

# Open Enrollment Guide - Kronos/UKG

## Step 1—Log into Kronos/UKG

1. Access the Kronos WFR application:

<https://secure4.saashr.com/ta/6154610.login>

2. Access the Kronos mobile app (Android or iPhone): **UKG Ready**



*For mobile, short Company Name: **6154610***

3. Enter your username:

First name initial + last name initial + employee ID

*Example: mb12345*

4. Enter your password:

Password must contain:

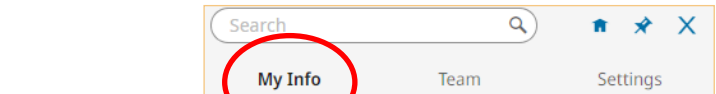
- One uppercase letter
- One lower case letter
- One number
- One special character

## Step 2 – Access your Benefits

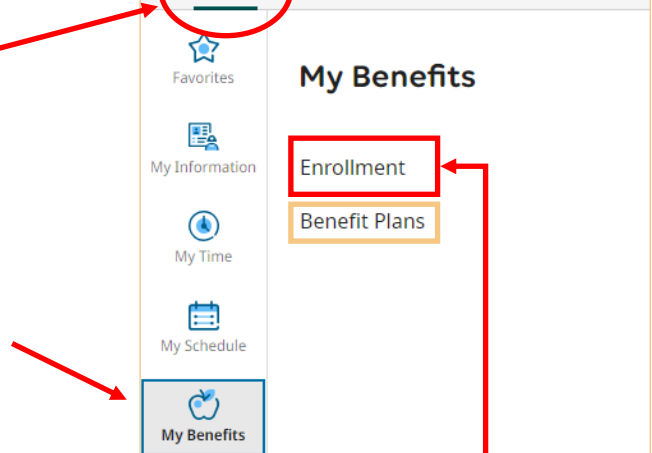
1. Click on the stack menu” icon in the upper left screen:



