

Benefit Enrollment Self Service through ADP





Access your company website, 24 hours a day, 7 days a week.

Please make your Benefit selections online through ADP's website – link below.

<https://workforcenow.adp.com>

Registration code: NKC-7P246j

Completing Your Benefits Tasks



Overview

In this presentation, we will discuss the following:

- Viewing your benefit enrollments
- Viewing or printing a benefits statement
- Comparing benefit plans
- Reviewing benefit compensation
- Enrolling in benefits
- Adding and editing beneficiaries

By selecting **Myself > Benefits**, you can do the following:

- View your current compensation and benefits.
- View your benefits statement.
- Compare benefit plans.
- Enroll in benefits.
- Waive enrollment.

You must enroll or waive



- You must enroll or waive benefits. Per Diem, On Call and non Benefits Eligible employees are excluded from this requirement.
- If you do not enroll in a Medical plan or waive coverage, you will be defaulted into the Kaiser HMO plan except for Port Angeles employees.
- You can both waive or enroll through the ADP system.
- You cannot enroll in 401k through the online system this year, it is still a paper process to enroll. You will need to fill out the paper enrollment forms available on K-Net or the ADP self-service home page.

Enrolling in Benefits



When you first log into ADP Workforce Now, you will see the pop up window to take you to the Open Enrollment Wizard.

What's New

26
Day(s)

LEFT TO COMPLETE
YOUR ENROLLMENT

Questions?
Sherie Chipperfield

sherie.chipperfield@nwkidney.org
206-720-3742

Open Enrollment

November 21, 2016 - December 16, 2016

Welcome to the benefits enrollment period! Enrollment is your opportunity to make changes to certain benefits, effective **January 1, 2017**.

During enrollment you can:

- Add or opt out of health plan coverage
- Choose your new plan option
- Enroll eligible family members in your plans
- Add, drop or change the level of your insurance coverage
- Enroll or re-enroll in a flexible spending account to pay for day care or health expenses with pre-tax dollars

Please review your options and costs carefully. You can make any changes you like at home or at work until the end of the enrollment period. Once the enrollment period has ended your choices will be final until the next enrollment period or until you have a qualifying life event. Contact your administrator if you have questions.

START THIS ENROLLMENT

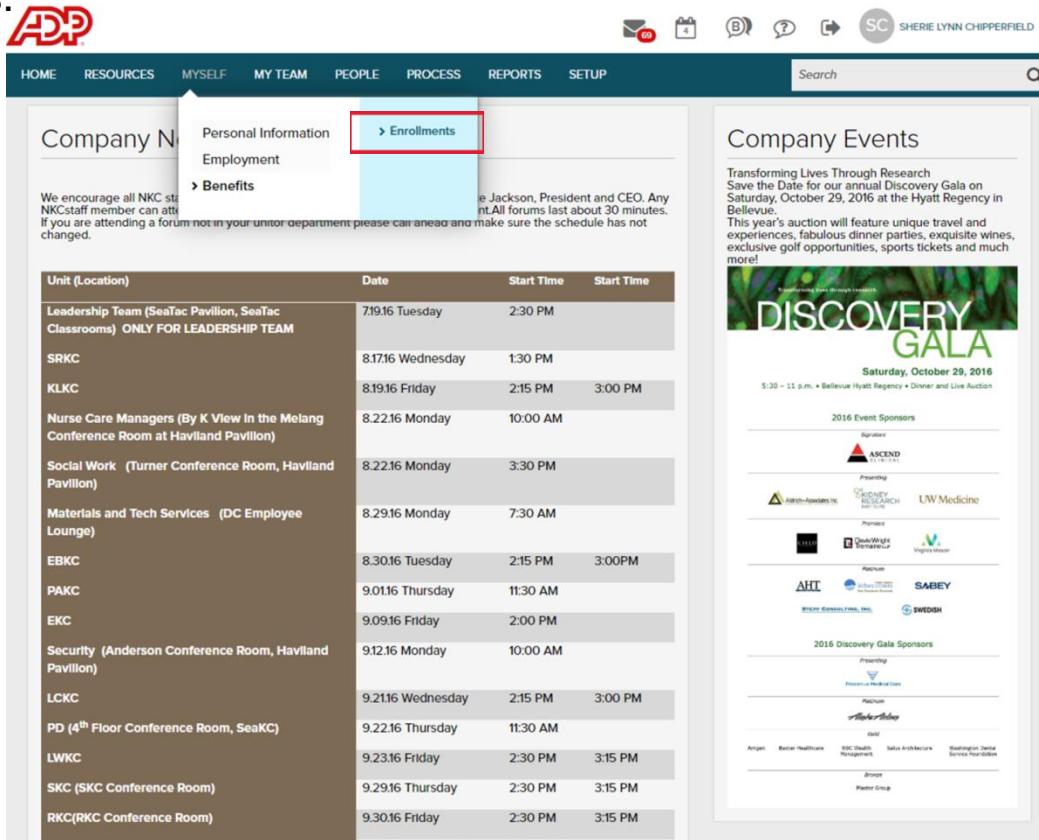
PROVIDE FEEDBACK ON THIS WHAT'S NEW

Do not show this window until next update

ADP Home Page



If you accidentally click Don't Show Me Again or exit out of the wizard before finishing, you can find your enrollment profile by navigating to Myself>Benefits>Enrollments or clicking on the Heart icon under Banners.



