# Kronos Enrollment Guide

This step-by-step guide will walk you through the Open Enrollment process in Kronos.

All team members will need to be sure that they know their Okta sign-on information so they can properly log into Kronos.

- Desktop User Instructions

- Mobile User Instructions

- Change Personal Information

DESKTOP USER INSTRUCTIONS:

1. Log into Kronos and access the Open Enrollment portal. Click on the three blue lines in the upper left-hand corner of the screen. Then go to My Info > My Benefits > Enrollment.
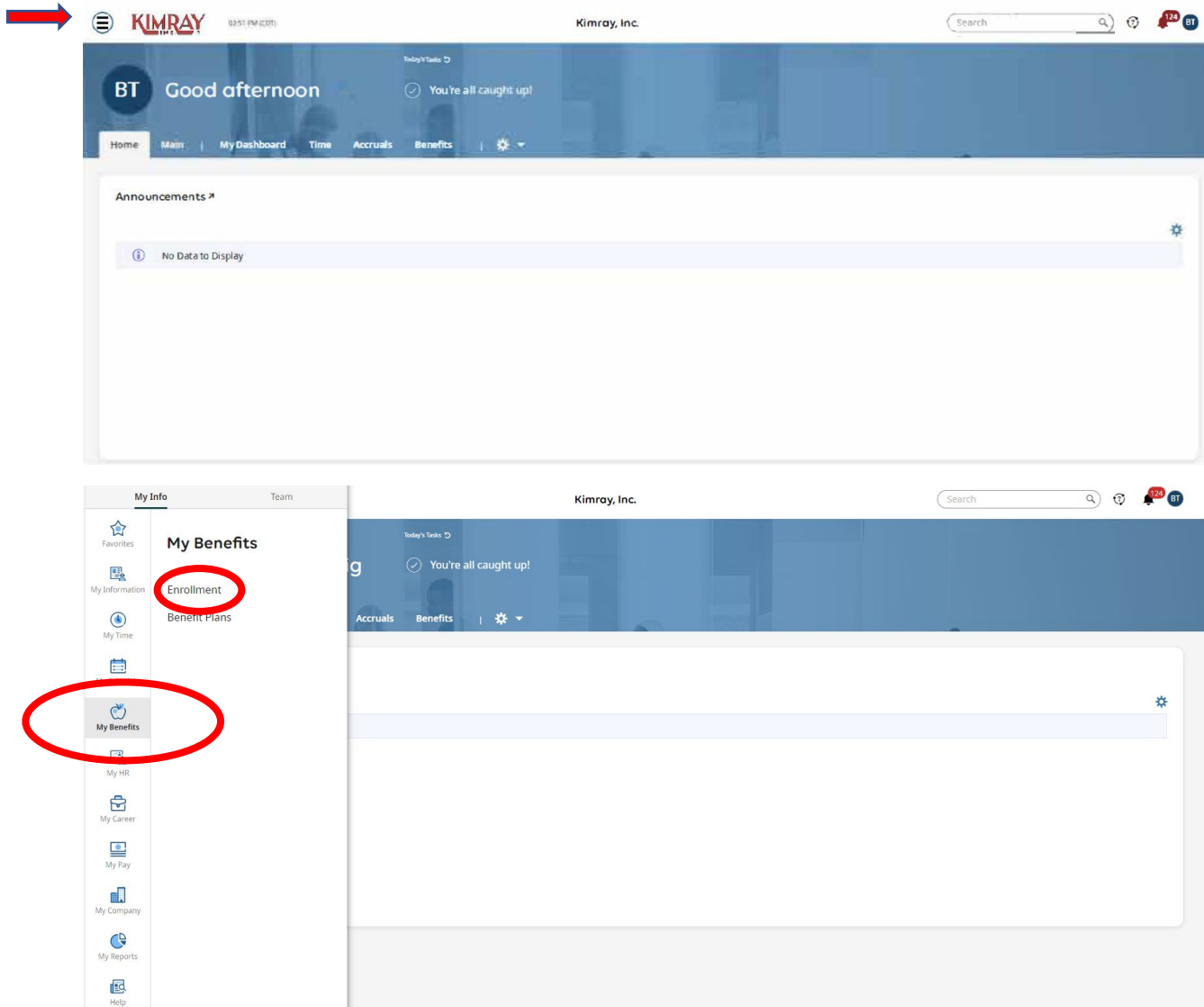
2. Locate the Open Enrollment tile. Click on *Get Started* at the bottom of the Open Enrollment tile.
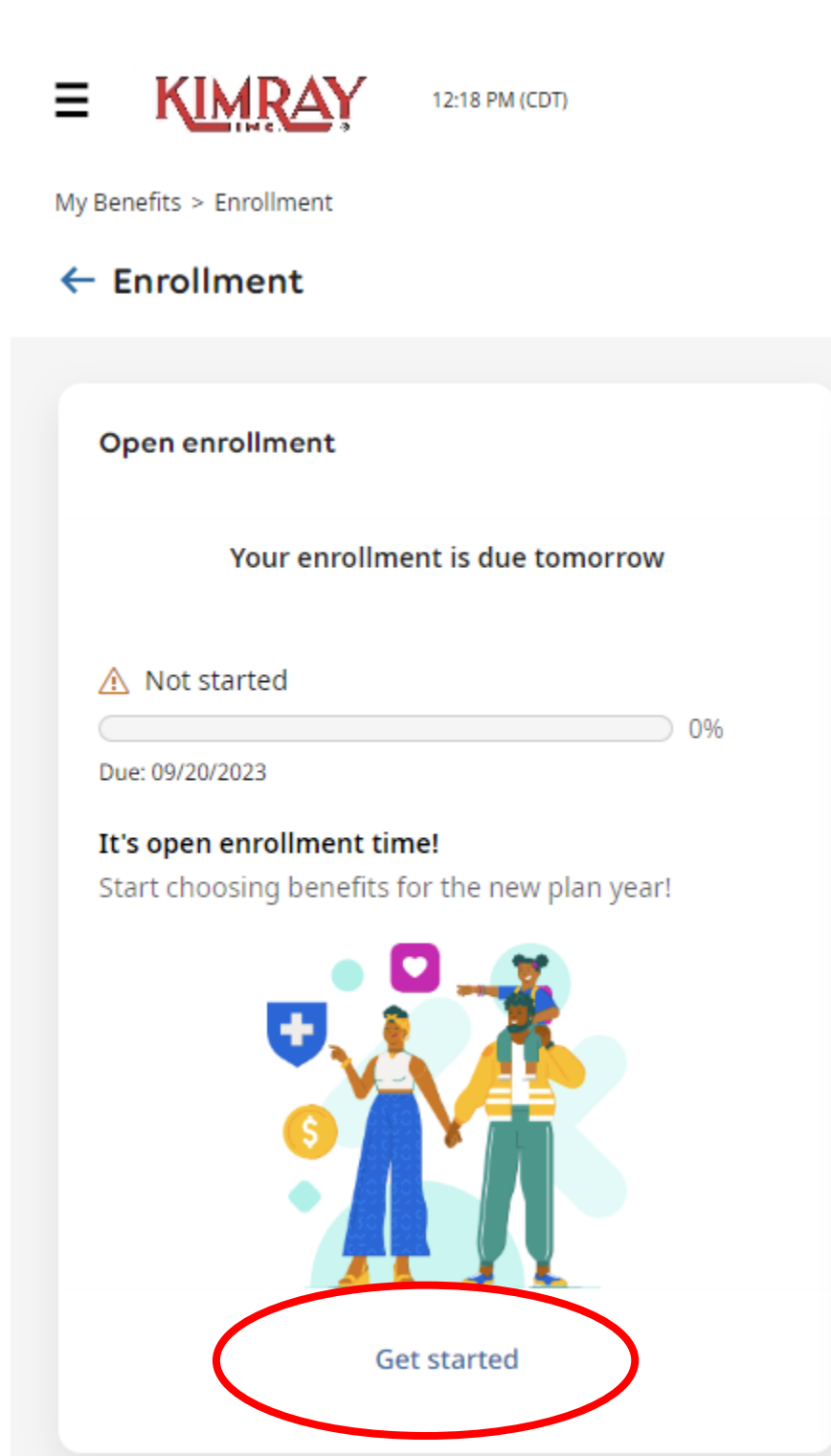
3. Please be sure to read through the instructions page before proceeding to your benefit selections. Once you have read through the instructions, click on *Continue* on the right-hand corner.

