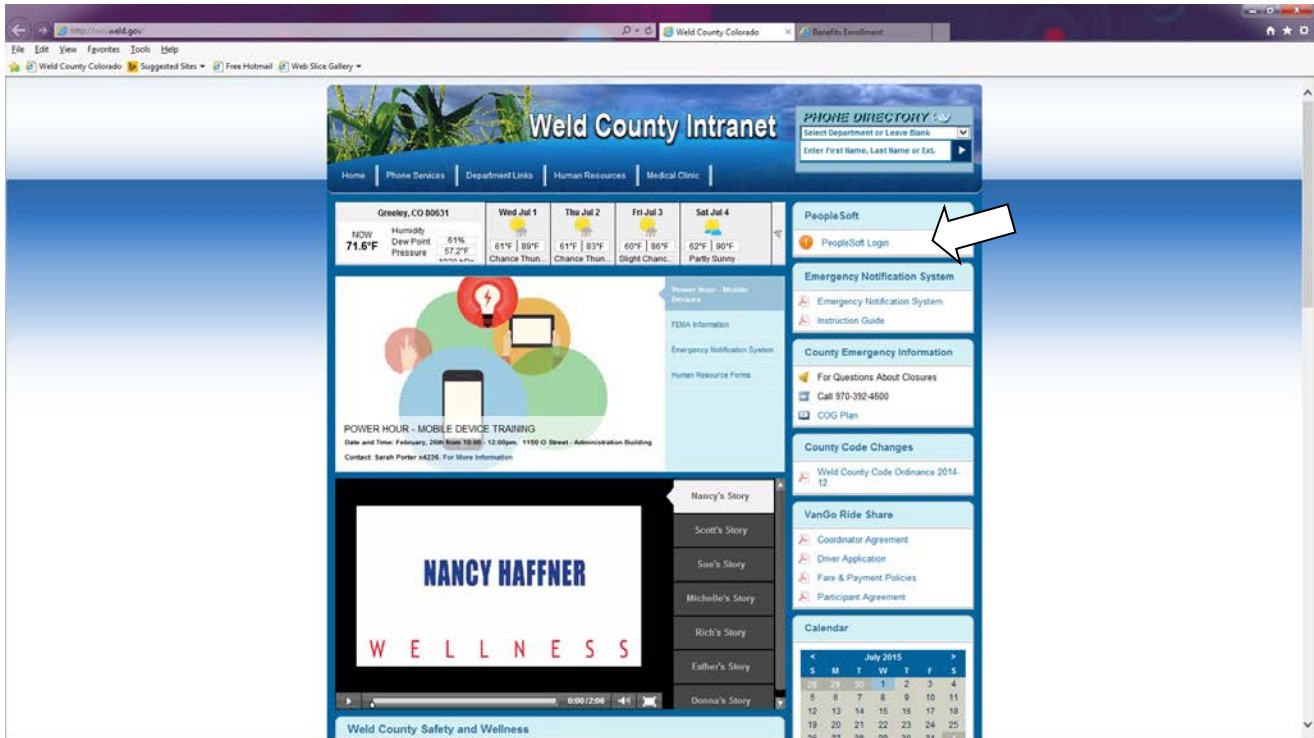
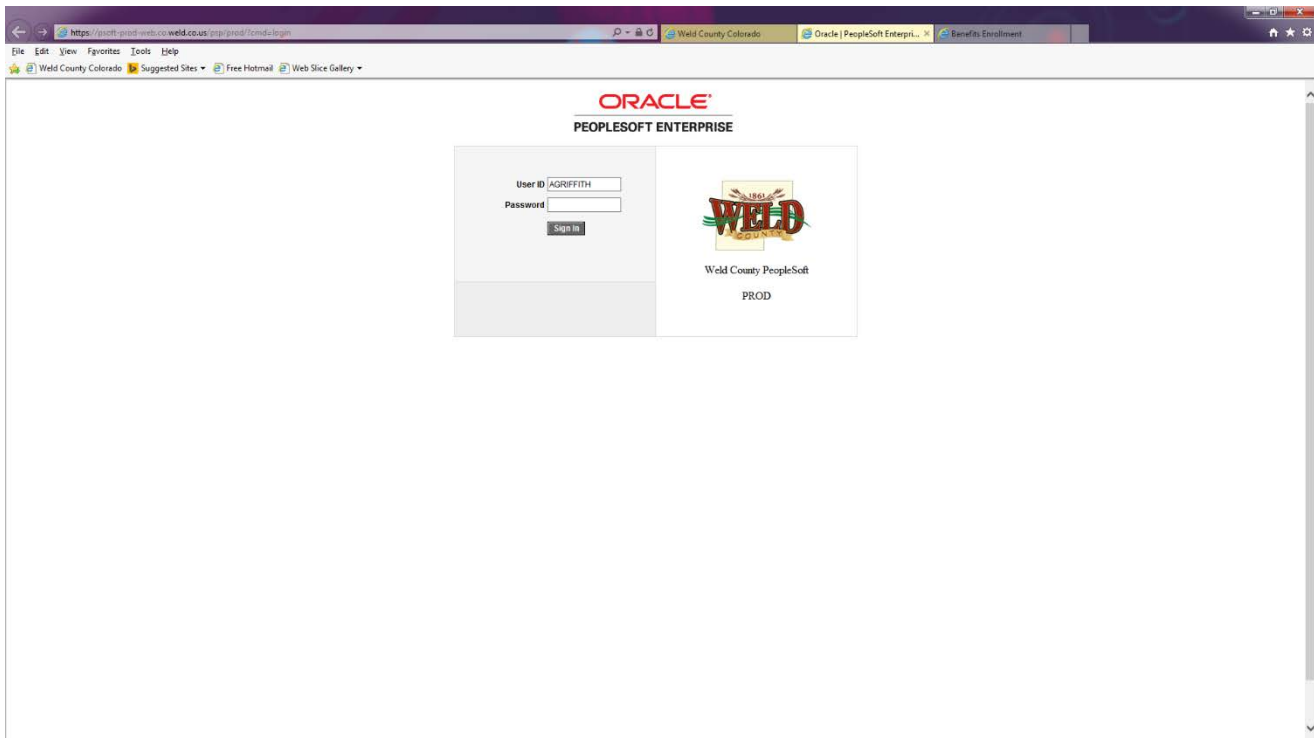


