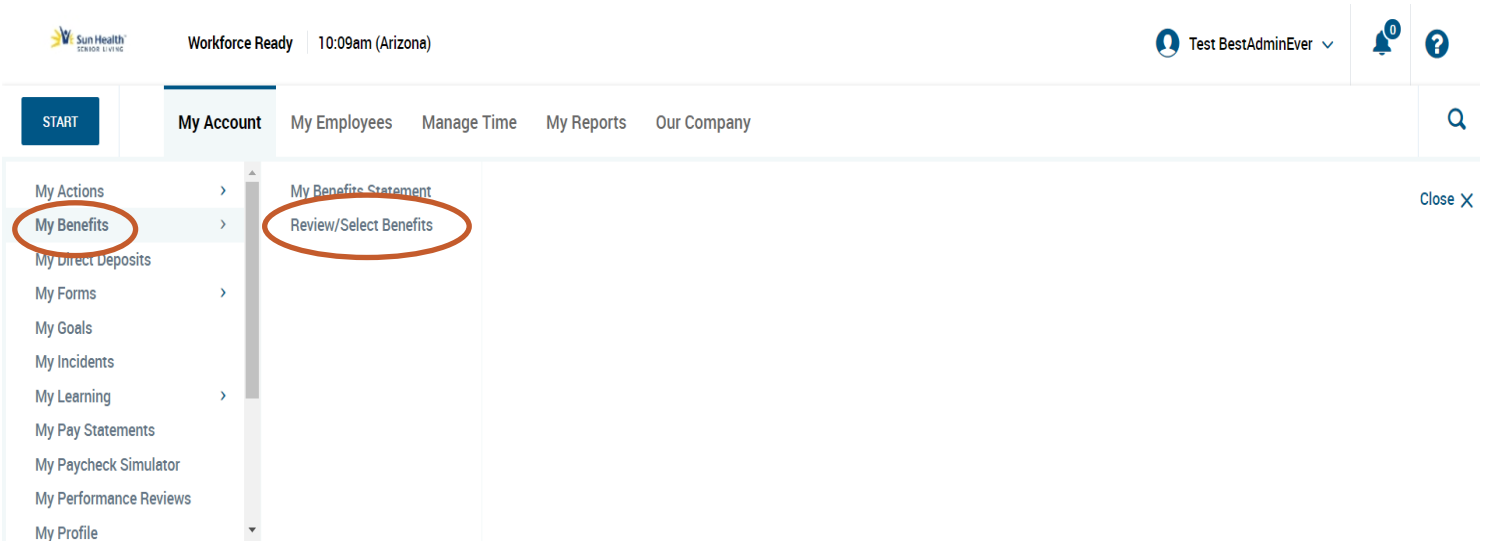
A screenshot of the Kronos Workforce Ready login interface. It features a light blue background with a white login box. Inside the box, there are two input fields: the first is labeled "Username" with a person icon, and the second is labeled "Password" with a lock icon. Below these fields is a dark blue "LOGIN" button. At the bottom of the box, there is a link that says "Forgot your password?".