4. If your dependent is NOT listed here, you will need to add them as a contact before continuing. Please refer to the *Change Personal Information* instruction document at the back of this guide.

5. **Medical:**
    Once you are on the medical page, you will have the option to select from the
    - Blue Cross Medical PPO plan
    - Blue Cross Medical Hybrid plan or the
    - High Deductible Health Plan.

    You can compare the plans to compare their premiums, deductibles, out-of-pocket maximum amounts, prescription plans, and more. To compare plans, click on *Review plans*, then choose which coverages you want to compare, then select compare.

*Please note that the HDHP is broken out into two different options, employee only and dependent coverage.

6. Once you have decided on a plan, make sure you **select your coverage level and then select**. If you decide to make a change, simply click on selected again to deselect your option.

Blue Cross Medical PPO

Your price per pay period

$189.56

Coverage Level Employee + Spouse ▼

Who You Selected
(2): Yourself, Miss Piggy

Deductible   Family Plan: $1,000

Out Of Pocket Cost Maximum
Family Plan: Blue Preferred

Coinsurance (After Deductible)
Preferred: 80%

Tax Free Savings Account
Flexible Spending account. No company
contribution.

Prescription Drug Generic
$10 retail / $25 mail order

Prescription Drug Brand
$25 retail / $62.50 mail order

✓ Selected

*Please note that as you are selecting your tier of coverage (employee only, employee plus spouse, etc) for any plan option, once you click on Save and Select, if you need to edit the plan enrollees (add a child, etc), you will need to un-select and then re-select the plan

7. If you select a tier of coverage that requires you to add a spouse or child, you will be prompted to add them to this coverage now. Click on *Add*, then select *Add from Existing Contacts*. If your dependent is NOT listed here, you will need to add them as a contact before continuing. Please refer to the *Change Personal Information* instruction document at the back of this guide. Select the appropriate dependent, then click on *Save and Select.* Then click on *Continue*. Please note that as you are selecting your tier of coverage (employee only, employee plus spouse, etc) for any plan option, once you click on Save and Select, if you need to edit the plan enrollees (add a child, etc), you will need to un-select and then re-select the plan.

Fill in Required Info for Selected Plan   ✕

Coverage Level

Coverage *

Employee + Spouse   ▼

Spouse

◁ Page   1   of 1 ▷   1 - 1 of 1 Rows

↑ Name	Relationship	Birth Date	Actions
Miss Piggy	Spouse	06/01/1950	•••

CANCEL   **SAVE AND SELECT**

*Click **continue** to move on to dental.

8. **Dental**
   You will proceed with the same steps for dental and vision. If you choose to not select these plans, you must select the box next to *Waive all Dental* to continue.
   Make sure you select your coverage level and then select.

9. Vision
If you choose to not select Vision plans, you must select the box next to *Waive all Dental* to continue.
Make sure you select your coverage level and then select.

Continue ...

Vision $4.59 Per pay period

Decline/waive Vision

You can review and compare plans for further details and find the coverage that works best for you and your family. If you don't need this coverage for any reason, you can opt out by selecting 'decline/waive coverage'.

There is only 1 plan available   📖 Plan details

Prices will change if a different coverage level is selected

VSP Vision Plan
Your price per pay period
$4.59

Coverage Level   Employee Only ▾
Who You Selected   Employee Only

✓ Selected

🛒 **Your benefit choices**
Per pay period

Medical $189.56
Dental   Declined/waived
Vision $4.59
Company Provided Employee $0.00
Benefits

Prices shown are your cost after employer contributions of $569.26 per pay period

What You'll Pay $194.15

10. Company Provided Employee Benefits:

These benefits are provided to you at no cost. You are automatically enrolled in these benefits and cannot waive them. Click on *Continue*.

11. Company Provided Dependent Benefits

If you have a spouse or child that you would like to have the company paid coverage for, you will make the election on this page. If you do not have a spouse or child that you will want the coverage for, select *Waive all Company Provided Dependent Benefit*

To add the coverage, click select to the coverage you wish to add. Select the correct option from the drop-down menu that appears. Add the appropriate dependent and click on *Save and Select*. The pop-up window that you used to add your dependent will close. Click on *Continue*.

12. Spending Account Options for the PPO and Hybrid Plans:

Full FSA:

With the Blue Options PPO or Blue Cross Blue Shield Hybrid plans, you are eligible to enroll in the full FSA that can be used towards qualified medical, dental, and vision expenses. If you choose to enroll, click select on the P&A Medical Flexible Spending Account Full plan and then enter your **annual** **election** in the text box. Click on *Save and Select*. Click on *Continue* to move on in the Open Enrollment process.

Dependent Care Flexible Spending Account:

If you have a dependent in child or adult care, you can make an election for this spending account. You will enter your **annual election** in the pop-up window and click on *Save and Select*. Click on *Continue* to move on in the Open Enrollment process.

