

## OPEN ENROLLMENT

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**PLEASE REVIEW THE BENEFIT OPTIONS CAREFULLY TO ENSURE THAT YOU SELECT THE BEST PLAN FOR YOU AND YOUR FAMILY.**

We are pleased to present you with your new benefit enrollment guide for the 2017-2018 plan year. This guide serves as a resource to help you understand, enroll, and use your benefits during the upcoming year.

### 2017-18 OPEN ENROLLMENT INSTRUCTIONS

***Online enrollment must be completed by 7:30PM September 29<sup>th</sup> and forms must be submitted to the Benefits Office by 7:30 PM September 29<sup>th</sup> for a November 1<sup>st</sup> effective date.***

#### **Step #1 - Review Your Options**

- The PSD 2017-18 Enrollment Guide and plan summaries, as well as enrollment forms, will be available on the benefits page of our District website on or before 8/28/17 at:  
[www.puyallup.k12.wa.us/cms/one.aspx?pageId=164505](http://www.puyallup.k12.wa.us/cms/one.aspx?pageId=164505) OR
- Attend one of our six Benefits Depots or our Benefits Fair for assistance with decisions, cost analysis or the online process. The Benefit Depot Schedule is located on the benefits page of our District Open Enrollment 2017-18 page:  
[https://www.puyallup.k12.wa.us/UserFiles/Servers/Server\\_141067/File/Departments/Business%20Services/Payroll,%20Retirement%20&%20Benefits/Open%20Enrollment%2017%2018/Benefit%20Events%20Open%20Enrollment%202017-18.pdf](https://www.puyallup.k12.wa.us/UserFiles/Servers/Server_141067/File/Departments/Business%20Services/Payroll,%20Retirement%20&%20Benefits/Open%20Enrollment%2017%2018/Benefit%20Events%20Open%20Enrollment%202017-18.pdf)
- IMPORTANT:** If you are currently on the Premera Plan 3, you will need to make a change during the 2017-18 Open Enrollment. This plan will no longer be offered at PSD effective 11/1/17.

#### **Step #2 – Even if you don’t want to make changes to medical**

Check to see what dependents are listed on your dental plan by signing into the WEA Select Benefits Center website at: <https://leplb0440.portal.hewitt.com/web/wea/login> If you have not set up your account, you will need to do that. If you have, you will need your username and password. Once you are logged on, you need to click on the arrow next to ‘**Health and Insurance**’. This page shows your current benefits for medical and dental. It will say ‘**No Coverage**’ for medical because they only have information about the WEA select plans for medical (not our Regence and Kaiser Permanente plans). To check what dependents are covered on your dental plan, click ‘**View History**’. Click on the button next to your “present” coverage and then click on ‘**Show Detail**’. It will tell you whether you are on Delta Dental or Willamette Dental and list your covered dependents. You can also get plan details at this location by clicking on the ‘**Coverage Detail**’ tab. If you need to add dependents, please contact the WEA Select Benefit Center by accessing their website – listed above – or call them at 855-668-5039.

### Step #3 – How to Make Changes

To add or change Delta Dental or Willamette Dental:

- Call the WEA Select Benefits Center at 1-855-668-5039 (follow the instructions for Open Enrollment) or visit their website at: <https://leplb0440.portal.hewitt.com/web/wea/login>

For changes to Willamette Dental and Delta Dental, there are no forms to fill out. ***However, within a month or so after Open Enrollment ends, you will be contacted by a third party service contracted by the WEA to verify any dependents covered on your dental plan. It is essential that you complete that verification process within the timeframe allowed. If that process is not completed, WEA will term dependent coverage and it is much more difficult after that to get dependents covered.***

To add, change or terminate Regence, Kaiser Permanente, Optional Life Insurance, Long Term Care, or Ameritas Voluntary Vision:

- Go to your PSD Employee Online account by clicking on this link, <https://employeeonline.puyallup.k12.wa.us/ifa7/login/login.aspx?ReturnUrl=%2fifa7%2fEmpOnline> and sign in. If you do not know your username or password, please contact EdTEc's helpdesk at 841-8600 or online at: <http://helpcenter.psd.local>

- To see what you currently have, click on the Insurance link in the left column for a list of benefits.

- **If you want to make an open enrollment change, in the left column, click on Open Enrollment.**

- Click on the type of plan you want to add, change or terminate; select the plan and coverage level you desire (who you want covered) and follow the instructions. There is a terminate coverage button on many of the plan screens - however some plans cannot be changed, added or terminated online and must be done directly with the benefits office – there will be a note on the screen if this is the case.

- Print the required form (button on screen), complete it and send it to the Benefits Office within 4 days of the date you are making your online change – you can e-mail the completed enrollment change form to [Benefits@puyallup.k12.wa.us](mailto:Benefits@puyallup.k12.wa.us), drop the completed form off at the front desk at ESC (302 Second Street Southeast, Puyallup), send it through the district courier service to Benefits/109 or mail it to: Puyallup School District, Attn: Benefits, P. O. Box 370, Puyallup, WA 98371.

- Benefits staff will review your requested change(s) and let you know if additional forms are needed via email. You will receive two confirmation emails. The first is an automated email saying you have requested a change online. The second will be a confirmation that your change has been processed and/or let you know if additional information is needed. Please check your district email regularly during this time and make sure you receive these confirmation emails – if you don't receive an email correspondence from the Benefits office within 2 weeks of your requested change, please follow up by sending an email to: [benefits@puyallup.k12.wa.us](mailto:benefits@puyallup.k12.wa.us).

- All changes will go into effect on November 1<sup>st</sup> and will be reflected on your October 31<sup>st</sup> Paycheck.

- Please check your October 31<sup>st</sup> paycheck carefully to make sure changes have been processed and you are paying correctly for coverages you have selected.

### **American Fidelity Short/Long Term Disability**

To add or make changes, please access brochures specific to your bargaining group and applications on the district website under Disability. [www.puyallup.k12.wa.us/cms/one.aspx?pageId=16450](http://www.puyallup.k12.wa.us/cms/one.aspx?pageId=16450)  
Submit applications and/or questions to [Benefits@puyallup.k12.wa.us](mailto:Benefits@puyallup.k12.wa.us). Please remember to complete the PSD online enrollment process by adding this coverage. To delete coverage, please remove during online open enrollment. Benefits will contact you if any forms are needed.

### **HOW TO WAIVE MEDICAL COVERAGE**

If you are waiving medical coverage through the District, please make sure you fill out an enrollment change form and check the “WAIVE MEDICAL” button in the medical section while going through the PSD online open enrollment process.