2. From the menu, select “My Info”.

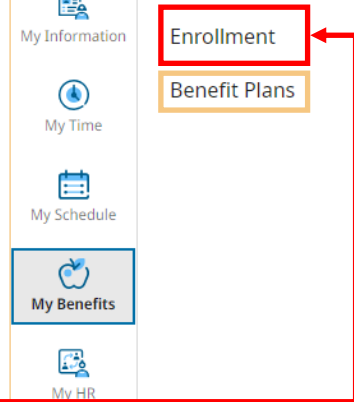


3. From the menu, select “My Benefits”.

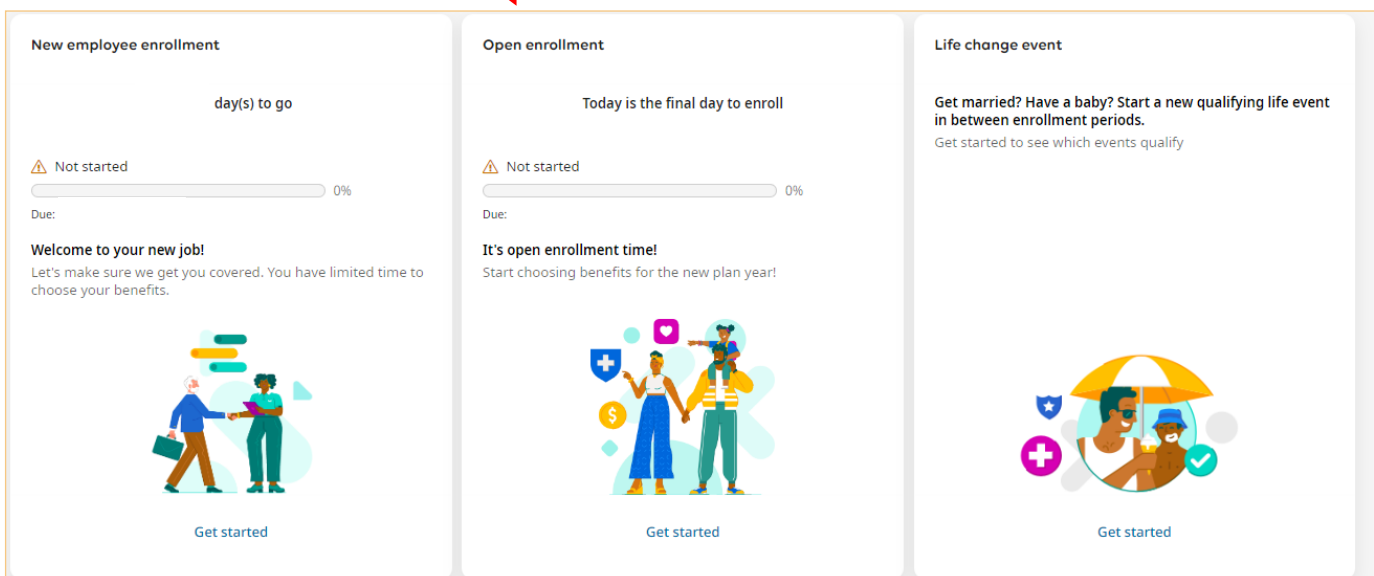


4. Select “Enrollment”.

You can view your current plans by selecting “**Benefit Plans**” under Enrollment, if you don’t remember what you have.



5. Then select “Open Enrollment”.



## Step 3 – Start your Enrollment, update dependents

The screenshot shows the left-hand corner of the enrollment interface. At the top, a progress bar is labeled "In progress (2 of 13)" with a yellow warning icon and a progress indicator showing 15%. Below the progress bar, a list of steps is displayed, each with a circular icon and a checkmark. The steps are: Instructions (checked), You and your family (checked), Medical (unchecked), Dental (unchecked), Vision (unchecked), Company Paid Plans (unchecked), Voluntary Employee Life (unchecked), Voluntary LTD(Hourly Division) (unchecked), Voluntary Employee AD&D (unchecked), Critical Illness Plans (unchecked), Group Accident Plans (unchecked), Indemnity Insurance (unchecked), and Finish up (unchecked).

On your left hand corner you can see your progress

You will have to go thru all benefits on the left side in the order they appear, you are not able to skip. Even if you are not making changes on those plans.

Add your family/dependents. Review and make appropriate changes. See next page.

The screenshot shows the right-hand corner of the enrollment interface. It displays a section titled "Your benefit choices" with a shopping cart icon. Below the title, it says "Per pay period". A table shows "Company Paid Plans" with a cost of "\$0.00". Below the table, it says "Prices shown are your cost after employer contributions of \$1.38 per pay period". At the bottom, a section titled "What You'll Pay" shows a cost of "\$0.00".

On your right hand corner you can see your benefit choices and what you'll pay.

# Adding/Updating Contacts/Dependents

Review your family's details for any changes since last year, or add new dependents. When you select your benefits in the next step, you'll be able to cover the people who are listed here.

If you have family members in your contacts but they aren't showing up here, select '**Add from existing**'. Click on the pen to edit information if needed.

**If the dependent is not listed under the Existing contact then you select 'Add New' see next page.**

### You and your family

If you have family members in your contacts but they aren't showing up here, select 'Add from existing'.

Review your family's details for any changes since last year, or add new dependents. When you select your benefits in the next step, you'll be able to cover the people who are listed here.

Add New

Add From Existing Contacts

Test beneficiary

Relationship  
You

Primary --

Preferred Phone Number --

Contact Type --

Date Of Birth 01/25/1980

Test wife Test

Relationship  
Spouse

Primary Yes

Contact Type Dependent, Beneficiary

Date Of Birth 01/06/1991

Test Testing

Relationship  
Child


Primary No

Contact Type Dependent, Beneficiary

Date Of Birth 10/12/2017

# Add New Contact

Select the "Contact Type"



### Add Account Contact

☒ Primary Contact

Contact type

☐ Emergency ☐ Dependent ☐ Beneficiary

Salutation

First Name \*

Middle

Last Name \*

Suffix

Relationship \*

Choose...