Online Benefit Enrollment Form – Quick Guide

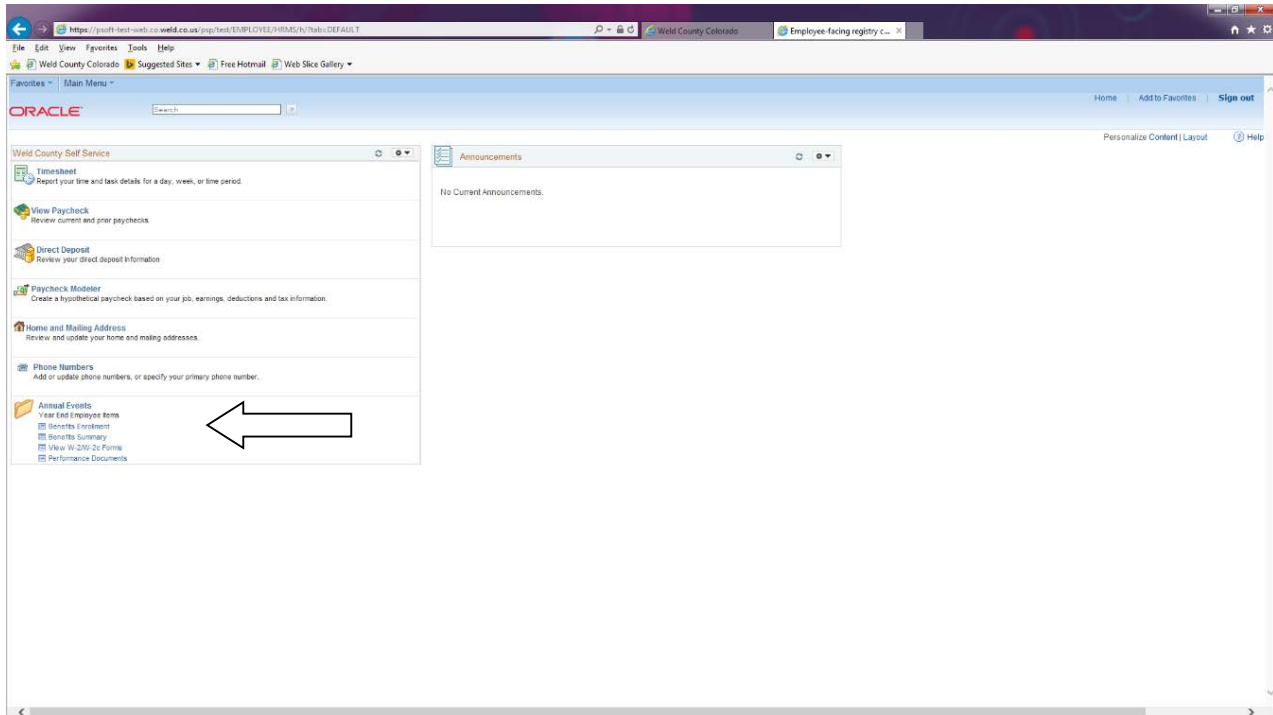
1. Log into PeopleSoft by clicking on PeopleSoft Login in the PeopleSoft box if you are entering through the Weld County intranet site. To log in from a home computer, go to the main Weld County Website (www.co.weld.co.us) and log in through the Human Resources Department page.



