

CITY OF HENDERSONVILLE

2021 – 2022 BENEFITS HOW TO ENROLL ONLINE



STEP-BY-STEP: ELECTING FY22 BENEFITS ONLINE

Open Enrollment Window: May 10, 2021 – May 21, 2021

Benefits Effective: July 1st 2021

THINGS TO NOTE:

- EVERYONE is required to log in to the Employee Self Service (ESS) portal and complete the Open Enrollment process, even if you do not elect City insurances.
- ALL employees MUST elect Dental coverage! Even if you do not need coverage, please select *Employee Only* option (you will not be charged; City provided)
- If you do not enroll via ESS by the end of the day on May 21, 2021, you will NOT be enrolled in insurance benefits after July 1, 2021
- Must enter a beneficiary when electing Base Life and Employee Voluntary Life
- Must enter one or more dependents for any family plans
- May enter only one dependent for the *Employee Plus Child & Employee Plus Spouse tiers*
- Employee is the default beneficiary for Spouse, Child, and Dependent (Family) Voluntary Life plans

BENEFITS PLAN DETAILS

The City of Hendersonville has a **benefits website that is a one-stop-shop** for all the current benefit plan summaries and cost details. - <http://www.hvilletnbenefits.com/>

[CLICK HERE FOR THE FY22 BENEFITS GUIDE WITH ALL PLAN DETAILS](#)

[CLICK HERE FOR THE FY22 BENEFITS VIDEO PRESENTATION](#)

I: LOG-IN TO ESS & ACCESS BENEFITS SECTION

1. Use the information below to access and log-in to the Employee Self Service (ESS) portal. <https://employeeportal.hvilletn.org/MSS/default.aspx>

"How To": Log in to Employee Self Service (ESS)

Step-by-Step Instructions for City of Hendersonville Employees

<https://employeeportal.hvilletn.org/MSS/>



<p>1 ACCESS ESS SITE - FROM BROWSER</p> <ul style="list-style-type: none"> From a computer or smart phone, open an internet browser Enter URL below into address bar https://employeeportal.hvilletn.org/MSS/ Click on "Log-In" in the top right hand corner <ul style="list-style-type: none"> First time logging in? Go to Step 2 Returning user? Skip Step 2, Go to Step 3 	OR	<p>ACCESS ESS SITE - FROM CITY WEBSITE</p> <ul style="list-style-type: none"> From a computer or smart phone, open an internet browser and go to City of Hendersonville homepage https://www.hvilletn.org Click on "Employee Access" in top right hand corner Click on "Access Munis Self Service" <ul style="list-style-type: none"> First time logging in? Go to Step 2 Returning user? Skip Step 2, Go to Step 3
<p>2 FIRST TIME LOGGING IN</p> <ul style="list-style-type: none"> ESS site will have <i>Munis Self Service</i> at top Enter Username: First Initial, Last Initial, Employee # Ex: Jack Lee, Emp #1234 = Username: JL1234 Enter Password: Last 4 digits of Social Security # Create a new password for all future ESS log-ins <ul style="list-style-type: none"> Remember and/or keep this password for future use Only required to change password at 1st log-in 	3	<p>LOG-IN</p> <ul style="list-style-type: none"> ESS site will have <i>Munis Self Service</i> at top Enter Username: First Initial, Last Initial, Employee # Ex: Jack Lee, Emp #1234 = Username: JL1234 Enter Password created during 1st log-in YOU'RE LOGGED IN! Now, click on Employee Self Service in menu on the left side of the screen

2. Once logged in, **navigate to, and click on the "Benefits" section** found in the menu on left side of the screen.

The screenshot shows the 'Employee Self Service' portal interface. On the left, a navigation menu includes 'Home', 'Employee Self Service', 'Benefits', 'Certifications', 'Pay/Tax Information', 'Personal Information', and 'Time Off'. The 'Benefits' menu item is highlighted with a yellow box, and a yellow callout box points to it with the text: 'Click Benefits in menu on left side of screen to navigate to Benefits page'. The main content area displays 'Welcome to Employee Self Service' and 'Announcements'. Below this, there is a 'Personal information' section for 'ROBINSON, SHARDAE L' with contact details. At the bottom, there is a 'Time off' section with a bar chart showing 'Currently Available' and 'Earned' time for various categories: VACATION (64.00/80.00), SICK LEAVE (49.00/64.00), BIRTHDAY (8.00/8.00), and HOLIDAY (24.00/88.00). A calendar for the year 2020 is visible at the bottom of the time off section.

2: BENEFITS SCREEN: START OPEN ENROLLMENT

1. In the **Existing Benefits** screen, you should see your current benefits through the City. You MUST Click on **Open Enrollment** to begin making FY22 benefit choices.

Existing Benefits

You must complete your **open enrollment** before 5/21/2021.

Below is a summary of your existing benefits.

HEALTH INSURANCE HEALTH INSURANCE - OPTION 1 - BASE PLAN - \$272.10	
DENTAL INSURANCE DENTAL INSURANCE - PPO PLAN - \$28.56	
VISION INSURANCE VISION INSURANCE - \$5.48	
TOBACCO FREE REWARD TOBACCO FREE REWARDS CREDIT - PRETAX - (\$5.00)	
EMPLOYEE VOLUNTARY LIFE Declined	
SPOUSE VOLUNTARY LIFE Declined	
CHILD VOLUNTARY LIFE Declined	

RESOURCES:
Use the **Resources** button in the dark blue bar of the ESS site to access useful, benefits-related documents as needed during your enrollment process.

2. Now in the **Open Enrollment – Make Elections** screen, you should see a message at the top of the screen from the City of Hendersonville’s HR department. Below the message, you will see available benefit options.

- **Benefit** – listed in all capital letters in black text
- **New Election** – shown in red text; will say **Election Not Made** when starting
- **Existing Benefit** – shows the benefit you selected last year

Open Enrollment – Make Elections

Make a selection for each benefit, then click "Continue". You must submit this enrollment by 5/21/2021.

City of Hendersonville 2021-2022 Benefits Open Enrollment
It is time for benefits enrollment! From May 10th through 21st, you have the opportunity to review and elect your 2021-2022 benefits. Health, dental, and vision plan coverage will start July 1, 2021 and end June 30, 2022. Please make your insurance coverage and other benefits option selections below:

HEALTH INSURANCE Election not made Existing benefit: HEALTH INSURANCE - OPTION 1 - BASE PLAN - \$272.10	DECLINE SELECT
DENTAL INSURANCE Election not made Existing benefit: DENTAL INSURANCE - PPO PLAN - \$28.56	SELECT
VISION INSURANCE Election not made Existing benefit: VISION INSURANCE - \$5.48	DECLINE SELECT
EMPLOYER PAID BASE LIFE Election not made	SELECT
EMPLOYEE VOLUNTARY LIFE Election not made Existing benefit: Declined	DECLINE SELECT
SPOUSE VOLUNTARY LIFE Election not made Existing benefit: Declined	Enrollment in this section requires enrollment in EMPLOYEE VOLUNTARY LIFE
CHILD VOLUNTARY LIFE Election not made Existing benefit: Declined	Enrollment in this section requires enrollment in EMPLOYEE VOLUNTARY LIFE
DEPENDENT (FAMILY) LIFE Election not made Existing benefit: FAMILY VOLUNTARY LIFE COVERAGE - \$0.53	DECLINE NO CHANGES SELECT
TOBACCO FREE REWARD Election not made Existing benefit: TOBACCO FREE REWARDS CREDIT - PRETAX - (\$5.00)	DECLINE NO CHANGES SELECT
WELLPOINTS PROG PARTICIPATION Election not made	DECLINE SELECT