Code

United States (+1)

Work Phone

☐ Primary

Code

United States (+1)

Home Phone

☒ Primary

Code

United States (+1)

Cell Phone

☐ Primary

#### National ID

Primary National ID

Social Security Number

999-99-9999

Email

Account ID

Birth Date

mm/dd/yyyy

Gender

Undefined

Height

Weight

Cancel

Save

Then fill in the blanks. Have SSN and Date of birth handy.

**NOTE: You add a new contact once.**

## Step 4 – Make your selections

If you don't want a specific plan, you have the option to **Waive** by clicking on the Decline/waive button:

**Enrollment**

In progress (2 of 13) 15%  
Due: 11/01/2023

- Instructions
- You and your family
- Medical**
- Dental
- Vision
- Company Paid Plans
- Voluntary Employee Life
- Voluntary LTD(Hourly Division)
- Voluntary Employee AD&D
- Critical Illness Plans
- Group Accident Plans
- Indemnity Insurance
- Finish up

### Medical

☒ Decline/waive Medical

You can review and compare plans for further details and find the coverage that works best for you and your family. If you don't need this coverage for any reason, you can opt out by selecting 'decline/waive coverage'.

Indiana Packers knows how important it is to give its team members flexible options related to healthcare. Our medical plans are designed to offer peace of mind from having a baby, emergency hospitalizations, or seeking primary care.

Indiana Packers sabe lo importante que es brindar a sus miembros del equipo opciones flexibles relacionadas con la atención médica. Nuestros planes médicos están diseñados para ofrecerle la tranquilidad desde tener un bebé, hospitalizaciones de emergencia o buscar atención primaria.

**You have 5 options**

☒ Review plans Review plan details and compare up to 3 plans.

Prices will change if a different coverage level is selected

Traditional SmartSaver with HSA - Individual Anthem - BCBS	Traditional SmartSaver with HSA - Family Anthem - BCBS	Premium Consumer Choice With HSA - Individual Anthem - BCBS	Premium Consumer Choice With HSA - Family Anthem - BCBS
<p>Your price per pay period</p> <p>Coverage Level \$ Employee Only ▾</p> <p>Who You Selected --</p> <p>Plan Highlights The Traditional SmartSaver with HSA has a lower premium contribution from your paycheck. Under this plan, team</p> <p>Show More</p> <p>Select</p>	<p>Your price per pay period</p> <p>Coverage Level \$ Employee + Spouse ▾</p> <p>Who You Selected --</p> <p>Plan Highlights The Traditional SmartSaver with HSA has a lower premium contribution from your paycheck. Under this plan, team</p> <p>Show More</p> <p>Select</p>	<p>Your price per pay period</p> <p>Coverage Level \$ Employee Only ▾</p> <p>Who You Selected --</p> <p>Plan Highlights The Premium Consumer Choice with HSA has a lower premium contribution from your paycheck. Under this plan,</p> <p>Show More</p> <p>Select</p>	<p>Your price per pay period</p> <p>Coverage Level \$ Employee + Spouse ▾</p> <p>Who You Selected --</p> <p>Plan Highlights The Premium Consumer Choice with HSA has a lower premium contribution from your paycheck. Under this plan,</p> <p>Show More</p> <p>Select</p>

**Standard PPO Anthem - BCBS**

Your price per pay period

Coverage Level \$ Employee Only ▾

Who You Selected --

Plan Highlights  
The Standard PPO has a higher contribution from your paycheck. Under this plan, team members cannot establish a

Show More

Select

### Acknowledge plan decline/waive

You are selecting to decline/waive all the below benefit plans for the following year

Please let us know why you are choosing to decline/waive \*

Select an answer ▾

Cancel Decline/waive

NOTE: The medical plan is the only plan that requires a waived reason. Select from the drop down arrow, then click on **Decline/waive**

# Make your selections cont.

Otherwise choose a medical plan that best fit your needs, you will see the cost on each plan. You will also see what you'll pay as you go along on the right side of the screen. Continue with the rest of the benefits.

