

Instructions for 2022 Open Enrollment via Employee Self Service (ESS)

Tips:

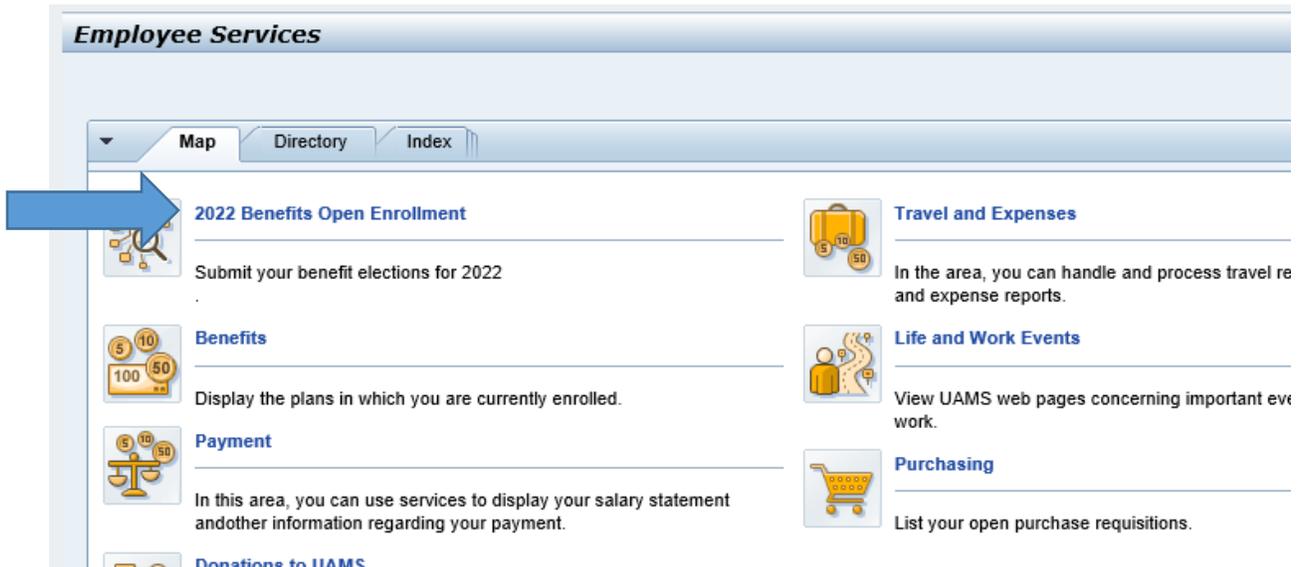
1. Before you get started please use Google Chrome for Open Enrollment. Google Chrome and MS Edge tend to work better.
2. Enable pop up blockers.
3. If you have a technical problem logging into ESS, contact the UAMS Help Desk at (501) 686-8555.
4. If you need help completing your benefit enrollment once you are logged into ESS, contact UAMS Human Resources/Employee Services at (501) 686-5650.

The first step is to log into **Employee Self Service, ESS**. You'll find a link on the UAMS HR WEBSITE [here](#)

The image shows a screenshot of the UAMS HR website. At the top, there are two horizontal banners: one for 'Employees' and one for 'Financial Wellness'. The 'Financial Wellness' section includes a description: 'Resources for UAMS employees and students to assist with reducing debt and gaining financial wellness.' and a 'Learn More' button. Below this is a large blue banner with the heading 'Employee Self Service' and the text 'Visit ESS to update personal details, view pay stubs, and more.' A white button labeled 'Login to ESS' is centered in this banner. A blue arrow points from the 'Learn More' button in the 'Financial Wellness' section to the 'Login to ESS' button. At the bottom of the page is the UAMS logo and the text 'University of Arkansas for Medical Sciences'.

You'll also find a link to Employee Self Service on the UAMS employee intranet site at inside.uams.edu Enter your domain name and password (the same one you use to sign-in for your UAMS email).

