

MYPARKLAND ... HOW TO ENROLL

A Guide to Online Benefits Enrollment

Enrolling for benefits is quick and easy with Parkland's online enrollment system. From home and most work computers, you can enroll using the web-based MyParkland on our PeopleSoft Self-Service System. The enrollment system gives you a one-stop shop for enrolling, finding benefit summaries and forms, and linking to vendor websites.

3 EASY STEPS TO ENROLL ONLINE

- 1 Access the PeopleSoft site** from the Intranet or visit PeopleSoft from your home computer at <https://hr.parklandhealth.org/pshr/signon.html>.
- 2 Enter your:**
 - **User ID**, which is your Parkland employee ID number, and
 - **Default Password**, which is **phhs** plus the last four digits of your Social Security number.
- 3 After clicking Sign In**, click on **MyParkland/Benefits/Benefit Details/Benefits Enrollment**. Then, follow the prompts to enroll. After you make your elections, click **Submit Enrollment**. Then click **Done**.

LOG ON TO PEOPLESOFT

Enter your User ID, which is your Parkland employee ID number, and Default Password, which is **phhs** plus the last four digits of your Social Security number. For example, if the last four digits of your Social Security number are 1234, your default password would be phhs1234.

NAVIGATE TO MYPARKLAND

MyParkland provides employees with self-service access to enroll in benefits, view current benefit elections and review or modify your personal information, such as home address.

To Enroll:

- Select the **Benefits** link.
- Click on **Benefit Details**.
- Select **Benefits Enrollment** to open your New Hire Enrollment record.

PEOPLESOFT BENEFITS ENROLLMENT

Your Name will display here.

Click the **Start** button to begin your enrollment.

Event Description	Event Date	Event Status	Job Title
New Hire	09/29/2021	Open	Felipe Z. Plascencia, MD

PEOPLESOFT BENEFITS ENROLLMENT (New Hire)

Click each Benefit Plan to enroll for coverage.

INDIVIDUAL DEPENDENT/BENEFICIARY INFORMATION

To name your beneficiary for basic life, supplemental life and AD&D insurance:

- Enter personal information (including Social Security number) about your dependent/beneficiary. You must enter information in the required fields (see asterisks on the screen).
- Click **Save** in the upper right corner after entering.
- Return to the appropriate benefit plan to enter the percentage each beneficiary will receive.

SPECIAL NOTE ABOUT NAMING YOUR BENEFICIARY

In PeopleSoft, you must go into each plan listed to the right to designate your beneficiary, even if you are naming the same beneficiary for all plans.

You will name your beneficiary for the Retirement Income Plan and the Supplemental Retirement Plan at [MillimanBenefits.com](https://www.millimanbenefits.com).

SUBMIT ENROLLMENT

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

CLICK DONE

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

ABOUT MYPARKLAND ON PEOPLESOFT

You enroll for benefits through MyParkland, which provides employee self-service. From MyParkland, you can:

- Review or modify your personal information.
- View your Paid Time Off (PTO).
- View your paycheck.

From the Benefits section, you can:

- Review your current benefits.
- Change your beneficiary/dependent information.
- Access benefit company information.
- Submit a family status/life event change after speaking with OTM Shared Services.
- Enroll for benefits.