

## KRONOS Self-Service Open Enrollment Quick Reference Guide

**How do I get to KRONOS Self-Service?** There are **4 ways** to get to KRONOS Self Service:



1. From your timecard, select

2. Via the Intranet → Select the **Kronos** link → **KRONOS Self-Service Log-in**

OR Via the Intranet → Select **EMPLOYEE TOOLS** → **Benefits** → **KRONOS Self-Service Log-in**

3. Go to <http://www.sdhospace.org/> → **Employee Login** → **Time Card Login** → **Kronos Self Service**

4. Go to <https://employee.sdhospace.org/selfservice>

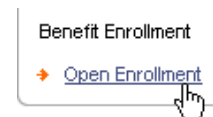
**Where can I find my Current Benefits?** Under Reference, select Current Benefits.

Current Benefits will list: Benefit Type, Plan Name, Election (Amount, Percentage, Coverage, or None), Your Deduction (Bi-weekly), Employer Contribution, Dependents and Beneficiaries.



**How do I get to Open Enrollment?** Under Benefit Enrollment, select Open Enrollment.

Note: You can also get to Open Enrollment by selecting Life Events under My Information.



**What if I have NO changes to my benefits?** Use **Easy Enroll** → Review your Benefit Profile then Click Save & Exit.

**What is Step Thru Enroll?** When you select Step Thru Enroll, a Benefits Checklist will be displayed.

1. Select the benefit plans you want to enroll in and/or change.
2. When you select Save and Continue, KRONOS will open the benefit pages for the benefits you selected.
3. You can then make any changes.

**How do I waive coverage?** To waive coverage for any plan, select the checkbox for "I decline coverage."

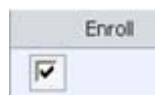
### Waive Coverage

I decline coverage.

**I enrolled in Health Care Flex and/or Dependent Care Flex Last Year. Do I have to re-enroll?**

Yes, these are the only plans that do not automatically re-enroll.

**How do I add a dependent?** From almost any plan, select **Add Dependent** and enter the necessary information. Please Note: The following fields are required to add a dependent: Last Name, Birthday, and Social Security number.




You can then select Enroll to enroll the dependent in almost any benefit plan.

The **ONLY** dependents that can be enrolled in benefit plans are: Child, Domestic Partner, or Spouse.

Note: Some plans (Supplemental Life and AD&D) require that you (as the employee) **MUST** enroll before you can enroll a dependent.

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**How do I add a beneficiary?** Beneficiaries are **required** for the Sup Life and AD&D plans.

1. From the plan, select .
2. Enter the Beneficiary Information. Please Note: The following fields are required to add a beneficiary: Name, Relationship, Percent of Benefit/Distribution.
3. Select Beneficiary Type of either Primary or Contingent.
4. Specify the Percent of Benefit/Distribution. Please note: if divided among multiple beneficiaries, the total must equal 100%.

**How do I add Domestic Partner coverage?** The following domestic partner benefit plans have separate plan pages:

- Medical\_Dp       Dental\_DP       Vision\_DP

**To Enroll:**

1. First, as an employee, enroll in Main Benefit Plan (Medical, Dental, and/or Vision).
2. Then, enroll your Domestic Partner and/or family in corresponding Domestic Partner Benefit Plan.

**Election Options:**

- Employee & Domestic Partner
- Employee/Domestic Partner & Child (Child is the child of Domestic Partner)
- Employee & Child/Domestic Partner (Child is the child of Employee)


**Do I need to provide any additional forms?**

Yes, the Supplemental Life plan requires that the Voluntary Life Evidence of Insurability form be completed and submitted to HR if electing amounts over the Guaranteed Issue limit. There is a link on the Sup Life plan page to the form (see upper right-hand corner of the form).

**How do I change my Physician (or Dentist)?**

- Call Cigna Member Services @ 800 244-6224 or go to [www.mycigna.com](http://www.mycigna.com)
- Call Guardian Member Services @ 800 273-3330 (HMO) OR 800 541-7846 (PPO)

**How do I finalize my Benefits?**

1. Review your elections on the **Benefit Summary Page**.
2. If you have no further changes, select .
3. You will have two choices:
  - [I'm finished. Send my information to the benefit administrator.](#) OR
  - [No I am NOT finished and might return later to make changes.](#)

**Can I print a summary of my benefits?**

Yes, from the Benefit Summary page, select **Print My Benefits Summary** (at the top of the page).

**What is the Benefit Information Reminder?**

If you have any incomplete information, KRONOS will list the open issues in a Benefit Information Reminder page. These issues must be resolved; your enrollment will be flagged as "pending" until they are resolved.

Click on **Make Changes Now** to return to the benefit plan page with the issue to provide the missing information.

**I have questions; how do I contact HR?** From the Main Benefits Enrollment Home Page, select Contact Us.

-  Then, click on the e-mail link to Traci Hawkins, HR Specialist.

Or from each plan page, there is an email link to Traci Hawkins, HR Specialist.

You may also call Ext 6459 or come into the HR Offices. Be advised that due to the volume, staff requesting assistance or with questions may not get an immediate answer, so please complete your Open Enrollment early in case of questions.