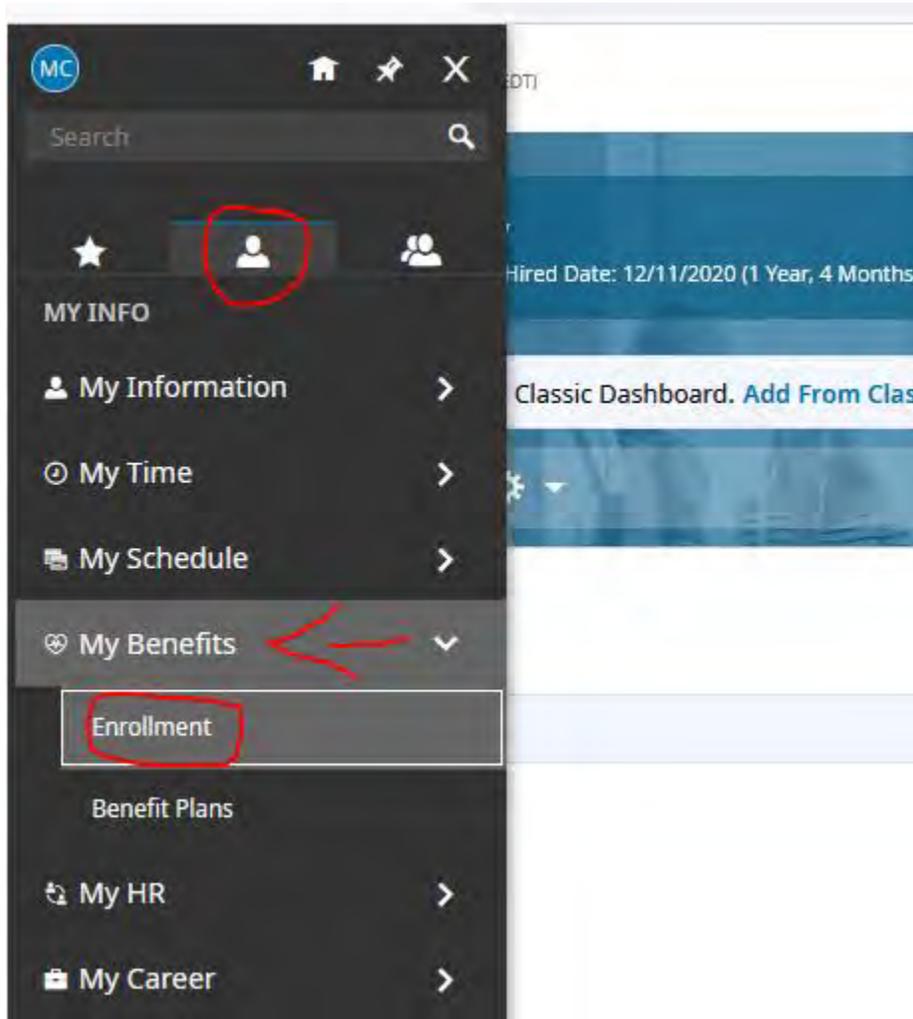


To Access Open Enrollment

In the hamburger menu on the left side of the screen, navigate to My Info → My Benefits → Enrollment



Locate the plans you wish to update, and select "Start".

My Benefits > Enrollment

← Enrollment

<p>Open Enrollment <u>Medical</u> Open enrollment is from 04/13/2022 to 04/19/2022. You have 6 days left to initiate your enrollment.</p> <p>Start</p>	<p>Open Enrollment <u>Dental</u> Open enrollment is from 04/13/2022 to 04/19/2022. You have 6 days left to initiate your enrollment.</p> <p>Start</p>	<p>Open Enrollment <u>Vision</u> Open enrollment is from 04/13/2022 to 04/19/2022. You have 6 days left to initiate your enrollment.</p> <p>Start</p>	<p>Open Enrollment FSA Open enrollment is from 04/13/2022 to 04/19/2022. You have 6 days left to initiate your enrollment.</p> <p>Start</p>
<p>Open Enrollment Company Paid Basic Life and AD&D - Employee Open enrollment is from 04/13/2022 to 04/19/2022. You have 6 days left to initiate your enrollment.</p> <p>Start</p>	<p>Open Enrollment Company Paid Basic Life - Dependents Open enrollment is from 04/13/2022 to 04/19/2022. You have 6 days left to initiate your enrollment.</p> <p>Start</p>	<p>Open Enrollment Company Paid Long Term Disability Open enrollment is from 04/13/2022 to 04/19/2022. You have 6 days left to initiate your enrollment.</p> <p>Start</p>	<p>Open Enrollment Supplemental Life - Employee Open enrollment is from 04/13/2022 to 04/19/2022. You have 6 days left to initiate your enrollment.</p> <p>Start</p>

Read the instructions, then select "Continue".