Click on 2022 Benefits Open Enrollment.

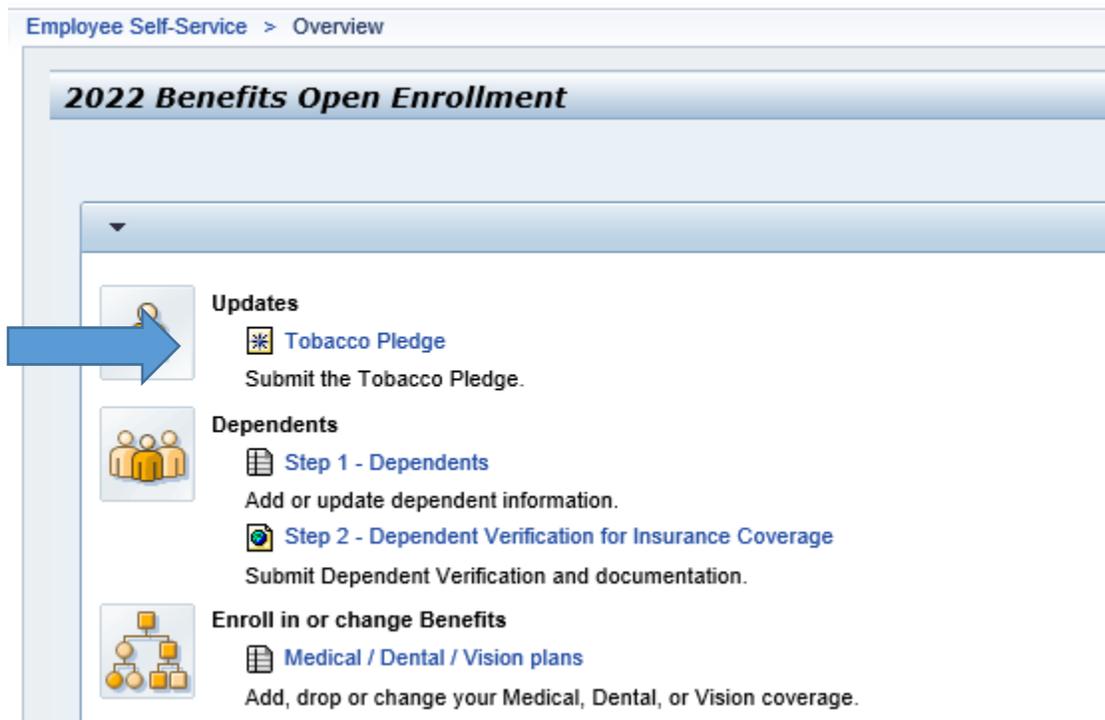


Employee Services

Map | Directory | Index

- 2022 Benefits Open Enrollment**
Submit your benefit elections for 2022
- Benefits**
Display the plans in which you are currently enrolled.
- Payment**
In this area, you can use services to display your salary statement and other information regarding your payment.
- Donations to UAMS**
- Travel and Expenses**
In the area, you can handle and process travel and expense reports.
- Life and Work Events**
View UAMS web pages concerning important events at work.
- Purchasing**
List your open purchase requisitions.

The first item on the list is the Tobacco Pledge. If you are a participant of the UAMS medical plan or plan to enroll for 2022 you are REQUIRED to complete the tobacco pledge.



Employee Self-Service > Overview

2022 Benefits Open Enrollment

- Updates**
 - Tobacco Pledge**
Submit the Tobacco Pledge.
- Dependents**
 - Step 1 - Dependents**
Add or update dependent information.
 - Step 2 - Dependent Verification for Insurance Coverage**
Submit Dependent Verification and documentation.
- Enroll in or change Benefits**
 - Medical / Dental / Vision plans**
Add, drop or change your Medical, Dental, or Vision coverage.

