

Online Employee Benefits Enrollment System for New Hires Instruction Guide



Newly hired Kaleida Health employees must elect their new hire benefits through the Online Employee Benefits Enrollment System. You can access the enrollment system by using any network (work) computer via KaleidaScope or at home at www.kaleidahealth.org.

Your new hire benefit elections must be made within 30 days following your hire date.

Once you complete your benefits enrollment session and click the Save button, your benefit elections are immediately submitted. And by doing so, you are authorizing Kaleida Health to deduct the required employee contributions from your pay.

If you click the **Exit** button, your elections will not be saved. You may go back into the system another time within the 30 days following your hire date.

Your User Name and Password to Access the Benefits Enrollment System

- ☐ You will receive information regarding *KPass* via email prior to General Orientation.
- ☐ You must register via *KPass* to receive your Network ID and Password.
- ☐ You will need your Network ID and Password to logon to the online Benefits Enrollment System.
- ☐ Once you have obtained your Network ID and Password, you may enroll from KaleidaScope or from home via www.kaleidahealth.org

How to access the New Hire Online Benefits Enrollment System from work via <u>KaleidaScope</u>	How to access the New Hire Online Benefits Enrollment System from home via the Kaleida Health web site
<ol style="list-style-type: none">1. Open Internet Explorer icon to access KaleidaScope.2. Click on <u>Employee Resources</u> at the top of the page.3. Next click on <u>Employee Benefits</u> in the list on the left.4. Then click on <u>Online Benefit Enrollment</u> in the list on the left.5. From here you will see the Online Enrollment page6. Click on the yellow <u>Benefits Enrollment</u> button to begin.	<ol style="list-style-type: none">1. Open Internet Explorer.2. Type www.kaleidahealth.org in the web address line.3. Click on <u>Employees</u> from the top menu bar.4. Next click on <u>Benefits Enrollment</u>.5. You will be prompted to logon; enter your benefits network ID and password.6. Next you will see the logon screen for Lawson. Enter your network ID and password at that screen to enter the Benefits Enrollment System.

View from KaleidaScope while at work:


The screenshot shows the KaleidaScope web application. At the top, there's a header with the KaleidaScope logo, a weather widget showing "Good afternoon Tuesday, October 27", and a search bar. Below the header is a navigation menu with tabs: Home, Employee Resources, Locations, Departments, People, Applications, Documents, KaleidaTV, and OWA. The "Employee Resources" tab is selected, leading to the "Employee Benefits: Online Benefits Enrollment" page. On the left, there's a "Department Links" sidebar with a list of links including Overview, Location Information, Corporate Benefits and Payroll, Benefits Plan Contact Info, 403(b) Site Visit Schedule, Benefits Forms & Resources, Flexible Spending Accounts, Online Benefits Enrollment (highlighted), Medical and Prescription Plans, Compliance Notices, Summary Annual Reports, and Summary Plan Descriptions. The main content area is titled "Employee Benefits: Online Benefits Enrollment" and contains instructions to click the Benefits Enrollment button to enter the online enrollment system. It also lists links to useful pages like Kaleida Health Medical and Prescription Drug Plans, Flexible Spending Accounts, and Benefits Plans Contact Information and Websites. A yellow "Benefits Enrollment" button with an umbrella icon is visible on the right side of the page, with a white arrow pointing to it.

View from Kaleidahealth.org while at home:

The screenshot shows the Kaleida Health Employees page on the website https://www.kaleidahealth.org/employees/. The browser's address bar shows the URL. The page has a blue header with the Kaleida Health logo and navigation links: MyKaleida Patient Portal, Ways to Help, Contact, Careers, and Employees (highlighted with a white arrow). Below the header is a section titled "Kaleida Health Employees". On the left, there's a "Contact Information" box for Kaleida Health IT, a "MyKaleida Patient Portal" button, a "Find a Doctor" button, and a "Be connected. Stay connected." banner for the MyKaleida App. On the right, there's a "Employee Online Resources" section with three main links: "MyIT Service Portal (NEW)" (with a description of the IT Service Portal), "Benefit Enrollment" (with a description of Online Benefits Enrollment, highlighted with a white arrow), and "Careers: Internal Openings" (with a description of the Careers section). The page also includes a search bar in the top right corner.