The screenshot shows the ADP Home Page with a navigation bar at the top. The 'Enrollments' link in the 'Benefits' dropdown menu is highlighted with a red box. The main content area displays a table of events and a 'Company Events' section with a 'Discovery Gala' poster.

Company News

We encourage all NKC staff member can attend. If you are attending a forum not in your unit or department please car ahead and make sure the schedule has not changed.

Unit (Location)	Date	Start Time	End Time
Leadership Team (SeaTac Pavilion, SeaTac Classrooms) ONLY FOR LEADERSHIP TEAM	7.19.16 Tuesday	2:30 PM	
SRKC	8.17.16 Wednesday	1:30 PM	
KLKC	8.19.16 Friday	2:15 PM	3:00 PM
Nurse Care Managers (By K View In the Melang Conference Room at Haviland Pavilion)	8.22.16 Monday	10:00 AM	
Social Work (Turner Conference Room, Haviland Pavilion)	8.22.16 Monday	3:30 PM	
Materials and Tech Services (DC Employee Lounge)	8.29.16 Monday	7:30 AM	
EBKC	8.30.16 Tuesday	2:15 PM	3:00PM
PAKC	9.01.16 Thursday	11:30 AM	
EKC	9.09.16 Friday	2:00 PM	
Security (Anderson Conference Room, Haviland Pavilion)	9.12.16 Monday	10:00 AM	
LCKC	9.21.16 Wednesday	2:15 PM	3:00 PM
PD (4 th Floor Conference Room, SeaKC)	9.22.16 Thursday	11:30 AM	
LWKC	9.23.16 Friday	2:30 PM	3:15 PM
SKC (SKC Conference Room)	9.29.16 Thursday	2:30 PM	3:15 PM
RKC(RKC Conference Room)	9.30.16 Friday	2:30 PM	3:15 PM

Company Events

Transforming Lives Through Research
Save the Date for our annual Discovery Gala on Saturday, October 29, 2016 at the Hyatt Regency in Bellevue. This year's auction will feature unique travel and experiences, fabulous dinner parties, exquisite wines, exclusive golf opportunities, sports tickets and much more!



DISCOVERY GALA
Saturday, October 29, 2016
5:30 – 11 p.m. • Bellevue Hyatt Regency • Dinner and Live Auction

2016 Event Sponsors

Signature	ASCEND	
Presenting	DISNEY RESEARCH INC.	UW Medicine
Platinum	QualiWright	RegisKrause
AHT	Intermountain Healthcare	SABEY
BRW CONSULTING, INC.	SWEDISH	
Gold	Providence Health Care	
Bronze	Pearl Group	

2016 Discovery Gala Sponsors

Presenting	Providence Health Care
Platinum	RegisKrause
Gold	Pearl Group

Enrolling in Benefits (Continued)



First, we will add in your Dependents and Beneficiaries. If you do not have dependents or beneficiaries to add you can skip this step and move to Step 2.

Enrollments

New Hire Full Benefits

Review Information Choose Plans Submit

1. Review Dependents and Beneficiaries

Review your dependents and beneficiaries and make any additions. Only those people and organizations listed can be included in your benefits elections.

ADD DEPENDENT/BENEFICIARY

NAME	DEPENDENT	BENEFICIARY	RELATIONSHIP
There are no records.			

Newly Added Pending Approval

2. Status

Tell us how you want to proceed through this enrollment.

Walk Me Through My Benefit Options
Take me through each available benefit option in the order that my administrator designated. I can review each option so that I can make any new selections or make changes to my existing enrollments.

I Know What I Want To Change
Choose one or more benefit options that you want to review. You will only be able to make changes or new selections for the options that you select.

CANCEL **CONTINUE**

Adding a Beneficiary



Make sure to fill out all fields with a Red Asterisk. When finished, click done at the bottom left of the page. You may need to scroll down to see the Done button.

Dependent/Beneficiary

Personal Information

First Name *

Middle Name

Last Name *

Generation Suffix

Professional Suffix

Birth Date * mm/dd/yyyy Age XX Years XX Months

Gender *

Check All That Apply

Fulltime Student

Relationship Information

Relationship *

Enrolling in Benefits (Continued)



Be sure to use the Walk Me Through My Benefit Options.

Enrollments

New Hire Full Benefits

Review Information Choose Plans Submit

FINISH LATER **✓ REVIEW & COMPLETE**

1. Review Dependents and Beneficiaries

Review your dependents and beneficiaries and make any additions. Only those people and organizations listed can be included in your benefits elections.

