

## Open Enrollment: How To Enroll

Access the PeopleSoft site from the Intranet or visit PeopleSoft from your home computer at <https://hr.pmh.org/psp/pshr/?cmd=login>.

Enter your:

- **User ID and Password**, which is your Parkland employee ID number.

https://hr.pmh.org/psp/pshr/?cmd=login

Convert Select

Oracle PeopleSoft Enterprise Suggested Sites Web Site Safety

PeopleSoft Enterprise Sign in

Page Safety Tools

**Parkland**  
My Parkland

Welcome to My Parkland

User ID

Password

**Sign In**

[Forgot your password?](#)

You can also sign in using your Network ID and password.

**Hours of availability:**

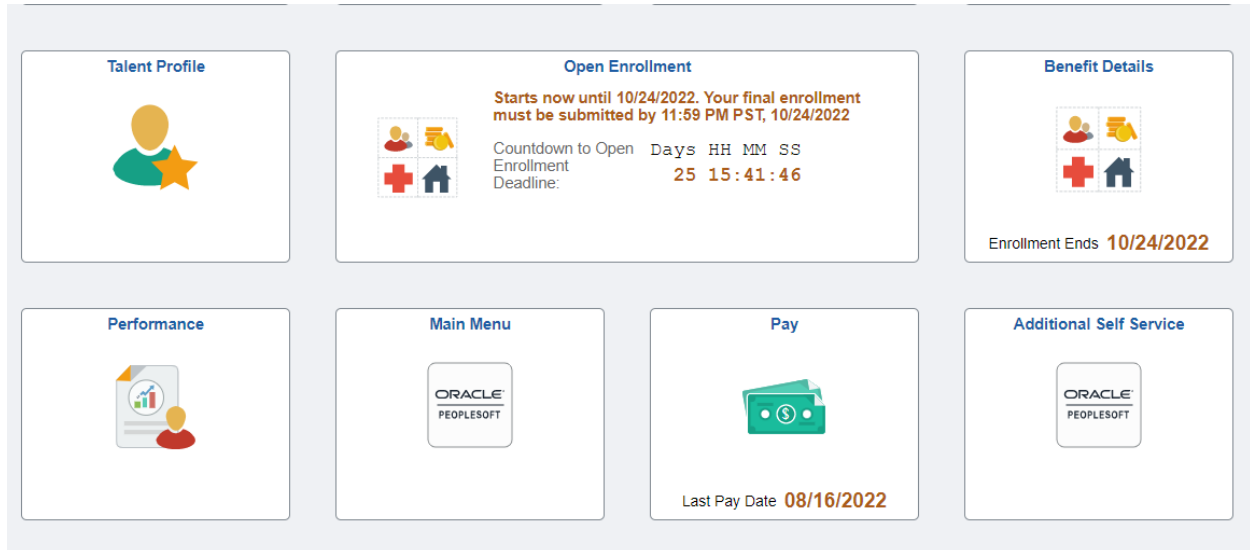
System Available 24/7 with the exception of 4AM to 7AM CST on Sundays.

If you experience technical issues, please contact the Technical Support Center at 214-098-0099.

By accessing the information requested, I understand that it is my responsibility to protect my personal information while logged on to this SelfService System.

After clicking Sign In, click on “Open Enrollment” icon

*\*Managers and Above: be sure to switch to “**Employee Self Service**” from the top dropdown before starting your Open Enrollment process.*



Once you log in, you can watch the Open Enrollment Video and review your contact information and address. (Step 1-3)

X Exit

Open Enrollment 2023

1 Welcome instruction and Video  
Visited

2 Contact Information  
Visited

3 Home and Mailing Address  
Visited

4 Acknowledgement  
Complete

5 Open Enrollment  
Visited

6 Summary Page  
Visited

Step 5 of 6: Open Enrollment

Submit Enrollment

1) Spousal Surcharge: If your spouse has access to health care coverage through his/her own employer, you will pay a surcharge to cover them under the PEHP. The surcharge will be \$75 per pay period, starting pay date 1/3/2023. Watch your mailbox for a packet containing next steps on the Working Spouse Health Coverage verification process. Failure to complete the verification process by the deadline means Parkland will apply the surcharge. You must repeat this process every year.