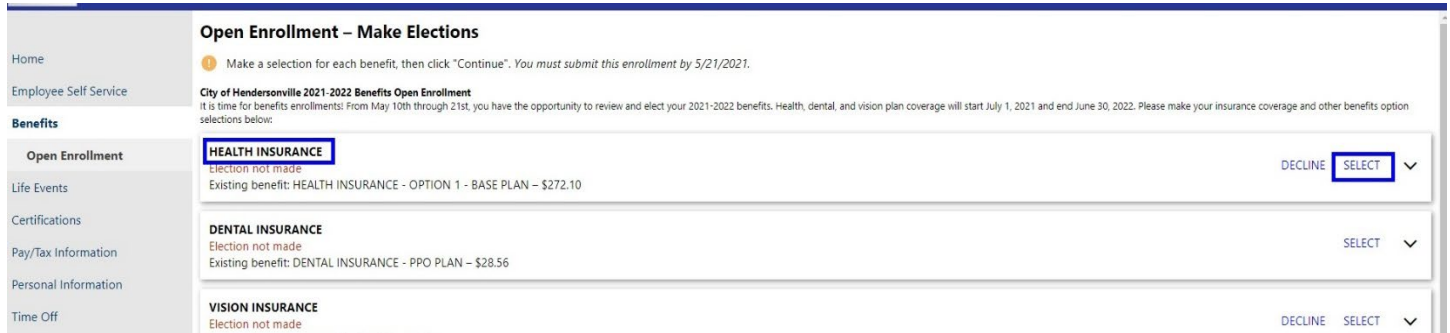
Text outlined in the blue box shows your **EXISTING BENEFIT** (what you selected last year)

Red text reads "Election not made" for FY22. Must make a choice even if that is to *decline* the benefit

Click appropriate buttons on far right of main page to begin making elections

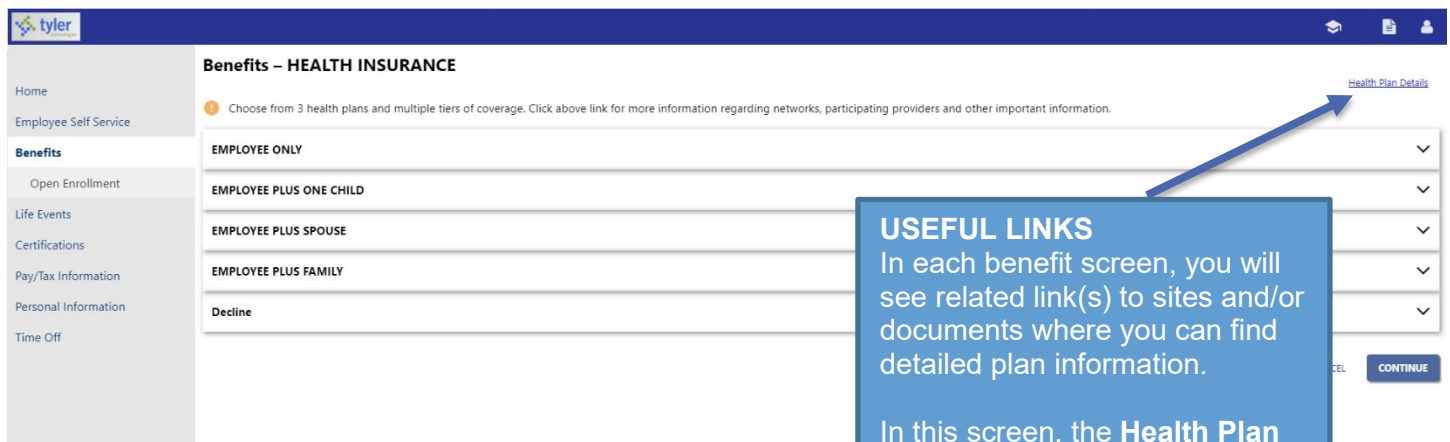
3: HEALTH INSURANCE CHOICES

1. In the **Open Enrollment** screen, the 1st benefit shown is Health Insurance. To the right of Health Insurance, you have the option to “Decline” or “Select”. If declining health insurance, click *Decline Benefit* and skip to Section 4: Dental Choices. **The following steps in this section will guide employees that ARE choosing the City’s health insurance.**
2. Selecting health insurance plan: **Click “Select”**

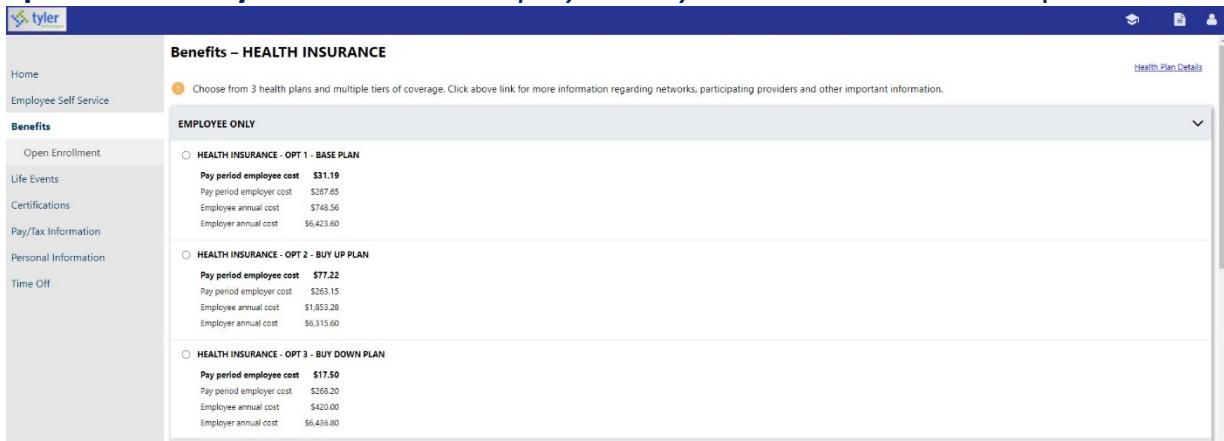


3. Now in the **Health Insurance** screen, you see the 3 coverage tiers: *Employee Only*, *Employee Plus Child*, *Employee Plus Spouse*, and *Employee Plus Family*.

- a. *Employee Plus One Child & Employee Plus Spouse* – coverage tiers with the City that allows for **ONLY** one eligible dependent. Please note: the rate for these two tiers is the same; only separated out for internal reporting purposes.