ADD DEPENDENT/BENEFICIARY ▾

NAME	DEPENDENT	BENEFICIARY	RELATIONSHIP
There are no records.			

>Newly Added **Pending Approval**

2. Status

Tell us how you want to proceed through this enrollment.

Walk Me Through My Benefit Options
Take me through each available benefit option in the order that my administrator designated. I can review each option so that I can make any new selections or make changes to my existing enrollments.

I Know What I Want To Change
Choose one or more benefit options that you want to review. You will only be able to make changes or new selections for the options that you select.

CANCEL **✓ CONTINUE**

Enrolling in Benefits (Continued)



You can navigate back and forth at the top right to go to different Benefit Offerings.

Enrollments   

Open Enrollment

Review Information Choose Plans Submit FINISH LATER REVIEW & COMPLETE

Welcome

Health and Welfare - Medical 2 plan(s)

HSA Acknowledgment 1 plan(s)

HSA v FSA 3 plan(s)

NKC Pharmacy 1 plan(s)

Health and Welfare - Dental 1 plan(s), 1 enrolled

Health and Welfare - Vision 1 plan(s)

Flexible Spending Account - Dependent Care 1 plan(s)

Retirement and Savings - 401(k) plan 2 plan(s), 1 enrolled

Insurance - Employee Life 1 plan(s), 1 enrolled

PRINT

Forward To Health and Welfare - Medical

Welcome to the benefits enrollment period! Enrollment is your opportunity to make changes to certain benefits, effective January 1, 2017.

During enrollment you can:

- Add or opt out of health plan coverage
- Choose your new plan option
- Enroll eligible family members in your plans
- Add, drop or change the level of your insurance coverage
- Enroll or re-enroll in a flexible spending account to pay for day care or health expenses with pre-tax dollars

Please review your options and costs carefully. You can make any changes you like at home or at work until the end of the enrollment period. Once the enrollment period has ended your choices will be final until the next enrollment period or until you have a qualifying life event. Contact your administrator if you have questions.



Choose:

1. Kaiser HMO

with FSA

OR

2. Kaiser HDHP PPO

with HSA

- You must choose between the HMO or the HDHP for your medical plan.
- Both plans come with VSP. You must enroll in a Medical Plan before you can enroll in VSP.
- You cannot enroll in the Flexible Spending Account (FSA) if you are enrolled in the GHC HDHP PPO plan and opt to participate in the Health Savings Account (HSA.)
- You cannot enroll in the Health Savings Account (HSA) if you are enrolled in the GHC HMO plan.

Medical Plans



- Compare Medical Plans by viewing the Overview and Services You May Need tabs.

Welcome 

Back To Welcome

Show Plan Cost Each:

Month Pay Period



ALREADY ENROLLED
Effective January 1, 2017

Kaiser Access PPO HDHP, GHC HDHP PPO
Kaiser Permanente Washington

Kaiser HMO, 2017 HMO
Kaiser Permanente Washington

YOUR PLAN COST
\$0.00 /month

ESTIMATED PLAN COST
\$0.00 /month

Showing Plans 1-2 of 2

UNENROLL FROM PLAN 

ENROLL IN THIS PLAN 

EDIT PLAN/MORE INFO 

MORE INFO 

Overview

Does this plan use a network of providers?	Access PPO	Group Health Providers Only
What is the overall deductible?	\$2,000 single/\$4,000 family	\$1,000 single/\$3,000 family
Out-of-pocket maximum	\$3,500 single/\$7,000 family	\$2,200 single/\$6,600 family
Generic drugs	20% [10% at GHC] after deductible	\$20 GHC, Bartells or Pharmacies with Optum Rx contract/\$40 Mail Order [90 day supply]
Preferred brand drugs	20% [10% at GHC] after deductible	\$40 GHC, Bartells or Pharmacies with Optum Rx contract/\$80 Mail Order [90 day supply]
Non-preferred brand drugs	20% [10% at GHC] after deductible	\$60 GHC, Bartells or Pharmacies with Optum Rx contract/\$120 Mail Order [90 day supply]
Preventive care/screening/immunizati...	Paid in full	Paid in full
Other practitioner office visit	20% [10% at GHC] after deductible	\$30 copay, deductible waived

Medical Plans continued



- Compare Medical Plans by viewing the Overview and Services You May Need tabs.