13. Spending Account Options for the High Deductible Health Plan:

Health Savings Account (HSA):
If you are enrolled in the High Deductible medical plan, the option to enroll in the HSA will be available to you.
On this page, you will elect to participate in an HSA, or waive the benefit. If you choose to enroll, select the box next to Health Savings Account. Choose the only option from the drop-down menu, then enter your **annual election** in the text box. Click on *Save and Select*. Click on *Continue* to move on in the Open Enrollment process

Limited FSA:
Under the High Deductible Health Plan, you are eligible to contribute to a limited FSA which is to be used for eligible expenses for **dental and vision only**. To add this option, select the box next to P&A Medical Flexible Spending Account Limited. Follow the same instructions to elect your **annual amount** as before. Click on *Save and Select*. Click on *Continue* to move along in the Open Enrollment process.

Decline/waive Health Savings Account

You can review and compare plans for further details and find the coverage that works best for you and your family. If you don't need this coverage for any reason, you can opt out by selecting 'decline/waive coverage'.

There is only 1 plan available   Plan details

Prices will change if a different coverage level is selected

Health Savings Account - Individual

Your price per pay period
$0.00

Coverage Level
Health Savings Account - Individual ▼

Coverage $0.00

✔ Selected

Decline/waive Flexible Spending Account

You can review and compare plans for further details and find the coverage that works best for you and your family. If you don't need this coverage for any reason, you can opt out by selecting 'decline/waive coverage'.

You have 2 options

Review plans   Review plan details and compare up to 3 plans.

Prices will change if a different coverage level is selected

P&A Medical Flexible Spending Account Limited

Your price per pay period
$0.00

Coverage Level
Medical Flexible Spending Account Limited ▼

Coverage $0.00

P&A Dependent Care Flexible Spending Account

Your price per pay period
$0.00

Coverage Level
P&A Dependent Care FSA ▼

Plan Highlights   For FSA Dependent Care

14. Supplemental Insurance – Life and AD&D Coverage

This page gives you the option to enroll in supplemental life or AD&D coverage beyond the company-paid benefit from Kimray. To select coverage, click select on the plan in which you wish to enroll. The plan will default to 10,000 units. You can buy up in 10,000 increments. Enter the amount of coverage you would like in the *# Units* field. Click on *Save and Select*. ***NOTE: If you are requesting coverage above the Guarantee Issue limit ($300,00), you will be required to provide an EOI form to UNUM for approval. When selecting the plan a link is embedded in the plan description that will take you directly to our Unum page.***

*Once employee coverage is selected, spouse elections will appear.

15. Additional Supplemental Benefits:

During enrollment you can also enroll in other employee paid supplemental insurance such as:

➢ Accident Insurance
➢ Critical Illness-**Input 10,000 for coverage level**
➢ Pet Insurance-**Input single or unlimited**

*See the Benefits Guide for details on these benefits

*These benefits are voluntary but must be waived before submitting your benefit enrollment.

16. Once you have completed all required data updates, you can click on *Submit.*

Review all elections on the *Confirm & Submit* page and ensure that everything is correct. If you find that an election is inaccurate, you can go to that specific tab and make the correct selection at this time.

If you are unable to click on *Submit* (it is completely gray), you are missing required information on another tab. If any of your tabs are missing a green check mark, review that tab and enter the missing required information or waive that benefit.

If everything is correct, click on *Submit* on the right-hand corner.

*The amount listed at the end of your enrollment is without your wellness discounts.

17. A new window will pop up and ask for the last 4 digits of your SSN. Enter the correct numbers, then click on *Accept*.

Enrollment Acknowledgement ✕

ⓘ Please type your (Big testBird) SSN to confirm.

Last 4 of SSN *

····

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. Contact your P&C 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

DECLINE   **ACCEPT**

You will receive notification that your enrollment was submitted successfully. *If you do not see this message appear, your enrollment has not been submitted.*

✓ **Hooray!**
Enrollment was successfully submitted

OK
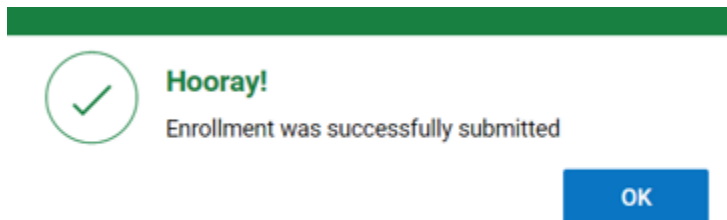
Once an enrollment has been submitted, a notification will be sent to the plan administrator for approval.

