



2024 INSTRUCTION GUIDE

**Open Enrollment Period
October 9-27, 2023**

INSTRUCTI

**YOU MUST ENROLL
BETWEEN
OCTOBER 9-27, 2023**

- **You must complete Open Enrollment in order to have benefits for 2024!** Even if you are out sick, on vacation, or on a paid leave of absence, you still must complete Open Enrollment by October 27, 2023.
- All Employees hired before November 1, 2023, must complete Open Enrollment. Even if you were a new hire within the last 12 months.
All employees sign up for benefits each year.
- **Dependent names and social security numbers must match their social security cards exactly.** Reference dependent social security cards for accuracy. Addresses and birthdates must also be correct.
- If you want a Flexible Spending Account for 2024, you must complete the enrollment process. You cannot choose "No Changes".
FSA elections will not roll over from year to year.

ON GUIDE

HOW DO I GET STARTED?

1. Review the 2024 Benefits Guide thoroughly in order to understand your plan options.
2. Benefits Guides will be sent to your work location. You can also find an electronic version on the Benefits Page by visiting www.ccssoh.us/domain/177.
3. **Ensure you have access to a computer** to log in to Employee Self Service at columbus.munisselfservice.com/.
4. If you need your ESS password reset, call the Help Desk at 614-365-8425.



TWO WAYS TO ENROLL



1. US Enrollment

You can schedule an appointment to enroll in both **CORE** and **VOLUNTARY** benefits by:

- Visiting <https://columbuscityschools.mybenefitsinfo.com/> OR
- Calling 800-735-0080 between 8 a.m. – 4:30 p.m. EST
- At your scheduled appointment time, you will call 614-695-3066 to complete your enrollment with a USES Enrollment Representative.

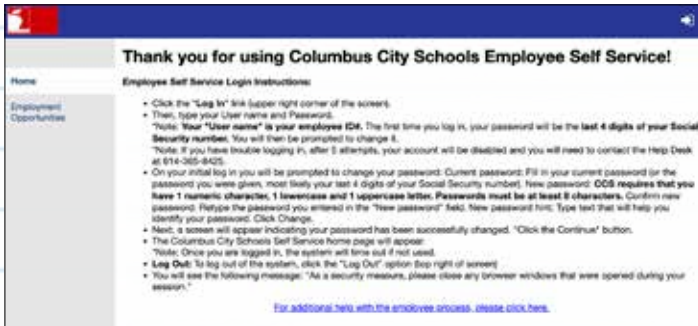
****You must have access to a computer and ESS** during your appointment with US Enrollment.**

2. Employee Self Service

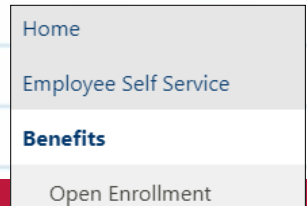
You can complete Open Enrollment on your own through ESS. This is the easiest way to enroll in CORE benefits — Medical, Dental, Vision, FSA, HSA and Life Insurance.

Remember that if you enroll in ESS and want to make changes to your VOLUNTARY benefits, you will need to contact US Enrollment. (See information on previous page.)

1. Once you receive the email stating that your elections are available, log on to ESS columbus.munisselfservice.com/.



2. Choose the arrow in the upper right-hand corner to log in:
 - Your username is your Employee ID Number.
 - Your password was created by you.
3. Click "Benefits" from the menu on the right, then choose Open Enrollment from the menu.



Please be patient, the system moves slowly. If it is spinning, it is still working!

NEED ESS HELP?

Call the Help Desk to resolve Employee Self Service password or access issues at 614-365-8425

4. You will see your current Core Benefit Elections, and in blue on the right of the screen, you will see a Decline/No Changes/Select drop down.

DECLINE NO CHANGES SELECT ▼

- **Decline** - Choose if you do NOT want this benefit in 2024.
 - **No Changes** - Choose if you want to leave this election the same in 2024.
 - **Select** - Choose if you want to elect this benefit for the first time in 2024 or you want to change your coverage for this benefit.
5. To add a dependent to a plan, choose "Add new dependent" or "Add existing dependent".

6. Helpful hints when adding a dependent:

- You must complete each field that has a red asterisk beside it.
- Social Security Numbers must have dashes.
- Date of Birth must be in the following format: MM/DD/YYYY.
- Be sure to click "Save" at the bottom of the pop-up box.
- See "Important Note" below

Coverage must be added for at least 1 dependent

[+ ADD NEW DEPENDENT](#)

Add existing dependent ▼

IMPORTANT NOTE:

You must ensure that your dependents' names and social security numbers appear EXACTLY as they are on the Social Security Cards. In addition, dependent addresses must be current. You can update this information by:

1. Clicking the "Edit" button for the dependent during Open Enrollment

✓ Shelia T. Smith Edit Remove

2. Make sure dependent addresses match your own by going to ESS > Personal Information > Contact > Edit and clicking the box "Update matching dependent addresses". Then click the Save button.

Home Employee Self Service Benefits Life Events Employee Notifications Pay/Tax Information **Personal Information** Employment Opportunities

Personal Information

General Demographics Contact Dependents

Addresses

Address

Address line two

City

State

Zip code

☐ Update matching dependent addresses

Save Cancel

7. Complete these steps for Medical, Dental, and Vision Core Benefits.

8. Refer to Benefits Guide for details on Medical and Dependent Care FSAs and Health Savings Accounts to help you decide if you want to participate in one of these benefits.

FSA - FLEX-SPEND-HEALTH CARE	
Pay period employee cost	\$0.00
Employee annual cost	\$0.00
Amount	<input type="text" value="0"/>

- Choose a contribution amount **PER PAY PERIOD** and enter it into the “Amount” box.

- Your annual cost will automatically calculate.

9. Make sure that you have a beneficiary for your Life Insurance benefit by adding a new beneficiary similar to adding or editing a dependent in Step #5 & 6 above. Note the following definitions.

- Primary Beneficiary—who is entitled to your Life Insurance first
- Contingent Beneficiary—who is entitled to your Life Insurance if the primary beneficiary is no longer living
- Non-Person Entity—such as a trust for underage children

Benefits – LIFE OPTIONS 25 PAYS

This is the Board sponsored benefit for Term Life Insurance. To accept this benefit, you **MUST** provide a Social Security # and birthdate (MM/DD/YYYY) for each of your Beneficiary(ies). Please designate the % for each Beneficiary (for example 100%).

LIFE - CHARGE LIFE INSURANCE SINCE PA At least 1 beneficiary must be added

[ADD NEW BENEFICIARY](#)

[Add existing beneficiary](#)

[CANCEL](#) [CONTINUE](#)





10. You must elect or decline each Core Benefit before choosing the “Continue” button at the bottom right-hand corner of the page.

CONTINUE

11. Review your enrollment on the next page. Once you are satisfied that everything is correct, click the “Submit” button on the bottom right-hand corner of the page. (You can choose the “Modify” button to go back and make changes.)



Your Enrollment will not process unless you click “Submit”.

12. Print your confirmation statement for your records. You will also receive an email confirmation as well. It will be sent to your CCS email address.
13. Now, if you would like to enroll in or change your current elections for VOLUNTARY BENEFITS, schedule an appointment online with US Enrollment Services. (See contact information on page 2.)

CONGRATULATIONS!

You have enrolled in your benefits for 2024!



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www.ccsch.us/employeebenefits
BenefitQuestions@columbus.k12.oh.us