Check one of the following three boxes, then press the Submit button at the bottom:

* Click 1st button - If you are a **non-tobacco user** and/or you quit tobacco within the past 12 months.

* Click 2nd button - If you are a current tobacco user and you attest that you are willing to enroll in a formal "Tobacco Cessation Program."

* Click 3rd button – If you use tobacco and choose not to participate in a smoking cessation program. Understand that you will be charged a \$50 monthly tobacco surcharge in 2022. **Then click SUBMIT at the bottom of the page.**

PLEASE CHECK ONE OF THE FOLLOWING THREE BOXES, PRESS THE SUBMIT BUTTON AT THE BOTTOM:

If you are a non-tobacco user and/or you quit tobacco within the past 12 months:

I attest that I am not a tobacco user, I will continue to NOT USE tobacco products and understand that I will not be charged a \$50 per month Tobacco Surcharge.

If you are a current tobacco user:

I attest that I am currently a tobacco user and I am willing to enroll in a formal "Tobacco Cessation Program" by November 30, 2021 and begin participation in that program no later than January 2022. I will complete the program so that I will not be charged a \$50 per month Tobacco Surcharge.

For other current tobacco users:

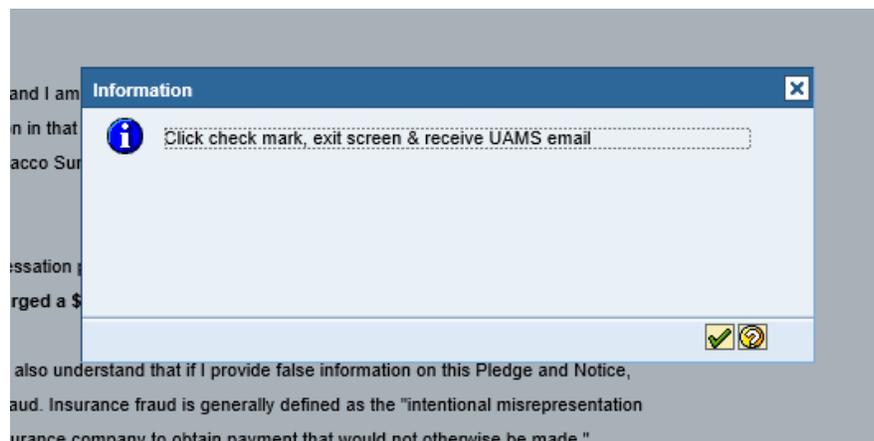
I choose not to participate in a smoking cessation program.
Therefore, I understand that I will be charged a \$50 monthly tobacco surcharge beginning in January 2022.

I indicate that the above information is true. I also understand that if I provide false information on this Pledge and Notice, my doing so may be considered insurance fraud. Insurance fraud is generally defined as the "intentional misrepresentation of material facts and circumstances to an insurance company to obtain payment that would not otherwise be made." Disciplinary action may be taken, up to and including termination, should this occur.

