

2020 BENEFITS OPEN ENROLLMENT

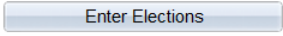



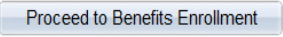

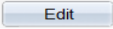

www.in.gov/spd/OpenEnrollment

Oct. 30 - Nov. 20

Deadline: Wednesday
Nov. 20 by noon EST

Quick Step Guide

Below are the steps to follow to enter benefits enrollment selections for State of Indiana benefits eligible employees. It is important to read and follow all open enrollment instructions carefully.

1.	<p>Log onto your PeopleSoft account using the PeopleSoft link: https://hr.gmis.in.gov/psp/hrprd/?cmd=login</p> <p>Or go to www.in.gov/spd and scroll to the bottom. Under Quick information, click on “State Employee Resources” and then the “PeopleSoft HR” link.</p> <p>If you do not know your PeopleSoft ID, please contact your Human Resource Department or the Benefits Hotline (toll free) 877-248-0007 or (local Indianapolis) 232-1167.</p> <p>If you need your PeopleSoft Password reset, please contact the IOT Helpdesk at 234-HELP (4357) or (800) 382-1095.</p>
2.	<p>On the main page, locate the Open Enrollment Elections section, and click the Enter Elections</p> <p> button.</p>
3.	<p>Review your personal information in the Personal Information Summary. If you need to add or update:</p> <ul style="list-style-type: none"> • your home or mailing address, click the yellow Change home/mailling addresses button; • your phone numbers, click the yellow Change phone numbers button; • your emergency contacts, click the yellow Change emergency contacts button; • your email addresses, click the yellow Change email addresses button; • your ethnic groups, click the yellow Change ethnic groups button; <p>Click the Save  button and the OK  button after each change.</p> <p>After all information has been updated, click the Return to Personal Information  link to return to the Personal Information Summary page.</p> <p>Note: If any changes to marital status or employee information are required, contact your agency human resources department, so they may update their records.</p>
4.	<p>Click the Proceed to Benefits Enrollment  button.</p>
5.	<p>Click the Select  button to make your Open Enrollment benefits elections.</p>
6.	<p>Click the Edit  button next to <u>Medical</u>.</p>
7.	<p>Click the Option  button next to the plan name in which you wish to enroll. If you do not wish to enroll in a plan select the Waive option.</p>

8.	<p>Review the dependents listed toward the bottom of the page. Previously enrolled dependents will appear in the list. You know your dependent is enrolled in the plan when the Enroll checkbox <input checked="" type="checkbox"/> is marked.</p> <p>To add or make changes to dependents, click the Add/Review Dependents <input type="button" value="Add/Review Dependents"/> button. To add a dependent, click the Add a dependent or beneficiary button. To make changes to a dependent, click on their name and then the Edit <input type="button" value="Edit"/> button. After all changes are completed, click the Save <input type="button" value="Save"/> button, click the Return to Enrollment Dependent/Beneficiary Summary Return to Enrollment Dependent/Beneficiary Summary link, and click the Return to Event Selection Return to Event Selection link.</p> <p>Social security numbers are required for spouses. Under the Affordable Care Act, large employers are required to request dependent social security numbers for use in completing IRS forms, 1094-C and 1095-C. If you do not provide your dependents social security number, the IRS may be unable to match the information you provide on your tax return. This may result in receiving an inquiry from the IRS or being liable for a shared responsibility payment.</p> <p>Not entering a date of birth for any dependent may make them ineligible for coverage. If a dependent relationship has changed, contact the Benefits Hotline to make the change; DO NOT add/duplicate information to correct/change relationship or status.</p>
9.	<p>When finished, click the Update Elections <input type="button" value="Update Elections"/> button to review your election information. If you earned the Wellness Discount for Medical for 2020, you will see the discount applied to your premium here.</p> <p>Click the Update Elections <input type="button" value="Update Elections"/> button to return to the plan summary page. (Employees selecting a CDHP will have to verify eligibility for a health savings account (HSA) by reviewing the requirements and selecting the Yes or No button).</p>
10.	<p>If you selected a Consumer Driven Health Plan (CDHP), and are electing an HSA for the first time since you have been employed with the State, click The HSA Authority www.theHSAauthority.com link to complete the application. The employer code is 100366. You will need the social security numbers and birthdates of all beneficiaries and authorized signers. If you already have an HSA through the State with The HSA Authority, you do not need to open another account.</p> <p>On the same page go to the "Select an Option" section and choose which HSA plan you wish to enroll and enter your <u>annual</u> contribution to your HSA (if any) in the "Total Employee Elected Contribution Amount" box.</p> <p>When finished, click the Update Elections <input type="button" value="Update Elections"/> button to review your election information.</p> <p>Click the Update Elections <input type="button" value="Update Elections"/> button to return to the Open Enrollment page.</p>
11.	To submit your elections, click the Submit <input type="button" value="Submit"/> button.
12.	Click the I Accept option to accept or I Decline option to decline for the Non Tobacco Use Agreement .
13.	Click the Payroll Deduction Authorization checkbox <input type="checkbox"/> to authorize your deductions <input checked="" type="checkbox"/> .
14.	Click the Submit <input type="button" value="Submit"/> button.
15.	Click the OK <input type="button" value="OK"/> button.
16.	<p>If properly completed, the Benefits Enrollment page will show the Event Status as Submitted. Click the Election Summary <input type="button" value="Election Summary"/> and a new screen summarizing your benefit elections will generate.</p> <p>Review your elections carefully. If the Election Summary <input type="button" value="Election Summary"/> reflects your desired elections, click the Print <input type="button" value="Print"/> button and keep a copy of your elections for your permanent records.</p> <p>If you need to make any changes, click the Select <input type="button" value="Select"/> button on the Benefits Enrollment page and follow the above steps. Once elections are correct: ensure the Event Status shows Submitted and click the Print <input type="button" value="Print"/> button and keep a copy of your elections for your permanent records.</p>
17.	End of Procedure.

Please contact the Benefits Hotline with any additional questions or concerns. Employees outside of the Indianapolis area can call toll free at 1-877-248-0007. Employees within the Indianapolis area 317-232-1167.