

## Purpose

Use this procedure to create an Annual Enrollment changing a previously enrolled plan .

## Scenario

A Staff Member decides to change his current health enrollment plan and changes it for a new one.

## Trigger

Perform this procedure when **to be completed**.

## Prerequisites

- **To be completed**

## Menu Path

Use the following menu path(s) to begin this transaction:

- ESS ➔ Benefits and Payments ➔ Annual Enrollment

## Transaction Code

ESS

## Helpful Hints

- The R/O/C columns in the Field Description tables in the procedure section, defines whether the field is **Required (R)**, **Optional (O)**, **Conditional (C)**.

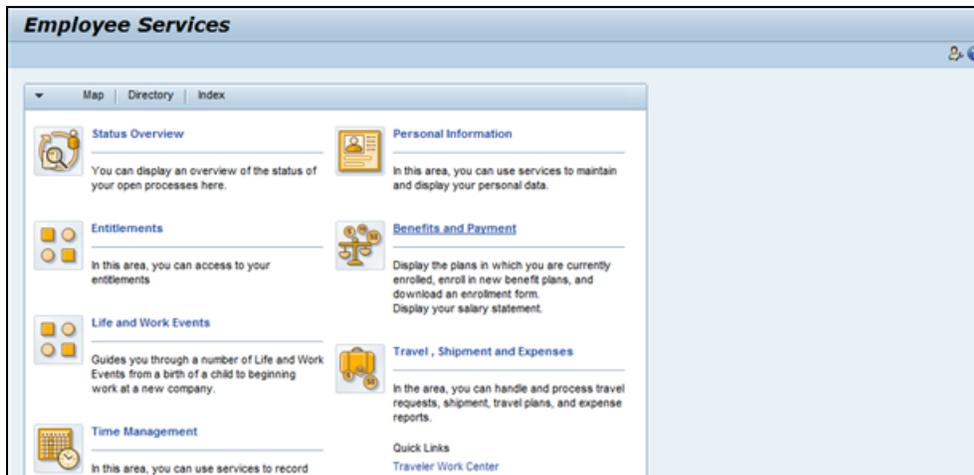
## Role(s)

- Staff Member

## Procedure

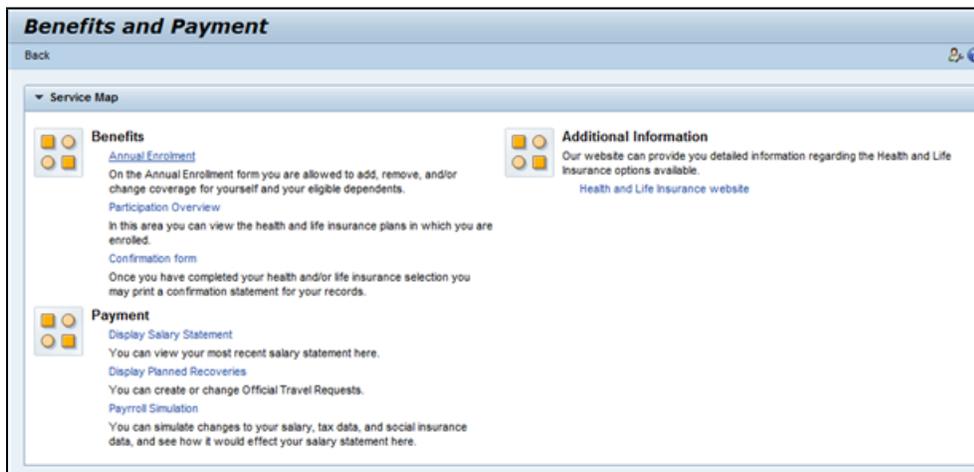
1. Login in Umoja using your user credentials.