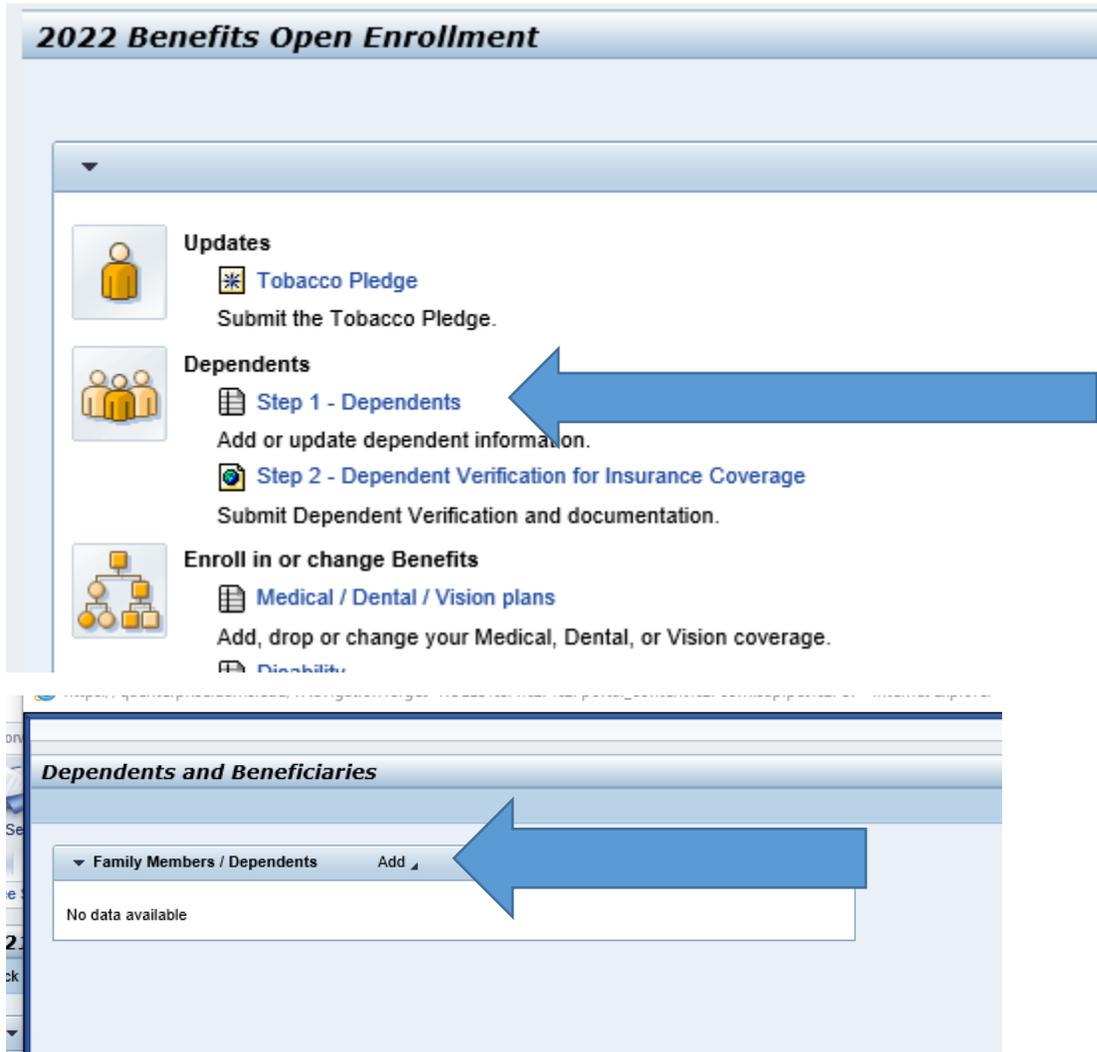




Next you will see this screen. After you hit the green check mark, you should immediately receive an email confirming you have taken the pledge. **Please hold on to this email for your records.**



The next section is where you may add dependent information if you wish to add children or your spouse to your insurance plans.



You will be given the opportunity to add spouse, child, stepchild, foster child etc.

The screenshot shows the 'Add Spouse' form. It includes the following fields and options:

- Name:** First Name and Last Name input fields.
- Data At Birth:** Date Of Birth input field, Gender radio buttons (Female, Male, Undeclared).
- Other Personal Data:** Social Security Number input field.

For each new dependent that you are adding to your policy please include their date of birth and their social security number. In order for the dependent to be added you must also provide dependent information in the form of a birth certificate for your children and/or a marriage license if you are adding your spouse by November 12th. You can upload copies of those documents in Step #2 under

dependents. Documentation is REQUIRED in order for dependents to be added to your policy. **Be sure and click SUBMIT after you have attached the documents.**

2022 Benefits Open Enrollment

Updates
Tobacco Pledge
Submit the Tobacco Pledge.