If you are unable to print your confirmation at the time of completion, you can request a copy from P&C or view your elections in Kronos at any time.
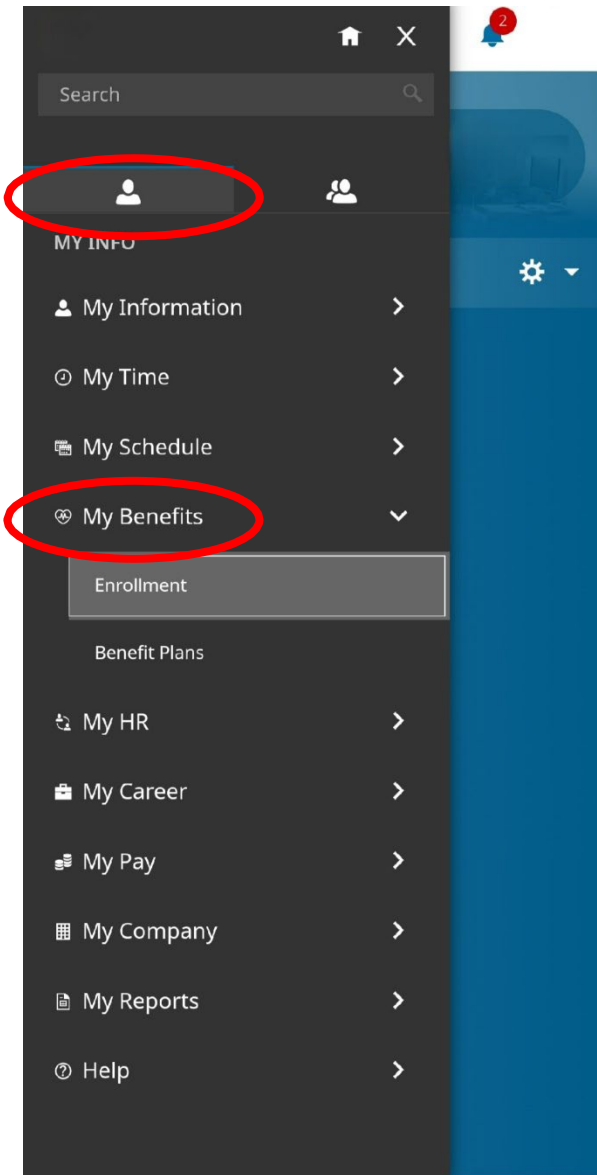
MOBILE USER INSTRUCTIONS:

