How to Make Status Change Benefit Elections in Employee Self Service

As a newly promoted employee of Columbus City Schools, you are given a 30 day window, from your date of promotion, to enroll in benefits through CCS. Below are instructions on how to make these elections. Please note that your benefits start on the first of the month following 30 days of employment.

Using ESS to Make Benefit Elections

- Once you have received the email stating that your elections are available, log into ESS
- Click on the Benefits Tab on the Left side of the screen
- You will see your Current Elections and in blue, you’ll be able to either decline the benefit, make no changes, or make a new election.
  - Decline Benefit – You will choose this option if you do not want to elect the specific benefit
  - Make New Election – You will choose this option if you’d like to enroll in a new plan or, if you’d like to add or remove a dependent.
  - No Changes – this will not apply to a newly promoted employee – DO NOT CLICK

To Make a new election
  - Click “Make New Election” for Health Options
  - Choose the level of coverage you’re interested in electing
  - Select the plan you’d like to elect. (if you see an ON B4 2009 or ON B4 2010, only select if you were hired on or before those dates...we know those prices can be tempting)

To add a dependent to the plan, navigate to the bottom of the screen (right under “decline”)
  - If you have chosen a plan that will cover dependents, you will need to add an existing dependent
  - To do this, navigate to the bottom of the page
  - You will see the option to “Add coverage” or “Add new dependent”
    - If you have a dependent already enrolled, you will see their name in the dropdown box. Choose their name and then click “Add coverage”. A box will pop up asking you to verify their information. Make sure that each field with a red asterisk is filled out, then click “OK”
Once completed, their name will display under the “Coverage must be added for at least 1 additional dependents” line

If you are adding a new dependent, click “Add new dependent”. A box will pop up advising you to add their information

Fill in the dependent’s information. Make sure that each field with a red asterisk is filled out, then click “OK”

Their name will now display under the “Coverage must be added for at least 1 additional dependents” line

Once all dependents have been added, click continue

- Once ALL elections have been made, click continue
- Review your enrollment then submit your choices
- Your confirmation statement will appear. Please print your elections and your confirmation statement for your records.
To ensure that only eligible dependents are covered under our health plans, Columbus City Schools has retained the services of HMS to conduct a dependent eligibility verification project. This program helps companies make sure their plans are compliant, competitive, and cost effective. It helps manage overall plan cost, which benefits all employees. If you have one or more dependents enrolled in the medical plan provided by Columbus City Schools, you will soon be receiving an email requesting you to submit documentation that verifies the eligibility of your dependent(s).

To help you prepare for this, please see the list of acceptable documents below. You may want to gather them in advance of receiving the email from HMS to help ensure a timely response.

<table>
<thead>
<tr>
<th>DEPENDENT TYPE</th>
<th>DEFINITION</th>
<th>REQUIRED DOCUMENT(S) FOR VERIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spouse</td>
<td>A current legal spouse of an eligible CCS employee</td>
<td>1. Original certified or uncertified copy of marriage certification issued by county registrar – with appropriate signatures (certificates issued by religious institutions will not be accepted) AND 2. a. Page 1 and signature page of employee’s most recent Federal Income Tax Return (1040, 1040A or 1040EZ) listing the spouse; OR 2 b. Page 1 and Certificate of Electronic Filing of employee’s most recent Federal Income Tax Return (1040, 1040A or 1040EZ) listing the spouse</td>
</tr>
<tr>
<td>Biological, Adopted, Stepchild or Foster child under age 23 for dental and under age 26 for medical and vision</td>
<td>Child can be married or unmarried (child’s spouse and any of the child’s dependents are not eligible for coverage.) Child does not have to live with parents, be an IRS dependent or a student. -For dental - dependent will be removed the day he/she turns 23 -For medical and vision - dependent removed from coverage at end of month dependent turns 26</td>
<td>Birth Certificate Child Support Court Order Adoption Court Award Guardianship Court Award (until age 18)</td>
</tr>
<tr>
<td>Disabled Overage Dependents</td>
<td>Opportunity to continue medical coverage only beyond normal age limit</td>
<td>Proof of handicapped status verified by dependent’s physician.</td>
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