

# ADP Home Page



Log into [workforcenow.adp.com](http://workforcenow.adp.com). Navigate to **Myself > Personal Information > Dependents & Beneficiaries**

ADP

HOME RESOURCES MYSELF

Search

Company Events

Personal Information

- Employment
- Pay
- Benefits

The next time you will be prompted to make changes to your enrollment in June for 401k changes effective 7/1/17. The next time to make medical plan changes will be Fall 2017 for changes effective 1/1/18. You can drop coverage at any time but to add dependents you must have a qualifying Life/Status Event change (marriage, divorce, birth, adoption, loss of coverage, etc.)

If you want to confirm your Enrollment options you chose during Open Enrollment, view your Benefits Statement. Go to the Myself Tab, Select Benefits and then Enrollments. A new page will populate and Click on View/Print Benefits Statement. Make sure to change the date to 1/1/2017 and click Find. Otherwise it will show you what you are currently enrolled in as of today.

Personal Profile

Dependents & Beneficiaries

Talent Profile

Dependents & Beneficiaries

Company News and Announcements

OPEN ENROLLMENT 2017

It's Open Enrollment at Northwest Kidney Centers! Changes are here in our health plans. Please read and review all information carefully, especially the 2017 Open Enrollment Action Items and the 2017 Benefit Guide. We completed substantial research to find comprehensive medical choices to reach our goals: (1) for staff to continue to see their current medical providers and (2) to keep the cost as affordable as possible for those with families. While we can't promise that 100% of all current PPO doctors are on our new High Deductible Health plan (HDHP), the network is very similar to our current one.

ALL ENROLLMENT MUST BE DONE VIA: <https://WORKFORCENOW/ADP> and must be completed online by December 16th at 5 PM.

Northwest Kidney Centers will continue to pay the full cost of medical and dental for employees. NKC will also contribute an additional \$150 per month toward medical coverage for your dependents. If you select the HMO Plan you will receive a taxable contribution of up to \$900 (\$38 for each of 24 pay periods). If you select the High Deductible Health Plan Northwest Kidney Centers will contribute a total of \$500 to your HSA, if you qualify for HSA contributions. Northwest Kidney Centers has made the decision to add Vision Service Plan (VSP) coverage to both the HMO and HDHP plans. You have the choice of two medical plans. GHC HMO This

Company Mission

Our Mission

To promote the optimal health, quality of life and independence of people with kidney disease through patient care, education and research.

NORTHWEST Kidney Centers

Live. Learn. Hope.