### Medical

[Decline/waive Medical](#)

You can review and compare plans for further details and find the coverage that works best for you and your family. If you don't need this coverage for any reason, you can opt out by selecting 'decline/waive coverage'.

Indiana Packers knows how important it is to give its team members flexible options related to healthcare. Our medical plans are designed to offer peace of mind from having a baby, emergency hospitalizations, or seeking primary care.

Indiana Packers sabe lo importante que es brindar a sus miembros del equipo opciones flexibles relacionadas con la atención médica. Nuestros planes médicos están diseñados para ofrecerle la tranquilidad desde tener un bebé, hospitalizaciones de emergencia o buscar atención primaria.

You have 5 options

[Review plans](#) Review plan details and compare up to 3 plans.

Prices will change if a different coverage level is selected

Traditional SmartSaver with HSA - Individual Anthem - BCBS

Your price per pay period

\$

Coverage Level Employee Only

Who You Selected (1): You only

Plan Highlights  
The Traditional SmartSaver with HSA has a lower premium contribution from your paycheck. Under this plan, team

Show More

Selected

Traditional SmartSaver with HSA - Family Anthem - BCBS

Your price per pay period

\$

Coverage Level Employee + Spouse

Who You Selected --

Plan Highlights  
The Traditional SmartSaver with HSA has a lower premium contribution from your paycheck. Under this plan, team

Show More

Select

Premium Consumer Choice With HSA - Individual Anthem - BCBS

Your price per pay period

\$

Coverage Level Employee Only

Who You Selected --

Plan Highlights  
The Premium Consumer Choice with HSA has a lower premium contribution from your paycheck. Under this plan,

Show More

Select

Premium Consumer Choice With HSA - Family Anthem - BCBS

Your price per pay period

\$

Coverage Level Employee + Spouse

Who You Selected --

Plan Highlights  
The Premium Consumer Choice with HSA has a lower premium contribution from your paycheck. Under this plan,

Show More

Select

Standard PPO Anthem - BCBS

Your price per pay period

\$

Coverage Level Employee Only

Who You Selected --

Plan Highlights  
The Standard PPO has a higher contribution from your paycheck. Under this plan, team members cannot establish a

Show More

Select

1. When selecting a medical plan that has an HSA, you will see the next box below, click on select.

2. You will see this box, here you will enter the **Annual** amount you want to save towards your HSA:

There is only 1 plan available [Plan details](#)

Prices will change if a different coverage level is selected

HSA - Individual Plan

Your price per pay period

**\$0.00**

Coverage Level Individual

Plan Highlights  
To qualify for this type of account, you must participate in the Traditional SmartSaver with HSA or the Premium Consumer Choice with HSA.

Show More

Coverage \$3,850.00

Select

Plan details

Coverage level

Coverage\* Individual

You are applying this benefit only to yourself.

Amount

# Units 1.00


Cancel Save and Select


# Make your selections cont.

## Company Paid Plans:

You don't have the option to "Waive" this plan because you are automatically enrolled. But, you must name at least one primary beneficiary in order to proceed to the next benefit plan.

### Company Paid Group Life

**MetLife**  
Your price per pay period  
**\$0.00**

 [Fill in required info](#)

Coverage Level  
Basic Life and AD&D(Hourly) ▼

#### Plan Highlights

This company-paid benefit is meant to assist our team members' families in the event of a tragedy. This also helps them continue handling ongoing major expenses, that may otherwise be very difficult to pay with the loss of income.