Dependents
Step 1 - Dependents
Add or update dependent information.
Step 2 - Dependent Verification for Insurance Coverage
Submit Dependent Verification and documentation.

Enroll in or change Benefits
Medical / Dental / Vision plans
Add, drop or change your Medical, Dental, or Vision coverage.
Disability
You can elect Optional Short Term Disability if your salary is over \$45,000 and Optional Lo

Note...this does not add the dependent/spouse to your insurance; it only adds the person to your profile so that they can be verified. You will actually add the dependent/spouse to your coverage in the "Enroll in or change Benefits" step below.

If you wish to make any changes to your medical, dental or vision plan you will do it here.

Submit Dependent Verification and documentation.

Enroll in or change Benefits
Medical / Dental / Vision plans
Add, drop or change your Medical, Dental, or Vision coverage.
Disability

Select which plan you want to make changes to. If you don't make any changes, your current coverage will roll over to 2022.

For example, here is where you might make a change to your dental plan. Click on the + sign under Actions beside the word Dental.

2022 BEN Enrollment: Step 1 (Health Plans)

1 Health Plans 2 Review and Save

Enroll in Health Plans

Acti...	Plan Type	Starts On	Status	Pla
	Dental	01/01/2022		
	Medical	01/01/2022		
	Vision	01/01/2022		

Select your level of coverage on the left hand side (in the gray square). Be sure and check the names of your dependents you want to add near the bottom and then click ADD at the very bottom.

On	Status	Dependents
021		
021		
021		

Select a Dental Plan

Option	Coverage	Pre-Tax Costs	Post-Tax Costs
Dental Coverage	Employee Only	24.00 USD Monthly	
Dental Coverage	Employee & Children	41.77 USD Monthly	
Dental Coverage	Emp, Spouse, Childrn	67.27 USD Monthly	
Dental Coverage	Employee and Spouse	49.50 USD Monthly	

Add **Cancel**

The next screen you see should show how you undated your coverage level.

2022 BEN Enrollment: Step 1 (Health Plans)

Enroll in Health Plans

Acti...	Plan Type	Starts On	Status	Plan Name	Option	Coverage
	Dental	01/01/2022	New	Dental	Dental Coverage	Employee and Spouse
	Medical	01/01/2022				
	Vision	01/01/2022				

Same for medical. Notice the 3 different plans are listed down the left hand side. Be sure and click ADD in the bottom right to update your changes. Be sure and check all dependents you wish to add to each insurance policy.

1 (Health Plans)

Select a Medical Plan

Option	Coverage	Pre-Tax Costs	Post-Tax Costs
Health Savings Plan	Employee Only	91.20 USD Monthly	
Health Savings Plan	Employee & Children	166.70 USD Monthly	
Health Savings Plan	Emp, Spouse, Childrn	297.57 USD Monthly	
Health Savings Plan	Employee and Spouse	222.74 USD Monthly	
Classic	Employee Only	118.58 USD Monthly	
Classic	Employee & Children	254.70 USD Monthly	

Enroll Dependents

If you want to make changes to your disability plan, you will do it here. Again, if you make no changes, your current coverage will roll into 2022.

- a. Optional LTD (long term disability) – available to staff with annual salaries over \$20,000. Resident Physicians and FGP members are not eligible.

b. Optional STD (short term disability) – available to staff and FGP members with annual salaries over \$45,000. Resident Physicians are not eligible.

view

Employee Self-Service > Overview

2021 Benefits Open Enrollment

Back

Updates

- Tobacco Pledge
Submit the Tobacco Pledge.

Dependents

- Step 1 - Dependents
Add or update dependent information.
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Submit Dependent Verification and documentation.

Enroll in or change Benefits

- Medical / Dental / Vision plans
Add, drop or change
- Disability

You will use either the   to either add or cancel these policies.

