

October 2024

MAKING YOUR OPEN ENROLLMENT BENEFIT ELECTIONS USING EMPLOYEE SELF SERVICE (ESS)

Open Enrollment Benefit selections are made using the Employee Self Service (ESS) module in the Enterprise Resource Planning (ERP) system. The ERP system is accessed by clicking on the ERP System link on Insite. If you have problems accessing Insite or ESS, please contact your Department IT HelpDesk.

For Prince George's County Planning:

To open a ticket, send email to PPD.HELPDESK@ppd.mncppc.org

For Central Administrative Services:

Create a ticket on ONPOINT Service Desk at www.mncppc.org/onpoint or call 301-454-1040

For Prince George's County Parks & Recreation:

301-454-1515 itshelpdesk@pgparks.com

For Montgomery County Parks and Planning:

mcp-help@mncppc-mc.org 301-495-2540

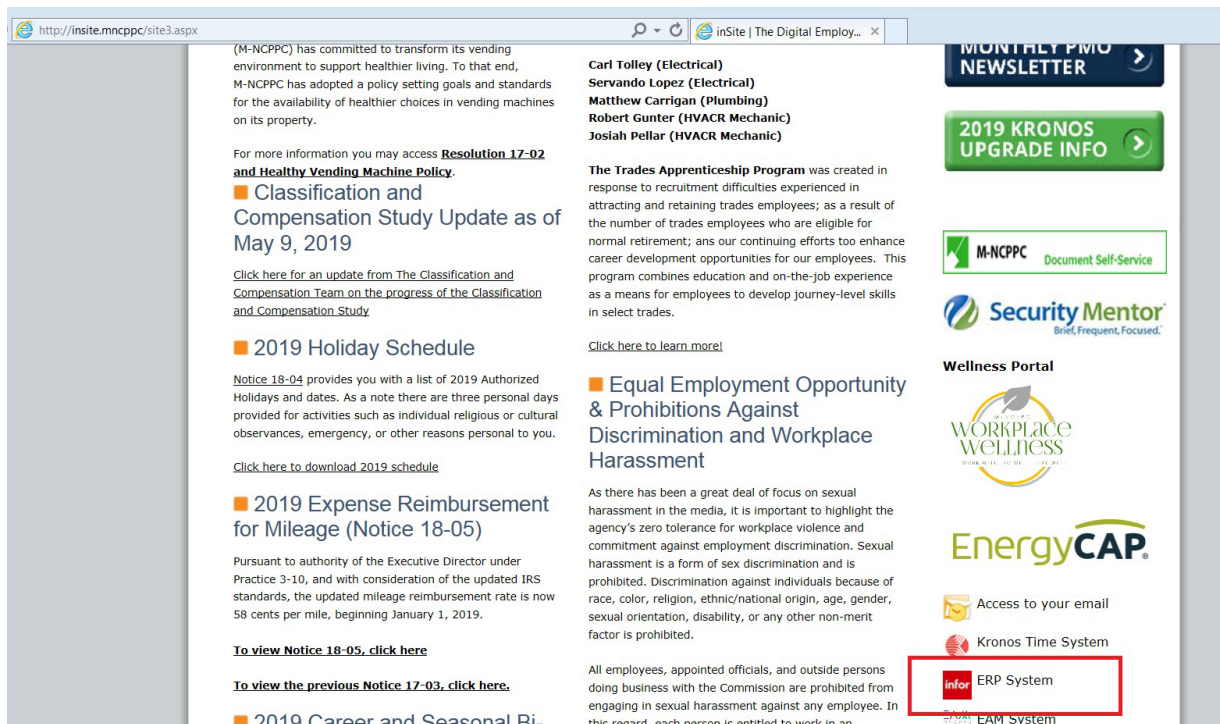
EMPLOYEE SELF-SERVICE (ESS) - OPEN ENROLLMENT INSTRUCTIONS

October 2024

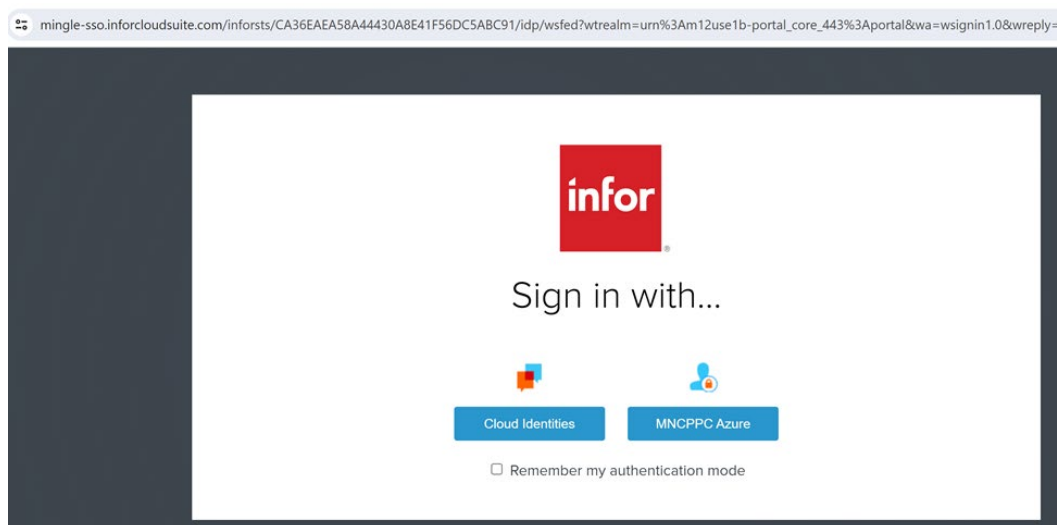
PLEASE NOTE THAT YOU WILL HAVE THE CAPABILITY TO VIEW OTHER FEATURES OF ESS AS WELL. THIS GUIDE WE WILL FOCUS ON OPEN ENROLLMENT BENEFIT ELECTIONS.