## Employee Services



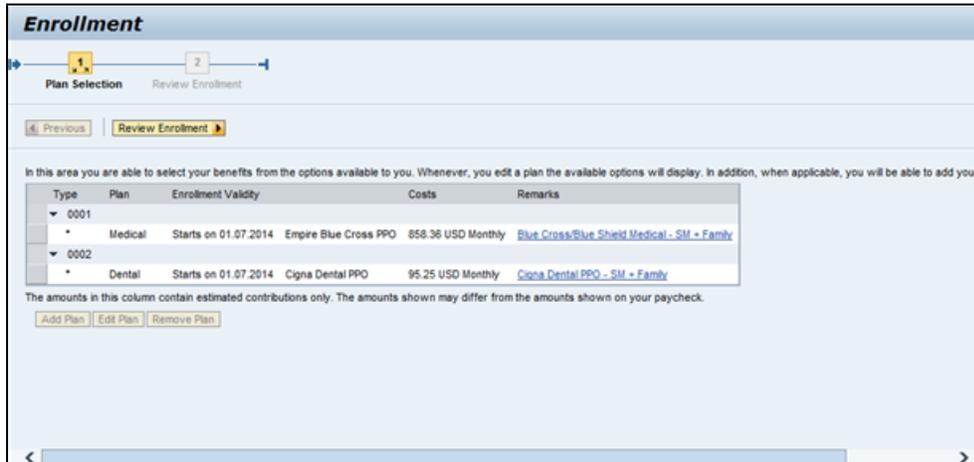
2. Click [Benefits and Payment](#).

## Benefits and Payment



3. Click [Annual Enrolment](#).

## Enrollment



**Enrollment**

1 Plan Selection 2 Review Enrollment

Previous Review Enrollment

In this area you are able to select your benefits from the options available to you. Whenever, you edit a plan the available options will display. In addition, when applicable, you will be able to add your c

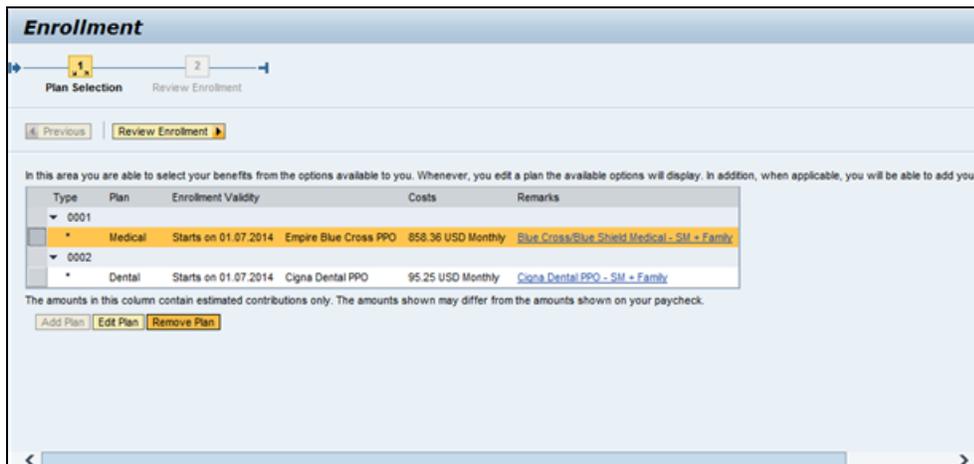
Type	Plan	Enrollment Validity	Costs	Remarks
0001	Medical	Starts on 01.07.2014	Empire Blue Cross PPO 858.36 USD Monthly	<a href="#">Blue Cross/Blue Shield Medical - SM - Family</a>
0002	Dental	Starts on 01.07.2014	Cigna Dental PPO 95.25 USD Monthly	<a href="#">Cigna Dental PPO - SM - Family</a>

The amounts in this column contain estimated contributions only. The amounts shown may differ from the amounts shown on your paycheck.

Add Plan Edit Plan Remove Plan

- Click  to select the type of insurance.