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



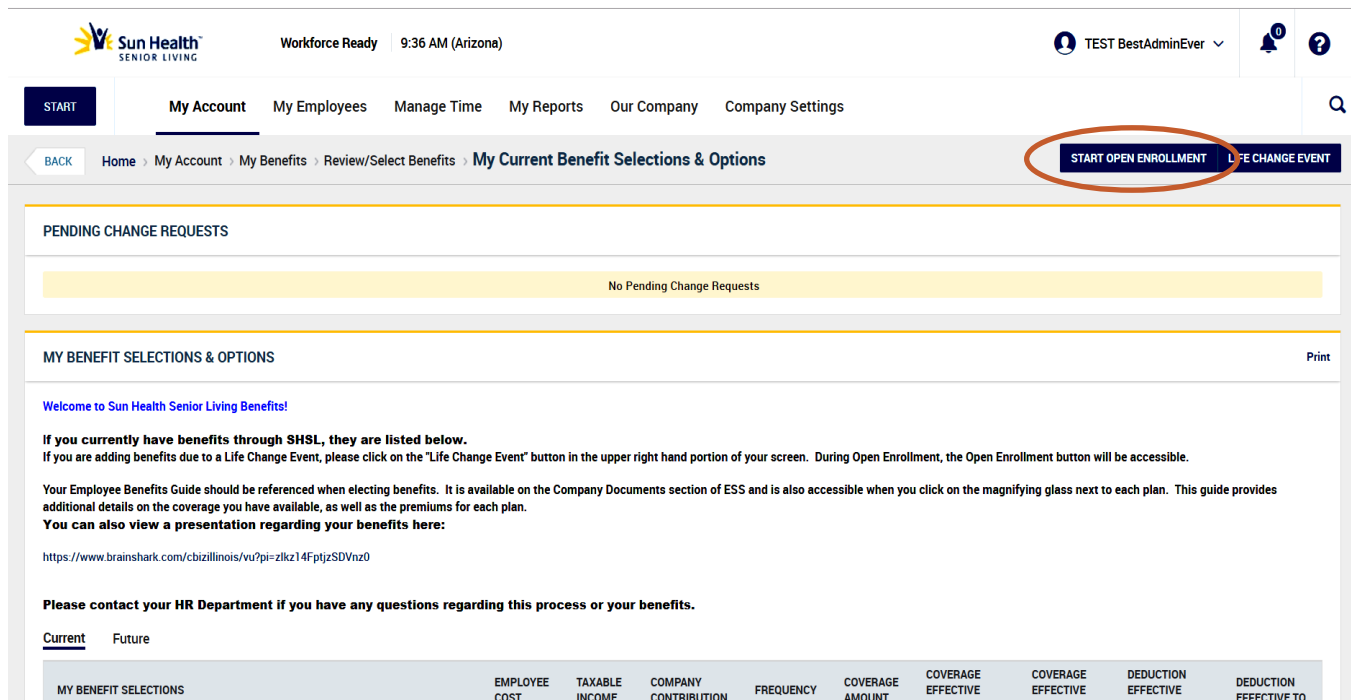
# Kronos Benefits Open Enrollment Guide

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



The screenshot shows the Sun Health Workforce Ready portal. The user is logged in as 'Test BestAdminEver'. The navigation menu includes 'My Account', 'My Employees', 'Manage Time', 'My Reports', and 'Our Company'. Under 'My Account', a dropdown menu is open, listing various options. 'My Benefits' and 'Review/Select Benefits' are circled in red. Other options in the dropdown 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'. A search icon is visible in the top right corner.

## 4. Choose “Start Open Enrollment” at top right of screen.



The screenshot shows the Sun Health Workforce Ready portal. The user is logged in as 'TEST BestAdminEver'. The navigation menu includes 'My Account', 'My Employees', 'Manage Time', 'My Reports', 'Our Company', and 'Company Settings'. The breadcrumb trail is 'Home > My Account > My Benefits > Review/Select Benefits > My Current Benefit Selections & Options'. The 'START OPEN ENROLLMENT' button is circled in red. Below the breadcrumb trail, there is a section for 'PENDING CHANGE REQUESTS' with a message 'No Pending Change Requests'. Below that, there is a section for 'MY BENEFIT SELECTIONS & OPTIONS' with a 'Print' link. The page contains a welcome message and instructions for selecting benefits. A URL is provided: <https://www.brainspark.com/cbizillinois/vu?pi=zikz14FptjZSDVnz0>. A table header is visible at the bottom of the page.

MY BENEFIT SELECTIONS	EMPLOYEE COST	TAXABLE INCOME	COMPANY CONTRIBUTION	FREQUENCY	COVERAGE AMOUNT	COVERAGE EFFECTIVE FROM	COVERAGE EFFECTIVE TO	DEDUCTION EFFECTIVE FROM	DEDUCTION EFFECTIVE TO
-----------------------	---------------	----------------	----------------------	-----------	-----------------	-------------------------	-----------------------	--------------------------	------------------------

# Kronos Benefits Open Enrollment Guide

## 5. Read the instructions and the Open Enrollment summary.

**Sun Health SENIOR LIVING** Workforce Ready 9:40 AM (Arizona) TEST BestAdminEver

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

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

TEST BestAdminEver: Open Enrollment Apr 16 - Jun 30: 07/01/2018 - 07/01/2019

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

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.

**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.

**Welcome to SHSL Open Enrollment 2018-2019!**  
Open Enrollment is from **May 15th through May 31st, 2018**. Changes will be effective as of our renewal date of 7/1/18.  
Each employee must submit their benefit elections for the upcoming plan year on or before **May 31st, 2018, even if you don't wish to make changes**. Visit the document section of Kronos for a training guide on how to review, change and submit your Open Enrollment elections, or visit your campus HR representative.

