



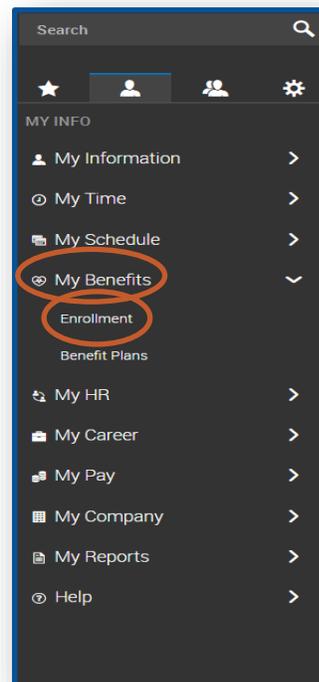
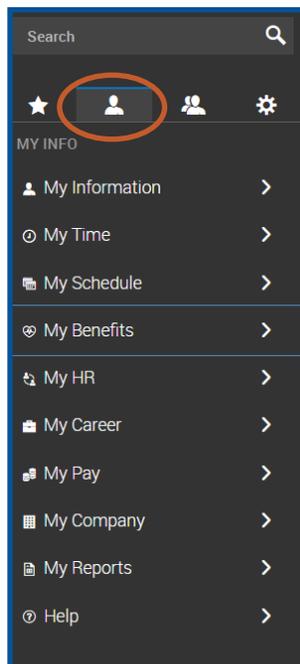
UKG (formerly Kronos)

Open Enrollment Instructions

The following is a step-by-step guide for to enroll or change your benefits during Open Enrollment by using UKG Workforce Ready system. This training document should be used in conjunction with your Team Member Benefits Guide provided by your HR Benefits Team. Please contact your Benefits Team at HRSupport@sunhealth.org for any questions.

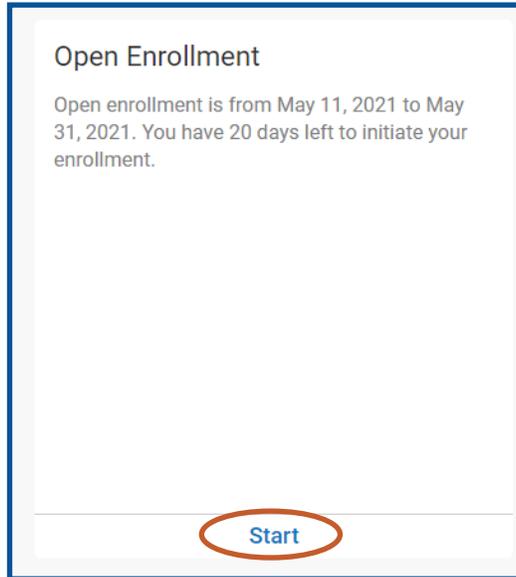
1. Login to UKG Workforce Ready at <https://secure.saashr.com/ta/6144183.login>

2. Click My Info (single person icon) > My Benefits > click on Enrollment.

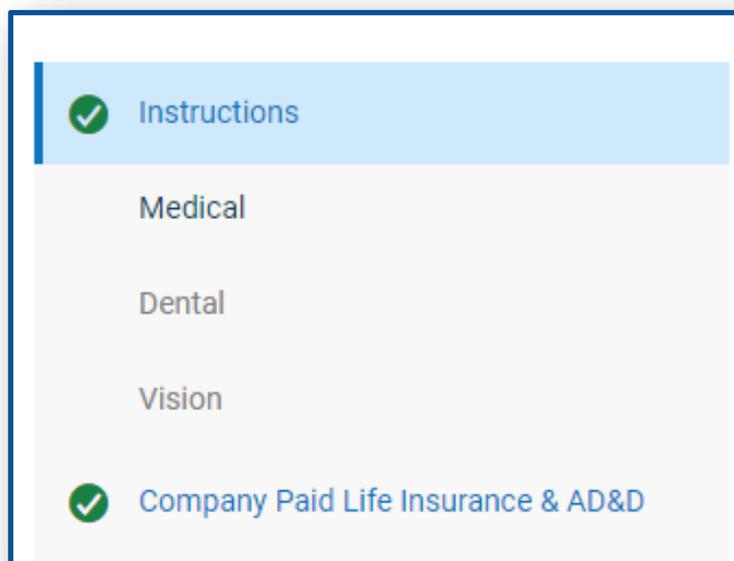


UKG Benefits Open Enrollment Instructions

3. Choose Start at the bottom of the Open Enrollment area.



4. This is where you begin selecting or waiving benefits. If you do not select or waive each benefit, you will not be able to successfully submit your election.