## Enrollment



**Enrollment**

1 Plan Selection 2 Review Enrollment

Previous Review Enrollment

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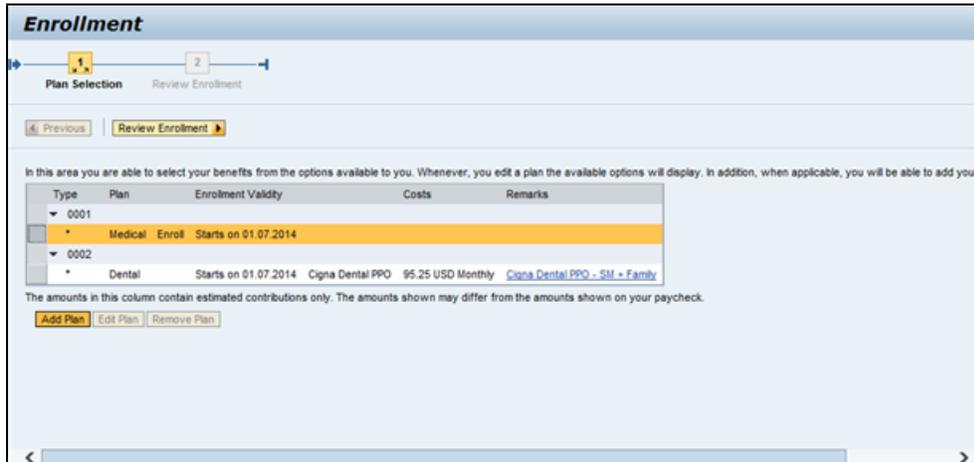
Type	Plan	Enrollment Validity	Costs	Remarks
0001	Medical	Starts on 01.07.2014	Empire Blue Cross PPO 858.36 USD Monthly	<a href="#">Blue Cross/Blue Shield Medical - SM - Family</a>
0002	Dental	Starts on 01.07.2014	Cigna Dental PPO 95.25 USD Monthly	<a href="#">Cigna Dental PPO - SM - Family</a>

The amounts in this column contain estimated contributions only. The amounts shown may differ from the amounts shown on your paycheck.

Add Plan Edit Plan Remove Plan

- Click **Remove Plan** to remove an existing insurance plan.
- Click  to select the insurance plan.

## Enrollment



**Enrollment**

1. Plan Selection    2. Review Enrollment

Previous    Review Enrollment

In this area you are able to select your benefits from the options available to you. Whenever you edit a plan the available options will display. In addition, when applicable, you will be able to add your c

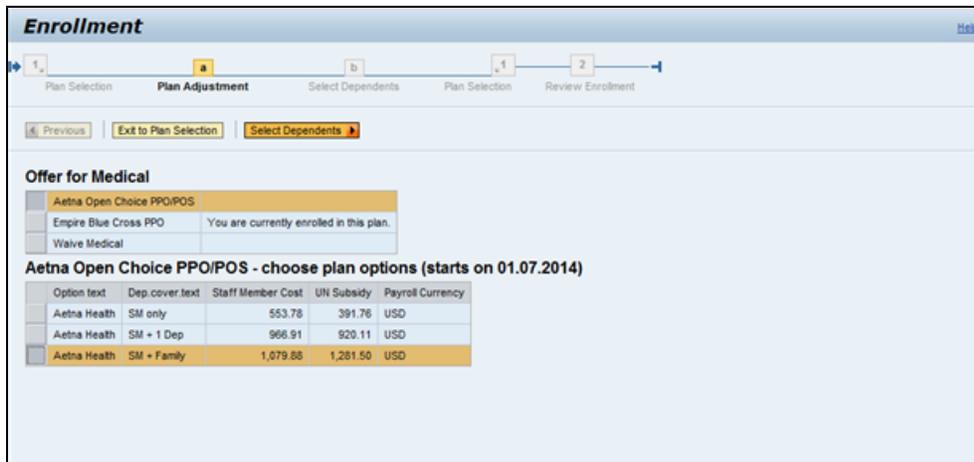
Type	Plan	Enrollment Validity	Costs	Remarks
0001	Medical	Enroll Starts on 01.07.2014		
0002	Dental	Starts on 01.07.2014	Cigna Dental PPO 95.25 USD Monthly	Cigna Dental PPO - SM + Family

The amounts in this column contain estimated contributions only. The amounts shown may differ from the amounts shown on your paycheck.