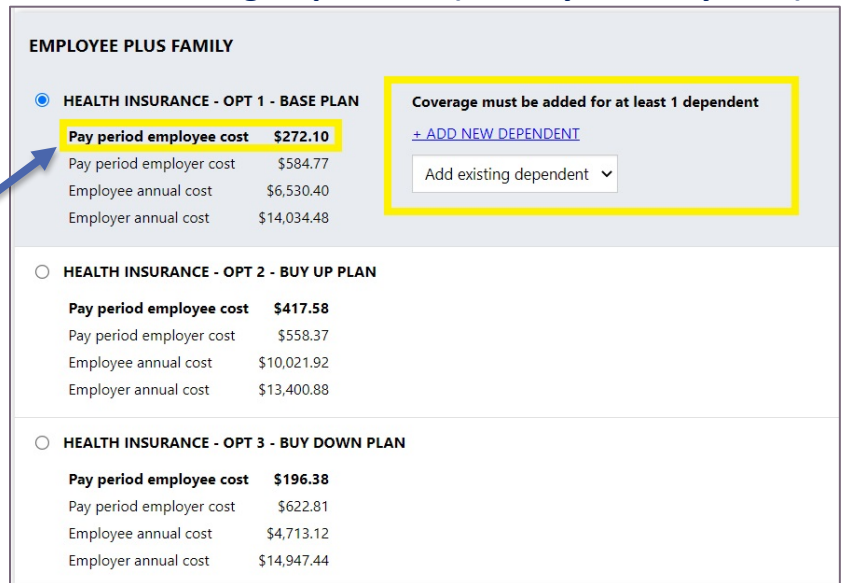


4. Based on your family's needs, choose a coverage tier, and click on the name or the arrow to the far right to see rates and details. Click on the bubble to the left of your preferred health plan to make your selection. *Employee Only* details shown in example below.



5. **ADDING DEPENDENTS** - If you elect any plan OTHER than *Employee Only*, you will be required to enter at least one dependent. Example below shows that selecting an *Employee Plus Family* plan populates a Dependent area to the right of your selection. Click **Add New Dependent** or use drop-down box to **Add an Existing Dependent (already in the system)**

NOTE:
The cost breakdown is under each plan. The **Per Pay Period Costs** is bolded. So, for this coverage, \$272.10 would be deducted from each paycheck for health insurance



Note: Dependents are pre-populated based on information in ESS. If you currently carry dependents on the City's insurance, they will already be in the system. It is the employee's responsibility to ensure that all dependent information is accurately recorded.

6. Using the drop-down box for an existing dependent, you will get a pop-up box. **Review and/or edit your dependent's personal info.** *Note that fields with an asterisk (*) are mandatory. **Also NOTE:** existing dependent SSN's are shown as X's in the system for security purposes. You do not have to re-enter Socials for existing dependents

KALANI J ROBINSON

First name*
KALANI

Middle initial
J

Last name*
ROBINSON

Suffix
[]

Date of birth*
2/22/2010

Gender
MALE

Relationship*
CHILD

Handicapped

Social Security number*
XXX-XX-XXXX

Save Cancel

IN DEPENDENT BOX:

- Review and/or edit your dependent's personal info
- Note that fields with an asterisk (*) are mandatory
- Existing SSN's are shown as X's in the system for security

7. Once dependent information is entered/verified, **click "Save" at bottom of box**
8. Repeat the "Add Coverage" steps (steps 5-7) as many times as needed to include all eligible dependents that will be covered under your health plan.
9. **ADD NEW DEPENDENTS:** If you have a new dependent not currently in the system, **click "Add new dependent"** and fill out all information for the eligible dependent. Then **click "Save"**.

Add a new dependent

First name*
[]

Middle initial
[]

Last name*
[]

Suffix
[]

Date of birth*
[]

Gender
[]

Relationship*
[]

Handicapped

Social Security number*
[]

Save Cancel

10. After adding dependents, click **Continue in blue box** at bottom to save health plan choice

EMPLOYEE PLUS FAMILY

HEALTH INSURANCE - OPT 1 - BASE PLAN Coverage can be added for additional dependents

Pay period employee cost: \$272.10
 Pay period employer cost: \$584.77
 Employee annual cost: \$6280.00
 Employer annual cost: \$14,034.48

ADD NEW DEPENDENT
 Add existing dependent: []

✓ KALANI J ROBINSON Edit | Remove
 ✓ REBEKAH J ROBINSON Edit | Remove

HEALTH INSURANCE - OPT 2 - BUY UP PLAN

Pay period employee cost: \$417.58
 Pay period employer cost: \$550.27
 Employee annual cost: \$10,021.92
 Employer annual cost: \$13,400.08

HEALTH INSURANCE - OPT 3 - BUY DOWN PLAN

Pay period employee cost: \$196.38
 Pay period employer cost: \$622.61
 Employee annual cost: \$4,713.12
 Employer annual cost: \$14,947.44

Decline

CONTINUE

- Clicking **Continue** takes you back to the **Open Enrollment** main screen where you will now see your Health Plan choice under “Your New Election” column. Will no longer see **Election not made** in red text. If you declined health coverage, the word “Declined” will display here.

Open Enrollment – Make Elections

Make a selection for each benefit, then click "Continue". *You must submit this enrollment by 5/21/2021.*

City of Hendersonville 2021-2022 Benefits Open Enrollment
It is time for benefits enrollments! From May 10th through 21st, you have the opportunity to review and elect your 2021-2022 benefits. Health, dental, and vision plan coverage will start July 1, 2021 and end June 30, 2022. Please make your insurance coverage and other benefits option selections below:

HEALTH INSURANCE
HEALTH INSURANCE - OPT 1 - BASE PLAN – \$272.10 DECLINE EDIT ↕
Existing benefit: HEALTH INSURANCE - OPTION 1 - BASE PLAN – \$272.10

Your new election:		Your existing benefit:	
HEALTH INSURANCE - OPT 1 - BASE PLAN		HEALTH INSURANCE - OPTION 1 - BASE PLAN	
KALANI J ROBINSON		KALANI J ROBINSON	
REMIRUS J ROBINSON		REMIRUS J ROBINSON	
Pay period employee cost	\$272.10	Pay period employee cost	\$272.10
Pay period employer cost	\$584.77	Pay period employer cost	\$586.77
Annual employee cost	\$6,530.40	Annual employee cost	\$6,530.40
Annual employer cost	\$14,034.48	Annual employer cost	\$14,082.48

4: DENTAL INSURANCE CHOICES

- In the **Open Enrollment** screen, the 2nd benefit shown is **Dental Insurance**. To the right of the New Election column, you **ONLY** have one option: **Click “Select”**

Open Enrollment – Make Elections

Make a selection for each benefit, then click "Continue". *You must submit this enrollment by 5/21/2021.*

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HEALTH INSURANCE
HEALTH INSURANCE - OPT 1 - BASE PLAN – \$272.10 DECLINE EDIT ▼
Existing benefit: HEALTH INSURANCE - OPTION 1 - BASE PLAN – \$272.10

DENTAL INSURANCE
Election not made **SELECT** ▼
Existing benefit: DENTAL INSURANCE - PPO PLAN – \$28.56

Notes About Dental Insurance:

- ALL employees are required to elect Dental coverage since it is a City-provided benefit. If you do not want/need dental coverage, please select an *Employee Only* option at **NO CHARGE** to you.
- Family Dental is at the employee’s cost (this has not changed from previous years)

- In the **Dental Insurance** screen, you will see *Employee Only, Employee Plus One Child, Employee Plus Spouse & Employee Plus Family* tiers with 2 plan options: PPO and HMO. Based on your family's needs, **click on the name of the coverage tier or the arrow to right to see plan options.**
- Click on the bubble to the left of your preferred dental plan.** In the below example, the *Employee Only HMO Plan* is chosen. Note there is no request for dependent information since it is only Employee coverage.
 - If an *Employee Plus Family* plan was chosen, the system would require you to add dependents (as demonstrated in Health Insurance section steps 5-9)

Benefits – DENTAL INSURANCE

Employee Only dental coverage is an automatic benefit provided by the City at NO COST to the employee. Family coverage is paid for by the employee. You MUST make a selection to continue. Click link above for more info regarding DHMO vs. DPPO networks.