← Open Enrollment

Incomplete
 99%
Started on 04/13/2022



CONTINUE

✓ Instructions

✓ Medical

Confirm & Submit

Instructions

As you proceed through the benefit categories (Medical, Dental, etc.), review the provider, pricing and coverage type that best meets your family's needs. Note that there are options to compare plan pricing and features to assist you with your selections.

Once you have decided on a plan, click on the "select" checkbox next to the plan. Note that you do have the option to waive plan coverage and can modify your selections up to final submit on confirm selections tab.

After you have selected your plan, if you have chosen a plan that requires a dependent (e.g. Employee plus Family) you will need to define those dependents. In most cases your dependents have already been added to the options for you. If not, you will want to have your dependent(s) contact, SSN and birthday information available as you complete this section.

NOTE: You must complete the Confirmation Selection tab and submit prior to your selections to be considered for activation.

Your information will be forwarded to HR for review and approval. You can always return to view your status of current benefits as needed or prompt a request for change should you experience a "Life Change Event" outside of the open enrollment period.

Please contact your HR Manager for questions or issues.

CONTINUE

Select the correct coverage level from the drop-down menu.

The screenshot shows the 'Open Enrollment' interface. At the top, it says 'My Benefits > Enrollment' and 'Open Enrollment'. Below that, it indicates 'Incomplete' with a progress bar at 0% and 'Started on 04/13/2022'. A 'CONTINUE' button is visible in the top right. On the left, there are navigation tabs for 'Instructions' and 'Medical', with 'Medical' selected. Below the tabs is a 'Confirm & Submit' button. The main content area is titled 'Medical' and lists 'Hagerstown C' as a plan. A modal window titled 'Fill in Required Info for Selected Plan' is open, showing a 'Coverage Level' dropdown menu with options: 'Employee Only', 'Employee + Spouse', 'Employee + Child(ren)', and 'Family'. A 'SAVE AND SELECT' button is visible at the bottom right of the modal. In the background, there are checkboxes for 'Waive all M' and 'CareFirst', and a note 'Passive Enrollment - Plan Previously Selected'.

Click "Save and Select"

This is a close-up of the 'Fill in Required Info for Selected Plan' modal. The 'Coverage Level' dropdown menu is set to 'Employee Only'. At the bottom of the modal, there are two buttons: 'CANCEL' and 'SAVE AND SELECT'. The 'SAVE AND SELECT' button is highlighted with a red circle.

****NOTE:** If you need to waive coverage, select the waive option instead. Choose a reason from the drop-down menu.

My Benefits > Enrollment

← Open Enrollment

Incomplete



Started on 04/13/2022

✓ Instructions

✓ Medical

Confirm & Submit

Medical

Hagerstown Community College offers one (1) Medical Health Plans through CareFirst.

1. Select one Medical plan/level of coverage option below, or if you choose to waive medical cover
2. You can compare the different costs by simply clicking the "**Compare Plans**" link at the upper right, checking the boxes next to them, and click "Next".
3. You may click on the **Details** link below each plan to download and review plan summary docum
4. Click the **Continue** button at the top or bottom of the screen to move to the next tab once you'

Waive all Medical

Waived reason is required
Select waived reason *

After making your selections, click "Continue" at the bottom right of the page.

checking the boxes next to them, and click "NEXT".

3. You may click on the **Details** link below each plan to download and review plan summary documentation or to visit the carrier website.

4. Click the **Continue** button at the top or bottom of the screen to move to the next tab once you've made your selections.

Waive all Medical

CareFirst

Passive Enrollment - Plan Previously Selected

CareFirst 

Coverage Name
Employee Only

Coverage
-

Taxable Income
-

Employee Frequency
Every Scheduled Pay

Employee Contribution
\$24.83

Company Contribution
\$262.85

Company Frequency
Every Scheduled Pay

[▼ DETAILS](#)

CONTINUE

Confirm and Submit: Review all information on this page for accuracy, then select "Submit" (bottom or top right of page).

Open Enrollment

99%
started on 04/13/2022

- Instructions
- Medical
- Confirm & Submit

Confirm & Submit

Thank you for selecting (or waiving) your new benefit plans. Please take a moment to review the plans & coverage levels. Select the Previous option on the menu below to make any changes up to finalization.

Note: If you waive your health and welfare coverage for any benefits, you may not be able to enroll back into the plan(s) until the next Open Enrollment date unless you have a qualifying Life Change Event.

If you are satisfied with your selection, please add/identify your dependents that are to be included on your plan (if applicable). Once you have identified your dependents, you will be able to use the "submit request" option to finalize and submit your selections.

The HR Department will review your submittal and contact you should we have any additional questions. Thank you.