Welcome 

Back To Welcome

Show Plan Cost Each:
 Month Pay Period 

Health and Welfare - Medical
2 plan(s), 1 enrolled 

HSA Acknowledgment
1 plan(s) 

HSA v FSA 

1 plan(s)

NKC Pharmacy 

1 plan(s), 1 enrolled

Health and Welfare - Dental
1 plan(s), 1 enrolled 

Health and Welfare - Vision 

1 plan(s)

ALREADY ENROLLED
Effective January 1, 2017

Kaiser Access PPO HDHP, GHC HDHP PPO
Kaiser Permanente Washington

YOUR PLAN COST
\$0.00 /month 

UNENROLL FROM PLAN 

EDIT PLAN/MORE INFO 

Kaiser HMO, 2017 HMO
Kaiser Permanente Washington

ESTIMATED PLAN COST
\$0.00 /month 

ENROLL IN THIS PLAN 

MORE INFO 

Showing Plans 1-2 of 2

Overview

Services You May Need

Chiropractic Visit	20% after deductible, 15 visits	\$30 copay, up to 10 visits
Mental Health Office Visits	20% after deductible	\$30 copay
Diagnostic test (x-ray, blood work)	20% after deductible	Paid in full
Inpatient Facility	20% after deductible	20% after deductible
Emergency room services	20% after deductible	\$150 copay then 20% after deductible
Outpatient Rehabilitation	20% after deductible, up to 45 visits per year	\$30 copay, up to 45 visits

Medical Plans - More Info



- Clicking on More Info will give you a link to the Kaiser Provider Directory to look up Physicians & Hospitals covered in the Kaiser Network.

The screenshot shows the Kaiser Health Plan enrollment interface. On the left, a sidebar lists various benefit categories: Health and Welfare - Medical (2 plans, 1 enrolled), HSA (1 plan(s)), Acknowledgment (1 plan(s)), HSA v FSA (1 plan(s)), NKC Pharmacy (1 plan(s), 1 enrolled), Health and Welfare - Dental (1 plan(s), 1 enrolled), and Health and Welfare - Vision (1 plan(s)). The main area is titled 'ALREADY ENROLLED Effective January 1, 2017' and shows a plan for 'Kaiser Access PPO HDHP, GHC HDHP PPO' from 'Kaiser Permanente Washington'. It displays 'YOUR PLAN COST \$0.00 /month' and 'ESTIMATED PLAN COST \$0.00 /month'. Below these are buttons for 'UNENROLL FROM PLAN', 'EDIT PLAN/MORE INFO' (which is highlighted with a red box), 'ENROLL IN THIS PLAN', and 'MORE INFO'. A table at the bottom details copay amounts for various services: Chiropractic Visit (20% after deductible, up to 15 visits), Mental Health Office Visits (\$30 copay), Diagnostic test (x-ray, blood work) (Paid in full), Inpatient Facility (20% after deductible), Emergency room services (\$150 copay then 20% after deductible), and Outpatient Rehabilitation (\$30 copay, up to 45 visits per year).

Medical Plans - Making Selections



- Click on Enroll In This Plan for the Option you choose.

Welcome 

Back To Welcome

Show Plan Cost Each:

Month Pay Period



PRINT

Health and Welfare - Medical
2 plan(s), 1 enrolled

HSA
Acknowledgment
1 plan(s), 1 enrolled

NKC Pharmacy
1 plan(s), 1 enrolled

Health and Welfare - Dental
1 plan(s), 1 enrolled

Health and Welfare - Vision
1 plan(s), 1 enrolled

Consumer Health and Savings
Accounts - Health Savings Account
2 plan(s), 1 enrolled

ALREADY ENROLLED
Effective January 1, 2017

Kaiser Access PPO HDHP,
Kaiser Access PPO HDHP
Kaiser Permanente Washington

Kaiser HMO, Kaiser HMO
Kaiser Permanente Washington

Showing Plans 1-2 of 2

YOUR PLAN COST
\$0.00 /month

UNENROLL FROM PLAN

EDIT PLAN/MORE INFO ▾

ESTIMATED PLAN COST
\$0.00 /month

ENROLL IN THIS PLAN

MORE INFO ▾

▶ Overview

▼ Services You May Need

Chiropractic Visit	20% after deductible, 15 visits	\$30 copay, up to 10 visits
Mental Health Office Visits	20% after deductible	\$30 copay
Diagnostic test (x-ray, blood work)	20% after deductible	Paid in full
Inpatient Facility	20% after deductible	20% after deductible
Emergency room services	20% after deductible	\$150 copay then 20% after deductible
Outpatient Rehabilitation	20% after deductible, up to 45 visits per year	\$30 copay, up to 45 visits

Medical Plan - Coverage Level



- Click on the Option you choose and then Click Enroll on the bottom right of the page. Make sure you also check the dependents you want to enroll in Step 2. You may need to scroll down to see the blue “Enroll” button.

Kaiser HMO, 2017 HMO
Kaiser Permanente Washington

YOUR PLAN COST	DEDUCTION INFORMATION <small>?</small>	EMPLOYER PAYS	COVERAGE STARTS
\$0.00 /month		\$585.97/month	February 1, 2018

1 Choose a Coverage Level
Choose the level of coverage that meets your needs and budget.

Coverage Level	Your Plan Cost	Employer Pays
<input checked="" type="radio"/>  EMPLOYEE	\$0.00	\$585.97
<input type="radio"/>  EMPLOYEE + 2	\$641.17	\$961.75
<input type="radio"/>  EMPLOYEE + SPOUSE	\$499.05	\$748.57
<input type="radio"/>  EMPLOYEE + CHILD	\$187.56	\$750.26
<input type="radio"/>  EMPLOYEE + CHILDREN	\$280.65	\$1,122.60
<input type="radio"/>  EMPLOYEE + FAMILY	\$827.22	\$1,240.84

2 Choose Dependents
Review or select who will be covered under this plan. Some may be unavailable or pre-selected for you based on your choice of coverage level.