EMPLOYEE ONLY

- DENTAL INSURANCE - HMO PLAN - EMP ONLY**

Pay period employee cost	\$0.00
Pay period employer cost	\$6.52
Employee annual cost	\$0.00
Employer annual cost	\$156.48
- DENTAL INSURANCE - PPO PLAN - EMPLOYEE ONLY**

Pay period employee cost	\$0.00
Pay period employer cost	\$14.28
Employee annual cost	\$0.00
Employer annual cost	\$342.72

EMPLOYEE PLUS ONE CHILD

EMPLOYEE PLUS SPOUSE

EMPLOYEE PLUS FAMILY

CANCEL CONTINUE

- Once election is made (and dependents are added for Family plans), **click *Continue* in blue box** at bottom to save your dental plan choice.
- Back on the **Open Enrollment** main screen, you will now see your Dental Plan choice under **“Your New Election”** column. Note that the Dental *Employee Only* election cost = \$0.00.

Open Enrollment – Make Elections

Make a selection for each benefit, then click “Continue”. You must submit this enrollment by 5/21/2021.

City of Hendersonville 2021-2022 Benefits Open Enrollment
It is time for benefits enrollments! From May 10th through 21st, you have the opportunity to review and elect your 2021-2022 benefits. Health, dental, and vision plan coverage will start July 1, 2021 and end June 30, 2022. Please make your insurance coverage and other benefits option selections below.

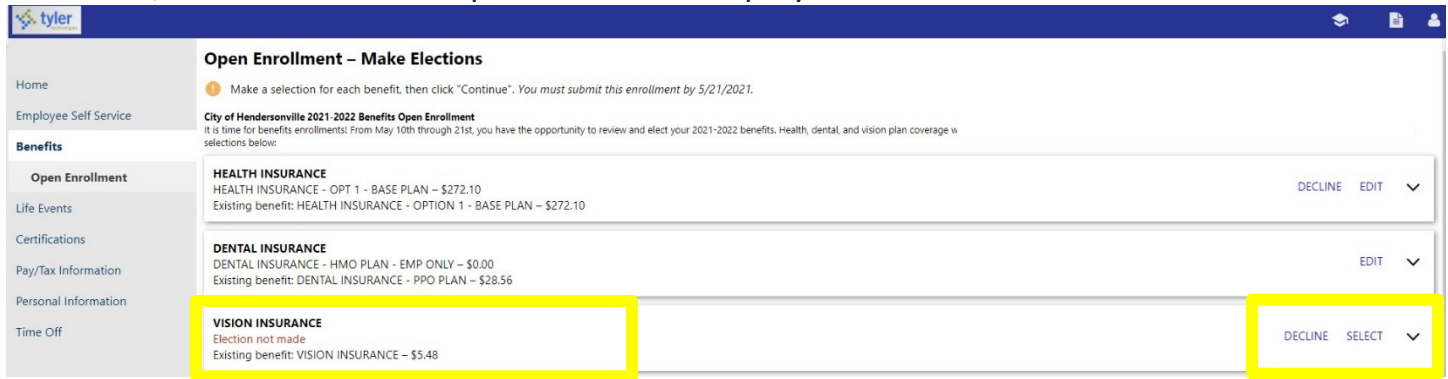
HEALTH INSURANCE
HEALTH INSURANCE - OPT 1 - BASE PLAN – \$272.10
Existing benefit: HEALTH INSURANCE - OPTION 1 - BASE PLAN – \$272.10

DENTAL INSURANCE
DENTAL INSURANCE - HMO PLAN - EMP ONLY – \$0.00
Existing benefit: DENTAL INSURANCE - PPO PLAN – \$28.56

Your new election:	Your existing benefit:
DENTAL INSURANCE - HMO PLAN - EMP ONLY	DENTAL INSURANCE - PPO PLAN
Pay period employee cost \$0.00	KALANI J ROBINSON
Pay period employer cost \$6.52	REMIRUS J ROBINSON
Annual employee cost \$0.00	Pay period employee cost \$28.56
Annual employer cost \$156.48	Pay period employer cost \$14.28
	Annual employee cost \$685.44
	Annual employer cost \$342.72

5: VISION INSURANCE CHOICES

1. In the **Open Enrollment** screen, the 3rd benefit shown is **Vision Insurance**. To the right of Health Insurance, you have the option to **“Decline”** or **“Select”**. If declining vision insurance, click *Decline* and skip to Section 6: Employer Paid Base Life



Notes About Vision Insurance:

- **NEW! Employees can decline Vision coverage this year**
 - *Employee Only* coverage is **STILL** offered at no cost to employee. City pays.
 - Family Vision is at the employee’s cost (this has not changed from previous years)
2. In the **Vision Insurance** screen, you will see *Employee Only*, *Employee Plus One Child*, *Employee Plus Spouse* & *Employee Plus Family* tiers with 1 plan option. Based on your family’s needs, **click on the name of the coverage tier (or the down arrow on the right) to see plan options.**
 3. **Click on the bubble to the left of your preferred vision plan.** In the below example, the *Employee Plus One Child* Plan is chosen. This requires you to add only ONE dependent (as demonstrated in Health Insurance section steps 5-9)
 - If the *Employee Only* plan was chosen, no dependents would be required



4. Click **Continue** in blue box at bottom to save vision plan choice once election is made (and dependents are added for Family plans).
5. Back on the **Open Enrollment** main screen, you will now see your Vision Plan choice under “Your New Election”.

Open Enrollment – Make Elections

Make a selection for each benefit, then click “Continue”. You must submit this enrollment by 5/21/2021.

City of Hendersonville 2021-2022 Benefits Open Enrollment
It is time for benefits enrollments! From May 10th through 21st, you have the opportunity to review and elect your 2021-2022 benefits. Health, dental, and vision plan coverage will start July 1, 2021 and end June 30, 2022. Please make your insurance coverage and other benefits option selections below:

HEALTH INSURANCE
HEALTH INSURANCE - OPT 1 - BASE PLAN – \$272.10
Existing benefit: HEALTH INSURANCE - OPTION 1 - BASE PLAN – \$272.10

DENTAL INSURANCE
DENTAL INSURANCE - HMO PLAN - EMP ONLY – \$0.00
Existing benefit: DENTAL INSURANCE - PPO PLAN – \$28.56

VISION INSURANCE
VISION INSURANCE - EMPLOYEE & CHILD – \$4.74
Existing benefit: VISION INSURANCE – \$5.48

Your new election:
VISION INSURANCE - EMPLOYEE & CHILD
KALANI J ROBINSON
Pay period employer cost **\$4.74**
Pay period employee cost \$3.00
Annual employee cost \$113.76
Annual employer cost \$72.00

Your existing benefit:
VISION INSURANCE
KALANI J ROBINSON
REMIRUS J ROBINSON
Pay period employer cost **\$5.48**
Pay period employee cost \$4.56
Annual employee cost \$131.52
Annual employer cost \$109.44

6: EMPLOYER PAID BASE LIFE INSURANCE

1. In the **Open Enrollment** screen, the 4th benefit is **Employer Paid Base Life Insurance**. This is an automatic benefit provided by the City at NO COST to the employees. **You MUST click “Select” and add/update your beneficiary for this life insurance policy.**

Open Enrollment – Make Elections

Make a selection for each benefit, then click “Continue”. You must submit this enrollment by 5/21/2021.

