


# BENEFITS ENROLLMENT INFORMATION

FOR NEW OR NEWLY ELIGIBLE EMPLOYEES



 Your deadline for enrollment is 30 calendar days from your hire/eligibility date.

The following information is provided to guide you through the enrollment process. Please read this material carefully to ensure your successful enrollment into our benefits program.

MHS employees scheduled to work at least twenty (20) hours/week are eligible to enroll in the following benefits:

- Health Plan
- Dental Plan
- Vision Plan
- Voluntary Hospital Indemnity
- Voluntary Accident
- Medical Expense Reimbursement Plan
- Dependent Care Expense Reimbursement Plan
- Voluntary Life Insurance Plan
- Voluntary Short Term Disability
- Voluntary Critical Illness

## **IMPORTANT NOTE: You Must Enroll Within 30 Calendar Days Of Your Hire Date Or Becoming Eligible.**

Enrollment into other benefit plans such as MHS provided basic life insurance, long-term disability, and our retirement plan is automatic and based on the established eligibility and waiting periods for these plans. You are notified when you become eligible or a participant in these plans.

To successfully complete your benefits enrollment for the above plans, please take the following steps **WITHIN 30 CALENDAR DAYS** of your hire date and/or becoming eligible for benefits:

1. Review the *Benefits Program* materials.
2. Review the *New Hire/Newly Eligible Benefits Enrollment Instructions*.
3. Enroll online using the Benefits Enrollment process.

You may use your computer at work or at home to complete the online enrollment process. If you do not have access to a computer with an internet connection, you may go to Human Resources to access a computer.

If you have questions regarding the benefits enrollment process, please call Benefits at 402-354-4748. A benefit confirmation statement will be mailed to you shortly after you have made your elections.

**Thank you for your attention to this very important matter!**

# NEW HIRE/NEWLY ELIGIBLE BENEFITS ENROLLMENT INSTRUCTIONS

To elect benefit coverage for Health, Dental, Vision, Medical or Dependent Care Expense Reimbursement Plans and/or Voluntary Benefits, you will need to enroll online. You may either elect or decline the benefits available to you. You **must** complete the benefit enrollment process within 30 calendar days of your hire or benefit eligibility date.

- New Employees: You can access the online Benefit Enrollment process and enroll in benefits after your date of hire.
- Current employees who become newly eligible for benefits: You can access the online Benefit Enrollment process and enroll in benefits immediately.

## STEP 1: ACCESS THE NEW HIRE/NEWLY ELIGIBLE BENEFITS ENROLLMENT PAGE ON THE MHSINTRANET

- The New Hire/Newly Eligible Benefits Enrollment page can be accessed from home or work:
  - **From Work:** On the mhsintranet Home Page, from the top menu select Human Resources > MHS Benefits.
  - **From Home,** you will need to access the **Employee Portal** with your Network User Name and Password using Multi-Factor Authentication (MFA) and Citrix Receiver. **NOTE: MFA must be initially set up from your work location.**
    - Set up instructions are provided at [www.bestcare.org/for-employees/](http://www.bestcare.org/for-employees/) then select "Accessing mhsintranet from Home."
    - Once MFA and Citrix are set up, you can use the same site to select "click here" from under "If you already have Citrix downloaded on your computer." Then log in using your Network User Name and Password, authenticate using MFA set up, and select mhsintranet from the employee portal list (list is in alphabetical order). On the mhsintranet Home Page, from the top menu select Human Resources then MHS Benefits.

## STEP 2: REVIEW THE NEW HIRE/NEWLY ELIGIBLE COMMUNICATIONS AND OTHER INFORMATION

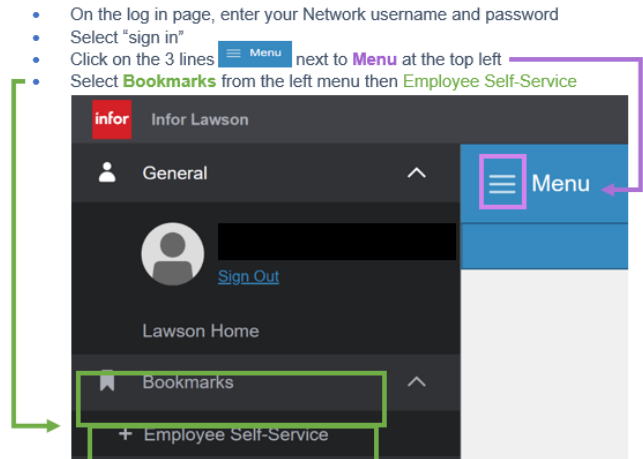
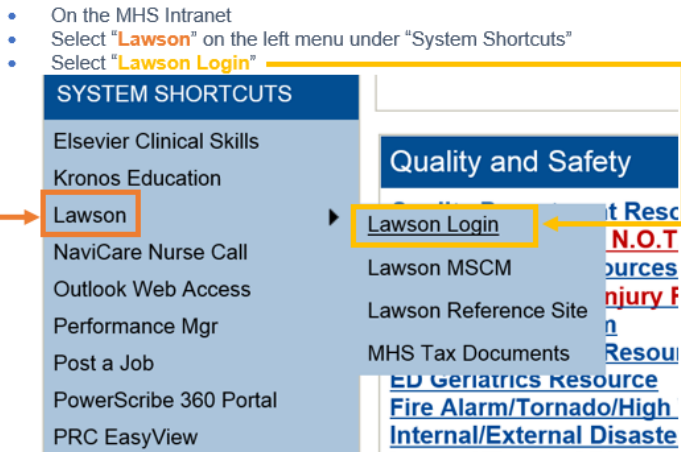
NOTE THE FOLLOWING:

- Determine your benefit elections prior to enrolling online.
- If you are enrolling an eligible spouse and/or dependent children: Birthdates as well as Social Security Numbers (SSN) are required for Health Care Reform and Medicare Secondary Payer reporting purposes. In addition, you may need to add your spouse and/or dependent children into the system before electing benefits if they are not already recorded in the system.