UKG Benefits Open Enrollment Instructions

5. Review the instructions before beginning your benefit selections. On the left column you will find a list of benefits that you will need to review and select or waive.

CONTINUE

Instructions

As you navigate through your benefit categories (Medical, Dental, Vision, etc.), review the coverage which best meets your family 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. If you are not interested in enrollment under a certain category you **MUST** waive the plan by clicking "Waive this Option" on the top left corner.

When selecting a plan that requires a dependent enrollment (e.g. Employee plus Spouse, Children or Family) you will need to define those dependents. You will need to have your dependent information handy such as their SSN, birth date and contact information.

NOTE: You must complete the Confirmation Selection tab, enter your electronic signature and Kronos password for your enrollment to be considered for activation.

Your information will be forwarded to the HR Benefits Team for review and approval. You can always return to view your benefit submission status or approved benefits.

Instructions

Supporting Information

Medical

Dental

Vision

Company Paid Life Insurance & AD&D

Supplemental Life

Short Term Disability

Long Term Disability

Accident Insurance

Critical Insurance

Flexible Spending Accounts

UKG Benefits Open Enrollment Instructions

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 Plans” on the top right.

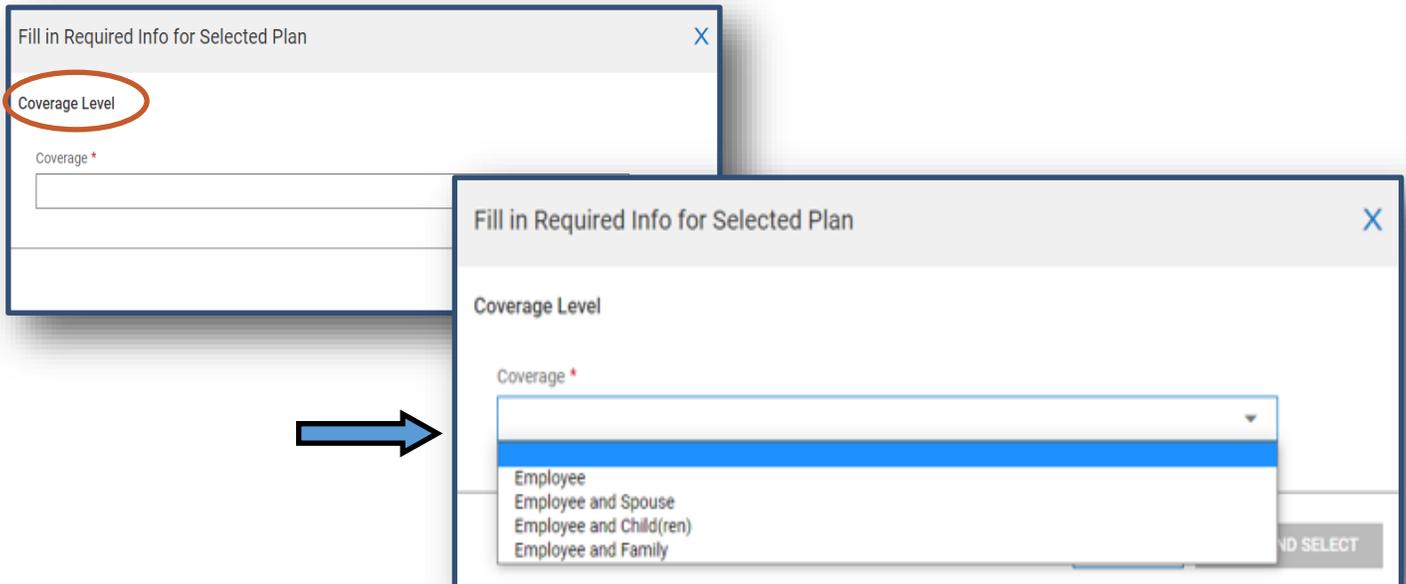
The screenshot displays the 'Medical' section of the UKG Benefits Open Enrollment interface. On the left, a navigation menu lists various benefit categories, with 'Medical' selected. The main content area shows three medical plans available to the user: 'Waive all Medical', 'High Deductible Health Plan', and 'Open Access Base Plan'. Each plan has a checkbox for selection. The 'Compare Plans' button is located in the top right corner and is circled in orange. A large orange oval highlights the selection area on the left side of the screen, which includes checkboxes for 'Waive all Medical', 'High Deductible Health Plan', 'Open Access Base Plan', and 'Open Access Buy Up Plan'.