City of Hendersonville 2021-2022 Benefits Open Enrollment
It is time for benefits enrollments! From May 10th through 21st, you have the opportunity to review and elect your 2021-2022 benefits. Health, dental, and vision plan coverage will start July 1, 2021 and end June 30, 2022. Please make your insurance coverage and other benefits option selections below:

HEALTH INSURANCE
HEALTH INSURANCE - OPT 1 - BASE PLAN – \$272.10
Existing benefit: HEALTH INSURANCE - OPTION 1 - BASE PLAN – \$272.10

DENTAL INSURANCE
DENTAL INSURANCE - HMO PLAN - EMP ONLY – \$0.00
Existing benefit: DENTAL INSURANCE - PPO PLAN – \$28.56

VISION INSURANCE
VISION INSURANCE - EMPLOYEE & CHILD – \$4.74
Existing benefit: VISION INSURANCE – \$5.48

EMPLOYER PAID BASE LIFE
Election not made

SELECT

2. In the Employer Paid Base Life screen, click **Employee Only**, then click bubble to the left of **Exempt OR Non-Exempt** based on your employment with the City.

Unsure of your status? You are *Exempt* employee if you **do not** earn OT or comp time

3. **ADDING BENEFICIARIES** – for life insurance policies, you will always be prompted to add at least one beneficiary. Example below shows that a Beneficiary area appears to the right of your selection. **Click Add New Beneficiary or use drop-down box to Add an Existing Beneficiary** (already in the system).

NOTE: If you currently have beneficiaries in the City’s ESS system, they will pre-populate. It is the employee’s responsibility to ensure all beneficiary info is accurate and up-to-date.

Benefits – EMPLOYER PAID BASE LIFE

At NO COST to employees, the City offers life insurance as an automatic benefit for the following coverage amounts: \$100k for exempt and \$50k for NON-EXEMPT employees. Please select Exempt/Non-Exempt and provide at least one beneficiary below.

EMPLOYEE ONLY

BASE LIFE - EXEMPT EMPLOYEE - EMPLOYER PAID

Additional beneficiaries can be added
[+ ADD NEW BENEFICIARY](#)
 Add existing beneficiary ▾
 ✓ REMIRUS J ROBINSON (100%) [Edit](#) [Remove](#)

Pay period employee cost	\$0.00
Pay period employer cost	\$11.40
Employee annual cost	\$0.00
Employer annual cost	\$136.80

BASE LIFE - NON-EXEMPT EMPLOYEE - EMPLOYER PAID

Pay period employee cost	\$0.00
Pay period employer cost	\$5.20
Employee annual cost	\$0.00
Employer annual cost	\$62.40

BASE LIFE DETAILS:

- City-paid benefit at no cost to employees
- **Base Life Coverage Amount**
 - Exempt = \$100,000
 - Non-Exempt = \$50,000
- Must designate at least 1 beneficiary
- See link in top right of screen for more information

[Base Life Summary](#)

CANCEL CONTINUE

4. Using the drop-down box to select an existing beneficiary or select **Add New** to add a new beneficiary. You will get a pop-up box. **Update or add your dependent’s personal info and complete the *Percentage* and *Phone Number* fields.** *Note that fields with an asterisk (*) are mandatory. **Also NOTE:** existing beneficiary SSN's are shown as X's in the system for security purposes. You do not have to re-enter Socials for existing beneficiaries.

BENEFICIARY BOX:

- Add or update your beneficiary’s personal info
- Fields with an asterisk (*) are mandatory
- SSNs for *existing* beneficiaries are shown as X's for security and don't need to be re-entered.
- Enter *Percentage* at bottom
- Enter **Beneficiary’s 10-digit phone number**

5. Once dependent information is entered/verified, click “Save” at bottom of box

6. Once Base Life election is made and beneficiary information has been updated and saved, **click *Continue* in blue box at bottom to save.**

Benefits – EMPLOYER PAID BASE LIFE [Base Life Summary](#)

! At NO COST to employees, the City offers life insurance as an automatic benefit for the following coverage amounts: \$100k for exempt and \$50k for NON-EXEMPT employees. Please select Exempt/Non-Exempt and provide at least one beneficiary below.

EMPLOYEE ONLY

BASE LIFE - EXEMPT EMPLOYEE - EMPLOYER PAID Additional beneficiaries can be added

Pay period employee cost	\$0.00	+ ADD NEW BENEFICIARY
Pay period employer cost	\$11.40	<input type="text" value="Add existing beneficiary"/>
Employee annual cost	\$0.00	<input checked="" type="checkbox"/> REMIRUS J ROBINSON (100%) Edit Remove
Employer annual cost	\$136.80	

BASE LIFE - NON-EXEMPT EMPLOYEE - EMPLOYER PAID

Pay period employee cost	\$0.00
Pay period employer cost	\$5.20
Employee annual cost	\$0.00
Employer annual cost	\$62.40

[CANCEL](#) **CONTINUE**

7. Back in the **Open Enrollment** screen, you will see that Employer Paid Base Life now shows an election and beneficiary with an Employee Cost of \$0.

Open Enrollment – Make Elections

! Make a selection for each benefit, then click "Continue". *You must submit this enrollment by 5/21/2021.*

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It is time for benefits enrollments! From May 10th through 21st, you have the opportunity to review and elect your 2021-2022 benefits. Health, dental, and vision plan coverage will start July 1, 2021 and end June 30, 2022. Please make your insurance coverage and other benefits option selections below:

HEALTH INSURANCE [DECLINE](#) [EDIT](#) ▼

HEALTH INSURANCE - OPT 1 - BASE PLAN – \$272.10
Existing benefit: HEALTH INSURANCE - OPTION 1 - BASE PLAN – \$272.10

DENTAL INSURANCE [EDIT](#) ▼

DENTAL INSURANCE - HMO PLAN - EMP ONLY – \$0.00
Existing benefit: DENTAL INSURANCE - PPO PLAN – \$28.56

VISION INSURANCE [DECLINE](#) [EDIT](#) ▼

VISION INSURANCE - EMPLOYEE & CHILD – \$4.74
Existing benefit: VISION INSURANCE – \$5.48

EMPLOYER PAID BASE LIFE [EDIT](#) ▲

BASE LIFE - EXEMPT EMPLOYEE - EMPLOYER PAID – \$0.00

Your new election:

BASE LIFE - EXEMPT EMPLOYEE - EMPLOYER PAID

REMRUS J ROBINSON	100%
Pay period employee cost	\$0.00
Pay period employer cost	\$11.40
Annual employee cost	\$0.00
Annual employer cost	\$136.80

7: VOLUNTARY LIFE INSURANCE

In the **Open Enrollment** screen, there are 4 Voluntary Life Insurance benefit options: *Employee, Spouse, Child, and Dependent/Family*. Please consult the [Benefits Guide](#) and [Supplementary Life Insurance Summary](#) document for details, limits, and requirements **BEFORE** making elections. Voluntary life insurance is optional and may be declined.

EMPLOYEE VOLUNTARY LIFE INSURANCE

1. To the right of the New Election column, you have the option to: “Decline” or “Select. Click one of these options. The following steps show the process after clicking “Select”

Open Enrollment – Make Elections

Make a selection for each benefit, then click "Continue". You must submit this enrollment by 5/21/2021.