Step 1: Open Insite by typing <http://insite.mncppc> in the browser

Step 2: Click on the ERP System icon as shown in the figure below



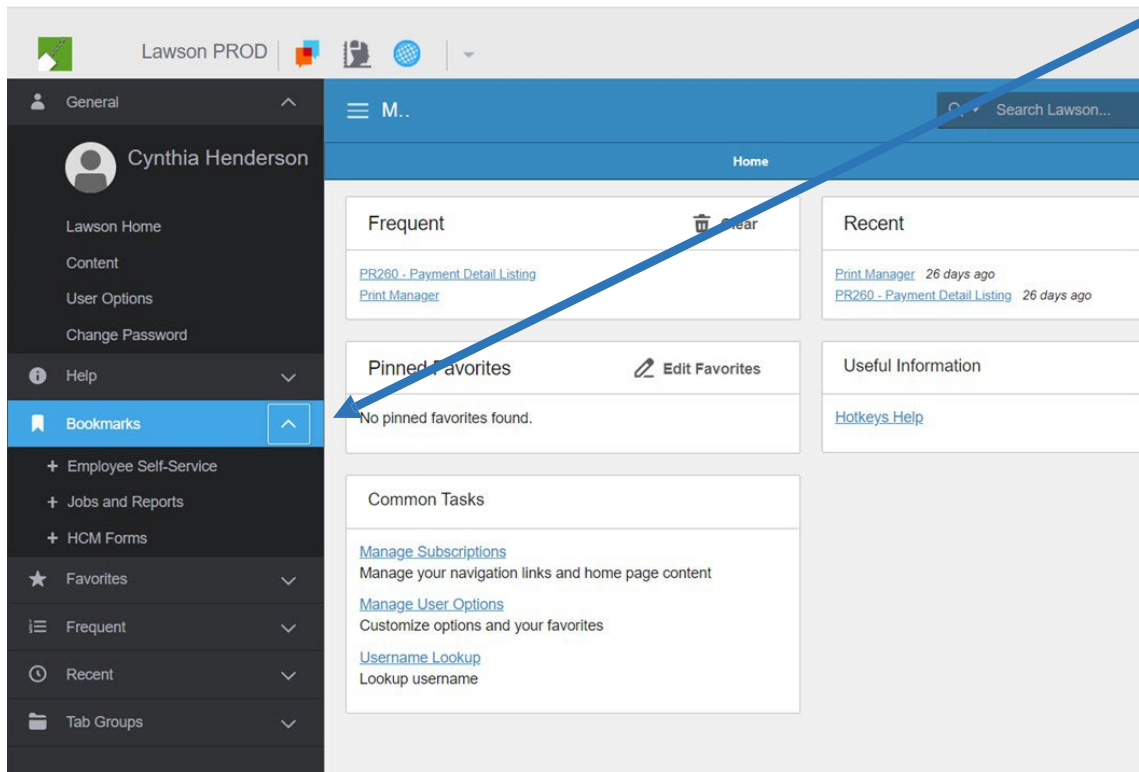
Step 3: Click on MNCPPC Azure



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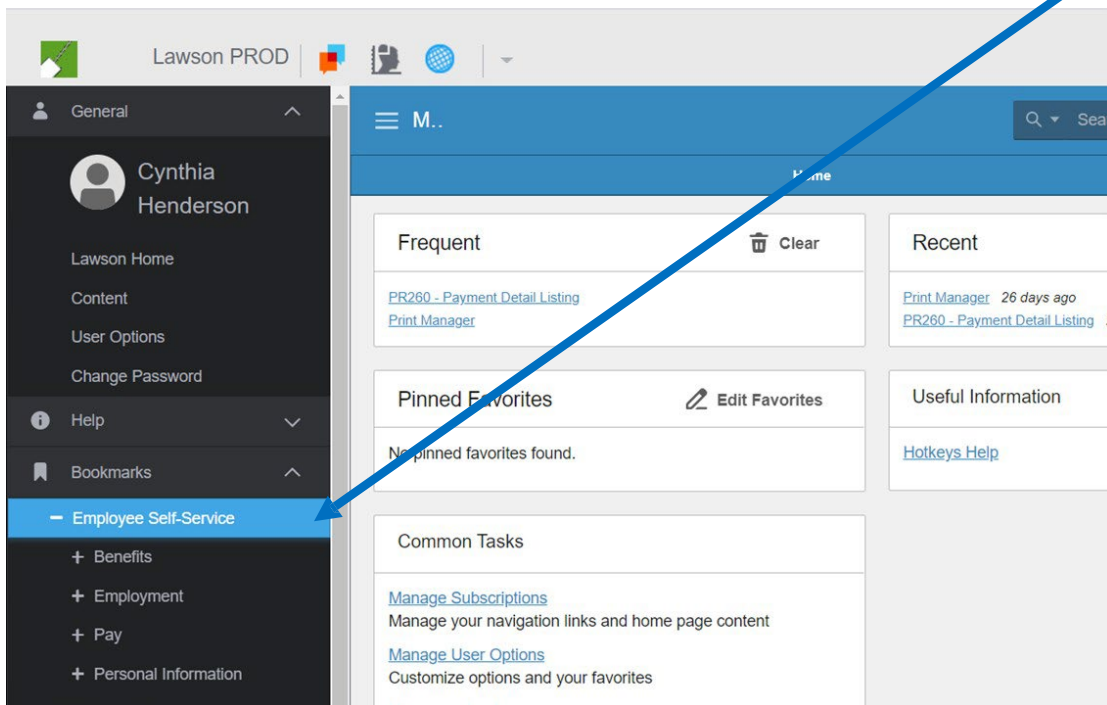
Step 4: Now you will be on the Menu Page. Click on Bookmarks.



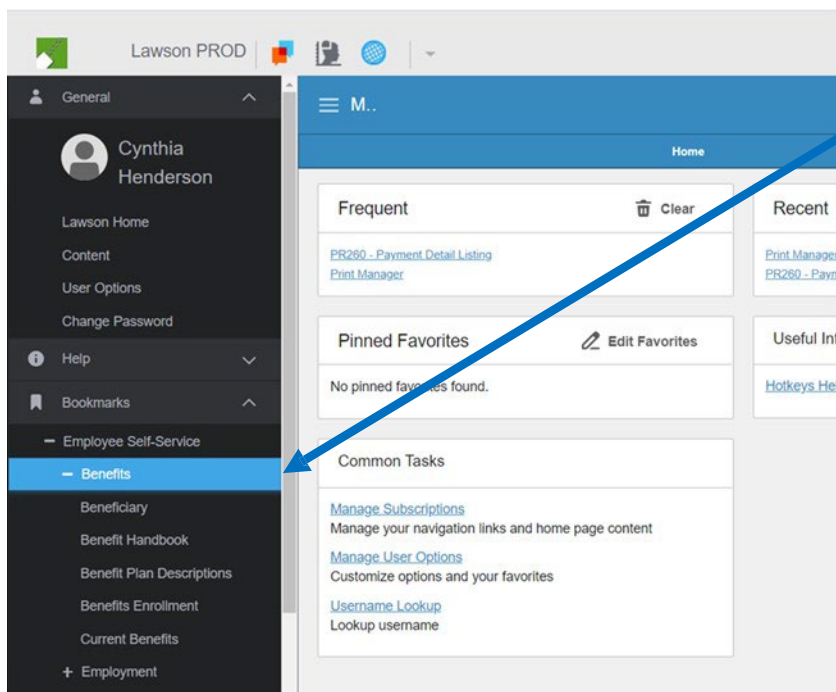
EMPLOYEE SELF-SERVICE (ESS) - OPEN ENROLLMENT INSTRUCTIONS

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- **Step 5:** Click on Employee Self-Service. (You may see different bookmarks depending upon your access and work programs.)



- **Step 6:** Click on **Benefits:**



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- **Step 7:** Next click on Benefits Enrollment. This takes you to the “Welcome Page” for Open Enrollment.