[Show Less](#)

Coverage\$38,000.00

✓ Selected

Click on "Fill in required info"

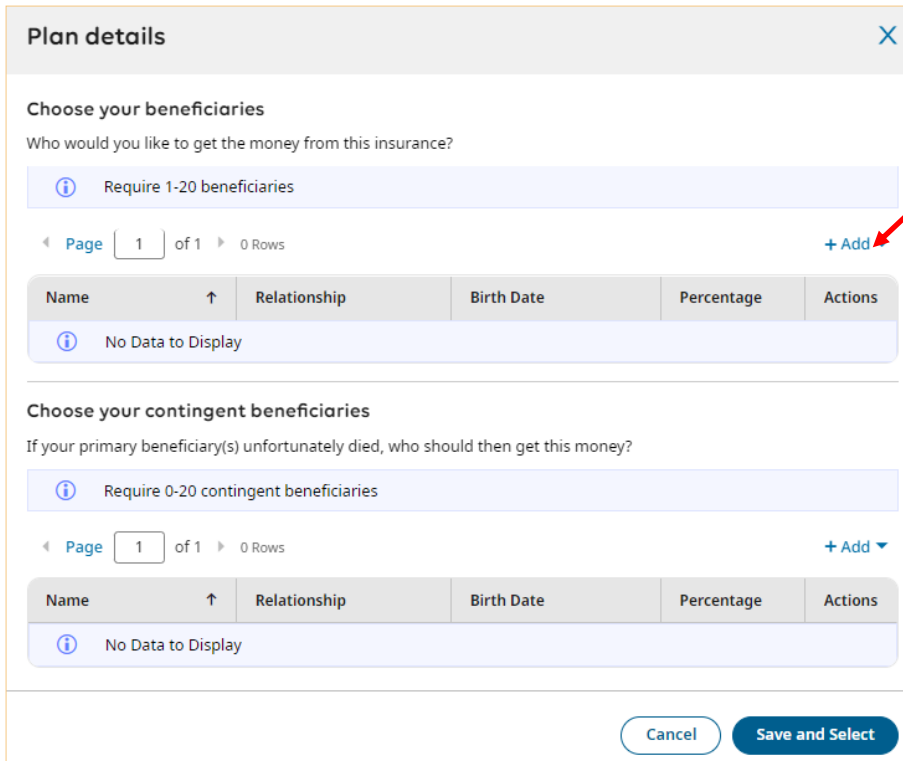


# Adding Beneficiaries

## Adding a Primary Beneficiary:

Select **+Add**

Select: **"Add From Existing Contacts"**, you probably already have them on the list. Make sure their information is correct. **Otherwise, you will have to select "Add New", follow instructions on page 5.**



**Plan details** [X]

**Choose your beneficiaries**  
Who would you like to get the money from this insurance?

[i] Require 1-20 beneficiaries

◀ Page 1 of 1 ▶ 0 Rows **+ Add**

Name	↑	Relationship	Birth Date	Percentage	Actions
[i] No Data to Display					

**Choose your contingent beneficiaries**  
If your primary beneficiary(s) unfortunately died, who should then get this money?