Online Enrollment System Content:

The Online Enrollment System is used for benefit elections and includes the following bookmarks for maintaining some of your personnel data:

LAWSON Access - PRD10Powered by  KaleidaScope

Payroll Information

- View Pay Stubs and W-2 Forms
- View Pay Stubs Guide - PDF
- View W-2 Guide - PDF
- Payment Modeling
- Tax Withholding

Requisitioning

- Shopping – Requisition Supplies and Services
- Requisitioning Training Manual - PDF
- Requisitioning FAQs - PDF

Personal Information

- Personal Profile
- Home Address / Phone
- Emergency
- Veteran Status
- Employee Health Report

Benefits Enrollment

- Benefits Enrollment Information
- Dependents
- Current Benefits
- Benefits Enrollment
- Beneficiary
- New Hire Enrollment

Requisition Approval

- Approval

Mobile

- Mobile

There are six (6) main items for you to review:

- Personal Profile
- Home Address
- Dependents
- Emergency Contact
- New Hire Enrollment
- Beneficiary Designation

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Personal Profile


Personal Information

Employee Name	John M. Doe
Social Number	
Birth Date	
Gender	
Veteran Status	No

If you see anything incorrect in your Personal Profile please contact your HR Department right away.

Home Address

[Address](#)
[Home](#) [Supplemental](#)

Effective Date 
MM/DD/YYYY

Address 1 123 Main Street

Address 2

Address 3

Address 4

City or Address 5 Anywhere

State or Province New York

Postal Code

County

Country USA

Phone

Phone Country Code

Update

Please make sure your home address is correct. You can update this information online at anytime.

Dependent Information

Dependents

Current Dependents

To view additional detail for the dependent listed below, click on a name.


Add

Before making your benefit elections, you must enter your Dependents (spouse and/or children) that will need insurance coverage here.

You must provide your spouse's and/or children's full name, date of birth, and Social Security Number.

Fields marked with this symbol * are required.

Emergency Contact Information

 Emergency Contacts

Contacts

To add an emergency contact, click on the Add button.

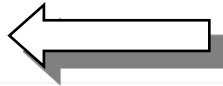
Add

Your emergency contact Information will appear here. New Hires are required to enter at least one emergency contact.

You are now ready to begin your New Hire Enrollment – select this option from the menu:

Benefits Enrollment

- [Benefits Enrollment Information](#)
- [Dependents](#)
- [Current Benefits](#)
- [Benefits Enrollment](#)
- [Beneficiary](#)
- [New Hire Enrollment](#)



New Hire Enrollment

[\[logout\]](#)

Welcome to New Hire Enrollment

Welcome to the Benefits Enrollment system for Kaleida Health employees.

Your personalized benefits options and costs are here at your fingertips.

Refer to enrollment materials for coverage and copay information. The Enrollment Guide and benefit summaries can be found in your enrollment kit and on KaleidaScope. For further details refer to the Summary Plan Description (SPD), which is available on KaleidaScope.

Any elections you make will remain in effect until you change them at the next Open Enrollment period or if you experience a qualifying event as defined by the IRS.

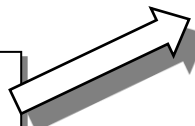
If you experience a qualifying event during the plan year, you may make qualified changes to your benefit elections that are consistent with your qualifying event by submitting a Qualified Status Change form and required documentation.

Qualifying events include:

- An addition to your family - through marriage, birth, or adoption
- A change in dependent status - through divorce, death, or loss of eligibility for benefits
- A change in your spouses benefits - due to a new job, job loss, or discontinuation of benefits
- A change from a non-benefited to a benefited position (e.g. Per Diem to Part-time employment)

[Continue](#) [Exit](#)

Read this important message then click ***Continue***.





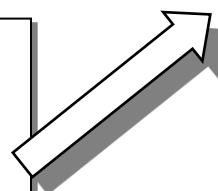
Enrollment Order

You will enroll in benefits in the following order.