The screenshot shows the Lawson PRO D Employee Self-Service (ESS) interface. The left sidebar is expanded to show the 'Benefits Enrollment' menu item. The main content area displays the 'Benefits Enrollment' page with the following text:

Welcome to Benefits Enrollment

Open Enrollment is **October 25 through November 12, 2021**. During this time, you have the opportunity to make decisions about your medical, prescription, dental, vision, legal plan, sick leave bank, flexible spending accounts (FSAs), and, if applicable, supplemental LTD plan. You may elect to enroll in a plan, make plan changes, add or remove members of your family, or elect to waive your coverage altogether. For additional information please visit [Open Enrollment](#).

PLEASE NOTE THE FOLLOWING:

- If you elect to enroll in the Kaiser Permanente HMO, remember that the Kaiser plan includes prescription coverage. You cannot enroll in the Caremark Prescription Plan if you elect the Kaiser Permanente HMO.
- The names of children who are over age 26 and no longer eligible to be covered as a dependent on your plan will be displayed and noted as "no longer eligible".
- Dependent children over age 26 may be eligible for continued coverage if disabled prior to age 26.
- If you would like to add a new dependent child(ren) or spouse who meets the criteria for eligibility or request continued coverage for a disabled child over age 26, please contact the Health & Benefits Office (301-454-1694 or benefits@mncppc.org).
- **When adding new dependents, you must provide a Marriage Certificate for your spouse, Birth Certificate(s) for your children, and a copy of the Social Security cards for each dependent to the Health & Benefits Office by November 12, 2021.**
- The deduction for the Legal Resources Plan reflects a bi-weekly deduction based on 26 pay periods. The actual deduction, \$8.50, will be deducted from your paycheck over 24 pay periods.

As you initially move through the screens you must make an election for each plan type before you can move to the next screen even if you are keeping the same benefit election. You can return to the screens to make changes in your elections up until midnight on **November 12, 2021**.

If you have any additional questions, please contact the Health & Benefits Office (301-454-1694 or benefits@mncppc.org).

*** Please Note: To WAIVE enrollment in any plan, click on the **WAIVE radio button under Select Plan and click Continue to proceed to the next page.** ***

Continue

- You will begin Open Enrollment at the “Welcome” Page. After you finish reading the instructions on the Welcome Page click the Continue button to take you to the Benefit Enrollment Order Page.

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- The Benefit Enrollment Order Page shows you the order of the benefit plans as they will be presented for your election/changes. Click the Continue button to proceed to the Current Benefits Page.

Lawson PROD | Bookmarks

Benefits Enrollment

Enrollment Order

You will enroll in benefits in the following order.

Plan Type
MEDICAL PLANS
PRESCRIPTION PLAN
DENTAL PLAN
VISION PLAN
SICK LEAVE BANK
LEGAL PLANS
SUPPLEMENTAL LTD
MEDICAL FSA SPENDING
DEPENDENT CARE FSA

The Current Benefits Page allows you to review the benefits that you are currently enrolled in. Scroll to the bottom of the page and click the Continue button to go to the Medical Plans Election Page.

Lawson PROD | Bookmarks | New Tab | Lawson Home | Help | Preferences | hr11

Benefits Enrollment

Current Benefits

Your benefits as of 10/19/2020. Costs are per Pay Period.

Plan	Start Date	Coverage	Pay Check Deduction	Your Cost	Company Cost
UHC CHOICE POS Reney A. Henderson Sr.	01/01/2020	2 Member	121.85	121.85 Pretax	487.38
Prescription Reney A. Henderson Sr.	01/01/2020	2 Member	31.71	31.71 Pretax	179.68
Dental PPO Reney A. Henderson Sr.	01/01/2020	2 Member	5.97	5.97 Pretax	23.88
Vision Reney A. Henderson Sr.	01/01/2020	2 Member - High	6.45	6.45 Pretax	2.35
Sick Leave Bank	01/01/2020				
Waive Medical Spending	01/01/2020				
Waive Dependent Care	01/01/2020				

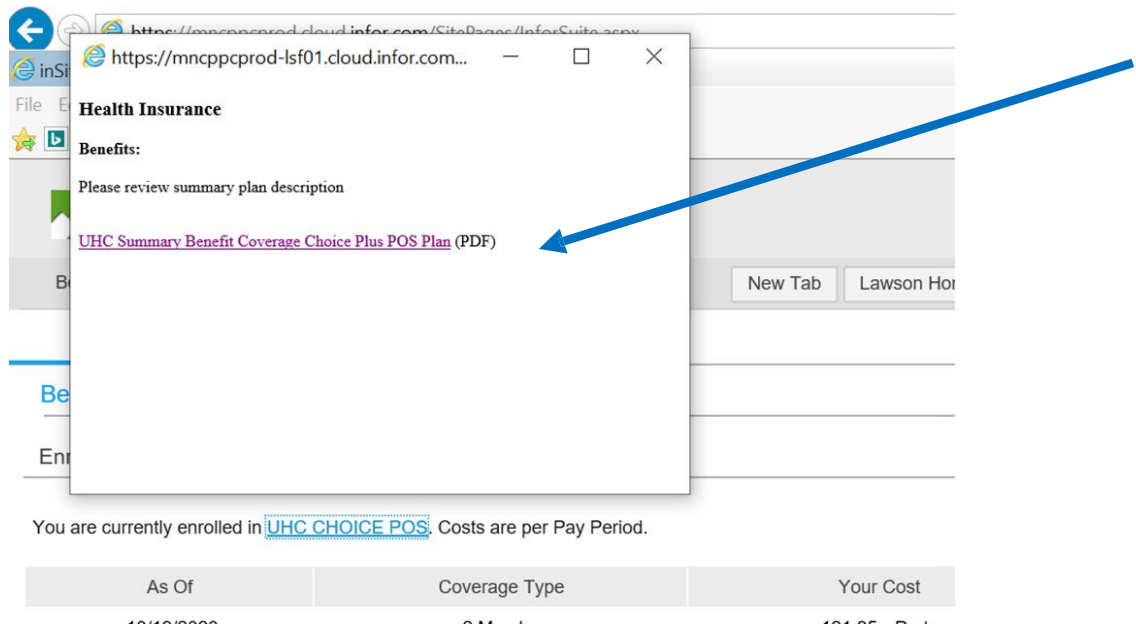
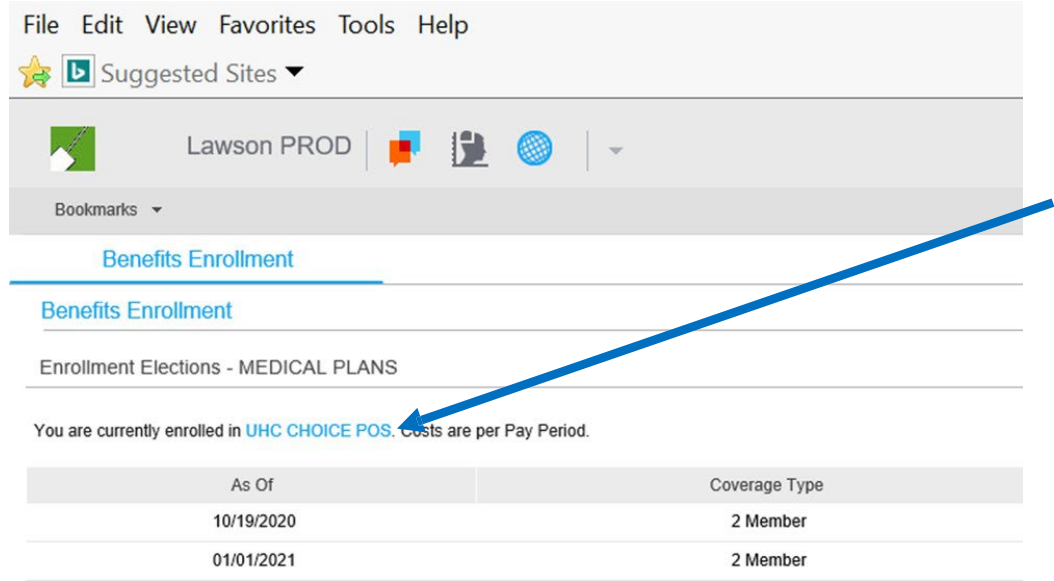
Pay Period Summary		Cost
Total pretax contributions		165.98
Total aftertax contributions		0.00
Total company contributions		693.29