Forms

Medical/Dental Benefits Waiver

Voluntary Life Insurance Form

401k Enrollment Forms

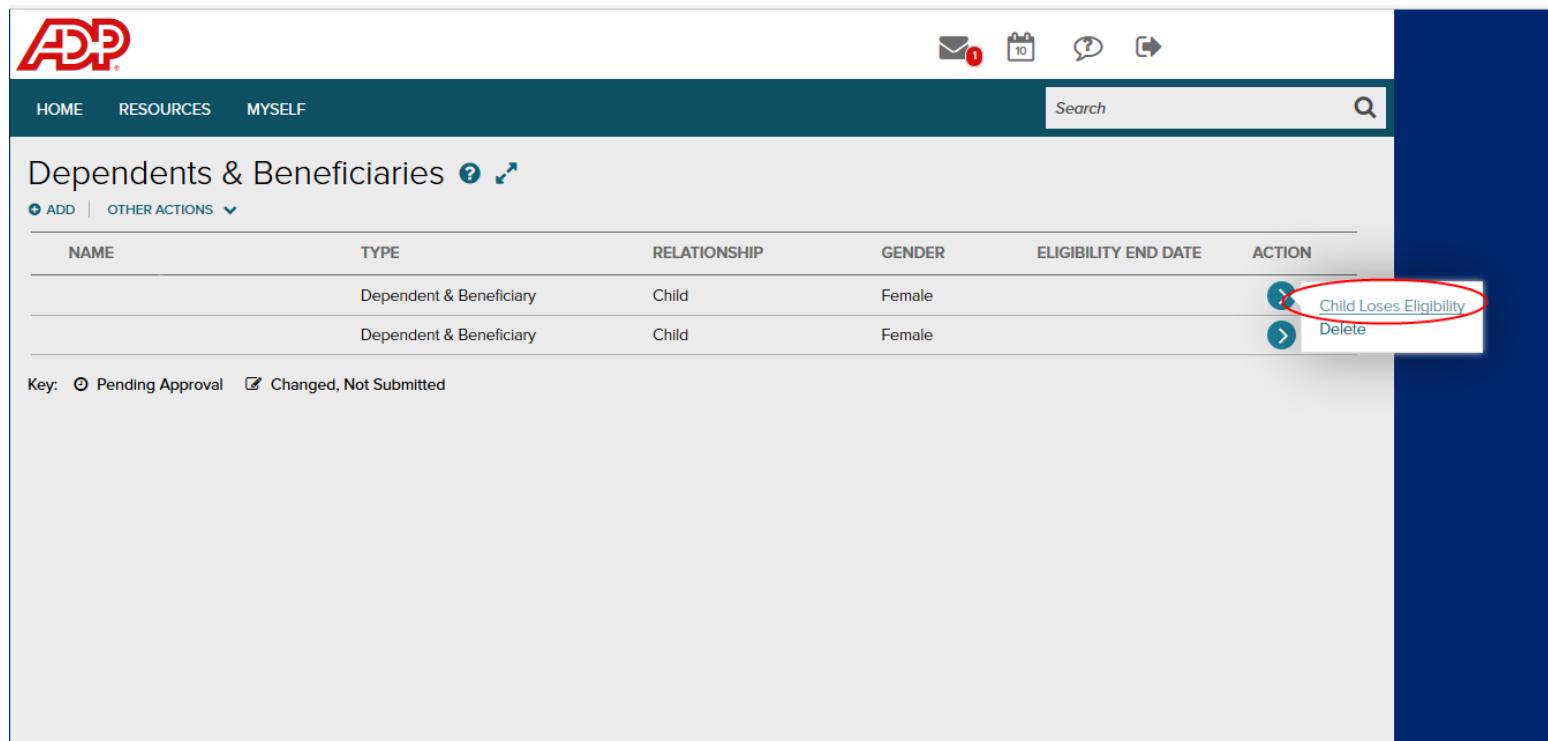
401k Contribution Change Form

Northwest Kidney Centers

# Dropping Dependent coverage



First, you will need to drop your dependent from Dependents and Beneficiaries. Click the Action button, then select Child Loses Eligibility.



ADP

HOME RESOURCES MYSELF

Dependents & Beneficiaries ? ↗

ADD | OTHER ACTIONS

NAME	TYPE	RELATIONSHIP	GENDER	ELIGIBILITY END DATE	ACTION
Dependent & Beneficiary	Child	Female			<span>Child Loses Eligibility</span>
Dependent & Beneficiary	Child	Female			<span>Delete</span>

Key:  Pending Approval  Changed, Not Submitted

# Dependent Loses Eligibility



Make sure to fill out all fields with a Red Asterisk. When finished, click continue at the bottom. You cannot enter a future date so you must enter a date of today or earlier. Note – no matter the day within the month that the dependent loses coverage, they will be covered until the last day of that month. Example: child turns 26 years of age on May 16<sup>th</sup> but still has coverage until May 31<sup>st</sup>.

### Child Loses Eligibility

Removes a child from eligibility.

Child

Enter date the child will no longer be eligible for coverage\*

1/10/2017 

Select additional child(ren) who will also no longer be eligible for benefits coverage:

**CANCEL** **> CONTINUE**

# Dependent Loses Eligibility (Continued)

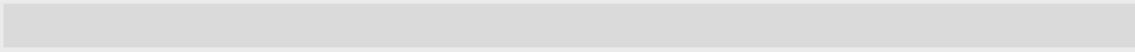


Confirm the details of who you are dropping. Click Continue to Enrollment to go to the Enrollment Profile to make your selections.

Tax ID Type  
SSN

Tax ID  
xxxxxxxx [REVEAL](#)

National Identifier



Date of Birth

Fulltime Student

Age

Disabled

Gender

Medicare

Personal Cell

Relationship

Tobacco User

Child

Medicaid

Child Classification

Tax ID Type  
SSN

Tax ID  
xxxxxxxx [Reveal](#)

National Identifier

[CANCEL](#) [» CONTINUE TO ENROLLMENT](#)

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# Drop Dependents Enrollment Profile



This is the Enrollment Profile to drop coverage. It looks just like the New Hire and Open Enrollment profiles. Click Continue to make your selections.

The screenshot shows the ADP Enrollment Profile interface. At the top, there is a navigation bar with the ADP logo, a search bar, and various icons for notifications, calendar, and help. Below the navigation bar, the main title is "Dependents & Beneficiaries". A progress bar at the top indicates three steps: "Review Information", "Choose Plans", and "Submit". The current step, "Review Information", is highlighted. The main content area is titled "Drop Child". It includes a "Status" section with a note: "Tell us how you want to proceed through this enrollment." There are two radio button options: one selected ("Walk Me Through My Benefit Options") and one unselected ("I Know What I Want To Change"). The "Walk Me Through My Benefit Options" description states: "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." The "I Know What I Want To Change" description states: "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." At the bottom right, there are "CANCEL" and "CONTINUE" buttons. The "CONTINUE" button is highlighted with a blue background and white text.

