

Open Enrollment: How To Enroll

Access the **PeopleSoft** site from the Intranet or visit PeopleSoft from your home computer at <https://hr.parklandhealth.org/pshr/signon.html>.

Enter your:

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

https://hr.parklandhealth.org/pshr/signon.html

Convert Select

Crack PeopleSoft Enter... 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 214-096-0799.

By accessing the information requested, I understand that it is my responsibility to protect my personal information while logged on to this Self-Service 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.*

The dashboard features several key sections:

- Talent Profile:** Represented by a person icon and a star.
- Open Enrollment:** The central focus, with a countdown timer showing 25 days, 15 hours, and 41 minutes remaining until the deadline of 10/24/2022 at 11:59 PM PST.
- Benefit Details:** Includes an enrollment end date of 10/24/2022.
- Performance:** Represented by a document icon with a bar chart.
- Main Menu:** Features the Oracle PeopleSoft logo.
- Pay:** Shows a last pay date of 08/16/2022.
- Additional Self Service:** Also features the Oracle PeopleSoft logo.

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

The progress bar for Open Enrollment 2023 shows the following steps:

- 1 Welcome instruction and Video (Visited)
- 2 Contact Information (Visited)
- 3 Home and Mailing Address (Visited)
- 4 Acknowledgement (Complete)
- 5 Open Enrollment (Visited)** - Current step
- 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 changes to your benefits by clicking on each benefits icon.

<p>1 Welcome instruction and Video Visited</p> <p>2 Contact Information Visited</p> <p>3 Home and Mailing Address Visited</p> <p>4 Acknowledgement Complete</p> <p>5 Open Enrollment Visited</p> <p>6 Summary Page Visited</p>	<p>Medical</p> <p>Current Parkland Employee Health Plan New HDHP Medical Plan Status Changed 👤 1 Dependents</p> <p>Pay Period Cost \$136.33</p> <p style="text-align: right;">Review</p>	<p>Dental</p> <p>Current PPO Dental New PPO Dental Status Changed 👤 1 Dependents</p> <p>Pay Period Cost \$31.35</p> <p style="text-align: right;">Review</p>	<p>Vision</p> <p>Current Vision New Vision Status Changed 👤 1 Dependents</p> <p>Pay Period Cost \$7.15</p> <p style="text-align: right;">Review</p>
	<p>Critical Illness</p> <p>Current Waive New Employee Only \$20,000 Status Changed 👤 0 Dependents</p> <p>Pay Period Cost \$4.00</p> <p style="text-align: right;">Review</p>	<p>Accident Plan</p> <p>Current Waive New AFLAC Accident Plan Low Status Changed 👤 2 Dependents</p> <p>Pay Period Cost \$7.59</p> <p style="text-align: right;">Review</p>	<p>Hospital Plan</p> <p>Current Waive New AFLAC Hospital Plan Low Status Changed 👤 1 Dependents</p> <p>Pay Period Cost \$9.19</p> <p style="text-align: right;">Review</p>
	<p>Life</p> <p>Current Basic Life Insurance New Basic Life Insurance \$93,600 Status Changed 👤 2 Beneficiaries</p> <p>Pay Period Cost \$0.00</p> <p style="text-align: right;">Review</p>	<p>Supplemental Life</p> <p>Current Waive New Suppl Group Life 6 x Salary \$374,000 Status Changed 👤 2 Beneficiaries</p> <p>Pay Period Cost \$5.87</p> <p style="text-align: right;">Review</p>	<p>AD and D</p> <p>Current Waive New Waive Status Visited 👤 0 Beneficiaries</p> <p>Pay Period Cost \$0.00</p> <p style="text-align: right;">Review</p>

<p>1 Welcome instruction and Video Visited</p> <p>2 Contact Information Visited</p> <p>3 Home and Mailing Address Visited</p> <p>4 Acknowledgement Complete</p> <p>5 Open Enrollment Visited</p> <p>6 Summary Page Visited</p>	<p>Dependent Life</p> <p>Current Waive New Waive Status Visited 👤 0 Dependents</p> <p>Pay Period Cost \$0.00</p> <p style="text-align: right;">Review</p>	<p>Spouse Life</p> <p>Current Waive New Spouse/DP Group Life 5.5 x Sal \$100,000 Status Changed - Pending Proof 👤 0 Beneficiaries</p> <p>Pay Period Cost \$2.77</p> <p style="text-align: right;">Review</p>	<p>Disability</p> <p>Current Disability 50% 42 Days Waiting New Disability 50% 42 Days Waiting Status Pending Review</p> <p>Pay Period Cost \$0.00</p> <p style="text-align: right;">Review</p>
	<p>Health Care Flex Spending Acct</p> <p>Current Waive New Waive Status Changed</p> <p>Pay Period Cost \$0.00</p> <p style="text-align: right;">Review</p>	<p>Dependent Care Flex Spending</p> <p>Current Waive New Waive Status Pending Review</p> <p>Pay Period Cost \$0.00</p> <p style="text-align: right;">Review</p>	<p>Health Savings Account</p> <p>Current No Coverage New Health Savings Account \$302 Status Changed</p> <p>Pay Period Cost \$11.62</p> <p style="text-align: right;">Review</p>
	<p>Sell PTO</p> <p>Current Waive New PTO Sell 1 Hours Status Changed</p> <p>Pay Period Cost \$0.00</p> <p style="text-align: right;">Review</p>	<p>Legal Protection Program</p> <p>Current Waive New Waive Status Visited</p> <p>Pay Period Cost \$0.00</p> <p style="text-align: right;">Review</p>	

You must enroll for the Health Savings Account (HSA) to receive the Parkland contribution. You must also make a new election each year during Open Enrollment in order to continue participating in the HSA. Please see “Health Savings Account” tile toward the end of the enrollment page to enroll for the HSA.

<p>1 Welcome instruction and Video Visited</p> <p>2 Contact Information Visited</p> <p>3 Home and Mailing Address Visited</p> <p>4 Acknowledgement Complete</p> <p>5 Open Enrollment Complete</p> <p>6 Summary Page Visited</p>	<p>Health Savings Account</p> <p>Current No Coverage New Health Savings Account \$3,400 Status Changed</p> <p>Pay Period Cost \$130.77 Review</p> <hr/> <p>Legal Protection Program</p> <p>Current Waive New Waive Status Visited</p>	<p>Sell PTO</p> <p>Current Waive New PTO Sell 1 Hours Status Changed</p> <p>Pay Period Cost \$0.00 Review</p>
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SUBMIT ENROLLMENT

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

Benefits Enrollment

As a new hire 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 time you can change your benefit choices is during Open Enrollment or if you have a qualified family status change.

This is a summary of your benefit choices for your new benefit elections.

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.

Automatic 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 enroll 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. Coverage changes must be submitted to the Benefits Department within 30 days of the family status life event change.

* Regarding the flexible spending account, you authorize the reduction of your salary on a pre-tax basis. The annual amount will be divided by the appropriate number of pay periods. You understand that you must enroll in this plan every year during annual enrollment. Any money allocated but not used for eligible expenses will be forfeited. If you terminate from Parkland you will only be reimbursed for eligible expenses accrued up to the last date of employment and from 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

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.

Done

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