



# DISPLAY PARTICIPATION OVERVIEW

## ESS-12 | BUSINESS PROCESS PROCEDURE

ESS

The purpose of this business process procedure is to explain how to display an overview of your enrollment in various benefit plans.

### Trigger:

Use this document to display benefit plan enrollments for a specified period, as well as access a printable Confirmation Statement summarizing your benefits in the Integrated HR/Payroll System.

### Business Process Procedure Overview:

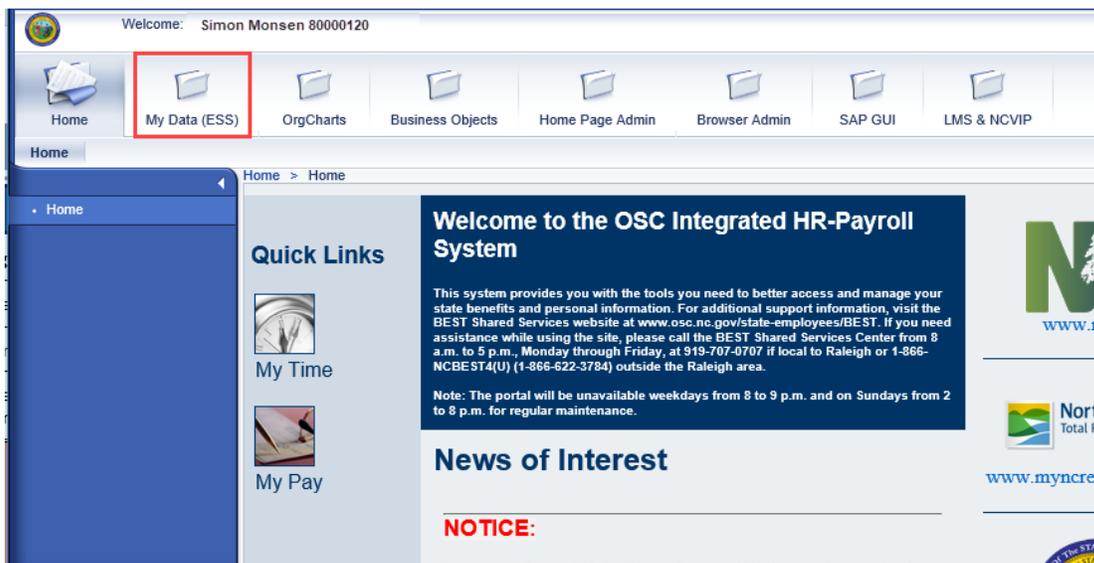
The **Participation Overview** service is part of the My Benefits section in ESS. Employees can use this service to see what benefit plans they are enrolled in for a specified period and the plan details. It will not reflect your enrollment in plans specific to your agency. For more information on agency-specific plans, contact your local HR office.

**Display Participation Overview** – Employees can view enrolled plans, dependents, and plan costs.

**Print Confirmation Statement** – Employees can view and save a PDF document summarizing their benefits as of a specific date.

## Display Participation Overview

1. From the Integrated HR/Payroll System Home Page, click the **My Data (ESS)** tab.



2. Click **My Benefits**.

Welcome: 80000120, Help Lc

My Data (ESS) My Staff (MSS) SAP GUI SAP GUI - TRAINING USERS ONLY

Overview My Working Time My Benefits My Pay My Personal Data

My Data (ESS) > Overview > Overview

**Overview**

Employee Self-Service applications provide North Carolina State employees with easy access to information and services. This page gives an overview of the entire offering.

**My Working Time**  
Record your working times, plan your leave, and display your time data.  
Quick Links  
[Record Working Time](#)

**My Benefits**  
Display the plans in which you are currently enrolled; enroll in new benefit plans during the State's annual enrollment periods; access State Health Plan forms.