Add Plan    Edit Plan    Remove Plan

7. Click **Add Plan** to start the new enrollment process.
8. Click  to select the new plan's options.

## Enrollment



**Enrollment**

1. Plan Selection    a. Plan Adjustment    b. Select Dependents    1. Plan Selection    2. Review Enrollment

Previous    Exit to Plan Selection    Select Dependents

**Offer for Medical**

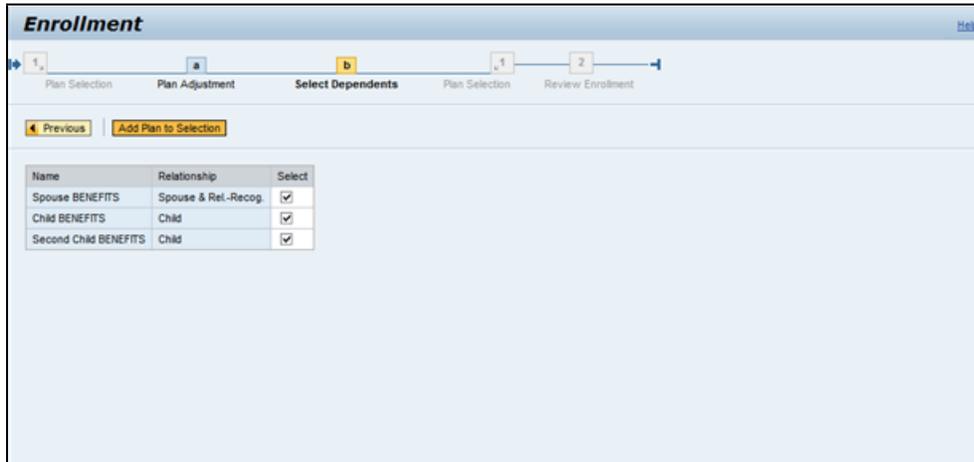
- Aetna Open Choice PPO/POS
- Empire Blue Cross PPO    You are currently enrolled in this plan.
- Waive Medical

**Aetna Open Choice PPO/POS - choose plan options (starts on 01.07.2014)**

Option text	Dep. cover. text	Staff Member Cost	UN Subsidy	Payroll Currency
Aetna Health	SM only	553.78	391.76	USD
Aetna Health	SM + 1 Dep	966.91	520.11	USD
Aetna Health	SM + Family	1,079.88	1,281.50	USD

9. Click **Select Dependents** to select the appropriate dependants.
10. Check Spouse BENEFITS.
11. Check Child BENEFITS.
12. Check Second Child BENEFITS.

## Enrollment



**Enrollment** [Help](#)

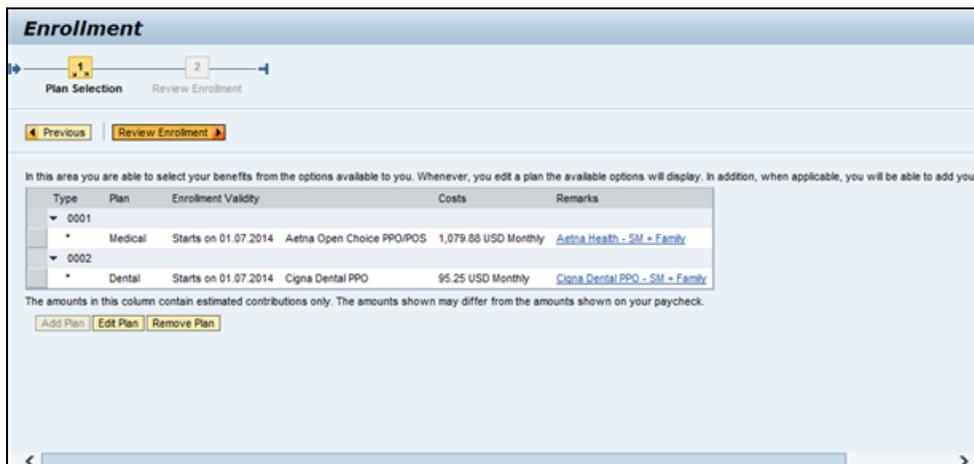
1. Plan Selection    a. Plan Adjustment    **b. Select Dependents**    c. Plan Selection    2. Review Enrollment

◀ Previous    **Add Plan to Selection**

Name	Relationship	Select
Spouse BENEFITS	Spouse & Rel.-Recog.	<input checked="" type="checkbox"/>
Child BENEFITS	Child	<input checked="" type="checkbox"/>
Second Child BENEFITS	Child	<input checked="" type="checkbox"/>

13. Click **Add Plan to Selection** to add the insurance plan.

## Enrollment



**Enrollment**

1. Plan Selection    2. Review Enrollment

◀ Previous    **Review Enrollment**

In this area you are able to select your benefits from the options available to you. Whenever, you edit a plan the available options will display. In addition, when applicable, you will be able to add your c

Type	Plan	Enrollment Validity	Costs	Remarks
0001	Medical	Starts on 01.07.2014	Aetna Open Choice PPO/PQS 1,079.88 USD Monthly	<a href="#">Aetna Health - SM - Family</a>
0002	Dental	Starts on 01.07.2014	Cigna Dental PPO 95.25 USD Monthly	<a href="#">Cigna Dental PPO - SM - Family</a>

The amounts in this column contain estimated contributions only. The amounts shown may differ from the amounts shown on your paycheck.