City of Hendersonville 2021-2022 Benefits Open Enrollment
It is time for benefits enrollment! From May 10th through 21st, you have the opportunity to review and elect your 2021-2022 benefits. Health, dental, and vision plan coverage will start July 1, 2021 and end June 30, 2022. Please make your insurance coverage and other benefits option selections below.

HEALTH INSURANCE HEALTH INSURANCE - OPT 1 - BASE PLAN – \$272.10 Existing benefit: HEALTH INSURANCE - OPTION 1 - BASE PLAN – \$272.10	DECLINE EDIT
DENTAL INSURANCE DENTAL INSURANCE - HMO PLAN - EMP ONLY – \$0.00 Existing benefit: DENTAL INSURANCE - PPO PLAN – \$28.56	EDIT
VISION INSURANCE VISION INSURANCE - EMPLOYEE & CHILD – \$4.74 Existing benefit: VISION INSURANCE – \$5.48	DECLINE EDIT
EMPLOYER PAID BASE LIFE BASE LIFE - EXEMPT EMPLOYEE - EMPLOYER PAID – \$0.00	EDIT
EMPLOYEE VOLUNTARY LIFE Election not made Existing benefit: Declined	DECLINE SELECT
SPOUSE VOLUNTARY LIFE Election not made Existing benefit: Declined	Enrollment in this section requires enrollment in EMPLOYEE VOLUNTARY LIFE
CHILD VOLUNTARY LIFE Election not made Existing benefit: Declined	Enrollment in this section requires enrollment in EMPLOYEE VOLUNTARY LIFE
DEPENDENT (FAMILY) LIFE Election not made Existing benefit: FAMILY VOLUNTARY LIFE COVERAGE – \$0.53	DECLINE NO CHANGES SELECT

2. In the **Employee Voluntary Life** screen, you will see *Non-Tobacco User* and *Tobacco User* categories. Click the option that fits you, then select the bubble next to that choice.

Benefits – EMPLOYEE VOLUNTARY LIFE

Optional benefit for those seeking additional life insurance. DURING OPEN ENROLLMENT ONLY: elect up to \$100k of coverage without completing EOI. Must be tobacco-free for AT LEAST 24 MONTHS for non-tobacco user rates. Click link above for more info/rates.

NON-TOB USER	
TOBACCO USER	
Decline	

EMPLOYEE VOLUNTARY LIFE DETAILS:

- Elections based on Tobacco Usage
 - Non-Tobacco User
 - Tobacco User
- Do not use commas when entering \$ amounts
- Enter Beneficiary
 - Must enter Percentage
 - Must enter Beneficiary 10-digit phone number

CANCEL CONTINUE

4. Enter coverage amount in the box below your choice. Do not use commas. Example below shows **non-tobacco user election in the amount of \$60,000**.
5. **ADDING BENEFICIARIES** - If you elect Voluntary Life Insurance, you will be required to enter at least one beneficiary. **SEE DETAILED INSTRUCTIONS FOR ADDING BENEFICIARIES IN STEPS 3-6 OF BASE LIFE INSURANCE**
6. Once beneficiary information is entered/verified, click **“Save”** at bottom of box

The screenshot shows the Tyler Benefits portal for Employee Voluntary Life. The 'NON-TOB USER' section is selected and highlighted with a yellow box. It displays the following information:

Pay period employee cost	\$4.04
Employee annual cost	\$96.96
Amount	60000

Below the table, there is a checkbox for 'REIRUS / ROBINSON (100%)' which is checked, and an 'Add existing beneficiary' dropdown menu. To the right, there is a link to 'ADD NEW BENEFICIARY'. At the bottom right of the screen, there are 'CANCEL' and 'CONTINUE' buttons, with the 'CONTINUE' button highlighted in a yellow box. A blue arrow points from the 'CONTINUE' button to step 7.

7. Click **Continue** in blue box at bottom of screen to save your Employee Voluntary Life election.

Spouse Voluntary Life Insurance

1. You may **ONLY** elect Spouse Voluntary Life if you enroll in Employee Voluntary Life. IF you elected Employee Vol Life: to the right of the New Election column, you have the option to: *“Decline Benefit”* or *“Select”*. **Click one of these options.** The following steps show the process after **clicking “Select”**

Notes About Spouse Voluntary Life Insurance:

- Must be enrolled in Employee Voluntary Life to get Spouse Life
 - New Enrollees OR Changes must complete an EOI
 - Spouse coverage can only be up to half that of Employee Life amount
 - Coverage amount must be in \$5,000 increments
 - When entering election dollar amounts, do not use commas
 - Employee is default beneficiary for Spouse Vol Life
2. In the **Spouse Voluntary Life** screen, **click button to the left of the option and enter amount of desired insurance coverage.** Do not use commas when entering dollar amounts.

3. Add **ONLY** your legal spouse in the dependent section for **Spouse Vol Life** (Instructions for adding dependents demonstrated in Health Insurance section steps 5-9)

Note: You are required to print and complete an EOI form for New enrollees or changes to coverage.

Benefits – SPOUSE VOLUNTARY LIFE

New enrollees OR changes to current enrollees must complete EOI (link above). Employee must be enrolled in Voluntary Life in order to elect Spouse Life. Spouse coverage cannot exceed 50% of employee coverage. Click link above for more info/rates.

SPOUSE VOLUNTARY LIFE INSURANCE Coverage cannot be added for any additional dependents

Pay period employee cost	\$5.51	Add existing dependent
Employee annual cost	\$66.12	
Amount	30000	✓ REMIRUS J ROBINSON Edit Remove

I Decline

You must print and complete the following form because you are changing options:
[Evidence of Insurability Forms](#)

CANCEL CONTINUE

4. Click **Continue** in blue box at bottom of screen to save your Spouse Life election.

CHILD VOLUNTARY LIFE INSURANCE

1. You may **ONLY** elect **Child Voluntary Life** if you enroll in **Employee Voluntary Life**. IF you elected **Employee Vol Life**: In the **Open Enrollment** screen, you have the option to: **“Decline”** or **“Select”**. **Click one of these options**. The following steps show the process after **clicking “Select”**

Notes About **Child Voluntary Life** Insurance:

- Must be enrolled in **Employee Voluntary Life** to get **Child Life**
- Coverage of \$5,000 for ALL employee’s eligible children (regardless of # of children)
- One flat monthly fee of \$0.60 (not per child)
- Employee is default beneficiary for **Child Life**

2. In the **Child Voluntary Life** screen, click button to the left of the option.

Benefits – CHILD VOLUNTARY LIFE

Must be enrolled in Employee Voluntary Life in order to participate. For this coverage, one flat fee covers the cost of all employees children. The amount is NOT per child. No EOI required. Click link above for more details on this option.