Enroll in Insurance Plans									
Acti...	Plan Type	Starts On	Status	Plan Name	Option	Coverage	Primary Beneficiar...	Pre-Tax Costs	Post-Tax Costs
 	Optional LTD	01/01/2021	Current	Optional Long Term Disability	Optional LTD Coverage	65,500.00 USD			16.30 USD Monthly
 	Optional STD	01/01/2021	Current	Optional Short Term Disability	Optional STD Coverage	65,500.00 USD			9.40 USD Monthly

If you cancel it, you will then be asked to verify your choice.

Cancel Enrollment: Optional LTD

Do you want to cancel your enrollment in Optional LTD?

Yes No

Or you will be asked if you would like to add coverage if you aren't currently enrolled in it. Be sure and click ADD.

Plan Name	Option	Coverage	Pre-Tax Costs	Post-Tax Costs
Optional Long Term Disability	Optional LTD Coverage	65,500.00		16.30 USD Monthly

Then click NEXT and SAVE at the top

Acti...	Plan Type	Starts On	Status	Plan Name	Option	Coverage	Primary Benefi...	Pre-Tax Costs	Post-Tax Costs
	Optional LTD	01/01/2022	Current	Optional Long Term Disability	Optional LTD Coverage	65,500.00 USD			16.30 USD Monthly
	Optional STD	01/01/2022	Current	Optional Short Term Disability	Optional STD Coverage	65,500.00 USD			9.02 USD Monthly

Next you can see a complete benefits statement of everything you are enrolled in and the cost of each policy.

2022 STD/LTD Enroll

What do you want to do next?
[Print Benefit Elections Summary](#)
[Go to Enrollment](#)
[Go to Benefits Participation Overview](#)

Plan Type	Starts On	Status	Plan Name	Option	Coverage	Dependents	Pre-Tax Costs	Post-Tax Costs
AD&D	06/01/2015	Current	Employee and Family AD&D	300,000 Coverage Emp & Family	300,000.00 USD			9.00 USD Monthly
Basic Life	01/01/2001	Current	Basic Life	Basic Life Coverage	50,000.00 USD			
CriticalIllness	01/01/2020	Current	Critical Illness Plan	\$10,000 Coverage - EE+SP	10,000.00 USD			28.70 USD Monthly
Dependent Life	01/01/2015	Current	Dependent Life	20,000 Coverage	20,000.00 USD			5.69 USD Monthly
Basic LTD	01/01/2001	Current	Basic Long Term Disability	Basic LTD Coverage	20,000.00 USD			
Optional LTD	01/01/2015	Current	Optional Long Term Disability	Optional LTD Coverage	65,500.00 USD			16.30 USD Monthly
Optional Life	01/01/2001	Current	Optional Life	4 x Salary	262,000.00 USD			45.07 USD Monthly
Basic STD	09/01/2016	Current	Basic Short Term Disability	Basic STD Coverage	45,000.00 USD			
Optional STD	09/01/2016	Current	Optional Short Term Disability	Optional STD Coverage	65,500.00 USD			9.02 USD Monthly
New 403B Saving	07/01/2021	Current	UARP 403B RA				5.00000 % Monthly	
New 457B Saving	07/01/2021	Current	UARP 457B RA				5.00000 % Monthly	
Required Saving	07/01/2021	Current	UARP 403B Required RA				5.00000 % Monthly	

If you want to enroll in the Flexible Spending Plan, enroll here.

2022 Benefits Open Enrollment



Tobacco Pledge

Submit the Tobacco Pledge.



Dependents

Step 1 - Dependents

Add or update dependent information.

Step 2 - Dependent Verification for Insurance Coverage

Submit Dependent Verification and documentation.



Enroll in or change Benefits

Medical / Dental / Vision plans

Add, drop or change your Medical, Dental, or Vision coverage.

Disability

You can elect Optional Short Term Disability if your salary is over \$45,000 and C your salary is over \$20,000.