**Add Plan**    **Edit Plan**    **Remove Plan**

14. Click **Review Enrollment** to review the enrolled insurance plans.

## Enrollment



**Enrollment**

1 Plan Selection 2 **Review Enrollment**

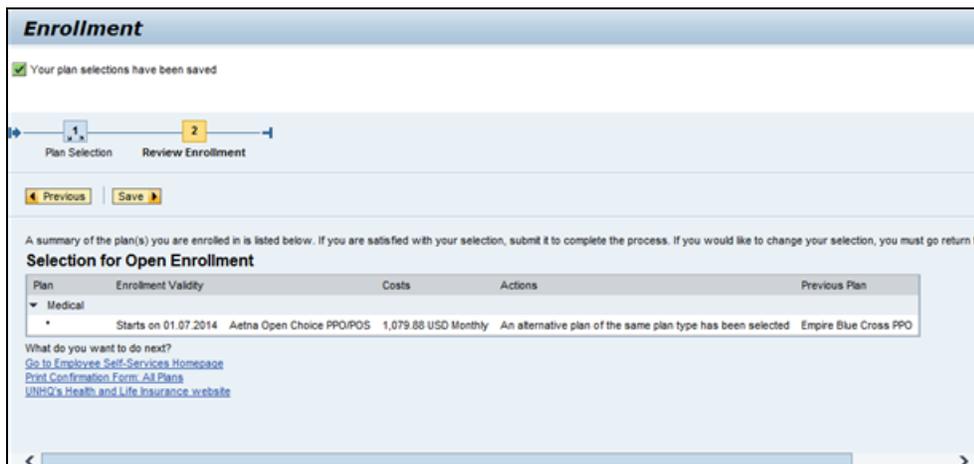
Previous Save

A summary of the plan(s) you are enrolled in is listed below. If you are satisfied with your selection, submit it to complete the process. If you would like to change your selection, you must go return to Selection for Open Enrollment

Plan	Enrollment Validity	Costs	Actions	Previous Plan
Medical	Starts on 01.07.2014	Aetna Open Choice PPO/POS 1,079.88 USD Monthly	An alternative plan of the same plan type has been selected	Empire Blue Cross PPO

- Click **Save** to submit the insurance plan enrollment.

## Enrollment



**Enrollment**

Your plan selections have been saved

1 Plan Selection 2 **Review Enrollment**

Previous Save

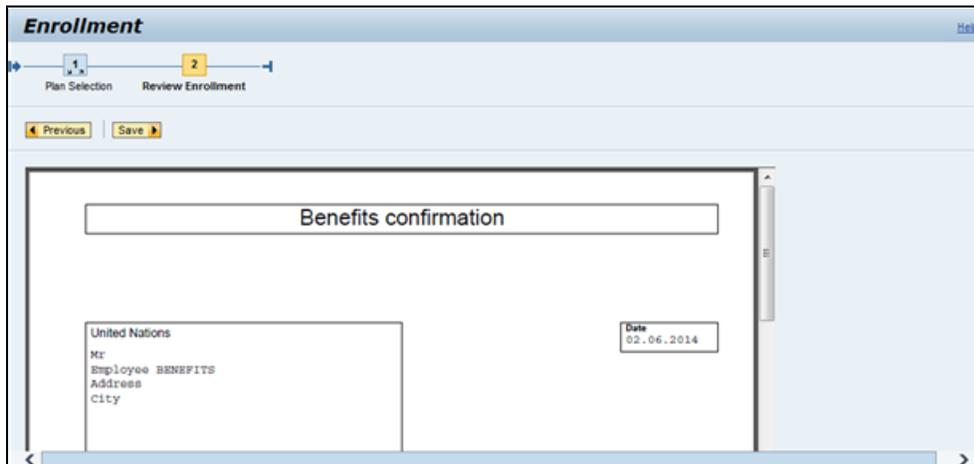
A summary of the plan(s) you are enrolled in is listed below. If you are satisfied with your selection, submit it to complete the process. If you would like to change your selection, you must go return to Selection for Open Enrollment