Below is a summary of benefits for the upcoming plan year:

**MEDICAL**

- Our Medical coverage will still be through Aetna/Banner Joint Venture ACO. You will have the same plan coverage including copays, deductibles, and out of pocket maximums.
- Our claims costs increased this year, so unfortunately there will be an increase to your premiums for the Base and Buy-Up plans. It's our first increase in 4 years - so that's amazing! Rate information will be provided soon in a separate email. **Don't forget: You can still receive a wellness discount of \$15 per paycheck (\$30 if Spouse meets requirements too)** for those employees and their spouses who are enrolled in the Aetna medical benefit program and have completed certain wellness requirements! Please see your campus HR for more details!
- Our Prescription Coverage will now be provided by Express Scripts (ES) instead of the prescription plan we had through Aetna. We anticipate minimal disruption to our plan participants; however, if the prescription you are currently taking is impacted by the change, you will be notified by Express Scripts on next steps at a later date.

**DENTAL**

- EXCITING NEWS!** In addition to our current dental plan we have (now called "Base Dental Plan"), we will also be adding a "Buy-Up Dental Plan" that covers orthodontics for all ages and has higher coverage for many services! Choose whichever plan suits your needs!

## 6. There is a tab for each benefit near the top of the screen. Click on each tab to review/select benefit. \* See Page 8 for additional details on each benefit and election requirements.

Your current benefits which are still being offered will be pre-selected; however, you can change your plan during Open Enrollment by un-selecting the checkmark in the "Select" box, and selecting your new plan election. You can also choose "Waive this Option" on the upper left portion of your screen if you wish to decline benefit plan.

**Sun Health SENIOR LIVING** Workforce Ready 1:44pm (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

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"/>

# Kronos Benefits Open Enrollment Guide

7. When multiple plans exist for the same benefit as they do with Medical and Dental, 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) | New

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"/>

8. To add dependent coverage for your spouse and/or children, or to add a beneficiary to your life coverage (required), please click on the “+” sign in the corresponding column.

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

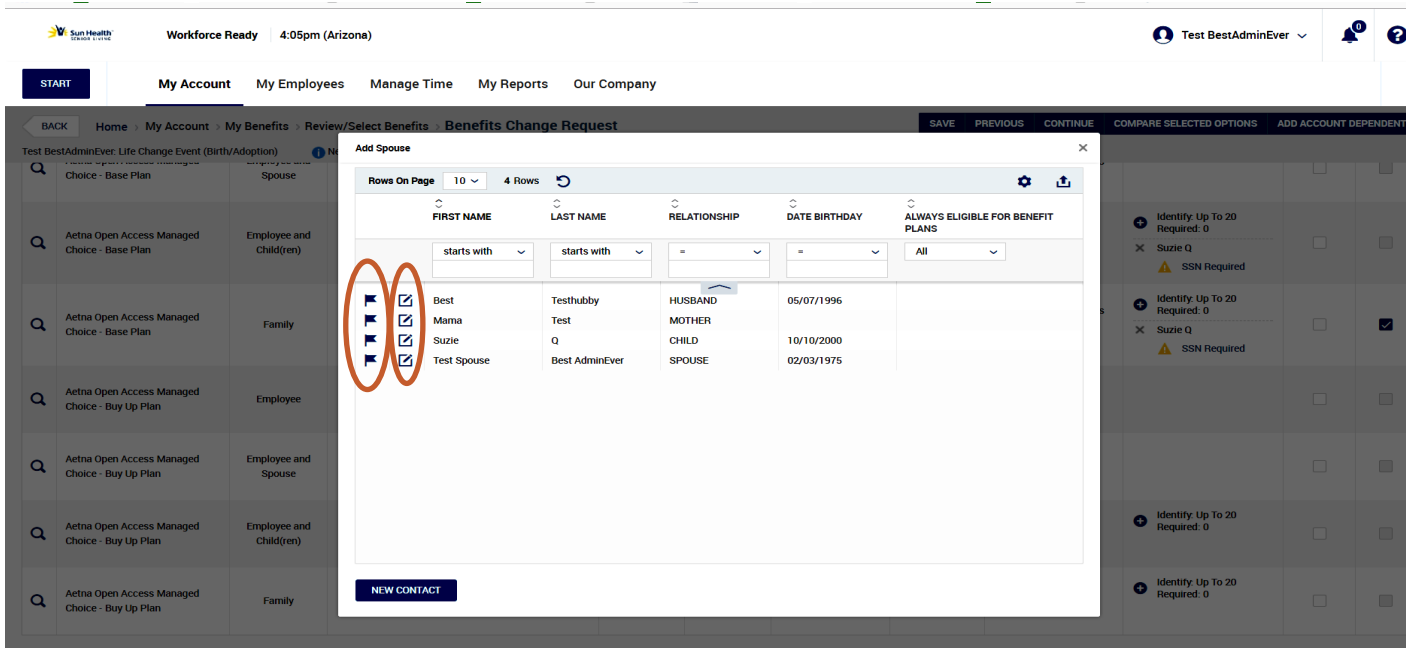
Test BestAdminEver: Life Change Event (Newly Eligible) | New