Your deductions may differ slightly due to rounding.

EMPLOYEE SELF-SERVICE (ESS) - OPEN ENROLLMENT INSTRUCTIONS

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When you reach the Medical Plans Enrollment Election section below, if at any time you want to see details about a specific medical plan, just click on the Plan Name and a window will open with a link for the vendor website or information materials provided by the vendor. Example below:



On the Medical Plans Election Page, you must make a selection even if you keep the same benefit. *****Please Note: To WAIVE enrollment in this plan, click on the radio button for “Select a different plan” and proceed to the next page. If you WAIVE a benefit plan, you will not be enrolled in that plan effective 1/1/2025.*****

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Lawson PROD

Bookmarks

Benefits Enrollment

Enrollment Elections - MEDICAL PLANS

You are currently enrolled in UHC SELECT EPO. Costs are per Pay Period.

As Of	Coverage Type	Your Cost
10/21/2019	Family	144.55 Pretax
01/01/2020	Family	144.55 Pretax

Covered Dependents As Of 10/21/2019

Gabrielle A. McDonald Grant W. McDonald
William J. McDonald

Select Option

- Keep the same coverage
- Keep the same option; add or change dependent coverage
- Change the coverage
- Select a different plan

Note: If you change a coverage level you will also be prompted to:

- Select that level: Single, 2-Member or Family with the associated cost and
- Select eligible dependents in the system, if applicable.

If you want to review all plan options before making your final selection, choose “Select a Different Plan”

Lawson PROD

Bookmarks

Benefits Enrollment

Enrollment Elections - MEDICAL PLANS

You are currently enrolled in UHC SELECT EPO. Costs are per Pay Period.

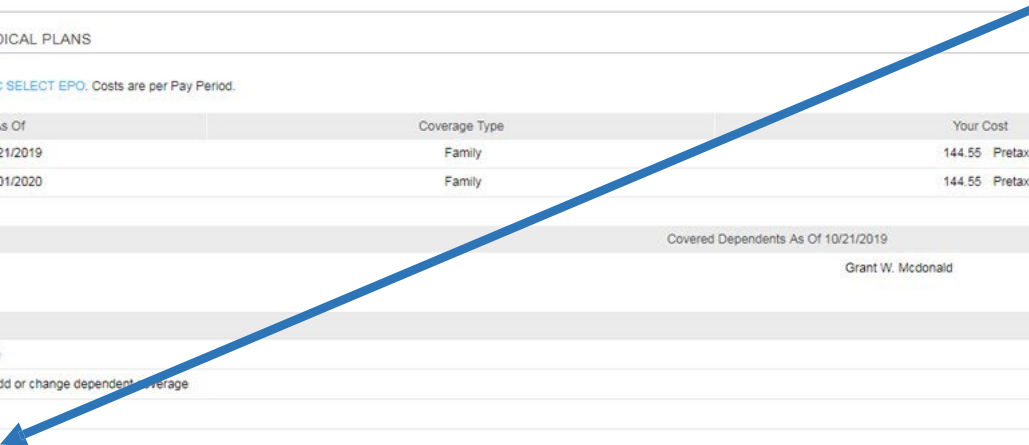
As Of	Coverage Type	Your Cost
10/21/2019	Family	144.55 Pretax
01/01/2020	Family	144.55 Pretax

Covered Dependents As Of 10/21/2019

Gabrielle A. McDonald Grant W. McDonald
William J. McDonald

Select Option

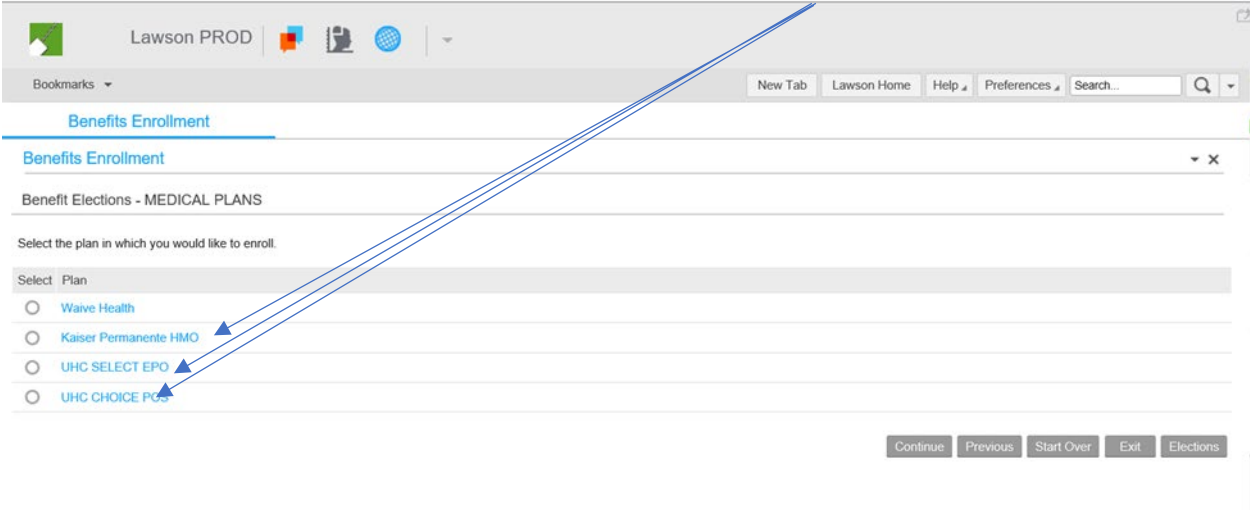
- Keep the same coverage
- Keep the same option; add or change dependent coverage
- Change the coverage
- Select a different plan



