

OPEN ENROLLMENT PROCESS

For all active, benefit eligible employees, the only way to enroll in health benefits for PY 2011 is through the Internet, using the Employee Self Service Center.

In preparation for Open Enrollment, employees need to access their Employee Self Service Center account **NOW** to verify whether their password is active so that they can complete their 2011 benefit plan elections on line. If you have trouble accessing your Employee Self Service account or are a new employee, contact the **HELP DESK at 866-999-3001** to get a temporary password.

The **NEW** link to the Open Enrollment web portal is:

www.kansas.gov/employee

1. Click on “**Employee Self Service**”
2. Click on “**Sign In**”
Employee ID: (log in to **myWSU** account/Administrative Tools/MyTools /**State Employee ID**
Password: contact **HELP DESK at 866-999-3001** if need assistance
3. Click on **Benefits Open Enrollment** to begin process and complete enrollment.

An employee **MUST GO** to the Open Enrollment website to:

1. To review their current enrollment elections.
2. To make health plan coverage changes including adding or dropping their own coverage, adding or dropping dependents, electing voluntary vision coverage, or changing pretax payment status.
3. To disclose their tobacco use status for 2011- **THIS IS THE ONLY OPPORTUNITY EMPLOYEES HAVE TO DISCLOSE THEIR TOBACCO USE STATUS FOR 2011.**
If an employee does not disclose their tobacco use status during the 2011 open enrollment period, the employee will be defaulted to the base rates and will not qualify for the Non Tobacco Use discount in 2011. Incomplete tobacco use status disclosure will be treated as non-disclosure. No appeals will be allowed.
4. To participate or renew participation in a Flexible Spending Account for 2011.
5. To apply for HealthyKIDS program (**EMPLOYEES MUST ENROLL ON LINE**).

Employees are encouraged to review their elections for accuracy and to print a copy of the selections made on line for their records.

DEPENDENT DOCUMENTATION REQUIREMENTS

Employees adding dependents (spouse or child(ren)) must submit appropriate documentation of eligibility such as a birth certificate or marriage license to **Human Resources** no later than **Monday, November 1st, 2010**. **If documentation is not received, the dependent(s) will not be enrolled for benefits beginning January 1, 2011. No exceptions will be made. Other information you will need to provide for each dependent includes his or her full name, Social Security number, gender and birth date.**