2) Dependent Verification: You must complete a verification for each dependent you add to the insurance plan(s). All key information on this process and how to complete it will be included in a mailer sent to employees' homes in early December. This dependent audit must be completed by January 13, 2023. If your audit is not completed by January 13, 2023, your dependent(s) will be removed from the Parkland Employee Health Plan (including medical, dental and vision) effective January 25, 2023.

This is a summary of estimated costs for your new benefit choices.

These costs do not include certain choices that are based on variable earnings.

Select the Submit Enrollment button to send your final choices to the Benefits Department.

Do not submit your benefit choices until you have completed your enrollment. You may store your choices on each page and return to the Enrollment Summary as many times as you would like up to your enrollment deadline. However, once you click Submit, your benefit choices will be sent to the Benefits Department for processing.

Once your enrollment is processed, you may not be able to make any further benefit changes until the next Open Enrollment period or if you have a qualified family status change/life event.

▼ Enrollment Summary

You can review and make change to your benefits by clicking on each benefits icon.

<div>1</div> <div>Welcome instruction and Video</div> <div>Visited</div>	<div>Medical</div> <div>Current Parkland Employee Health Plan</div> <div>New HDHP Medical Plan</div> <div>Status <span>Changed</span></div> <div> 1 Dependents</div> <div>Pay Period Cost <span>\$136.33</span></div> <div>Review</div>	<div>Dental</div> <div>Current PPO Dental</div> <div>New PPO Dental</div> <div>Status <span>Changed</span></div> <div> 1 Dependents</div> <div>Pay Period Cost <span>\$31.35</span></div> <div>Review</div>	<div>Vision</div> <div>Current Vision</div> <div>New Vision</div> <div>Status <span>Changed</span></div> <div> 1 Dependents</div> <div>Pay Period Cost <span>\$7.15</span></div> <div>Review</div>
<div>2</div> <div>Contact Information</div> <div>Visited</div>	<div>Critical Illness</div> <div>Current Waive</div> <div>New Employee Only \$20,000</div> <div>Status <span>Changed</span></div> <div> 0 Dependents</div> <div>Pay Period Cost <span>\$4.00</span></div> <div>Review</div>	<div>Accident Plan</div> <div>Current Waive</div> <div>New AFLAC Accident Plan Low</div> <div>Status <span>Changed</span></div> <div> 2 Dependents</div> <div>Pay Period Cost <span>\$7.59</span></div> <div>Review</div>	<div>Hospital Plan</div> <div>Current Waive</div> <div>New AFLAC Hospital Plan Low</div> <div>Status <span>Changed</span></div> <div> 1 Dependents</div> <div>Pay Period Cost <span>\$9.19</span></div> <div>Review</div>
<div>3</div> <div>Home and Mailing Address</div> <div>Visited</div>	<div>Life</div> <div>Current Basic Life Insurance</div> <div>New Basic Life Insurance \$93,600</div> <div>Status <span>Changed</span></div> <div> 2 Beneficiaries</div> <div>Pay Period Cost <span>\$0.00</span></div> <div>Review</div>	<div>Supplemental Life</div> <div>Current Waive</div> <div>New Suppl Group Life 6 x Salary \$374,000</div> <div>Status <span>Changed</span></div> <div> 2 Beneficiaries</div> <div>Pay Period Cost <span>\$5.87</span></div> <div>Review</div>	<div>AD and D</div> <div>Current Waive</div> <div>New Waive</div> <div>Status <span>Visited</span></div> <div> 0 Beneficiaries</div> <div>Pay Period Cost <span>\$0.00</span></div> <div>Review</div>
<div>4</div> <div>Acknowledgement</div> <div>Complete</div>	<div>Dependent Life</div> <div>Current Waive</div> <div>New Waive</div> <div>Status <span>Visited</span></div> <div> 0 Dependents</div> <div>Pay Period Cost <span>\$0.00</span></div> <div>Review</div>	<div>Spouse Life</div> <div>Current Waive</div> <div>New Spouse/DP Group Life 5.5 x Sal \$100,000</div> <div>Status <span>Changed - Pending Proof</span></div> <div> 0 Beneficiaries</div> <div>Pay Period Cost <span>\$2.77</span></div> <div>Review</div>	<div>Disability</div> <div>Current Disability 50% 42 Days Waiting</div> <div>New Disability 50% 42 Days Waiting</div> <div>Status <span>Pending Review</span></div> <div>Pay Period Cost <span>\$0.00</span></div> <div>Review</div>
<div>5</div> <div>Open Enrollment</div> <div>Visited</div>	<div>Health Care Flex Spending Acct</div> <div>Current Waive</div> <div>New Waive</div> <div>Status <span>Changed</span></div> <div>Pay Period Cost <span>\$0.00</span></div> <div>Review</div>	<div>Dependent Care Flex Spending</div> <div>Current Waive</div> <div>New Waive</div> <div>Status <span>Pending Review</span></div> <div>Pay Period Cost <span>\$0.00</span></div> <div>Review</div>	<div>Health Savings Account</div> <div>Current No Coverage</div> <div>New Health Savings Account \$302</div> <div>Status <span>Changed</span></div> <div>Pay Period Cost <span>\$11.62</span></div> <div>Review</div>
<div>6</div> <div>Summary Page</div> <div>Visited</div>	<div>Sell PTO</div> <div>Current Waive</div> <div>New PTO Sell 1 Hours</div> <div>Status <span>Changed</span></div> <div>Pay Period Cost <span>\$0.00</span></div> <div>Review</div>	<div>Legal Protection Program</div> <div>Current Waive</div> <div>New Waive</div> <div>Status <span>Visited</span></div> <div>Pay Period Cost <span>\$0.00</span></div> <div>Review</div>	