Plan Type
HEALTH
DENTAL
HEALTH CARE FSA
DAYCARE FSA
EMPLOYEE LIFE
SPOUSE LIFE
DEPENDENT LIFE
A D & D
LONG TERM DISABILITY

This screen tells you the order in which you will see the benefits as you go through the session.

Click ***Continue*** and then go through each of the benefit screens.



[Continue](#) [Previous](#) [Exit](#)

Lawson portal - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://kaleidablaw02.kaleidahealth.org:90/lawson/portal/> Links

Welcome [logout]

LAWSON

Home

New Hire Enrollment

- Personal Profile
- Dependents
- Home Address
- Emergency
- New Hire Enrollment
- Beneficiary

New Hire Enrollment

Benefit Elections - HEALTH

You have selected
Costs are Semi-Monthly.
Your coverage will begin 07/01/2008.

Plan	Coverage	Cost
	Family	Pre-tax

Covered Dependents As Of 07/01/2008

Spouse Name Here Child Name Here

[Continue](#) [Previous](#) [Elections](#)

Review and confirm your selection by clicking **Continue**.

Or click **Previous** to change your election.


You may also click **Elections** to view the selections you have made so far.

Important Note regarding Life Insurance:

Evidence of Insurability (EOI) is proof that you are in good health and is required in order to purchase certain **Employee Supplemental Life, Spouse Supplemental Life, and/or Long Term Disability** insurance benefits. **Refer to Evidence of Insurability on page with this Guide.**

If it is necessary for you to submit an Evidence of Insurability form, coverage will not become effective until approved by the insurance company. The insurance company will send the EOI form to you after you elect coverage requiring EOI. If coverage is approved, the insurance company will notify you and Kaleida Health will be notified to start the benefit and payroll deductions.

At the end of the online enrollment process you will see a summary page like the one pictured below.

 New Hire Enrollment

Benefit Elections As Of 01/11/2016

Plan	Coverage	Start Date	Your Cost
Union Align Medical Plan	Single	04/01/2016	Pretax
Waive Dental Coverage	Waive	04/01/2016	
Health Care FSA		04/01/2016	Pretax
Waive Dependent Care FSA		04/01/2016	
Waive AD&D Coverage		04/01/2016	
Long Term Disability		04/01/2016	Aftertax

Semimonthly Summary	Cost
Total pretax contributions	
Total aftertax contributions	

Your deductions may differ slightly due to

Save Make Changes

Review your benefit elections.

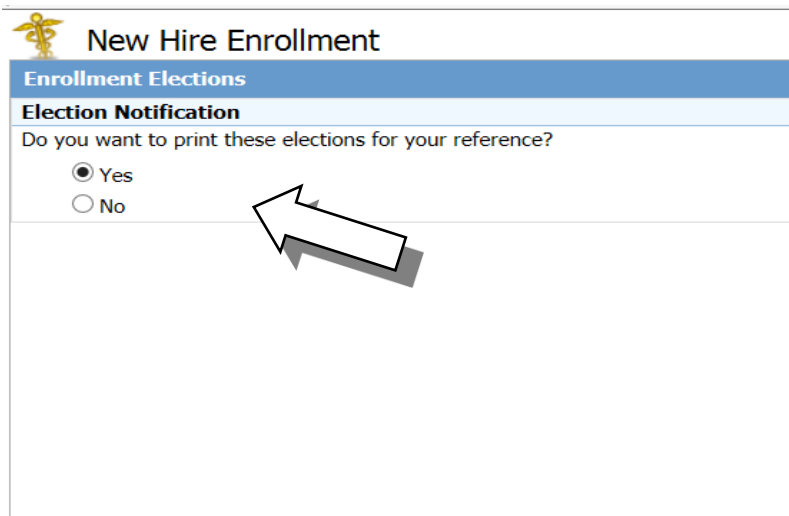
Click **Save** to “lock in” your benefits. You will be prompted to print your confirmation statement.