Critical Illness Plan

You can elect a Critical Illness \$10,000 or \$20,000 benefit plan.

Flexible Spending Account Enrollment

You can make your election for Flexible Spending Account for the new calendar

Optional Life



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Terms and Conditions

1. I hereby authorize my employer to make periodic salary reductions from my paycheck, to be deposited into my account, for the new Plan Year.
2. The salary reductions shall be made in substantially equal amounts to the extent administratively feasible.
3. I further authorize UMR (the UA Flexible Spending Account Administrator) to disburse funds from my account in accordance with the plan and my elections. I understand that my elections cannot be altered without a qualified Change in Status.
4. I understand that changes in my Healthcare FSA election can only be permitted by reason of Change in Status (generally limited to birth, marriage, divorce or death), and that I must make my new election within 31 days of the Change in Status.
5. If my FSA debit card is not used, I understand that I must submit an FSA claim form to receive reimbursement from my Healthcare FSA.
6. I understand that all requests for reimbursement must be received by UMR no later than March 31 of the following plan year.
7. I verify that, if I have elected to make salary reduction contributions for the Dependent Care (daycare) benefit in an amount exceeding \$2,500 in one calendar year, and if I am married, I will file

Accept Decline

Then select which plan you would like to enroll in.

2022 FSA Enrollment: Step 1 (Flexible Spending Accounts)

Flexible Spending Accounts Review and Save

Acti...	Plan Type	Starts On	Status	PI
	FSA Medical	01/01/2022		
	FSA Dep Daycare	01/01/2022		

Enroll with the annual amount you wish to contribute to the plan and the system will calculate and display for you what the per pay period amount will be. Then click ADD.

Enter FSA Medical Plan Information

Select Plan

Plan Name

FSA Medical

Details: Annual Contribution for FSA Medical for period 01/01/2022 - 12/31/2022

Annual Contribution Amount: USD (Minimum 120.00 USD - Maximum 2,750.00 USD)

Amount per Paycheck: USD

2022 FSA Enrollment: Step 1 (Flexible Spending Accounts)

Flexible Spending Accounts Review and Save

Acti...	Plan Type	Starts On	Status	Plan Name	Pre-Tax Costs	Post-Tax Costs
	FSA Medical	01/01/2022	New	FSA Medical	41.67 USD Monthly	
	FSA Dep Daycare	01/01/2022				

Then click NEXT and SAVE at the bottom of the page.

2022 FSA Enrollment: Step 1 (Flexible Spending Accounts)

Flexible Spending Accounts Review and Save

Acti...	Plan Type	Starts On	Status	Plan Name	Pre-Tax Costs	Post-Tax Costs
	FSA Medical	01/01/2022	New	FSA Medical	41.67 USD Monthly	
	FSA Dep Daycare	01/01/2022				

Previous Next Save Cancel

Enrollment in the FSA will then be listed in your summary of benefits.

2022 FSA Enrollment

What do you want to do next?
[Print Benefit Elections Summary](#)
[Go to Enrollment](#)
[Go to Benefits Participation Overview](#)