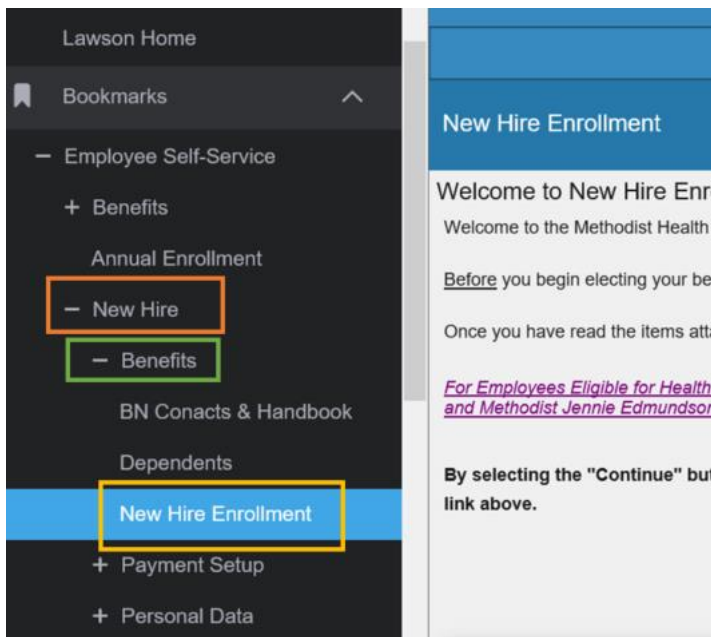
On the MHS Benefits page, go to the section titled "New Hire/Newly Eligible Benefits Enrollment" to review benefits communications and/or access the online Benefit Enrollment process.

- In addition to the Benefits Program information you were provided upon becoming eligible for certain benefits, you can also review additional benefits information online through the mhsintranet. **Included in these online communications is a government required Summary of Benefits and Coverage (SBC)** which can be found on the mhsintranet at *Human Resources/MHS Benefits/New Hire - Newly Eligible Benefits Enrollment/Benefit Communications/Health Plan/Summary of Benefits and Coverage*. A paper copy is also available, free of charge, by calling Benefits at 402-354-4748.

### STEP 3: MAKE YOUR BENEFIT ELECTIONS



- Reference the images above: From the mhsintranet left menu under System Shortcuts, hover your cursor over Lawson. Then select Lawson Login.
- Select Lawson Login again from the InforCloudSuite page if it appears. A Lawson Log-On screen will appear. This is where you will enter your Network User Name and Password.
- In Lawson, select Bookmarks from the upper left side then hover over Employee Self Service then New Hire, Benefits and finally select New Hire Enrollment.
- Review the enrollment information, make your selections and utilize the grey function buttons (continue, previous) to continue enrollment until the process is complete. *Once in Lawson do not use the internet back arrow.*



**Dependents:** The second screen of the process will allow you to add or update dependents. **Birthdates and Social Security numbers are required.** The process then allows you the opportunity to elect benefits for yourself and your dependents for each plan.

**Current Dependents**

To cover a dependent for health, dental and/or vision, the dependent must first be listed below and then linked to the benefit coverage in the enrollment process.

To Add a Dependent: Select the "Add" button.

To Review or Update a Dependent: Select the dependent's name.

Social Security Number (SSN) Requirement: You **must** enter your spouse's and dependent children's SSN.

To Drop or Inactivate a Dependent: Re-elect your dependents during the enrollment process. By not electing the dependent, they will be dropped from the coverage. Be sure to change coverage level if applicable.

Name	Social Number
<input type="button" value="Add-Only if Dependent NOT Listed Above"/>	<input type="button" value="Continue"/> <input type="button" value="Previous"/> <input type="button" value="Exit"/>

**Detail**

**Main** Address

\*Required fields are indicated.

First Name\*

Middle Initial

Last Name\*

Birth Date\*  MM/DD/YYYY

If Adopted, Date  MM/DD/YYYY

If Adopted, Placement Date  MM/DD/YYYY

Social Number\*

▪ **COMPLETION**

- a. Be sure to "confirm" your elections prior to exiting the enrollment process. **The process is not completed until you select the "confirm" button.**
- b. Once you confirm your elections online, you cannot change your elections unless you contact Benefits at 402-354-4748 and ask that your elections be "reset."
- c. Following the enrollment, a Benefit Confirmation Statement will be mailed via interdepartmental mail. Please review these confirmations to ensure your elections are correct.

**IF YOU HAVE QUESTIONS OR REQUIRE ASSISTANCE:**

- Contact IT Service Desk at 402-354-2280 for User Name/Password, mhsintranet or Employee Portal assistance.
- For benefit program information or Employee Self Service, call Benefit at 402-354-4748. Assistance is available Monday - Friday from 7:30AM - 4PM, unless otherwise indicated by voicemail.