Or click **Make Changes** to go back into the enrollment system to make changes.

Or click **Exit** to leave the **You may update your beneficiary information at any time.**

Required payroll deductions are taken 24 times per year (twice per month) to pay for your benefits.

IMPORTANT:
Be Sure to Print and Keep Your Benefits Enrollment Confirmation Statement!!



 **New Hire Enrollment**

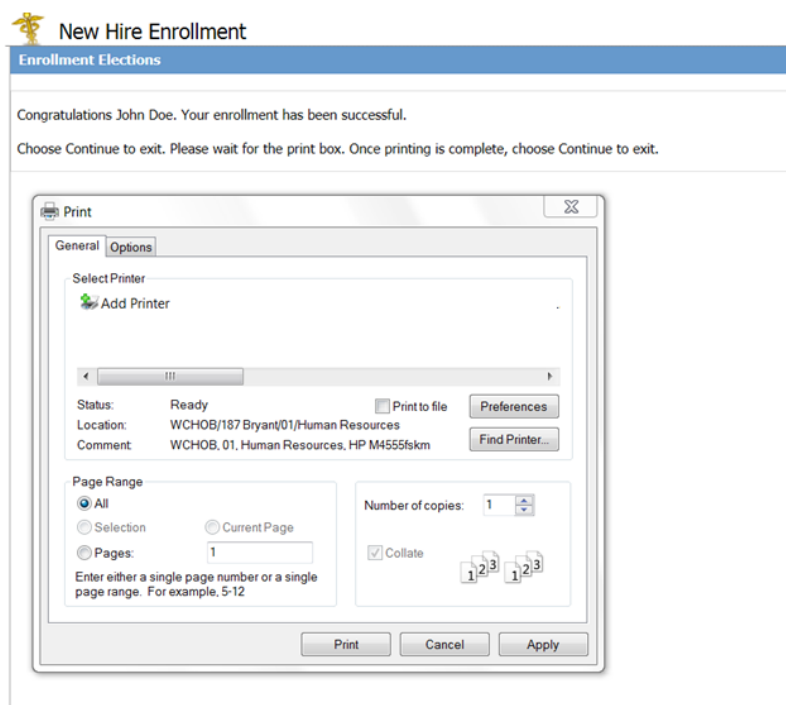
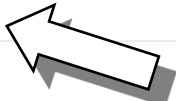
Enrollment Elections


Election Notification

Do you want to print these elections for your reference?

☒ Yes

☐ No



 **New Hire Enrollment**

Enrollment Elections


Congratulations John Doe. Your enrollment has been successful.

Choose Continue to exit. Please wait for the print box. Once printing is complete, choose Continue to exit.

Print

General Options

Select Printer

 Add Printer

Status: Ready ☐ Print to file **Preferences**

Location: WCHOB/187 Bryant/01/Human Resources **Find Printer...**

Comment: WCHOB, 01, Human Resources, HP M4555fskm

Page Range

☒ All ☐ Selection ☐ Current Page

☐ Pages: 1

Enter either a single page number or a single page range. For example, 5-12

Number of copies: 1


☒ Collate

Print **Cancel** **Apply**

If you see errors on your Confirmation Statement that do not match the enrollment elections you made or intended to make, you must contact the Corporate Benefits Department immediately to correct. Failure to do so will result in no corrections made to your benefit plan enrollments.

Beneficiary Designations:

After you complete your online enrollment, please be sure to click on **Beneficiary** to enter your beneficiary designation information for your life insurance benefits. Fields marked with this symbol * are required.

 **Beneficiaries**

Current Beneficiaries

To add a beneficiary for a plan, click on the **Add Individual** button for the plan.

To change, delete or view additional detail for a current beneficiary, click on the beneficiary's name.

Plan Type	Employee Life
Plan Name	Employee Basic Life
Name	
Type	
Amount	
Name	
Type	
Amount	
	Add Individual

Plan Type	Employee Life
Plan Name	Employee Supplemental Life
Name	
Type	
Amount	
Name	
Type	
Amount	
	Add Individual

Print

You may update your beneficiary information at any time.