**My Pay**  
Display your pay statement or print/reprint your W-2/W-2c.

**My Personal Data**  
Manage your addresses, direct deposit, and tax withholding information.

3. The **My Benefits** screen will be displayed. Click **Participation Overview**.

**My Benefits**

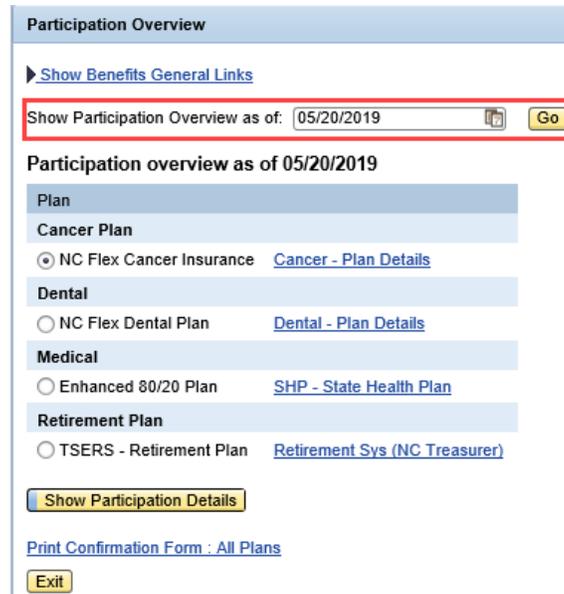
**My Benefits**  
[eBenefits \(formerly eEnroll\)](#)  
Select the link above to access the State's eBenefits system for State Health Plan or NCFlex Plan benefit enrollments.

If you have trouble logging in to eBenefits, need an ID card, or are being told by a provider or pharmacy that your coverage is not active, please call the Eligibility and Enrollment Support Center at 1-855-859-0966.

**Benefits Participation**  
[Participation Overview](#)  
View a list of plans in which you are currently enrolled.

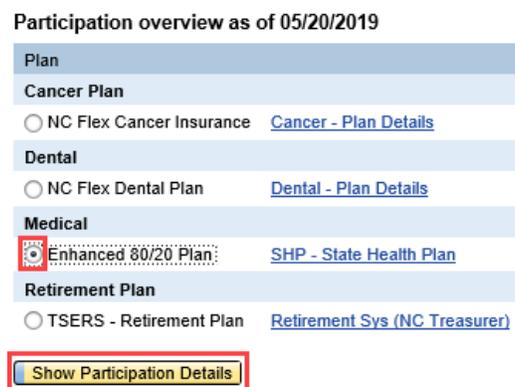
**My Supplemental Savings Plans**  
[401\(k\) and Roth Savings Plans](#)  
Enroll or make changes to your 401(k) and Roth 401(k) savings plans.  
[457 Savings Plans](#)  
Enroll or make changes to your 457 savings plan.  
**SRA Form - Submit to Best Shared Services**  
[403\(b\) Salary Reduction Agreement Form](#)  
Enroll or make changes to your 403(b) plan.

4. The Participation Overview screen will show the benefit plans as of the current date. To view a different date, change the “as of” date at the top of the Participation Overview screen and click **Go**.  
**NOTE:** Changes made in eBenefits to your medical or NCFlex plan may take several days to reflect on Participation Overview due to the type of request being processed.



**NOTE:** Click [Show Benefits General Links](#) to display a page with links to various employee benefit pages, including State Health Plan, NC Flex, and Supplemental Savings Plans.

5. To view participation details regarding the selected plans, select the radio button to the left of the desired plan and click **Show Participation Details**.



**NOTE:** Click the link to the right of the desired plan to view more detailed information regarding each benefits plan.

- The details of the plan selected will be displayed which include Participation Period, Plan Option, Dependent Coverage, and Employee Cost (if applicable). When you are finished, click **Back** to return to the Participation Overview Screen.