8. Your current benefits will have a “Previously Enrolled” label. You can select the benefit plan you want to participate in by clicking the box next to the appropriate plan. If you do not want to enroll in the benefit, you can waive the benefit by clicking the box at the upper left portion of your screen.

The screenshot displays the 'Medical' section of the UKG Benefits Open Enrollment interface. On the left, a navigation menu lists various benefit categories, with 'Medical' selected. The main content area shows three medical plans available to the user: 'Waive all Medical', 'High Deductible Health Plan', and 'Open Access Base Plan'. Each plan has a checkbox for selection. A blue arrow points to the 'Medical' tab in the left navigation menu. A blue oval highlights the 'Waive all Medical' checkbox, and a red oval highlights the 'Open Access Base Plan' checkbox.

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9. When selecting a benefit, you will need to select “Coverage Level” for all benefits desired by using the drop down option.



10. Complete information for your “Dependent” and/or “Beneficiary.” Dependent applies to when adding your spouse or children to a medical, dental and/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**

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.*

***Your dependents, child(ren) and/or spouse do not need to be full-time students to participate in benefits. Therefore you can answer Yes or No. This is just a required field by UKG.*

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Once all information is entered and verified, click “Save and Select.” See the following image for an example.

Fill in Required Info for Selected Plan

Coverage Level

Coverage *

Employee and Spouse

Spouse

Require 1 Spouse

Page 1 of 1 0 Rows + Add

Name	Relationship	Birth Date	Actions
No Data to Display			

CANCEL SAVE AND SELECT

11. Continue through each benefit tab until all benefit tabs have been completed. Completed benefit tabs will be marked with a green checkmark as shown on the next page.

IMPORTANT:

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

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13. Confirm your selections by reviewing the “Confirm & Select” tab. If any tabs are missing the green checkmark, go back to that tab and select or waive that benefit to complete your elections. Once you have reviewed your elections, choose “Submit.” On the Confirm & Submit tab you also can click the “Download PDF” to save a copy of your records.

Started on May 11, 2021

SUBMIT

Instructions

Medical

Dental

Vision

Company Paid Life Insurance & AD&D

Supplemental Life

Short Term Disability

Long Term Disability - Company Paid

Accident Insurance

Critical Insurance

Flexible Spending Accounts

Confirm & Submit

Confirm & Submit

READ CAREFULLY BEFORE SUBMITTING BENEFIT REQUEST

Thank you for selecting (or waiving) your benefit elections. Please take a moment to review the plan and coverage levels.

Note: If you choose to waive coverage for any category (Medical, Dental, Vision, etc) you may not be able to enroll back into the plan(s) until the next Annual Open Enrollment unless you experience a Qualified Life Event (QLE). Review your Benefits Guide for a full list of Qualified Life Events. **Under a QLE you have 31 days from the event to submit a benefit request through Kronos and submit proper documentation.**

If you are satisfied with your benefit plan selections and have completed each category you will be able to click the "Submit Request" option which will prompt you to enter your name and Kronos password.

If the "Submit Request" option is not available then you have an error. Common errors are as follows:

- Dependents may still need to be added and applied to the benefit plan
- Beneficiary information may still need to be added and applied to the benefit plan including SSN & date of birth(s)
- The "Waive Coverage" option may not be selected on a plan you do not want to enroll in.
- Hint: Each category tab should be shaded once completed. If a tab is not shaded then that specific tab needs further attention before benefits can be submitted

The Human Resources Benefit Team will review your benefit submission and will contact you with any questions. You may reach the Benefit Team at HRSupport@sunhealth.org or 623-777-2604 or 623-777-2602.

Download PDF

Total Plans: 2

Estimated Monthly Premium

Estimated Monthly Taxable Income

14. After you click “Submit,” you will be prompted to enter your password you use to log into UKG. If you receive an error, this indicates you did not enter the correct password.

You may contact your Benefits Team at HRSupport@sunhealth.org

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