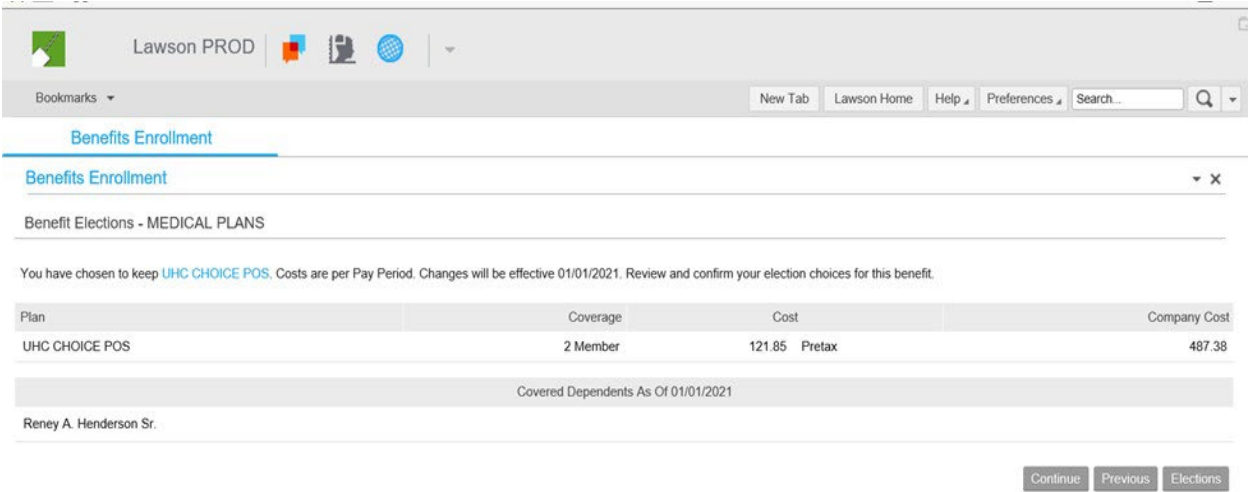
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To view all plan options, other than the one you are currently enrolled in, choose “Select a Different Plan” all plan options will be displayed. You may click on any Plan Name and a window will open with a link to more detailed information about that plan.



Once you make all selections click the Continue button to display the benefit you selected.



Review your selection for the Medical Plans. If you are satisfied with this election, you may click the Continue button to proceed to the next Benefit Enrollment Election Page for the Prescription Plan.

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You may click the Previous button if you want to change your Medical Plan selection at this time. Once you make the change to your Medical Plan, click the Continue button to review your selection. Click the Continue button again to proceed to the next Benefit Plan Enrollment Election Page- Prescription Plan.

The screenshot shows a web browser window with the address bar displaying 'Lawson PROD'. The page title is 'Benefits Enrollment' and the sub-page is 'Enrollment Elections - PRESCRIPTION PLAN'. Below the title, it states 'You are currently enrolled in Prescription. Costs are per Pay Period.' A table displays enrollment details:

As Of	Coverage Type	Your Cost	Company Cost
10/19/2020	2 Member	31.71 Pretax	179.68
01/01/2021	2 Member	31.71 Pretax	179.68

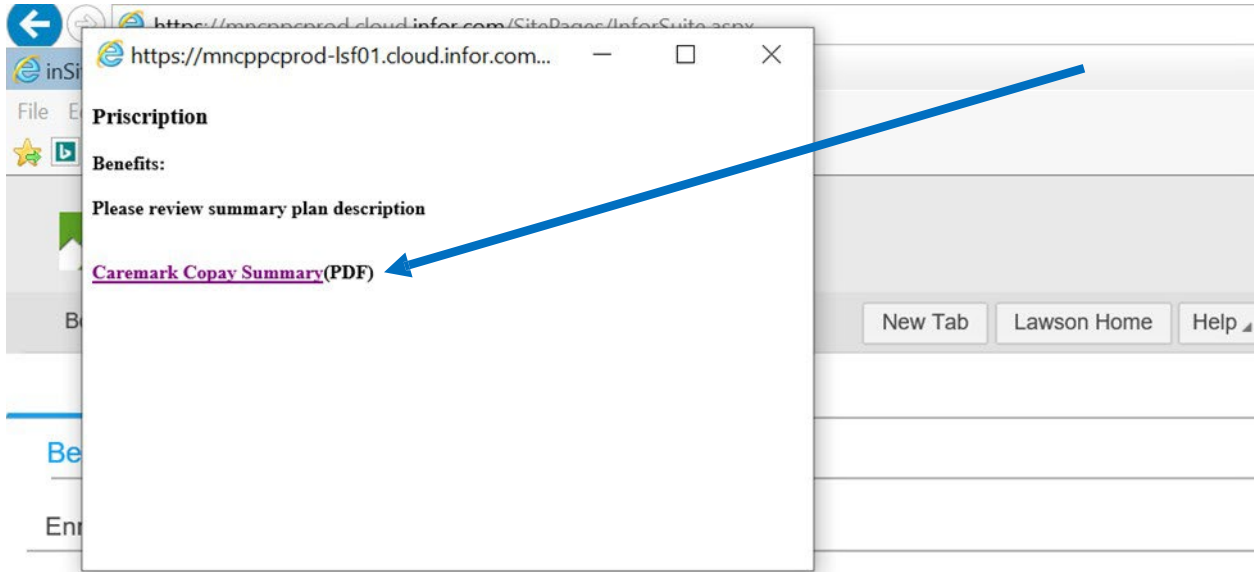
Below the table, it indicates 'Covered Dependents As Of 10/19/2020' and lists 'Reney A. Henderson Sr.'. There are four radio button options for selecting a plan: 'Keep the same coverage', 'Keep the same option, add or change dependent coverage', 'Change the coverage', and 'Select a different plan'. 'Continue' and 'Edit' buttons are located at the bottom right.

When you reach the Prescription Plan Enrollment Page, if at any time you want to see details about the prescription plan, click on the Plan Name and a window will open with a link for the vendor website or information materials provided by the vendor. Example below:

This screenshot is similar to the previous one but includes a blue arrow pointing to the word 'Prescription' in the text 'You are currently enrolled in Prescription. Costs are per Pay Period.' The browser window shows 'Suggested Sites' and 'Lawson PROD' in the address bar. The page content is partially obscured by the arrow.