**Participation Overview**

[▶ Show Benefits General Links](#)

**Details of Plan Enhanced 80/20 Plan**

Participation Period	Starts on 01/01/2019
Plan Option	Enhanced 80/20 Non Smoker
Dependent Coverage	Employee Only
Employee Cost (Post-Tax)	50.00 USD Monthly
Employer Cost	518.64 USD Monthly

**Back**

**Print Confirmation Statement**

- From the Participation Overview screen access your Benefits Confirmation Statement, which is a summary of your benefit plans. To view your confirmation statement, click the link entitled, **Print Confirmation Form: All Plans**.

**Participation Overview**

[▶ Show Benefits General Links](#)

Show Participation Overview as of:  **Go**

Participation overview as of 05/20/2019

**Plan**

**Cancer Plan**

NC Flex Cancer Insurance [Cancer - Plan Details](#)

**Dental**

NC Flex Dental Plan [Dental - Plan Details](#)

**Medical**

Enhanced 80/20 Plan [SHP - State Health Plan](#)

**Retirement Plan**

TSERS - Retirement Plan [Retirement Sys \(NC Treasurer\)](#)

**Show Participation Details**

**Print Confirmation Form : All Plans**

**Exit**

- Your Confirmation Statement will be displayed in PDF format. **Right-click on the Confirmation Statement and select Print.**



STATE OF NORTH CAROLINA  
1425 MAIL SERVICE CENTER  
RALEIGH, NC 27699-1425

PRINT DATE  
05/20/2019

## Benefits Confirmation Statement

**Simon Monsen**  
164 Barnes Avenue  
Raleigh, NC, 27609

**Personnel No.** 80000120  
**Personnel Area** Natural and Cultural Resources  
**Payroll Area** NC Monthly

**AS OF DATE:**  
05/20/2019

Listed below are your most recent elections and costs. Please review the information carefully to confirm your enrollment in these benefit plans. Changes to your plans can only be made if your eligibility changes due to a qualifying event or you make changes during open enrollment. If you have any questions about the information you see below, please contact the Benefits Support Center at 1-866-NCBEST-4U.

**HEALTH PLANS**

<p><b>NC Flex Cancer Insurance</b> Option EE Pre-tax</p>	<p>01/01/2019 - 12/31/19 Cancer High Option 15.18 USD Monthly</p>
<p><b>NC Flex Dental Plan</b> Option EE Pre-tax</p>	<p>01/01/2019 - 12/31/19 Dental High Option 35.90 USD Monthly</p>
<p><b>Enhanced 80/20 Plan</b> Option Employer Cost</p>	<p>01/01/2019 - 12/31/19 Enhanced 80/20 Nor 518.64 USD</p>
<p><b>EE COST AFTER CREDITS</b></p>	<p>50.00 USD</p>

**RETIREMENT AND SUPPLEMENTAL SAVINGS PLANS**

<b>TSERS - Retirement Plan</b>	Currently Enrolled
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Disclaimer: While every attempt has been made to ensure the accuracy of this Benefits Confirmation Statement, the legal documents, policies, certificates pertaining to the various benefits prevail in the event of any discrepancy. This Benefits Confirmation Statement does not constitute a legal document. Policies summarized here are not conditions of employment and are subject to change.

A screenshot of a context menu overlaid on the document. The menu items include: Select Tool, Hide Tool, Marquee Zoom, Previous View, Rotate Clockwise, Print... (highlighted with a red box), End, Document Properties..., and Show Navigation Pane Buttons. The keyboard shortcut 'Ctrl+P' is visible next to the 'Print...' option.

- A Print menu will be displayed. Click Print.

**Additional Resources**

If you have questions, or require additional assistance, contact BEST Shared Services:

<b>Phone (Raleigh Area)</b>	(919) 707-0707
<b>Phone (Toll Free)</b>	(866) 622-3784
<b>Email:</b>	BEST@osc.nc.gov

**OSC Training website:**

<https://www.osc.nc.gov/state-agency-resources/training>