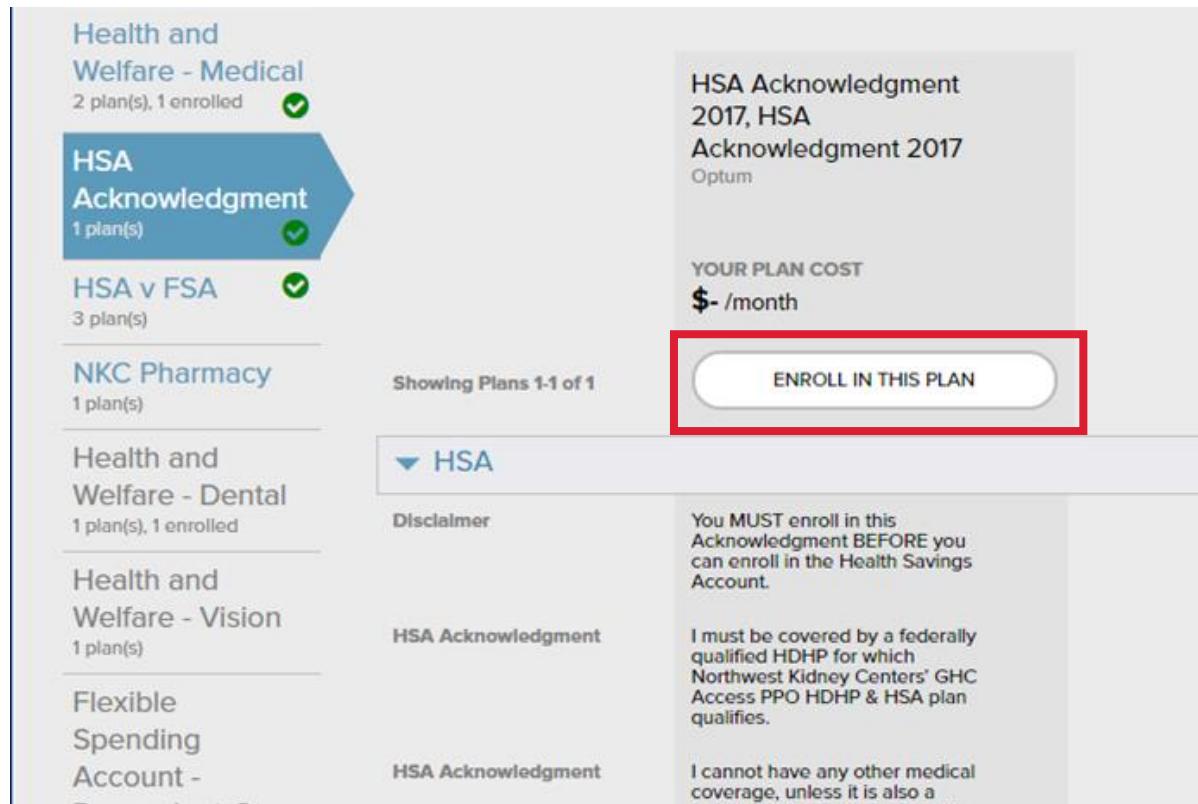
Enroll	Name	Relationship
<input checked="" type="checkbox"/>	Cecilia Chipperfield	Child

CANCEL **ENROLL**

Health Savings Account - Acknowledge



- If you selected the HDHP as your Medical Plan, you can be eligible for the HSA. You must “Enroll” in the HSA Acknowledgment in order to enroll in the HSA. If you do not do this step you will not be able to open or contribute to an HSA account.



Health and Welfare - Medical
2 plan(s), 1 enrolled

HSA Acknowledgment
1 plan(s)

HSA v FSA
3 plan(s)

NKC Pharmacy
1 plan(s)

Showing Plans 1-1 of 1

ENROLL IN THIS PLAN

▼ HSA

Disclaimer

You MUST enroll in this Acknowledgment BEFORE you can enroll in the Health Savings Account.

HSA Acknowledgment

I must be covered by a federally qualified HDHP for which Northwest Kidney Centers' GHC Access PPO HDHP & HSA plan qualifies.

HSA Acknowledgment

I cannot have any other medical coverage, unless it is also a

Health Savings Account - Enroll



- You will only be allowed to enroll in the HSA if you have already enrolled in the Kaiser HDHP PPO Medical Plan and the HSA Acknowledgment.