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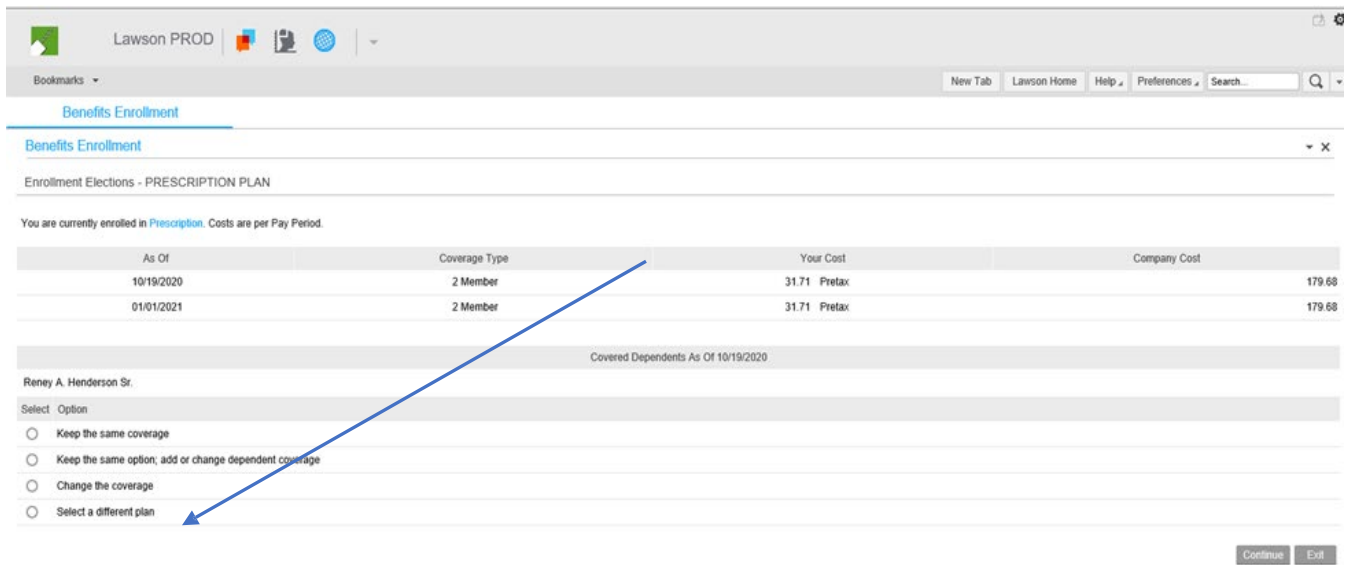
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You are currently enrolled in [Prscription](#). Costs are per Pay Period.

As Of	Coverage Type	Your Cost
10/19/2020	2 Member	31.71 Pretax
01/01/2021	2 Member	31.71 Pretax

To view all plan options, other than the one you are currently enrolled in, choose “Select a Different Plan” all plan options will be displayed. You may click on any Plan Name and a window will open with a link to more detailed information about that plan.



EMPLOYEE SELF-SERVICE (ESS) - OPEN ENROLLMENT INSTRUCTIONS

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Lawson PRO D

Bookmarks

New Tab Lawson Home Help Preferences Search...

Benefits Enrollment

Benefits Enrollment

Benefit Elections - PRESCRIPTION PLAN

Select the plan in which you would like to enroll

Select Plan

Prescription

Waive Rx

Continue Previous Start Over Exit Elections

On the Prescription Plan Enrollment Election Page, you must make a selection even if you keep the same benefit. *****Please Note: To WAIVE enrollment in this plan, click on the radio button for “Select a different plan” and proceed to the next page. If you WAIVE a benefit plan, you will not be enrolled in that plan effective 1/1/2025*****

Note: If you change a coverage level you will also be prompted to:

- Select that level: Single, 2-Member or Family with the associated cost and
- Select eligible dependents in the system, if applicable.

Once you make the selection click the Continue button and the benefit you selected will be displayed.

Lawson PRO D

Bookmarks

New Tab Lawson Home Help Preferences Search...

Benefits Enrollment

Benefits Enrollment

Benefit Elections - PRESCRIPTION PLAN

You have chosen to keep Prescription. Costs are per Pay Period. Changes will be effective 01/01/2025. Review and confirm your election choices for this benefit.

Plan	Coverage	Cost	Company Cost
Prescription	Family	45.28 Pretax	256.57

Covered Dependents As Of 01/01/2025

Gabrielle A. McDonald
William J. McDonald
Grant W. McDonald

Review your selection for the Prescription Plan. If you are satisfied with this election, you may click the Continue button to proceed to the next Benefit Enrollment Election Page for the Dental Plan.

You may click the Previous button if you want to change your selection at this time. Once you select a plan, click the Continue button to review your selection. Click the Continue button again to proceed to the next Benefit Plan Enrollment Election Page.

The procedure and screen shots above are for benefit enrollment elections in the Medical Plans and the Prescription Plan. Follow the same procedure for the remaining benefit plans,

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Dental*, Vision, Sick Leave Bank, Supplemental LTD (if applicable), Legal Plan, Medical FSA Spending and Dependent FSA Spending.

**** You have two (2) Dental Plan options: HMO Plan and PPO Plan.***

*****Remember:** When you reach the Election Enrollment page for any benefit plan and want to see details about the plan, click on the **Plan Name** and a window will open with a link for the vendor website or information materials provided by the vendor.

To view plan options other than the one that you are currently enrolled in, choose “Select a Different Plan” and all options for that particular benefit plan will be displayed.

Once you finish making all plan elections, you will see a summary of your elections on the Benefits Elections Effective as of 01/01/2025.

Plan	Coverage	Your Cost	Company Cost
UHC CHOICE POS	2 Member	138.82 Pretax	555.29
Prescription	2 Member	31.57 Pretax	178.89
Dental PPO	2 Member	6.15 Pretax	16.15
Vision	2 Member - High	6.45 Pretax	2.35
Sick Leave Bank			
Legal Resources		7.85 Aftertax	
Waive Medical Spending			
Waive Dependent Care			

Plan	Covered Dependents
UHC CHOICE POS	Reney A. Henderson Sr.
Prescription	Reney A. Henderson Sr.
Dental PPO	Reney A. Henderson Sr.
Vision	Reney A. Henderson Sr.

Pay Period Summary		Cost
Total pretax contributions		182.99
Total aftertax contributions		7.85
Total company contributions		752.69

Your deductions may differ slightly due to rounding.

If you are satisfied with your elections, click the Continue button to review and confirm your benefit plan selections that will be effective 01/01/2025. If you want to make changes, click the Make Changes button and update your benefit elections. (See the Making Changes section later in these instructions.)

Warning: If you click the Exit button, your elections will not be saved. You will have to start over.

If you are satisfied with your elections that will be effective 01/01/2025 and do not want to make any changes, click the Continue Button to proceed to print a copy.

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Click the “Yes” radio button and then click the Continue Button. Retrieve your copy immediately as it contains confidential information.



PLEASE PRINT YOUR SUMMARY PAGE FOR CONFIRMATION AND REFERENCE!!

Summary Page with Elections Effective 1/1/2025

Menu		Search Lawson... Go Home	
Benefits Enrollment + Print			
Benefits Enrollment			
Benefit Elections As Of 01/01/2022			
Plan	Coverage	Your Cost	Company Cost
UHC CHOICE POS	2 Member	138.82 Pretax	555.29
Prescription	2 Member	31.57 Pretax	178.89
Dental PPO	2 Member	6.15 Pretax	16.15
Vision	2 Member - High	6.45 Pretax	2.35
Sick Leave Bank			
Legal Resources		7.85 Aftertax	
Waive Medical Spending			
Waive Dependent Care			
Plan	Covered Dependents		
UHC CHOICE POS	Reney A. Henderson Sr.		
Prescription	Reney A. Henderson Sr.		
Dental PPO	Reney A. Henderson Sr.		
Vision	Reney A. Henderson Sr.		
Pay Period Summary			Cost
Total pretax contributions			182.99
Total aftertax contributions			7.85
Total company contributions			752.69
Your deductions may differ slightly due to rounding.			
Continue Make Changes Exit			

Once you print your summary page, you will see an Enrollment Elections-Congratulations Page. You have completed your 2025 Benefits Open Enrollment.