CHILD VOLUNTARY LIFE INSURANCE

Pay period employee cost	\$0.30
Employee annual cost	\$7.20

I Decline

CANCEL CONTINUE

3. Click **Continue** in blue box at bottom of screen to save your Child Life election

DEPENDENT (FAMILY) VOLUNTARY LIFE INSURANCE

1. In the **Open Enrollment** screen, to the right of the New Election column, you have the option to: *“Decline”* or *“Select”* or *“No Changes”* (if you already have this coverage). The following steps show the process after **clicking “Select”**

Notes About **Dependent/Family Voluntary Life** Insurance:

- Does NOT require enrollment in Employee Vol Life
- Fixed Coverage Amounts:
 - Spouse - \$5,000
 - Child(ren) - \$4,000
- One flat monthly fee of \$1.05
- Employee is default beneficiary for Dependent/Family Life

2. In the Dependent (Family) Life screen, **click button to left of the option**

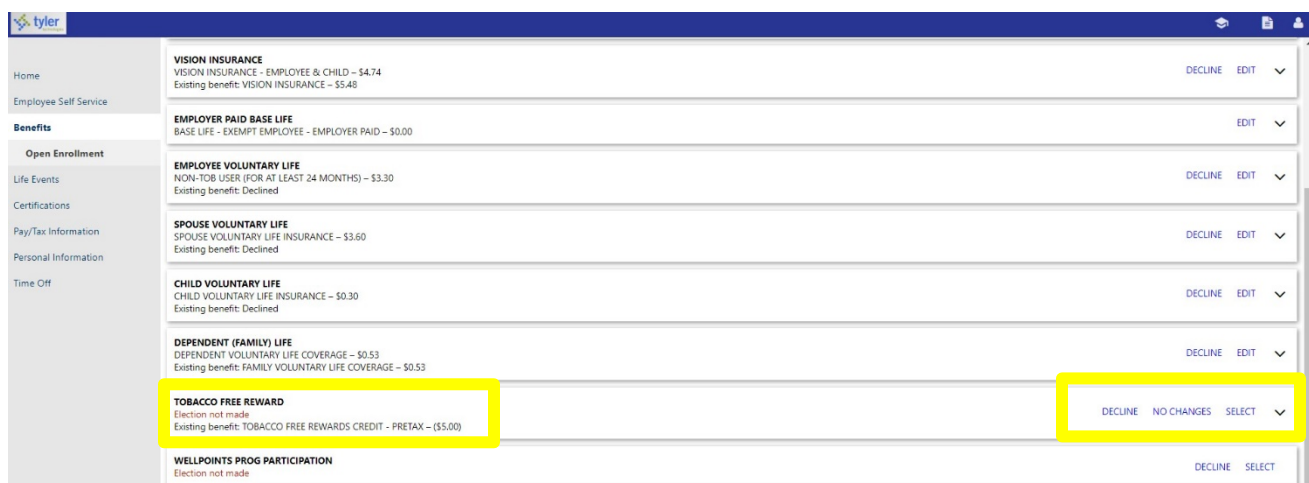


The screenshot shows the Tyler Benefits interface for 'DEPENDENT (FAMILY) LIFE'. A yellow box highlights the 'DEPENDENT VOLUNTARY LIFE COVERAGE' option, which shows a 'Pay period employee cost' of \$0.53 and an 'Employee annual cost' of \$12.72. Below this, there is a radio button for 'Decline'. A blue arrow points from the highlighted option to a 'CONTINUE' button at the bottom right, which is also highlighted in a yellow box. A 'DECLINE' button is visible to the left of the 'CONTINUE' button.

3. **Click *Continue* in blue box** at bottom of screen to save your Dependent/Family Life election.

8: TOBACCO FREE REWARD

1. In the **Open Enrollment** screen, for the **Tobacco Free Reward** benefit you have the option to: *“Decline Benefit”* or *“Make New Election”*. **Click one of these options.**



The screenshot shows the Tyler Open Enrollment screen with a list of benefits. The 'TOBACCO FREE REWARD' benefit is highlighted in a yellow box. It shows 'Election not made' and an 'Existing benefit: TOBACCO FREE REWARDS CREDIT - PRETAX - (\$5.00)'. To the right of this benefit, the options 'DECLINE', 'NO CHANGES', and 'SELECT' are highlighted in a yellow box. Other benefits listed include Vision Insurance, Employer Paid Base Life, Employee Voluntary Life, Spouse Voluntary Life, Child Voluntary Life, and Dependent (Family) Life.

- In the **Tobacco Free Reward** screen, there is an option to take this credit as pre-tax or post-tax. You may also *decline* this credit if you do not meet the criteria or choose not to take advantage.
- Click bubble to left of your Tobacco Free Reward Credit choice, then click *Continue* to save your Tobacco Free selection.

TOBACCO FREE REWARD:

- Rewards those who have been non-tobacco users for at least prior 12 months.
- \$10/month CREDIT toward benefits deductions
- See links in this screen for more details

9: WELLPOINTS PROGRAM PARTICIPATION

- In the **Open Enrollment** screen, last benefit choice is Wellness Program Participation. WellPoints participation is optional. You have the option to: *“Decline”* or *“Select”*. **Click one of these options.** The following steps show the process after clicking *“Select”*

Benefit Name	Description	Existing Benefit	Options
VISION INSURANCE	VISION INSURANCE - EMPLOYEE & CHILD - \$4.74	Existing benefit: VISION INSURANCE - \$5.48	DECLINE EDIT
EMPLOYER PAID BASE LIFE	BASE LIFE - EXEMPT EMPLOYEE - EMPLOYER PAID - \$0.00		EDIT
EMPLOYEE VOLUNTARY LIFE	NON-TOB USER (FOR AT LEAST 24 MONTHS) - \$3.30	Existing benefit: Declined	DECLINE EDIT
SPOUSE VOLUNTARY LIFE	SPOUSE VOLUNTARY LIFE INSURANCE - \$3.60	Existing benefit: Declined	DECLINE EDIT
CHILD VOLUNTARY LIFE	CHILD VOLUNTARY LIFE INSURANCE - \$0.30	Existing benefit: Declined	DECLINE EDIT
DEPENDENT (FAMILY) LIFE	DEPENDENT VOLUNTARY LIFE COVERAGE - \$0.53	Existing benefit: FAMILY VOLUNTARY LIFE COVERAGE - \$0.53	DECLINE EDIT
TOBACCO FREE REWARD	Election not made	Existing benefit: TOBACCO FREE REWARDS CREDIT - PRETAX - (\$5.00)	DECLINE NO CHANGES SELECT
WELLPOINTS PROG PARTICIPATION	Election not made		DECLINE SELECT

- In the **WellPoints Program Participation** screen, click button to the left of the option to **choose either *Employee Interest* or *Employee & Spouse Interest*** (if both you and your spouse plan to participate in the FY22 WellPoints program).

- If you choose *Employee & Spouse* option, you will be required to add a dependent. Please enter your legal spouse as the dependent.

WellPoints Program Details

- Click resource link for the most up-to-date WellPoints Program details.

- Click *Continue* in blue box at bottom of screen to save your WellPoints Program Participation choice.

I0: Finalize and Submit Benefit Elections

- Once you have made, and are satisfied with, all your benefit choices, click the *Continue* button the bottom of the Open Enrollment screen to save your FY22 benefit elections.

Open Enrollment – Make Elections

Make a selection for each benefit; then click "Continue". You must submit this enrollment by 5/21/2021.

City of Hendersonville 2021-2022 Benefits Open Enrollment
(It is time for benefits enrollment! From May 10th through 21st, you have the opportunity to review and elect your 2021-2022 benefits. Health, dental, and vision plan coverage will start July 1, 2021 and end June 30, 2022. Please make your insurance coverage and other benefits option selections below.)