Welcome

Back To [HSA Acknowledgment](#)

Show Plan Cost Each:
 Month Pay Period

Health and Welfare - Medical
2 plan(s), 1 enrolled

HSA Acknowledgment
1 plan(s)

HSA v FSA
1 plan(s)

NKC Pharmacy
1 plan(s), 1 enrolled

Health and Welfare - Dental
1 plan(s), 1 enrolled

Health and Welfare - Vision
1 plan(s)

Optum HSA 2018, Eligible Employees
Optum

HEALTH SAVINGS ACCOUNT FOR HDHP

Your Contribution Amount
\$- /month

Showing Plans 1-1 of 1

Overview

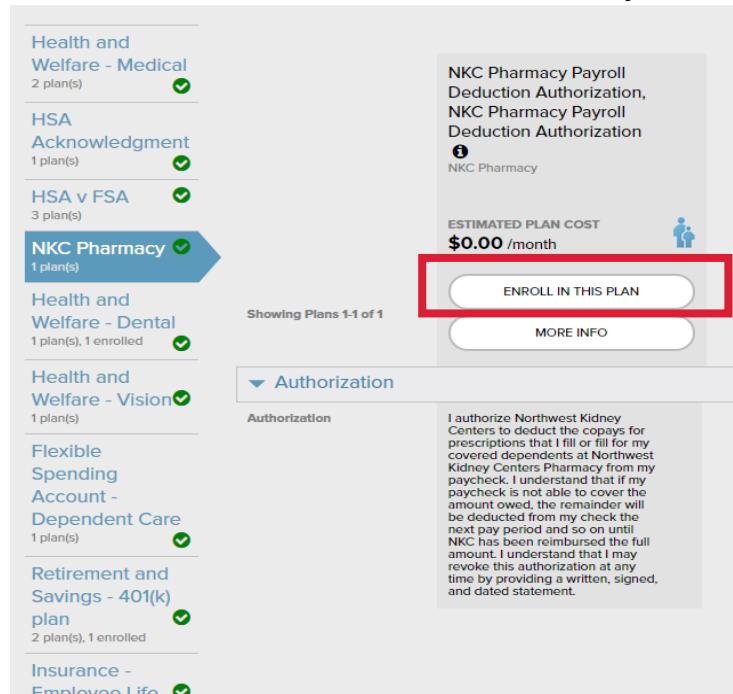
Does this plan use a network of providers?

You MUST be enrolled in the Kaiser Access PPO HDHP and the HSA Acknowledgment BEFORE you can enroll in this plan.
Maximum Contribution:
Employee Only = \$2,950 for employees under 55 years of age;
\$3,950 for over 55
Family = \$6,400 for employees under 55 years of age; \$7,400 for over 55

Pharmacy Payroll Deduction



- By enrolling in this benefit you authorize the NKC Pharmacy to deduct your prescription cost from your paycheck. Make sure to enroll any dependents that also use the NKC Pharmacy.



Health and Welfare - Medical
2 plan(s)

HSA Acknowledgment
1 plan(s)

HSA v FSA
3 plan(s)

NKC Pharmacy
1 plan(s)

Health and Welfare - Dental
1 plan(s), 1 enrolled

Health and Welfare - Vision
1 plan(s)

Flexible Spending Account - Dependent Care
1 plan(s)

Retirement and Savings - 401(k) plan
2 plan(s), 1 enrolled

Insurance - Employee Life

NKC Pharmacy Payroll Deduction Authorization, NKC Pharmacy Payroll Deduction Authorization
NKC Pharmacy

ESTIMATED PLAN COST
\$0.00 /month

ENROLL IN THIS PLAN

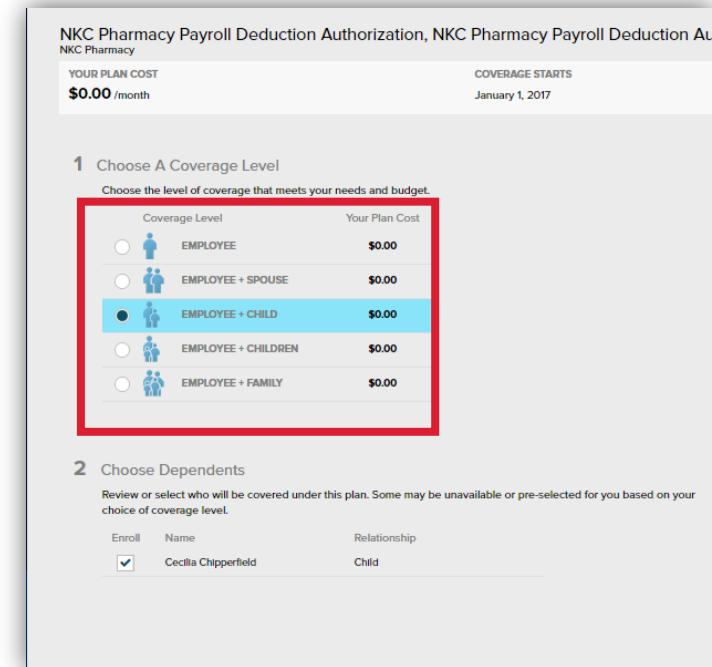
MORE INFO

Showing Plans 1-1 of 1

▼ Authorization

Authorization

I authorize Northwest Kidney Centers to deduct the copays for prescriptions that I fill or fill for my covered dependents at Northwest Kidney Centers Pharmacy from my paycheck. I understand that if my paycheck is not able to cover the amount owed, my employer will be deducted from my check the next pay period and so on until NKC has been reimbursed the full amount. I understand that I may revoke this authorization at any time by providing a written, signed, and dated statement.