You must enroll for the Health Savings Account (HSA) to receive the Parkland contribution. Please see “Health Savings Account tile” toward the end of the enrollment page to enroll for the HSA.

1	Welcome Instruction and Video Visited
2	Contact Information Visited
3	Home and Mailing Address Visited
4	Acknowledgement Complete
5	Open Enrollment Complete
6	Summary Page Visited

### Health Savings Account

Current	No Coverage
New	Health Savings Account \$3,400
Status	✔ <b>Changed</b>

Pay Period Cost **\$130.77**

Review

### Sell PTO

Current	Waive
New	PTO Sell 1 Hours
Status	✔ <b>Changed</b>

Pay Period Cost **\$0.00**

Review

### Legal Protection Program

Current	Waive
New	Waive
Status	<b>Visited</b>

## SUBMIT ENROLLMENT

When you are finished making your elections, click **Submit Enrollment**.

Benefits Details

**Benefits Enrollment**

As a reminder you must enroll in benefits within 30 days from your date of hire. If you do not enroll, it may result in no coverage for yourself and any dependents. The only change you can change your benefit choices is during Open Enrollment or if you have a qualified family status change.

This is a summary of estimated costs for your new benefit choices.

These costs do not include certain choices that are based on variable earnings.

Select the Submit Enrollment button to send your final choices to the Benefits Department.

Do not submit your benefit choices until you have completed your enrollment. You may store your choices on each page and return to the Enrollment Summary as many times as you would like up to your enrollment deadline. However, once you click Submit, your benefit choices will be sent to the Benefits Department for processing.

Once your enrollment is processed, you may not be able to make any further benefit changes until the next Open Enrollment period or if you have a qualified family status change/life event.

**Authorize Elections**

By submitting your benefit choices, you are authorizing Parkland to take deductions from your paycheck to pay for your benefit costs. You are also authorizing Parkland to send necessary personal information to your selected providers to enable and support your coverage.

Once your enrollment is processed, you may not be able to make any further benefit changes until the next Annual Enrollment period unless you have a qualified family status/life event change. Documentation must be submitted to the Benefits Department within 30 days of the benefit status/life event change.

\*Regarding the flexible spending accounts, you authorize the reduction of your salary on a per paycheck basis. The annual amount will be divided by the appropriate number of pay periods. You understand that you must enroll in the plan every year during annual enrollment. Any money deducted but not used for eligible expenses will be forfeited. If you leave Parkland you will only be reimbursed for eligible expenses incurred up to the last date of employment and paid within the appropriate deadlines.

Submit Enrollment

## CLICK DONE

After clicking on Submit Enrollment, click **Done**. You must click Done for the system to accept your new elections.

Benefits Alerts

Done

Your benefit choices have been successfully submitted to the Benefits Department. Review the Benefits Summary Page within three to five days to ensure your enrollment has taken effect. Review your paycheck and verify the deductions, if the deductions are not correct, you must notify the Benefits Department immediately.

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