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The screenshot shows a web browser window with the address bar displaying 'Lawson PROD'. The browser's bookmark bar is visible with 'New Tab', 'Lawson Home', 'Help', and 'Preferences' buttons, and a search bar containing 'hr11'. The page content includes a breadcrumb trail: 'Benefits Enrollment' > 'Benefits Enrollment' > 'Enrollment Elections'. The main content area displays a congratulatory message for user 'Cynthia Henderson'.

Congratulations
Congratulations Cynthia Henderson

- Congratulations on completing your 2021 Benefits Open Enrollment.
- *** Do not submit a paper enrollment form if you make your benefit plan elections or changes using ESS!!!
 - *** You can return to this site to make changes to your benefit elections up until midnight, November 6, 2020.
 - *** Plan elections and changes will become effective January 1, 2021.

Continue

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MAKING CHANGES AFTER YOUR INITIAL BENEFIT PLAN ELECTIONS

*****You may make changes to your benefit elections up until midnight, Friday,
November 8, 2024*****

Access ESS using instructions on page 2-4 of this document.

This will take you to the Welcome Page for Open Enrollment.

After you finish reading the Welcome Page click the Continue button to take you to the Current Benefits Page.

The screenshot shows a web browser window with the address bar displaying 'Lawson PRO D'. The page title is 'Benefits Enrollment'. The main content area includes a welcome message: 'Welcome to Benefits Enrollment'. Below this, there is a paragraph explaining the Open Enrollment period (October 19 through November 6, 2020) and the opportunity to make decisions about medical, prescription, dental, vision, legal plan, sick leave bank, flexible spending accounts (FSAs), and supplemental LTD plan. A 'PLEASE NOTE THE FOLLOWING:' section contains several bullet points regarding enrollment rules, dependent children, and the Legal Resources Plan. A 'Continue' button is located at the bottom right of the page.

Lawson PRO D

Bookmarks

New Tab Lawson Home Help Preferences Search...

Benefits Enrollment

Benefits Enrollment

Welcome to Benefits Enrollment

Open Enrollment is October 19 through November 6, 2020. During this time, you have the opportunity to make decisions about your medical, prescription, dental, vision, legal plan, sick leave bank, flexible spending accounts (FSAs), and if applicable, supplemental LTD plan. You may elect to enroll in a plan, make plan changes, add or remove members of your family, or elect to waive your coverage altogether. For additional information please visit [Open Enrollment](#).

PLEASE NOTE THE FOLLOWING:

- If you elect to enroll in the Kaiser Permanente HMO, remember that the Kaiser plan includes prescription coverage. You cannot enroll in the Caremark Prescription Plan if you elect the Kaiser Permanente HMO.
- The names of children who are over age 26 and no longer eligible to be covered as a dependent on your plan will be displayed and noted as "no longer eligible".
- Dependent children over age 26 may be eligible for continued coverage if disabled prior to age 26.
- If you would like to add a new dependent child(ren) or spouse who meets the criteria for eligibility or request continued coverage for a disabled child over age 26, please contact the Health & Benefits Office (301-454-1694 or benefits@mncppc.org).
- You must provide a Marriage Certificate for your spouse, Birth Certificate(s) for your children, and Social Security cards for each dependent to the Health & Benefits Office by November 6, 2020.
- The deduction for the Legal Resources Plan reflects a bi-weekly deduction based on 26 pay periods. The actual deduction, \$8.50, will be deducted from your paycheck over 24 pay periods.
 - **Note: The U.S. Legal Service Plan will not be offered in 2021. If you want to participate in a prepaid legal plan you must select the Legal Resources Plan.**

As you initially move through the screens you must make an election for each plan type before you can move to the next screen even if you are keeping the same benefit election. You can return to the screens to make changes in your elections up until midnight on November 6, 2020.

If you have any additional questions please contact the Health & Benefits Office (301-454-1694 or benefits@mncppc.org).

***** Please Note: To WAIVE enrollment in any plan, click on the radio button to Select a different plan and proceed to the next page. *****

Continue

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The Current Benefits Page shows the benefits that you are currently enrolled in and the cost.

Plan	Start Date	Coverage	Pay Check Deduction	Your Cost	Company Cost
UHC CHOICE POS	01/01/2020	2 Member	121.85	121.85 Pretax	487.38
Prescription	01/01/2020	2 Member	31.71	31.71 Pretax	179.68
Dental PPO	01/01/2020	2 Member	5.97	5.97 Pretax	23.88
Vision	01/01/2020	2 Member - High	6.45	6.45 Pretax	2.35
Pay Period Summary					
Total pretax contributions					165.98
Total aftertax contributions					0.00
Total company contributions					693.29

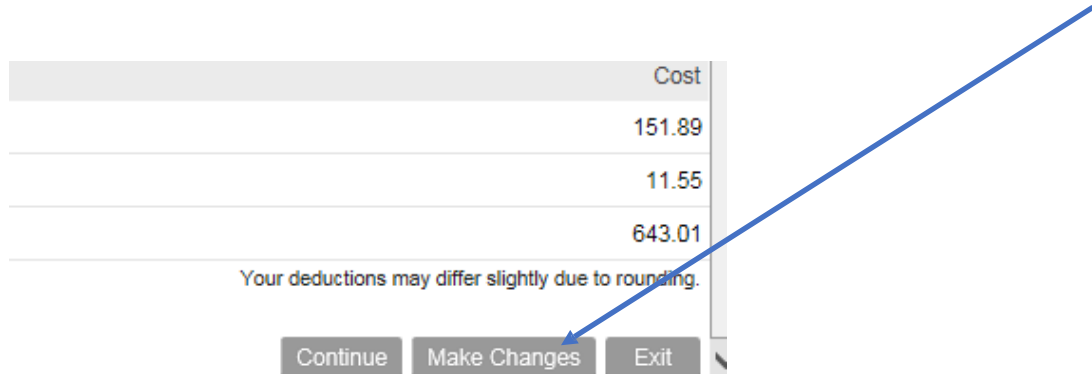
Click the Continue button to proceed to the page for Benefits Elections Effective as of 01/01/2025.