NKC Pharmacy Payroll Deduction Authorization, NKC Pharmacy Payroll Deduction Authorization
NKC Pharmacy

YOUR PLAN COST
\$0.00 /month

COVERAGE STARTS
January 1, 2017

1 Choose A Coverage Level

Choose the level of coverage that meets your needs and budget.

Coverage Level	Your Plan Cost
EMPLOYEE	\$0.00
EMPLOYEE + SPOUSE	\$0.00
EMPLOYEE + CHILD	\$0.00
EMPLOYEE + CHILDREN	\$0.00
EMPLOYEE + FAMILY	\$0.00

2 Choose Dependents

Review or select who will be covered under this plan. Some may be unavailable or pre-selected for you based on your choice of coverage level.

Enroll	Name	Relationship
<input checked="" type="checkbox"/>	Cecilia Chipperfield	Child

Editing Enrollments



Already Enrolled in a Plan and want to Add or Remove Dependents?
Click Edit Plan/More Info and then make your selection.

The screenshot shows the ADP Enrollments interface for the 'Open Enrollment 2017' period. The top navigation bar includes links for HOME, RESOURCES, MYSELF, MY TEAM, PEOPLE, PROCESS, REPORTS, and SETUP, along with a search bar and user profile. The main content area displays a list of enrollment categories on the left, such as 'Health and Welfare - Medical', 'Flexible Spending Account - Health', 'Flexible Spending Account - Health Care', 'Health and Welfare - Dental', 'Health and Welfare - Vision', and 'Flexible Spending Account - Dependent Care'. In the center, a green box indicates 'ALREADY ENROLLED Effective February 1, 2018' for 'Delta Dental, Standard' with a cost of '\$0.00 /month'. Below this, a red box highlights the 'EDIT PLAN/MORE INFO' button, which is part of a dropdown menu that also includes 'UNENROLL FROM PLAN' and 'Show Costs For All Coverage Levels'. The 'Edit Plan' button is also visible within this menu. The interface is designed for managing employee benefits and enrollment preferences.



- You MUST enroll in a Medical Plan to enroll in VSP. Once you enroll in a Medical Plan, the button to enroll in VSP will appear.

Enrollments ? YouTube Print

Open Enrollment

Review Information **Choose Plans** Submit

Back To **Health and Welfare - Dental** Show Plan Cost Each: Month Pay Period

Welcome ✓

Health and Welfare - Medical ✓
2 plan(s) ✓

HSA Acknowledgment ✓
1 plan(s) ✓

HSA v FSA ✓
3 plan(s)

NKC Pharmacy ✓
1 plan(s)

Health and Welfare - Dental ✓
1 plan(s), 1 enrolled ✓

Health and Welfare - Vision ✓
1 plan(s)

Flexible Spending Account -

Vision Service Plan, Standard
Vision Service Plan

ESTIMATED PLAN COST
\$0.00 /month Two People

Requires enrollment in other plan(s) MORE INFO

Disclaimer

Disclaimer

You MUST enroll in a Medical Plan to enroll in VSP. Once you enroll in a Medical Plan, the button to enroll in VSP will appear. Also, you can only enroll dependents in VSP if you have also enrolled them under your Medical Coverage.



- You can only enroll dependents in VSP if they are already enrolled in a medical plan.
- To enroll dependents in plans, under each selection click Enroll Now and it will give you options (i.e. Employee Only, Employee + Spouse, etc.)
- You will see all options possible but you will not be able to actually enroll in a plan or a plan level if it violates the plan policy (i.e. enrolling your Spouse in VSP if they are not enrolled in Medical, etc.)

Add Beneficiaries to Life Insurance



- Designate your beneficiaries by clicking Edit Plan. You can have more than one beneficiary but the total percentage split between beneficiaries must add up to 100 percent. If you do not see your Beneficiary listed you can exit the Enrollment wizard and start over at Step1 to enter Beneficiaries/Dependents or go to the Myself tab and under Personal Information select Dependents & Beneficiaries.