Plan	Enrollment Validity	Costs	Actions	Previous Plan
Medical	Starts on 01.07.2014	Aetna Open Choice PPO/POS 1,079.88 USD Monthly	An alternative plan of the same plan type has been selected	Empire Blue Cross PPO

What do you want to do next?  
[Go to Employee Self-Services Homepage](#)  
[Print Confirmation Form: All Plans](#)  
[UNHC's Health and Life Insurance website](#)

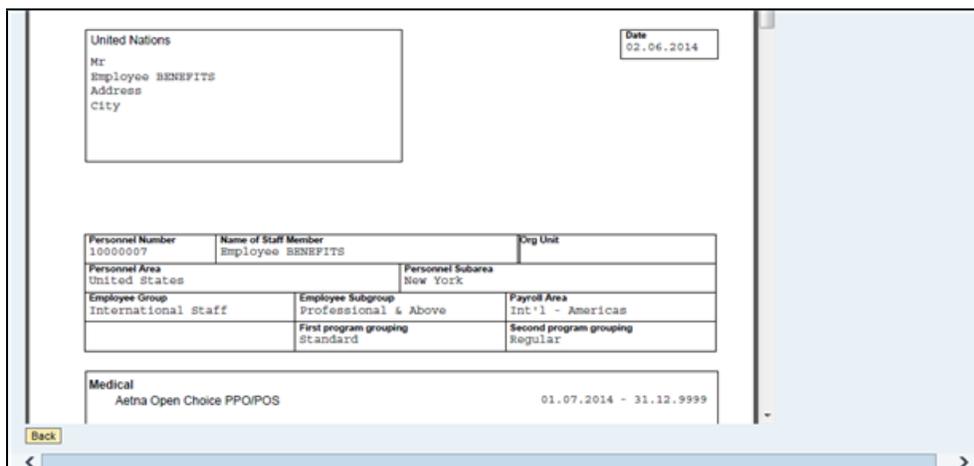
- Your plan selections have been saved.
- Click [Print Confirmation Form: All Plans](#) to print the insurance plans in a PDF file.

## Enrollment



18. Click  to scroll down the ESS screen.

## Enrollment

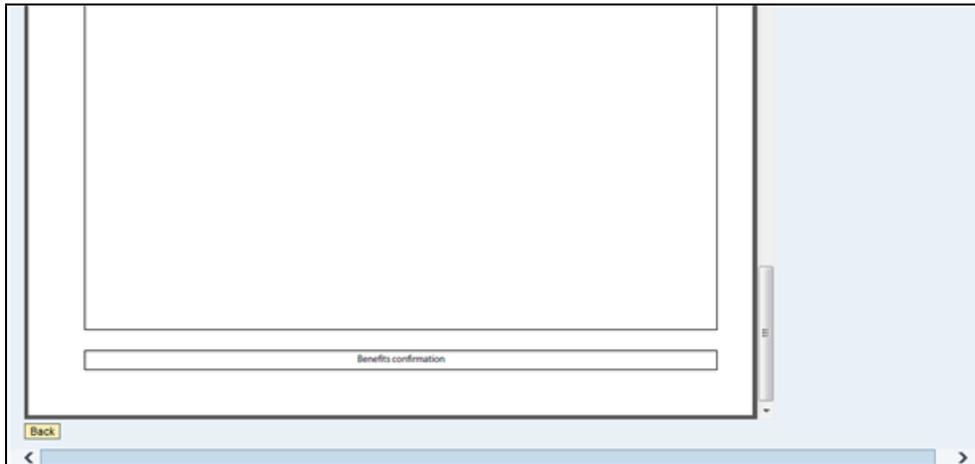


Personnel Number	Name of Staff Member	Org Unit
1000007	Employee BENEFITS	
Personnel Area		Personnel Subarea
United States		New York
Employee Group	Employee Subgroup	Payroll Area
International Staff	Professional & Above	Int'l - Americas
	First program grouping	Second program grouping
	Standard	Regular
Medical		
Aetna Open Choice PPO/POS		01.07.2014 - 31.12.9999

19. Click  to scroll down the PDF file and review all the details.

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## Enrollment



20. The PDF file has been entirely reviewed

## Result

You have created an Annual Enrollment changing a previously enrolled plan.