Plan	Coverage	Your Cost	Company Cost
UHC CHOICE POS	2 Member	138.82 Pretax	555.29
Prescription	2 Member	31.57 Pretax	178.89
Dental PPO	2 Member	6.15 Pretax	16.15
Vision	2 Member - High	6.45 Pretax	2.35
Legal Resources		7.85 Aftertax	
Pay Period Summary			
Total pretax contributions			182.99
Total aftertax contributions			7.85
Total company contributions			752.69

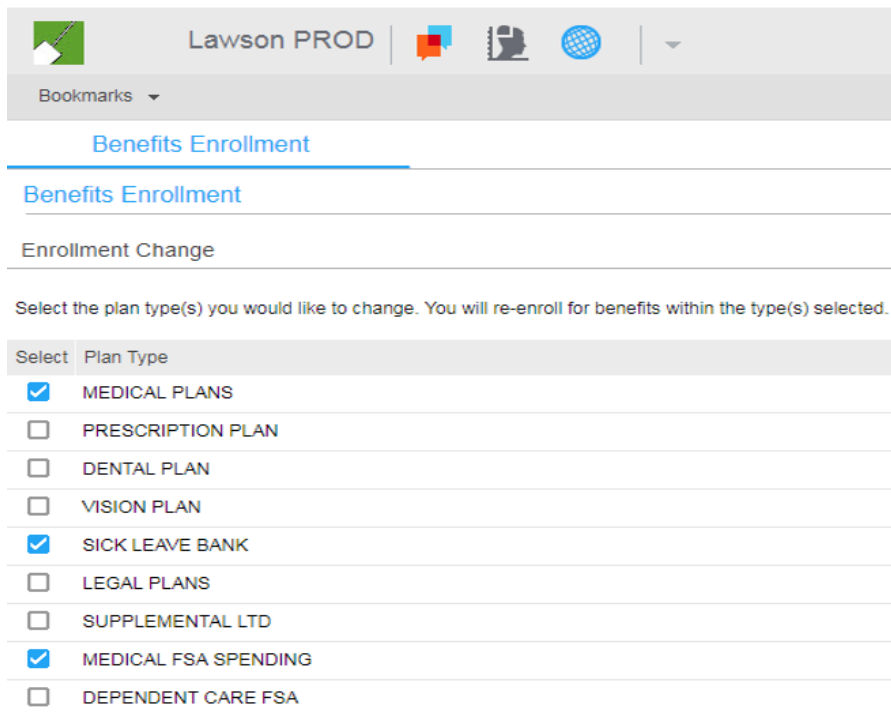
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On the Benefits Elections Effective as of 01/01/2025 Page, review your elections. If you want to make changes to the benefits that you selected to become effective 01/01/2024 click the Make Changes button at the bottom right hand corner of the page to go to the Enrollment Change Page.



The Enrollment Change Page shows you the list of benefit plans. Place checks only next to the benefit plans that you want to change. In this example, we want to make changes to our elections for the Medical, Sick Leave Bank and Medical FSA Spending Plans. Click the Continue button to proceed with your election changes. (Follow the steps for enrolling in your benefits as before.)



After you make all of your changes, print (save as PDF) the Summary of Your Elections.

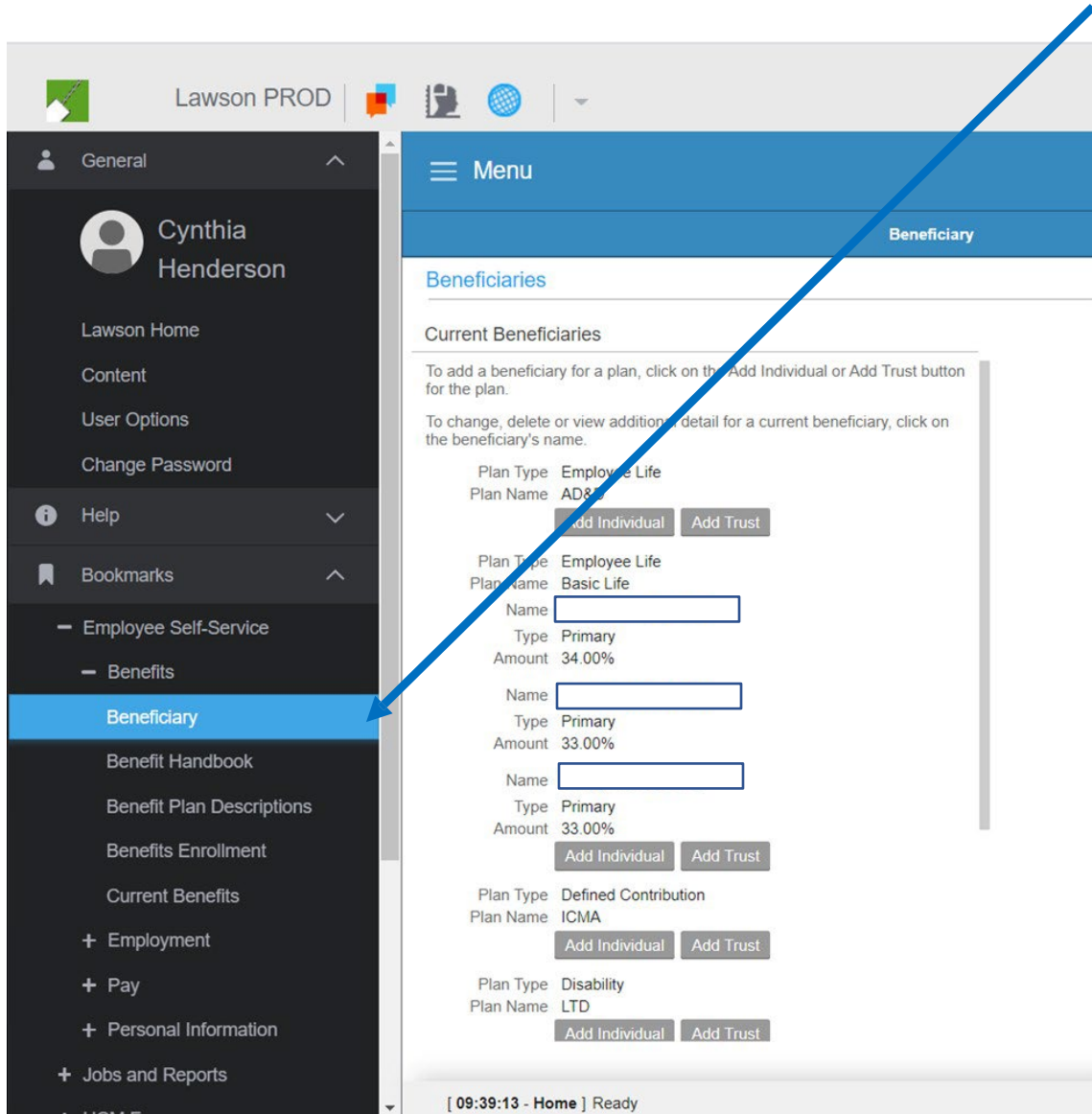
PLEASE PRINT YOUR SUMMARY PAGE FOR CONFIRMATION AND REFERENCE!!

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IMPORTANT NOTICE:

If you are enrolled in the life insurance plan, don't forget to review/update your designated beneficiaries using the Beneficiary tab under the Benefits Bookmark. The beneficiaries recorded will be assigned to the Basic and Supplement Life Plans. You are the beneficiary for the Spouse/Dependent Life Plan.

To review your Life Insurance designated beneficiary, under Employee Self-Service on the Menu, click on Beneficiary and follow the steps.



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You may use the Beneficiary page to review or update beneficiaries for both the Basic Life Insurance and Supplemental Life Insurance plans. Your current beneficiaries will be displayed. *(You are the beneficiary for Spouse/Dependent Life insurance.)*

You can review or update your beneficiaries at any time during the year.

If you have any questions, concerning the election of your benefits for Open Enrollment, contact the Health & Benefits Office (benefits@mncppc.org or 301-454-1694).