The screenshot shows a software interface for managing health and welfare benefits. On the left, a sidebar lists various benefit categories with their status (e.g., 'Health and Welfare - Medical: 2 plan(s)') and a green checkmark icon. The main area displays a plan enrollment summary for 'Basic Life/AD&D, Standard' with a green 'ENROLLED' box stating 'Effective January 1, 2017'. Below this, it shows 'YOUR PLAN COST \$0.00 /month' and 'TOTAL ELECTED COVERAGE'. A red box highlights the 'EDIT PLAN' button at the bottom of this summary box. Below the summary, a section titled '2 Choose Beneficiaries' is shown, with a table for designating beneficiaries. The table has columns: NAME, RELATIONSHIP, BENEFICIARY DESIGNATION, and PERCENTAGE. One row is listed: 'Cecilia Chipperfield, Child, Primary, 100'. A red box highlights this row. At the bottom right of the interface are 'CANCEL' and 'DONE' buttons.

NAME	RELATIONSHIP	BENEFICIARY DESIGNATION	PERCENTAGE
Cecilia Chipperfield	Child	Primary	100

Enrolling in Benefits (Continued)



Once you are finished with your enrollments, click Complete Enrollment at the bottom right of the Welcome Page and you will see your choices and cost.

ADP

HOME RESOURCES MYSELF

User ID: null JEANIE BAGUINON

Search

Enrollments

New Hire Full Benefits

Review Information Choose Plans Submit

FINISH LATER COMPLETE ENROLLMENT

Show Plan Cost Each: PRINT

Month Pay Period

1 Review Your Benefits Elections

Please review your benefits elections below. Your choices will not be processed until you click Complete Enrollment.

PLAN	COVERAGE LEVEL	YOUR COST	EFFECTIVE DA...
TOTAL \$0.00/month			

Newly Added Change To Current Enrollment Removed From Enrollment Pending Approval

2 Choose Waive Reasons

You elected to not enroll in one or more plan types listed below. Please choose a reason below to waive coverage.

PLAN TYPE	WAIVE REASON *
Health and Welfare - Dental	
Flexible Spending Account - Health Savings Account	
Health and Welfare - Medical	

3 Complete Your Enrollment

You can complete this enrollment, finish later by saving your progress or return to your plan choices.

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Enrolling in Benefits (Continued)



If you want to waive enrollment, you would do so on this page. Using the drop down, select the reason that best matches your situation.

ADP

HOME RESOURCES MYSELF

User ID: null JEANIE BAGUINON

Search

Enrollments

New Hire Full Benefits

Review Information Choose Plans Submit

FINISH LATER COMPLETE ENROLLMENT

Show Plan Cost Each: PRINT

Month Pay Period

1 Review Your Benefits Elections

Please review your benefits elections below. Your choices will not be processed until you click Complete Enrollment.

PLAN	COVERAGE LEVEL	YOUR COST	EFFECTIVE DA...
TOTAL \$0.00/month			

Newly Added Change To Current Enrollment Removed From Enrollment Pending Approval

2 Choose Waive Reasons

You elected to not enroll in one or more plan types listed below. Please choose a reason below to waive coverage.

PLAN TYPE	WAIVE REASON *
Health and Welfare - Dental	
Flexible Spending Account - Health Savings Account	
Health and Welfare - Medical	

3 Complete Your Enrollment

You can complete this enrollment, finish later by saving your progress or return to your plan choices.

RETURN TO CHOOSE PLANS FINISH LATER COMPLETE ENROLLMENT

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Enrolling in Benefits (Continued)



You can make changes to your selections up until the last day of the enrollment period by navigating to Myself > Benefits > Enrollments.

Enrollments

✓ Your changes have been saved successfully.

[VIEW WAIVED PLANS](#) [VIEW PRINT BENEFITS STATEMENT](#)

Change Your Enrollments

NAME	START DATE	END DATE	ACTION
Open Enrollment			
Open Enrollment 2017	11/13/2016	11/13/2016	START

✓ Submitted to Administrator Changed, Not Submitted

Your Benefits As Of 11/13/2016

Click on the plan name to view details of the enrollment and to edit beneficiary assignments.

PLAN	EFFECTIVE DATE	COVERAGE LEVEL	YOUR COST
Health and Welfare - Medical			
GHC Access PPO, Standard Group Health Options, Inc	05/01/2016	Employee + Child	\$124.0 Month
Flexible Spending Account - Health Care			
Health Flex Spending, Standard Flex-Plan Services, Inc	01/01/2016	\$106.25 Per Pay Period	\$106.2 Per Pay Period
Health and Welfare - Dental			
Delta Dental, Standard Delta Dental of Washington	02/01/2013	Employee	\$0.0 Month
Retirement and Savings - 401(k) plan			
401 K Plan, Percentage Prudential Financial	07/01/2015	4% of Employee Salary	

Benefits Requiring Paper Enrollment Forms



- If you are interested in enrolling in 401k, Flexible Spending Accounts and/or Voluntary Life Insurance you will need to fill out the paper enrollments form and submit those to Human Resources.
- The forms are available on K-Net, ADP's home page for NKC Self-Service (workforcenow.adp.com) or in the new hire Benefits packet you received from Human Resources during orientation.

QUESTIONS?



Questions? Call Human Resources

Main Line – 206-720-3745
Email – HR@nwkidney.org