[i] Require 0-20 contingent beneficiaries

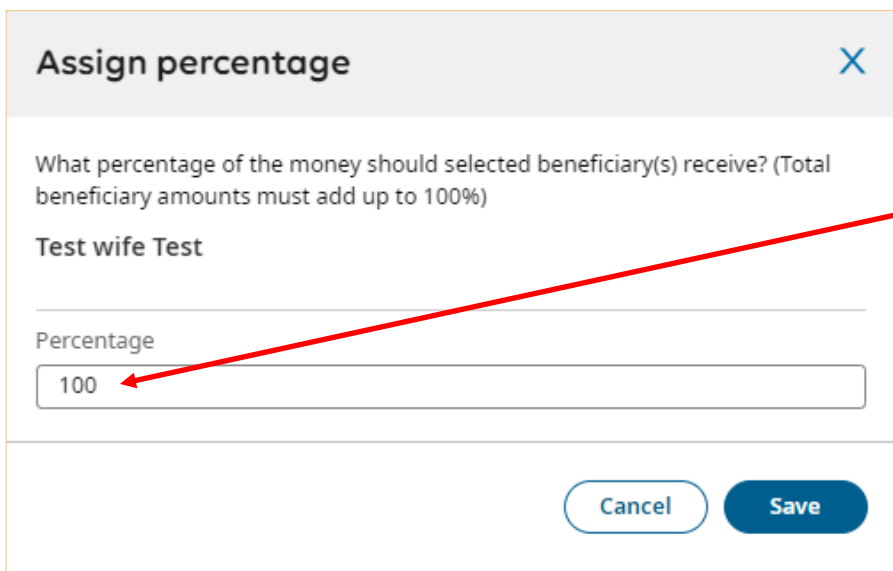
◀ Page 1 of 1 ▶ 0 Rows **+ Add**

Name	↑	Relationship	Birth Date	Percentage	Actions
[i] No Data to Display					

**Cancel** **Save and Select**

## Adding only 1 Primary Beneficiary:

Add 100 under the percentage then save



**Assign percentage** [X]

What percentage of the money should selected beneficiary(s) receive? (Total beneficiary amounts must add up to 100%)

**Test wife Test**

Percentage

100

**Cancel** **Save**

# Adding Beneficiaries cont.

**Plan details** ✕

**Choose your beneficiaries**

Who would you like to get the money from this insurance?

⚠ Total percentage must be 100%

i Require 1-20 beneficiaries

Page 1 of 1 1 - 1 of 1 Rows + Add

Name	Relationship	Birth Date	Percentage	Actions
Test wife Test	Spouse	01/06/1991	50	...
Grand Totals			50%	

**Choose your contingent beneficiaries**

If your primary beneficiary(s) unfortunately died, who should then get this money?

i Require 0-20 contingent beneficiaries

Page 1 of 1 0 Rows + Add

Name	Relationship	Birth Date	Percentage	Actions
<span>i</span> No Data to Display				

Cancel Save and Select

## Adding more than 1 Primary Beneficiary:

You will see a message stating the percentage must be 100%. Continue adding beneficiaries until you reach the amount.

## Adding a Contingent Beneficiary:

This is your back up beneficiary. It's not required but if you wish to add one, you can. Follow the steps for adding contacts. Make sure it's not the same contact that you listed as your primary beneficiary.

# Step 6—Confirm & Submit your Enrollment

← Enrollment

⚠ In progress (15 of 16)

94%

Due: 11/01/2023

- ✓ Instructions
- ✓ You and your family
- ✓ Medical
- ✓ Health Savings Account (HSA Contribution)
- ✓ Dental
- ✓ Vision
- ✓ Company Paid Plans
- ✓ Voluntary Employee Life
- ✓ Voluntary Spouse Life
- ✓ Voluntary Child Life
- ✓ Voluntary LTD(Hourly Division)
- ✓ Voluntary Employee AD&D
- ✓ Critical Illness Plans
- ✓ Group Accident Plans
- ✓ Indemnity Insurance
- Finish up

1. You should be at the Finish up section.

2. Confirm your elections, you can still make changes before submitting the enrollment. Just click on the edit buttons or go to the specific plan.

Enrollment acknowledgement

Please type your (Test benefits) password to confirm.

Password \*

If you wish to make additional changes, click on "decline" and you will return to the option menu. Click on "accept" if you are satisfied with your selections and wish to proceed with the submittal process.

Note that you will not be enrolled in new plans until you complete this selection and acceptance process. Contact your Benefits Department should you have any questions regarding this process.

**True and complete acknowledgement:** The answers I have provided throughout this benefit submission are to the best of my knowledge and belief, true and complete.

I hereby enroll for benefits for which I am presently eligible or for which I may become eligible under my employer's group contract(s). If any deductions are required for this coverage, I authorize such deductions from my earnings. I reserve the right to revoke this deduction authorization any time upon written notice unless I have chosen to use pretax and post-tax deductions.

You can review the status of your benefits at any time by going to "My Account > My Benefits > Review Benefit"

Si deseas hacer cambios adicionales, haz click en "decline" (renunciar) y regresaras al menú de opciones. Si estas satisfecho con tus selecciones y deseas continuar con el proceso de petición haz click en "accept" (aceptar).