Dependents & Beneficiaries ? ↗

Drop Child

Review Information Choose Plans Submit

FINISH LATER ✓ REVIEW & COMPLETE

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

# Drop Dependents Enrollment Profile



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

Dependents & Beneficiaries ? ↗

Drop Child

Review Information Choose Plans Submit

FINISH LATER ✓ REVIEW & COMPLETE

Forward To  
Health and Welfare - Medical ↗

**Welcome**

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

**HSA v FSA**  
2 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), 1 enrolled

If your child has lost eligibility for benefit coverage or you would like to remove them from coverage, please do so by moving through the individual tabs on the left.

You cannot change Medical plans mid-year. After you drop coverage for your child, you must remain with the Medical Plan you selected during Open Enrollment or New Hire Enrollment.

To remove coverage, go to each individual Benefit tab and click Edit Plan:

- If you are removing all dependents from coverage and you have the HSA plan, remember to unenroll from the Family HSA plan and enroll in the Employee Only HSA plan.
- If you are dropping medical coverage you will need to drop them from VSP coverage first.

Please review your options and costs carefully. You can make any changes for 30 days from the date of the Life Event. 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 Human Resources if you have questions.

# Medical Plans – Edit Plan



To drop dependents from your Medical Plan, click Edit Plan.

Dependents & Beneficiaries ? ↗

Drop Child

Review Information Choose Plans Submit

SAVING... FINISH LATER REVIEW & COMPLETE

Show Plan Cost Each:  Month  Pay Period

PRINT

Forward To HSA v FSA

Welcome ✓ Back To Welcome

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

HSA v FSA 2 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), 1 enrolled

**ALREADY ENROLLED**  
Effective January 1, 2017

GHC HMO, 2017 HMO  
Group Health Options, Inc.

YOUR PLAN COST  
\$0.00 /month

UNENROLL FROM PLAN

ESTIMATED PLAN COST  
\$0.00 /month

MORE INFO ▼

Showing Plans 1-2 EDIT PLAN/MORE INFO ▼

▼ Overview

Does this plan use a network of providers?	Group Health Providers Only	Access PPO
What is the overall deductible?	\$1,000 single/\$3,000 family	\$2,000 single/\$4,000 family
Out-of-pocket maximum	\$2,200 single/\$6,600 family	\$3,500 single/\$7,000 family
Generic drugs	\$20 GHC, Bartells or Pharmacies with Optum Rx contract/\$40 Mail Order [90 day supply]	20% [10% at GHC] after deductible
Preferred brand drugs	\$40 GHC, Bartells or Pharmacies	20% [10% at GHC] after deductible

# Medical Plan - Coverage Level



Click on the new Option you choose and then Click Enroll on the bottom right of the page. You may need to scroll down to see the blue “Enroll” button. If you have more than one child, deselect the child that is losing coverage under Step 2 – Choose Dependents.

GHC HDHP PPO, GHC HDHP PPO  
Group Health Options, Inc.

YOUR PLAN COST	DEDUCTION INFORMATION	COVERAGE STARTS
\$193.02/month	\$96.51 Biweekly	January 1, 2017

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

Coverage Level	Your Plan Cost
<input type="radio"/> Employee	\$0.00
<input type="radio"/> Employee + Spouse	\$499.19
<input checked="" type="radio"/> Employee + Child	\$193.02
<input type="radio"/> Employee + Children	\$852.73
<input type="radio"/> Employee + Family	\$1,301.92

**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

# Health Savings Account – Family or Employee Only



Your HSA Plan must match your Medical Coverage level. If you are no longer covering ANY dependents on your medical plan, you must un-enroll from the HSA Family Plan and then enroll in the Employee Only plan.

Drop Child

Review Information Choose Plans Submit

SAVED FINISH LATER REVIEW & COMPLETE

Back To Health and Welfare - Medical Show Plan Cost Each: Month Pay Period PRINT Forward To NKC Pharmacy

Welcome

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

HSA v FSA 2 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

ALREADY ENROLLED Effective January 1, 2017

HSA, Employee Only 2017 Optum

Health Savings Account For HDHP

YOUR CONTRIBUTION AMOUNT \$- /month

UNENROLL FROM PLAN EDIT PLAN

HSA, Family 2017 Optum

Health Savings Account For HDHP

YOUR CONTRIBUTION AMOUNT \$- /month

ENROLL IN THIS PLAN

Showing Plans 1-2 of 2

Disclaimer

Maximum Contribution for Employees under 55 in 2017: \$2,900  
Maximum Contribution for Employees 55+ in 2017: \$3,900  
You MUST be enrolled in the GHC Access PPO HDHP and the HSA Acknowledgment 2017 BEFORE you can enroll in this plan.

