

Benefit Enrollment Steps

This is a general overview of the Open Enrollment process on MyHR (ADP). We recommend that you follow the ADP prompts that will walk you through the process by prompting you where to go next. If you have any questions, you can always reach out to the Employee Solution Center at 1-855-547-8508. They are open Mon – Fri, 8:00 am to 11:30 pm EST. You can also contact payrollbenefits@columbuslibrary.org

Benefit Enrollment can be accessed by either selecting the Pop Up on MyHR (ADP) or by navigating to Myself > Benefits > Enrollments in ADP.

Step One: Welcome

Your first step will be a welcome note from the Payroll and Benefits Team. This includes information about open enrollment for you to review. We encourage you to read this over when you start your enrollment.

Step Two: Manage Dependents and Beneficiaries

In this step you can add dependents and beneficiaries that you would like included in your benefits. You can also remove dependents or beneficiaries or update their information.

Step Three: Select Benefits

This year, Open Enrollment is a passive enrollment. That means that any benefits you currently have elected will remain elected, apart from the Flexible Spending Accounts (FSAs) or the Health Savings Account (HSAs).

If you do not plan on making changes to your benefit elections, the only action you will need to take is with the FSA/HSA. These will populate at the top under “Action Required” to signify an election is needed.

Please note, there are 2 Health Saving Plans – One for the MEC plan and one for the HDHP plan. Please enroll according to your medical benefit election.



Action Required

These plans need your attention. You can confirm details for this plan or click View all plans to select another plan. You can also waive the benefit.

<p>Health Savings Account</p> <p>2025 HDHP Health Savings Account - FT Plan</p> <p>You have 1 benefit options available to choose from. See what is right for you!</p>	<p>Waive benefit</p> <p>View all plans</p>
<p>Health Savings Account</p> <p>2025 MEC Health Savings Account - FT Plan</p> <p>You have 1 benefit options available to choose from. See what is right for you!</p>	<p>Waive benefit</p> <p>View all plans</p>
<p>FSA Health Care</p> <p>Multiple available options</p> <p>You have 2 benefit options available to choose from. See what is right for you!</p>	<p>Waive benefit</p> <p>View all plans</p>

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If you plan to change your elections, you will need to navigate to your “Selected Plans” section and review your options.

For each type of benefits (Medical, Dental, Vision, etc), you can select “View All Plans” to view the benefit options available to you. The enrollment system will show you what you are currently enrolled in and selecting “View All Plans” will allow you to see all the plan offers.

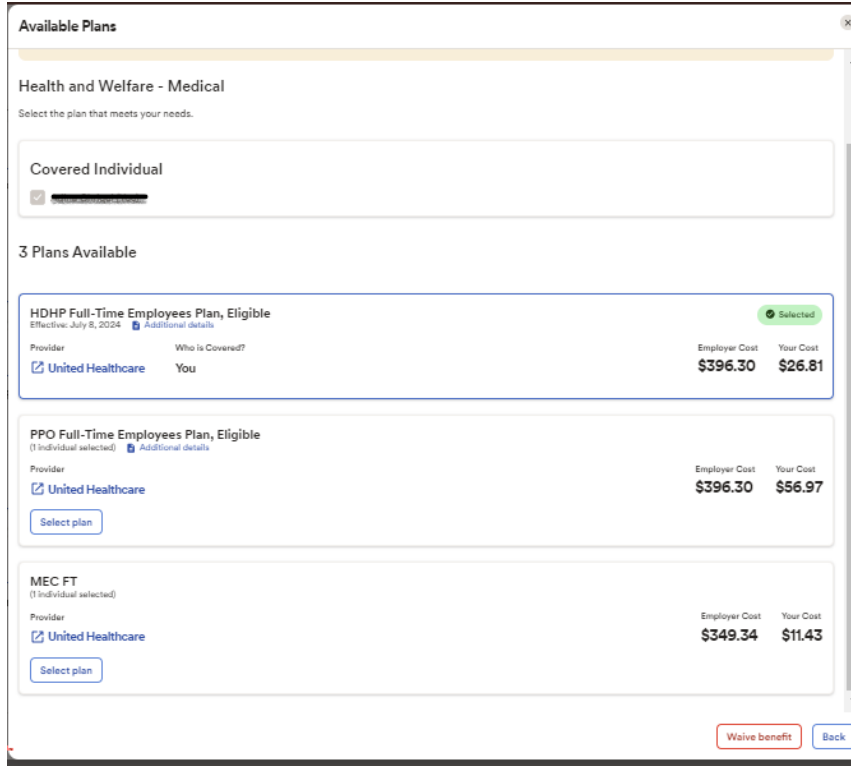
Selected Plans

You are enrolled in the following plans. You can make changes until the enrollment period closes.

<p>Medical</p> <p>HDHP Full-Time Employees Plan (Eligible)</p> <p>Effective: July 8, 2024</p> <p>Who is Covered? You</p>	<p>Waive benefit</p> <p>View all plans</p> <p><input checked="" type="checkbox"/> Selected</p> <p>Your Cost \$26.81</p> <p>Cost details</p>
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Once View All Plans is selected, you can update your selected dependents under “Covered Individuals” if you would like to add/remove additional members to your plan. You can also compare costs for each different plan.



Available Plans

Health and Welfare - Medical

Select the plan that meets your needs.

Covered Individual

[Redacted Name]

3 Plans Available

Plan Name	Effective Date	Provider	Who is Covered?	Employer Cost	Your Cost
HDHP Full-Time Employees Plan, Eligible	July 8, 2024	United Healthcare	You	\$396.30	\$26.81
PPO Full-Time Employees Plan, Eligible	(1 individual selected)	United Healthcare		\$396.30	\$56.97
MEC FT	(1 individual selected)	United Healthcare		\$349.34	\$11.43

Buttons: Waive benefit, Back

Once you have decided on your election, you will click “Select plan” to continue to enrollment process. The system will ask you to confirm your election. Once completed, you have the option to go to the next benefit and continue updating elections or return to your main screen with all elections offered. Continue this process with any benefits you want to update.

Important Notes:

- When enrolling in a High Deductible Plan (HDHP or MEC):
 - You are eligible to enroll in a Health Savings Account. When navigating to the Health Savings Account, select the HSA that matches the benefit plan you elected.
 - You are eligible to enroll in a Limited Purpose FSA. When navigating to the FSA, you’ll select FSA Health Care and select the Limited Purpose FSA.
 - You are *not eligible* to enroll in a Regular FSA.

- When enrolling in a PPO:
 - You are eligible to enroll in a Regular FSA. When navigating to the FSA, you’ll select FSA Health Care and select the Regular FSA.
 - You are *not eligible* to enroll in an HSA.
 - You are *not eligible* to enroll in a Limited Purpose FSA.



- If you are not enrolling in medical benefits:
 - You are eligible to enroll in a Regular FSA. When navigating to the FSA, you'll select FSA Health Care and selected the Regular FSA.
 - You are *not eligible* to enroll in an HSA.
 - You are *not eligible* to enroll in a Limited Purpose FSA.

Step 4: Review and Submit

Once you have made any necessary updates to your benefit elections, you will have the option to review all your elections. Once satisfied, select "Submit Enrollment" to complete the enrollment process.

You can review your selections by clicking on Myself -> Benefits -> Benefits Enrollments -> View Benefits. Under "Select a Date", type 1/1/2025. Please note that the medical discount, if applicable to you, will not be reflected at this time.