HEALTH INSURANCE HEALTH INSURANCE - OPT 1 - BASE PLAN - \$272.10 Existing benefit: HEALTH INSURANCE - OPTION 1 - BASE PLAN - \$272.10	DECLINE EDIT
DENTAL INSURANCE DENTAL INSURANCE - HMO PLAN - EMP ONLY - \$0.00 Existing benefit: DENTAL INSURANCE - PPO PLAN - \$28.56	EDIT
VISION INSURANCE VISION INSURANCE - EMPLOYEE & CHILD - \$4.74 Existing benefit: VISION INSURANCE - \$5.48	DECLINE EDIT
EMPLOYER PAID BASE LIFE BASE LIFE - EXEMPT EMPLOYEE - EMPLOYER PAID - \$0.00	EDIT
EMPLOYEE VOLUNTARY LIFE NON-TOB USER (FOR AT LEAST 24 MONTHS) - \$3.30 Existing benefit: Declined	DECLINE EDIT
SPOUSE VOLUNTARY LIFE SPOUSE VOLUNTARY LIFE INSURANCE - \$3.60 Existing benefit: Declined	DECLINE EDIT
CHILD VOLUNTARY LIFE CHILD VOLUNTARY LIFE INSURANCE - \$0.30 Existing benefit: Declined	DECLINE EDIT
DEPENDENT (FAMILY) LIFE DEPENDENT VOLUNTARY LIFE COVERAGE - \$0.53 Existing benefit: FAMILY VOLUNTARY LIFE COVERAGE - \$0.53	DECLINE EDIT
TOBACCO FREE REWARD TOBACCO FREE REWARDS CREDIT - PRETAX - (\$5.00) Existing benefit: TOBACCO FREE REWARDS CREDIT - PRETAX - (\$5.00)	DECLINE EDIT
WELLPOINTS PROG PARTICIPATION EMPLOYEE ONLY WELLNESS INTEREST	DECLINE EDIT

Estimated total cost per pay period **\$279.57**

The [paycheck simulator](#) can show how this affects your net pay.

CONTINUE

- In the **Review Your Enrollment** screen, you will get a summary report of your FY22 benefit options. Scroll down to review all your elections. At the bottom of the screen, you have the options to: *Cancel, Modify, or Submit*. If you want to make changes, click *Modify* and you will be taken back to the **Open Enrollment** screen to edit your choices.

Review your enrollment

HEALTH INSURANCE	
HEALTH INSURANCE - OPT 1 - BASE PLAN	
KALANI J ROBINSON	
REMIRUS J ROBINSON	
Pay period employee cost	\$272.10
Pay period employer cost	\$584.77
Annual employee cost	\$6,530.40
Annual employer cost	\$14,034.48

DENTAL INSURANCE	
DENTAL INSURANCE - HMO PLAN - EMP ONLY	
Pay period employee cost	\$0.00
Pay period employer cost	\$6.52
Annual employee cost	\$0.00
Annual employer cost	\$156.48

- If satisfied with your elections, click the blue **Submit** button at the bottom of the screen.

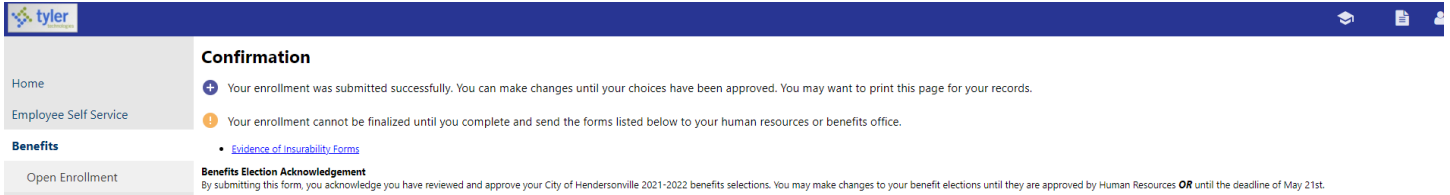
Review your enrollment

VISION INSURANCE	
VISION INSURANCE - EMPLOYEE & CHILD	
KALANI J ROBINSON	
REMIRUS J ROBINSON	
Pay period employee cost	\$4.74
Pay period employer cost	\$1.00
Annual employee cost	\$112.16
Annual employer cost	\$12.00
EMPLOYEE PAID BASE LIFE	
BASE LIFE - EMBEY EMPLOYEE - EMPLOYER PAID	
KALANI J ROBINSON	
REMIRUS J ROBINSON	
Pay period employee cost	100%
Pay period employer cost	\$0.00
Annual employee cost	\$1.00
Annual employer cost	\$0.00
EMPLOYEE VOLUNTARY LIFE	
NON-TOP DOWN (FOR AT LEAST 24 MONTHS)	
KALANI J ROBINSON	
REMIRUS J ROBINSON	
Pay period employee cost	100%
Pay period employer cost	\$3.30
Annual employee cost	\$79.20
Annual employer cost	\$60,000.00
SPOUSE VOLUNTARY LIFE	
SPOUSE VOLUNTARY LIFE INSURANCE	
KALANI J ROBINSON	
REMIRUS J ROBINSON	
Pay period employee cost	\$3.00
Pay period employer cost	\$41.20
Annual employee cost	\$72.00
Annual employer cost	\$30,000.00
CHILD VOLUNTARY LIFE	
CHILD VOLUNTARY LIFE INSURANCE	
KALANI J ROBINSON	
REMIRUS J ROBINSON	
Pay period employee cost	\$0.00
Pay period employer cost	\$1.20
Annual employee cost	\$0.00
Annual employer cost	\$1.20
DEPENDENT (SIBLING) LIFE	
DEPENDENT VOLUNTARY LIFE COVERAGE	
KALANI J ROBINSON	
REMIRUS J ROBINSON	
Pay period employee cost	\$0.50
Pay period employer cost	\$12.12
Annual employee cost	\$0.50
Annual employer cost	\$12.12
TOBACCO FREE REWARD	
TOBACCO FREE REWARDS CREDIT - PRETAX	
KALANI J ROBINSON	
REMIRUS J ROBINSON	
Pay period employee cost	(\$3.00)
Pay period employer cost	\$0.00
Annual employee cost	(\$120.00)
Annual employer cost	\$0.00
WELLPOINT'S PROG PARTICIPATION	
EMPLOYEE ONLY WELLNESS INTEREST	
KALANI J ROBINSON	
REMIRUS J ROBINSON	
Pay period employee cost	\$0.00
Pay period employer cost	\$0.00
Annual employee cost	\$0.00
Annual employer cost	\$0.00
TOTAL PAY PERIOD EMPLOYEE COST	\$279.57
TOTAL ANNUAL EMPLOYEE COST	\$6,896.48

CANCEL MODIFY **SUBMIT**

4. **BENEFIT ELECTIONS SUBMITTED!** You have completed online benefits enrollment and will receive a **Confirmation** screen (as pictured below).

- **After submitting benefit choices, edits and changes CAN be made to your elections UNTIL the open enrollment window closes on May 21, 2021.**
- **NOTICE: If you are electing voluntary life insurance that requires an EOI:**
 - You will see a yellow circle with an exclamation point on the final submission page (as seen in screenshot below)
 - You **MUST** complete and submit the Evidence of Insurability (EOI) form to Dearborn Life Insurance. **You will not be charged for OR have the requested life insurance coverage until Dearborn provides approval to the City of Hendersonville HR Department.**



FY22 Online Benefit Elections Complete & Submitted!