Success (1) | Hide All | Saved.

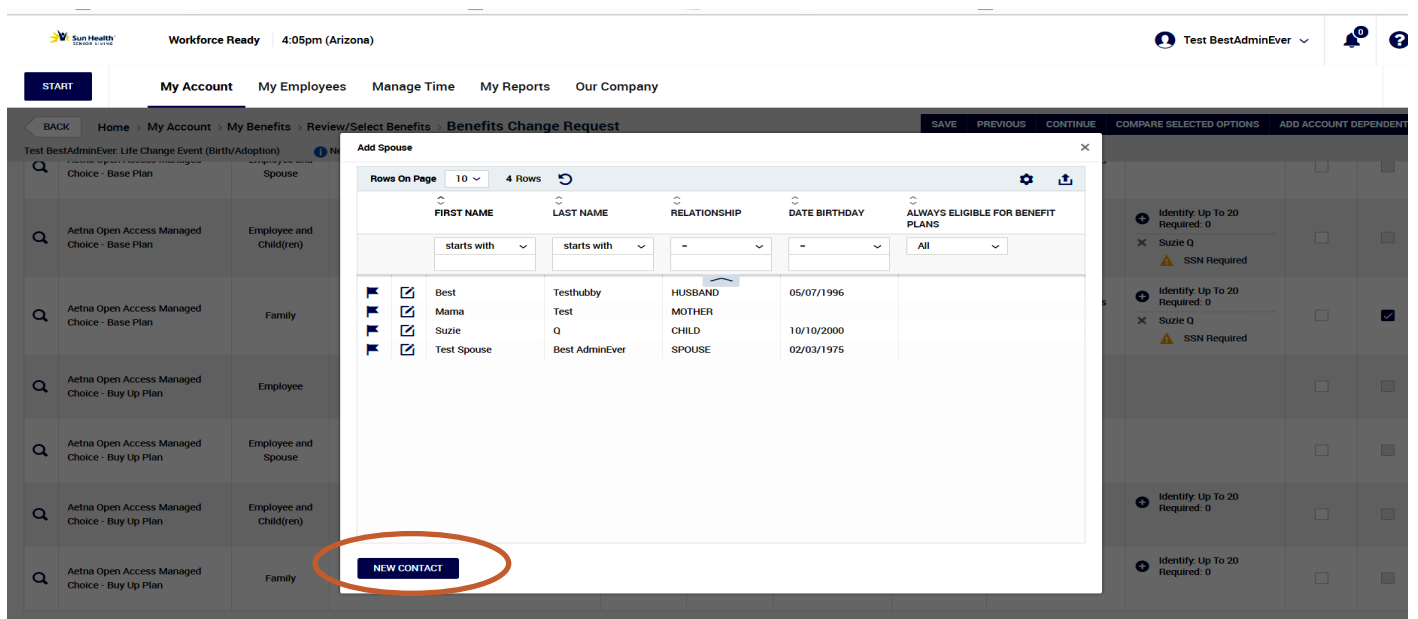
OPTIONS	DESCRIPTION	EMPLOYEE COST	TAXABLE INCOME	COMPANY CONTRIBUTION	FREQUENCY	SPOUSE	DEPENDENTS	COMPARE	SELECT
Aetna Open Access Managed Choice - Base Plan	Employee	\$39.30	-	\$138.30	Every Scheduled Pay			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Aetna Open Access Managed Choice - 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"/>

# Kronos Benefits Open Enrollment Guide

9. Next, choose the “Flag” symbol next to the spouse or dependent you wish to add. To add more than one dependent or beneficiary, click on the “+” sign again on the prior screen to add each dependent/beneficiary one at a time. If you need to edit your Account Contacts, choose the Edit icon (pen symbol next to the contact name) and enter the required information listed on page 6.