Maximum Contribution for Employees under 55 in 2017: \$6,250  
Maximum Contribution for Employees 55+ in 2017: \$7,250  
You MUST be enrolled in the GHC Access PPO HDHP and the HSA Acknowledgment 2017 BEFORE you can enroll in this plan.

**UNENROLL FROM PLAN**

# Dental Plans – Edit Plan



To drop dependents from your Dental Plan is a similar process to dropping dependents from the Medical Plans. Click Edit Plan and then choose your new coverage level.

The screenshot shows the ADP Benefits Management software interface. The top navigation bar includes links for HOME, RESOURCES, and MYSELF, along with a search bar and various icons. The main section is titled 'Dependents & Beneficiaries' with a 'Drop Child' sub-section. A progress bar indicates steps: 'Review Information' (blue dot), 'Choose Plans' (green dot, currently selected), and 'Submit' (grey dot). Buttons for 'SAVED', 'FINISH LATER', and 'REVIEW & COMPLETE' are visible. On the left, a sidebar lists categories: 'Health and Welfare - Medical' (2 plans, 1 enrolled), 'HSA v FSA' (2 plans), 'NKC Pharmacy' (1 plan, 1 enrolled), 'Health and Welfare - Dental' (1 plan, 1 enrolled, highlighted with a blue arrow), and 'Health and Welfare - Vision' (1 plan, 1 enrolled). The 'Health and Welfare - Dental' section is currently active. The main content area shows a plan for 'Delta Dental, Standard' from 'Delta Dental of Washington'. It displays a cost of '\$66.83 /month' and buttons for 'UNENROLL FROM PLAN' and 'EDIT PLAN/MORE INFO'. A message box states 'You cannot create a new enrollment in a plan in this category.' Below this, a button 'Edit Plan' is circled in red. The bottom of the screen includes links for Privacy, Legal, Requirements, Product Feedback, and About, along with a copyright notice for ADP.



Your VSP Plan must match your Medical Coverage level. If you are no longer covering a dependent on your medical plan, you must un-enroll them from the VSP Plan. This is a similar process to the Medical un-enrollment. Click Edit Plan and then choose your new coverage level.

Drop Child

Review Information Choose Plans Submit

SAVED FINISH LATER REVIEW & COMPLETE

Back To Health and Welfare - Dental

Show Plan Cost Each: Month Pay Period PRINT

Welcome

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

HSA v FSA 2 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

ALREADY ENROLLED Effective January 1, 2017

Vision Service Plan, Standard 2017 Vision Service Plan

YOUR PLAN COST \$0.00 /month

UNENROLL FROM PLAN

EDIT PLAN/MORE INFO

Showing Plans 1-1 of 1

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.

# Submit Selections to HR



Once you are finished with your enrollments, click Review and Complete on the choices page. On the third and final page, click Complete Enrollment at the top or bottom right. If you do not click Complete Enrollment, no changes will be made to your benefits.

Enrollments   

Drop Child

Review Information Choose Plans Submit

FINISH LATER **COMPLETE ENROLLMENT**

Show Plan Cost Each:   

**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...
Health and Welfare - Medical			
GHC HDHP PPO, GHC HDHP PPO Group Health Options, Inc	 EMPLOYEE + CHILD	\$197.79/month	1/1/2017
HSA v FSA			
HSA, Employee Only 2017 Optum	\$0.00/pay period	\$0.00/month	1/1/2017
NKC Pharmacy			
NKC Pharmacy Payroll Deduction Authorization, NKC Pharmacy Payroll Deduction Authorization NKC Pharmacy	 EMPLOYEE	\$0.00/month	1/1/2017
Health and Welfare - Dental			
Delta Dental, Standard Delta Dental of Washington	 EMPLOYEE	\$0.00/month	2/1/2013
Health and Welfare - Vision			
Vision Service Plan, Standard 2017 Vision Service Plan	 EMPLOYEE + CHILD	\$0.00/month	1/1/2017
<b>TOTAL</b>		<b>\$197.79/month</b>	

 Newly Added  Change To Current Enrollment  Removed From Enrollment  Pending Approval

**2 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**

# Drop Dependents Enrollment Profile



If you are logged out due to inactivity or if you do not select Complete Enrollment on the last page of the Enrollment profile, you can find it by navigating to Myself > Benefits > Enrollments.

Enrollments   

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

Change Your Enrollments

NAME	START DATE	END DATE	ACTION
Life Event			
<b>Drop Child</b>	01/01/2017	01/30/2017	<b>RESUME</b>
Year Round Enrollment			
<b>HSA Changes</b>	01/01/2017		<b>START</b>

Submitted to Administrator  [Changed, Not Submitted](#)

# QUESTIONS?



Questions? Call Human Resources

Main Line – 206-720-3745  
Email – [HR@nwkidney.org](mailto:HR@nwkidney.org)