Download PDF

Total Plans:

1

Estimated Monthly Premium:

\$49.66

Estimated Monthly Taxable Income:

-

Medical

CareFirst

Employee Only

Employee Contribution:
\$24.83

Employee Frequency:
Every Scheduled Pay

Company Contribution:
\$262.85

Taxable Income:
-

Coverage Amount:
-

Company Frequency:
Every Scheduled Pay

SUBMIT

Sign with your Kronos password and select "Accept".

Enrollment Acknowledgement

Please type your (Megan Curryyy) password to confirm.

Password*

If you wish to make additional changes, click on "**decline**" and you will return to the option menu.

Click on "**accept**" if you are satisfied with your selections and wish to proceed with the submittal process.

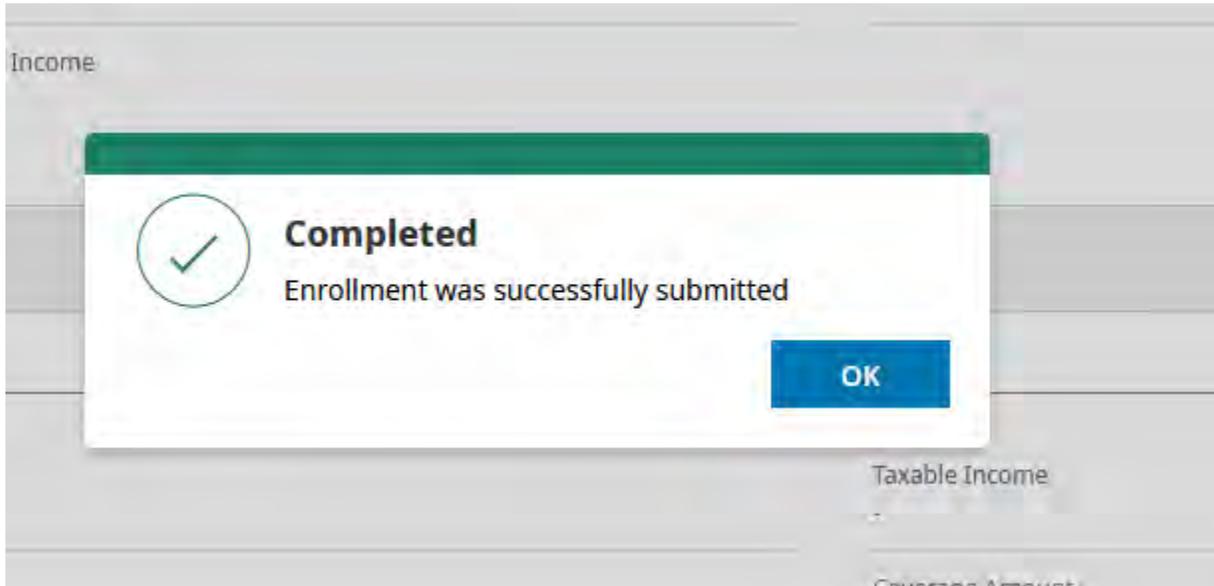
Note that you will not be enrolled in new plans until you complete this selection and acceptance process. Contract your HR Representative should you have any questions regarding this process.

True and complete acknowledgement: The answers I have provided throughout this benefit submission are to the best of my knowledge and belief, true and complete.

I hereby enroll for benefits for which I am presently eligible or for which I may become eligible under my employer's group contract(s). If any deductions are required for this coverage, I authorize such deductions from my earnings. I reserve the right to revoke this deduction authorization any time upon written notice unless I have chosen to use pretax

DECLINE **ACCEPT**

You should receive a confirmation.



This will take you back to the main screen, where you can repeat the process with all applicable benefit plans. As a reminder, open enrollment is passive—If you do not complete these sections in Kronos, your current selections will remain the same for next benefit year. **The only exception is the FSA, which must be renewed every year.**

[← Enrollment](#)

<p>Open Enrollment Dental Open enrollment is from 04/13/2022 to 04/19/2022. You have 6 days left to initiate your enrollment.</p>	<p>Open Enrollment Vision Open enrollment is from 04/13/2022 to 04/19/2022. You have 6 days left to initiate your enrollment.</p>	<p>Open Enrollment FSA Open enrollment is from 04/13/2022 to 04/19/2022. You have 6 days left to initiate your enrollment.</p>	<p>Open Enrollment Company Paid Basic Life and AD&D - Employee Open enrollment is from 04/13/2022 to 04/19/2022. You have 6 days left to initiate your enrollment.</p>
<p>Start</p>	<p>Start</p>	<p>Start</p>	<p>Start</p>
<p>Open Enrollment Company Paid Basic Life - Dependents Open enrollment is from 04/13/2022 to</p>	<p>Open Enrollment Company Paid Long Term Disability Open enrollment is from 04/13/2022 to</p>	<p>Open Enrollment Supplemental Life - Employee Open enrollment is from 04/13/2022 to</p>	<p>Open Enrollment Aflac Plans Open enrollment is from 04/13/2022 to</p>