Plan Type	Starts On	Status	Plan Name	Option	Coverage	Dependents	Pre-Tax Costs	Post-Tax Costs
AD&D	06/01/2015	Current	Employee and Family AD&D	300,000 Coverage Emp & Family	300,000.00 USD			9.00 USD Monthly
Basic Life	01/01/2001	Current	Basic Life	Basic Life Coverage	50,000.00 USD			
Critical Illness	01/01/2020	Current	Critical Illness Plan	\$10,000 Coverage - EE+SP	10,000.00 USD			28.70 USD Monthly
Dependent Life	01/01/2015	Current	Dependent Life	20,000 Coverage	20,000.00 USD			5.69 USD Monthly
Basic LTD	01/01/2001	Current	Basic Long Term Disability	Basic LTD Coverage	20,000.00 USD			
Optional LTD	01/01/2015	Current	Optional Long Term Disability	Optional LTD Coverage	65,500.00 USD			16.30 USD Monthly
Optional Life	01/01/2001	Current	Optional Life	4 x Salary	262,000.00 USD			45.07 USD Monthly
Basic STD	09/01/2016	Current	Basic Short Term Disability	Basic STD Coverage	45,000.00 USD			
Optional STD	09/01/2016	Current	Optional Short Term Disability	Optional STD Coverage	65,500.00 USD			9.02 USD Monthly
New 403B Saving	07/01/2021	Current	UARP 403B RA				5.00000 % Monthly	
New 457B Saving	07/01/2021	Current	UARP 457B RA				5.00000 % Monthly	
Required Saving	07/01/2021	Current	UARP 403B Required RA				5.00000 % Monthly	
FSA Medical	01/01/2022	Current	FSA Medical				41.67 USD Monthly	

Next you can once more take a look at a list of all the benefits you are enrolled in under “verify Benefits Elections”

You can make your election for Flexible Spending Account

Optional Life

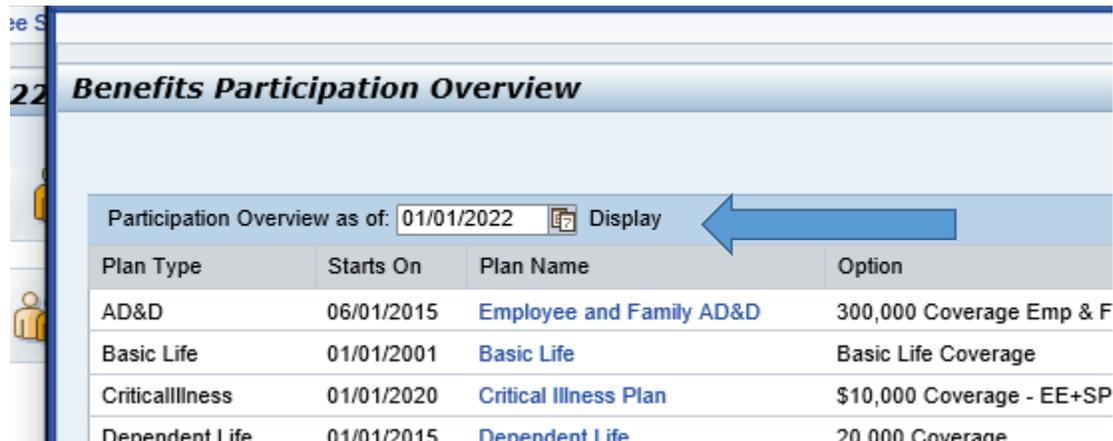
You can make your election for Optional Life for the new ca

Verify 2022 Benefits

Verify Benefit Elections

Verify benefit elections, note the selection date is for the ne

Make sure the date at the top of the page is displaying 1/1/2021



Plan Type	Starts On	Plan Name	Option
AD&D	06/01/2015	Employee and Family AD&D	300,000 Coverage Emp & F
Basic Life	01/01/2001	Basic Life	Basic Life Coverage
Critical Illness	01/01/2020	Critical Illness Plan	\$10,000 Coverage - EE+SP
Dependent Life	01/01/2015	Dependent Life	20,000 Coverage

As always, you can change your beneficiary or add or decrease your AD&D coverage. If you participate in the HSA plan you can change that deduction at any time too.

REMINDER – Be sure and check your mailing address and your physical address in ESS.

IMPORTANT STATEMENT AND DISCLAIMER

Data changes made in Employee Self-Service are transferred immediately to the Human Resources system. It is a live system. You are responsible for changes you make and the effects they may have on your paycheck (bank, tax, and address information).

Please note: spouse and/or children will be not added unless you provide the required documentation such as marriage license and birth certificate, and after Human Resources has verified the completeness of these documents.