10. To add a dependent or beneficiary not listed, click “New Contact.”



# Kronos Benefits Open Enrollment Guide

11. 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 dependent/beneficiary information is **required**:

- Name
- Social Security Number
- Date of Birth
- Gender
- 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 acceptable choices are “SPOUSE” and “CHILD.”

*\*If adding a beneficiary, you will be prompted to indicate the percentage of distribution for each beneficiary on the benefit screen.*

*\*\*Please note: your child dependents and/or spouse 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.*

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

The screenshot displays the Kronos Benefits Open Enrollment interface. At the top, the user is logged in as 'Test BestAdminEver' at 2:12pm (Arizona). The main navigation includes 'My Account', 'My Employees', 'Manage Time', 'My Reports', and 'Our Company'. The current view is 'Benefits Change Request' for 'Test BestAdminEver: Life Change Event (Newly Eligible)'. A table lists various benefit options with columns for 'OPTIONS', 'DESCRIPTION', 'EMPLOYEE COST', and 'TAXABLE INCOME'. An 'Account Contact' modal form is open, showing fields for 'Contact Type' (Emergency, **Dependent**, Beneficiary), 'First Name', 'Last Name', 'Relationship' (SPOUSE), 'Work Phone', 'Home Phone', 'Cell Phone', 'Email', 'Social Security', 'Birthdate', 'Gender', 'Height', 'Weight', 'Ethnicity', 'Smoker', 'Actual Marital Status', and 'Full Time Student'. The 'SAVE' button is highlighted with a red circle.

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	-

# Kronos Benefits Open Enrollment Guide

12. Continue with each benefit tab until all benefit tabs have been completed. If a benefit tab is complete, whether it has been waived or elected, it will be marked with a blue checkmark as shown below. \*Important: You will not be able to complete and submit your enrollment until you have either elected or waived each plan.

**Please note:** If enrolling or re-enrolling in Voluntary Life, Health Savings Account and/or Flexible Spending and there is no Employee Cost displayed, please hit "ENTER" after inputting the amount of coverage you want in the "Units" field. If there still no cost displayed, try changing the number in the "Units" field and hitting enter, and then re-entering the original amount of coverage that you wanted and press enter again.

\* See Page 8 for additional details on each benefit and election requirements.

**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!*

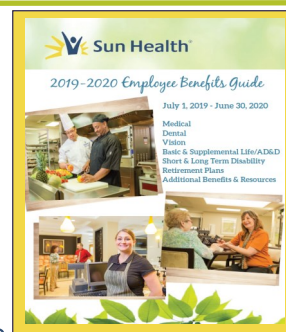
WAIVE THIS OPTION

OPTIONS	DESCRIPTION	EMPLOYEE COST	TAXABLE INCOME	COMPANY CONTRIBUTION	FREQUENCY	SPOUSE	DEPENDENTS	COMPARE	SELECTED	OVERRIDE
Aetna Open Access Managed Choice - Base Plan	Employee	\$43.23	-	\$199.69	Every Scheduled Pay			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Aetna Open Access Managed Choice - Base Plan	Employee and Spouse	\$169.95	-	\$260.36	Every Scheduled Pay	Identify: Yes Required: Yes		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Kronos Benefits Open Enrollment Guide

## Benefit Plan Election Options

Please refer to the Employee Benefits Guide provided by HR for specific plan coverage information and employee costs. You can opt to waive any of these benefits by choosing "Waive this Option."



### 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.



# Kronos Benefits Open Enrollment Guide

13. 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 you have reviewed your elections, choose “*Submit Request*.” If the “*Submit Request*” button is not available, you did not complete all of your benefit elections (look for any benefit tabs without a checkmark). If you wish to come back to complete your enrollment at a later time, choose “*Save*.”

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		

14. After you click on “*Submit Request*,” you will be prompted to enter your password. Enter the password you used to log into Kronos. If you receive an error, this indicates you did not enter the correct password.

After successfully submitting your enrollment, you will then be given the choice to print out your confirmation page. It is highly recommended to print this for your record.. 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.

***You may contact your HR representative with any questions!***