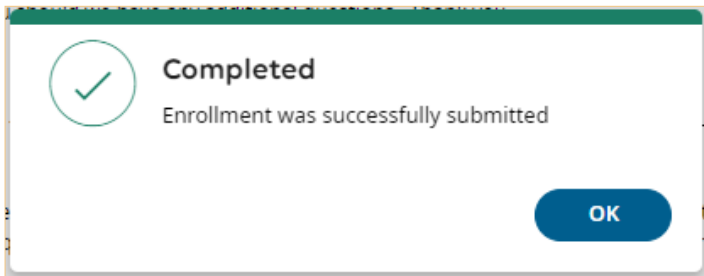
Nota que serás inscrito en los nuevos planes hasta que tú...

Decline Accept

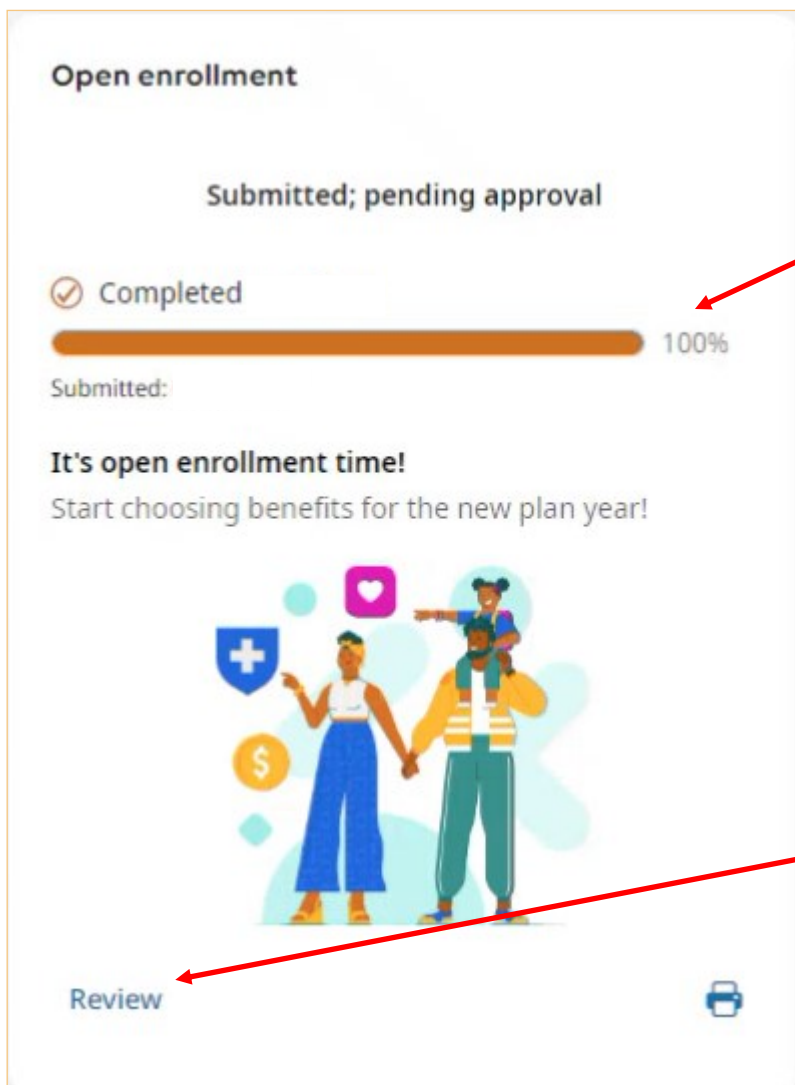
3. Submit your enrollment by typing your Kronos /UKG password. This is your electronic signature.

4. Click on **Accept**

# After you submit your Enrollment



You will see this message



You are finished!

**Want to view your enrollment before it's approved?**

Click on [Review](#)

**Want to Print your enrollment before its approved?**

Click on the [printer icon](#).

**\*\*Note:** After you submit your Open Enrollment, you are not able to make any changes. See your Benefits Department in order to make appropriate changes before the cut off date.\*