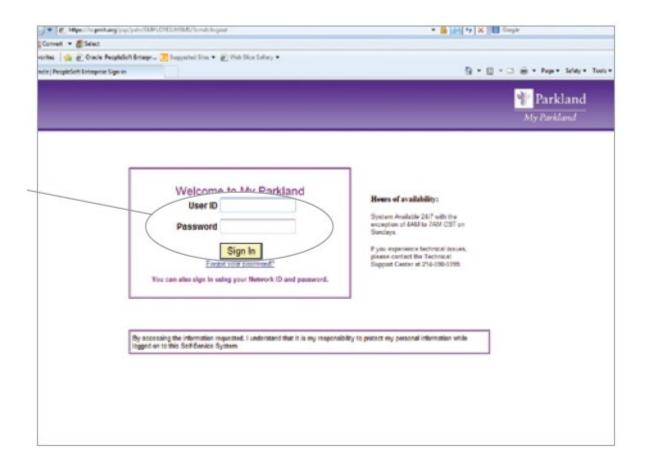
Open Enrollment: How To Enroll

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

Enter your:

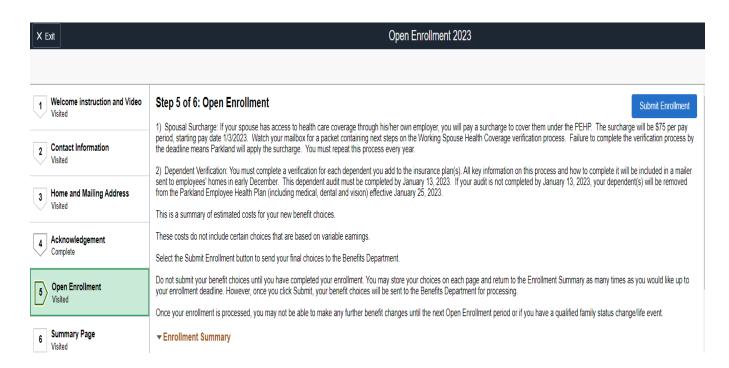
• User ID and Password, which is your Parkland employee ID number.



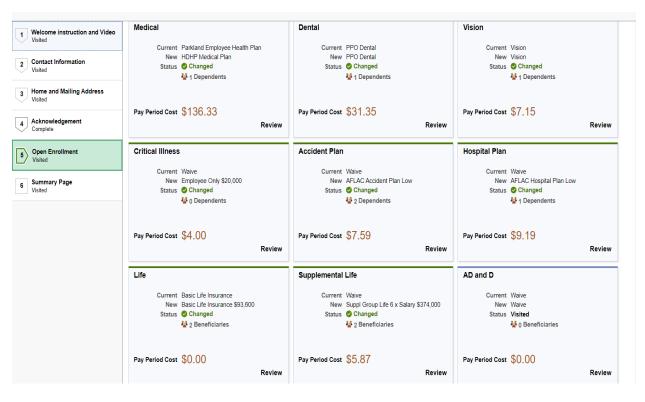
*Managers and Above: be sure to switch to "Employee Self Service" from the top dropdown before starting your Open Enrollment process.

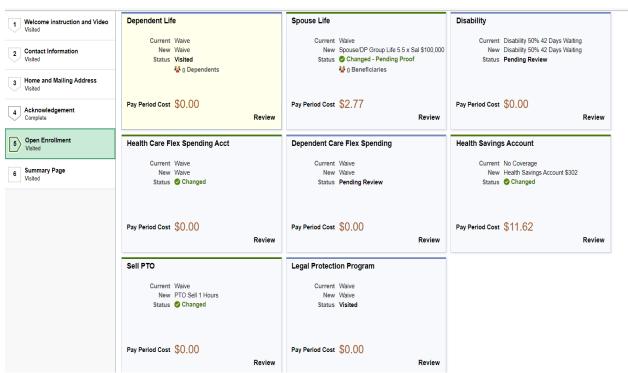


Once you log in, you can watch the Open Enrollment Video and review your contact information and address. (Step 1-3)

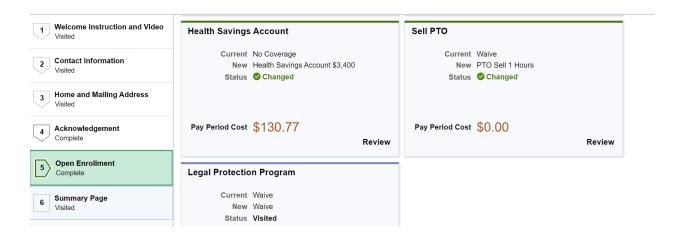


You can review and make changes to your benefits by clicking on each benefits icon.





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.





1 Welcome instruction and Video Visited	Step 5 of 6: Open 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
2 Contact Information Visited	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.
3 Home and Mailing Address	ependent 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 of 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 the Parkland Employee Health Plan (including medical, dental and vision) effective January 25, 2023.
Visited	This is a summary of estimated costs for your new benefit choices.
4 Acknowledgement Complete	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.
5 Open Enrollment Visited	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.
6 Summary Page Visited	▼ Enrollment Summary