Open the UKG Ready app on your phone. If you have not already downloaded the app, you can find the mobile app directions at Kimray.benefits.com and in the Open Enrollment section.
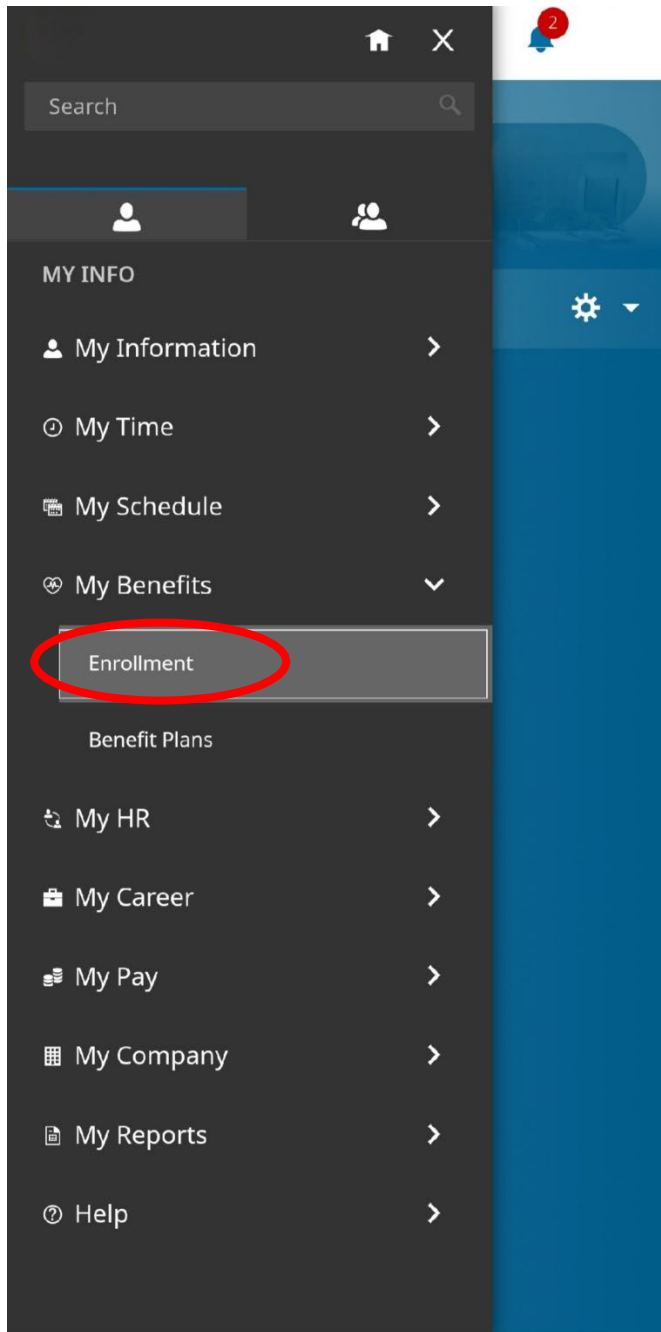
1. Click on the three blue lines in the upper left-hand corner of the app.
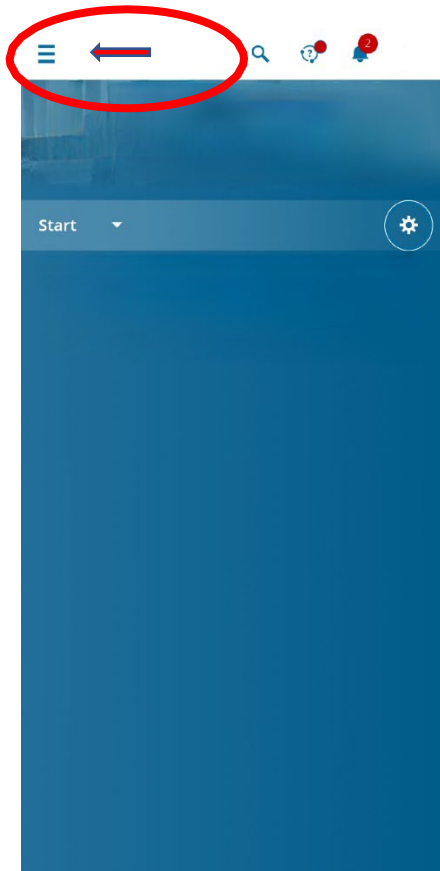
2. Go to My Information> My Benefits

3. Select *Enrollment*

4. Click on *Start* under Open Enrollment

KIMRAY 12:18 PM (CDT)

My Benefits > Enrollment

← **Enrollment**

Open enrollment

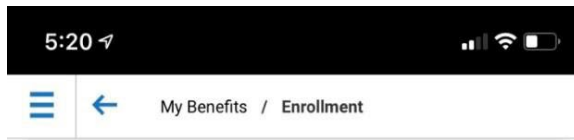**Your enrollment is due tomorrow**

⚠ Not started

0%

Due: 09/20/2023

It's open enrollment time!
Start choosing benefits for the new plan year!

Get started

5. Please be sure to read through the instructions page before proceeding to your benefit selections. Once you have read through the instructions, click on *Continue* at the bottom of the screen.

You are now ready to select your plans. Please refer to the earlier information on how to select each plan.
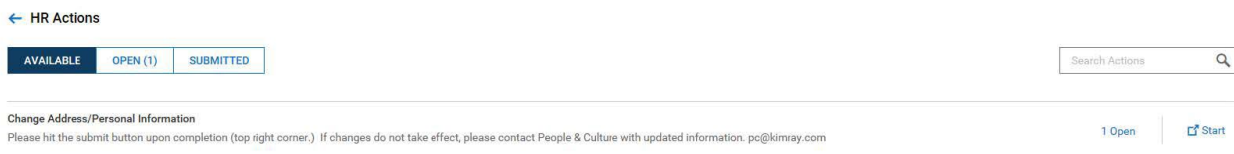
CHANGE PERSONAL INFORMATION

Address, Phone Number, Email, Emergency Contact and Dependents

Updating your information in Kronos will feed over to different vendors such as Milliman (410k) and BlueCross.

My Info > My HR > HR Actions

Select the Start button to the right of the "Change Address/Personal Information" line on the "Available" screen.

Select the appropriate Effective date for these changes to take place.

Update the appropriate information and select the "Continue" button.

Update any needed information on the second screen.

Once all information has been updated, select the "Submit" button.