



ESS Benefits Important Information

State Health Plan (SHP) Annual Enrollment

- For assistance in completing your enrollment through Employee Self Service (ESS), view the [Step-By-Step Enrollment Guide](#).
- You should only have to make enrollment changes if you wish to enroll into a different plan or if you adding or moving dependents.
- All enrollment changes will become effective on July 1st but you will see your premium changes in your June's paycheck(s).
- If you experience a qualifying event, i.e. newborn, marriage or etc. during Annual Enrollment, please complete your qualifying event enrollment first. If it is also necessary to make changes for Annual Enrollment, then return to ESS the **next day** to complete your annual enrollment changes.

****Please take this opportunity to update any outdated demographic information within ESS****

New Hire/Newly Eligible Enrollment Information

New hires or newly eligible employees should attend an orientation or consultation with their Agency Benefits Representative for an in-depth presentation outlining each benefit plans. To start your enrollment through ESS, click on the [New Hire/Newly Eligible](#) link under "My Benefits" and "Adjustment Reason Enrollment."

If you need additional help through the enrollment process, view the [Step-By-Step Enrollment Guide](#) for assistance in completing your enrollment through Employee Self Service (ESS).

Items to be aware of:

- You must enroll within 30 days of your hire date.
- Coverage will begin:
 - For SHP: The first of the month following your hire date or the first of the second month following your hire date. For example, a new employee is hired on March 19th may begin coverage either April 1st or May 1st.
 - For NC Flex: The first of the month following your hire date.
- Deductions will occur:
 - For SHP: One month in advance of the coverage effective date.
 - For NC Flex: Same month of the coverage effective date.



ESS Benefits Important Information

Home | **My Data (ESS)** | Overview | My Employee Search | My Working Time | **My Benefits** | My Pay | My Personal

Enrollment

1 Plan Selection | 2 Review Enrollment | 3 Completed

A summary of your enrollment plans is listed below. If you are satisfied with your selection, select **Save**.

Selection for Newly Eligible

Plan	Enrollment Validity	Costs	Actions
Medical			
PPO - Smart Choice Plans	4/1/2009 - 12/31/9999	0.00 USD Monthly (Pre-Tax)	Added
Enroll	5/1/2009 - 12/31/9999		Unchanged

This column contains estimated contributions, based on your salary. Therefore, the amounts shown here may differ significantly from actual amounts.

Previous Step | **Save** | Exit

Important! When choosing coverage for the SHP, if you select the first month after your hire date, both months may appear chosen. Though, you have only enrolled in the first option. Once you have saved this option, you will not be able to switch to the second start date in ESS. **Please contact BEST Shared Service if you need to change your start date to the second month.**

- When entering your Health Care and Dependent Day Care FSA accounts, **you must enter an Annual Contribution amount**, not a monthly amount. For example, if you want your health care contribution to be \$100.00 per month, please enter \$1,200.00.

Annual Contribution for plan NC Flex Health Care FSA for the target period 1/1/2011 - 12/31/2011 [Health FSA - Plan Details](#)

Annual Contribution Amount: USD (Minimum: 120.00 USD - Maximum: 5,000.00 USD)

- Evidence of Insurability (EOI) will be required for the Life Insurance Plans if a new/newly eligible employee elects coverage over the \$100,000 guaranteed basis amount. EOI is the record of a person's past and current health events and is used to verify if a person meets the definition of good health by the insurance company. If EOI is required, a link "*Evidence of Insurability required no later than mm/dd/yyyy*" will display on the main enrollment screen. Click on this link and you will be redirected to the vendor's EOI form/webpage. Answer the EOI questions and return to the main enrollment page to complete your enrollment.
- **Remember** to always save your enrollments and **print** out your confirmation statement to verify completion of your enrollment.

i Your plan selections have been saved.

What do you want to do next?

[Go to Benefits Participation Overview](#)

[Go to My Benefits homepage](#)

[Go to Employee Self-Services homepage](#)

[Print New Plan Selections](#)

To print a copy of the Confirmation Statement, click **Print New Plan Selections**.



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Life Changing Events

- Newborn Enrollments: When adding a newborn, for your **SHP enrollment and HCFA enrollment only**, you will have two date options to start coverage, the date of the birth of the newborn or the first of the month after the birth. In order for your newborn to have health coverage effective from the day they are born, you must select the enrollment options for the date of birth.

How does this work in BEACON Employee Self Service (ESS)?

When experiencing a life changing event, it is very important to consult with your Agency Health Benefits Representative (HBR). Your HBR will need to create the appropriate adjustment reason within the system, which would allow you to make your enrollment changes within ESS.

With newborn enrollments, your HBR will need to create the NEWB – Birth or Adoption of a Child adjustment reason, with a start date of the date of birth or the date of the adoption. This NEWB adjustment reason will provide you two date options to start coverage, the date of the birth of the newborn or the first of the month after the birth. For example, if your newborn was born on 10/5/2010, then your HBR will create the NEWB adjustment reason starting on 10/5/10. The below screen will show you how your enrollment options will appear in ESS:

Medical					
<input type="radio"/>	PPO - Smart Choice Plans	Starts on 10/5/2010	0.00 USD Monthly (Pre-Tax)	Smart Choice Standard 80/20 - Employee Only	SHP PPO - Plan Details
<input type="radio"/>	PPO - Smart Choice Plans	Starts on 11/1/2010	0.00 USD Monthly (Pre-Tax)	Smart Choice Standard 80/20 - Employee Only	SHP PPO - Plan Details

Under the Medical section, you will have both the 10/05/2010 and the 11/1/2010 PPO – Smart Choice Plans start date to select as an option. If you want to provide health insurance coverage from the date your child was born, then you must select the 10/05/2010 option (date of birth).