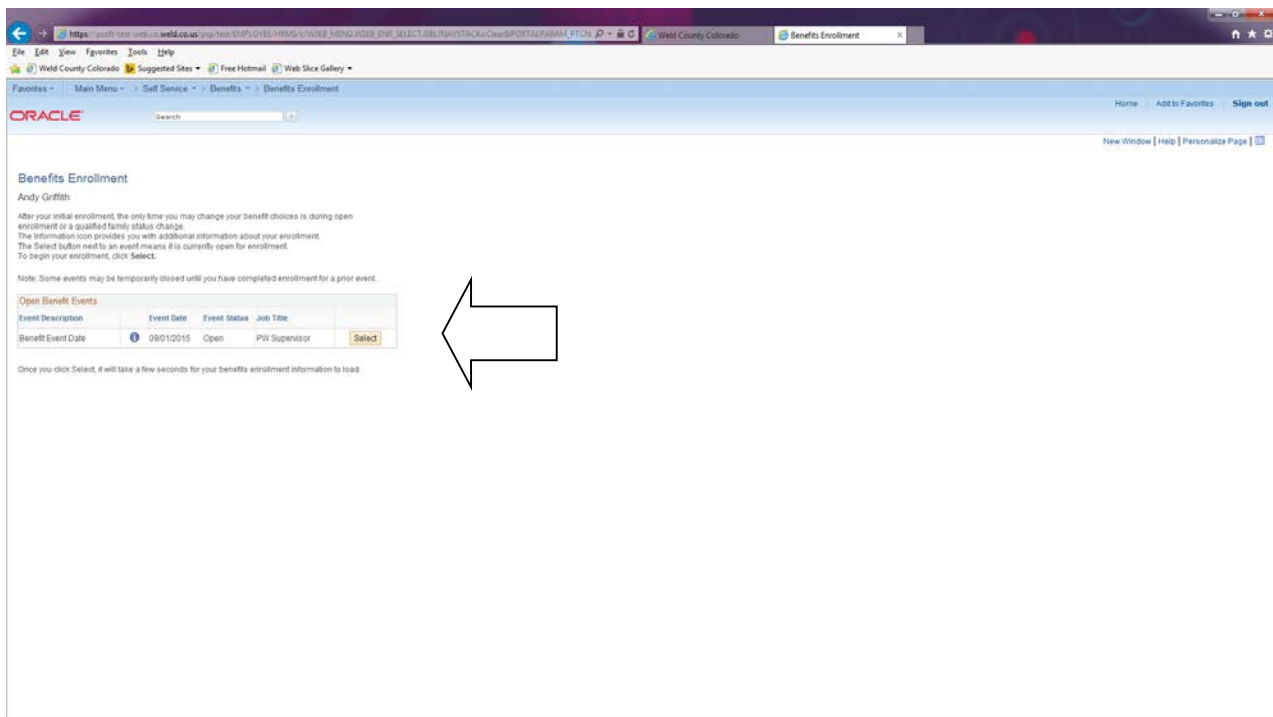
2. Sign on to PeopleSoft



3. Click on Benefits Enrollment



4. Benefit Enrollment Screen – Click on Select Button



5. Benefits Enrollment – Enrollment Form

Select the Edit Button by each benefit option. You must either enroll or waive each option.

The screenshot shows the Oracle Benefits Enrollment page for Andy Griffith. It includes a search bar, navigation links, and a list of benefit options. Each option has a 'Current' status, a 'New' status, and an 'Edit' button.

Benefit Option	Current	New	Before Tax	After Tax	Edit
Medical	No Coverage	Waive			<input type="button" value="Edit"/>
Dental	No Coverage	Waive			<input type="button" value="Edit"/>
Vision	No Coverage	Waive			<input type="button" value="Edit"/>
Life	No Coverage	Waive			<input type="button" value="Edit"/>
Supplemental Life	No Coverage	Waive			<input type="button" value="Edit"/>
Dependent Life	No Coverage	Waive			<input type="button" value="Edit"/>
Spouse Life	No Coverage	Waive			<input type="button" value="Edit"/>
Supplemental AD and D	No Coverage	Waive			<input type="button" value="Edit"/>
Short-Term Disability	No Coverage	Waive			<input type="button" value="Edit"/>
Current: No Coverage					

6. Select Plan, Before or After Tax and Dependent(s) you wish to cover. Select Add/Review Dependents if you need to add or update your dependents.

The screenshot shows the Oracle Benefits Enrollment page for plan selection. It includes a table of coverage levels with costs and tax classes, and a section for enrolling dependents. A white arrow points to the 'Add/Review Dependents' button.

Coverage Level	Your Costs	Tax Class
Employee Only	\$124.00	Before-Tax
Employee + Spouse	\$224.00	Before-Tax
Employee + Children	\$224.00	Before-Tax
Family	\$448.00	Before-Tax

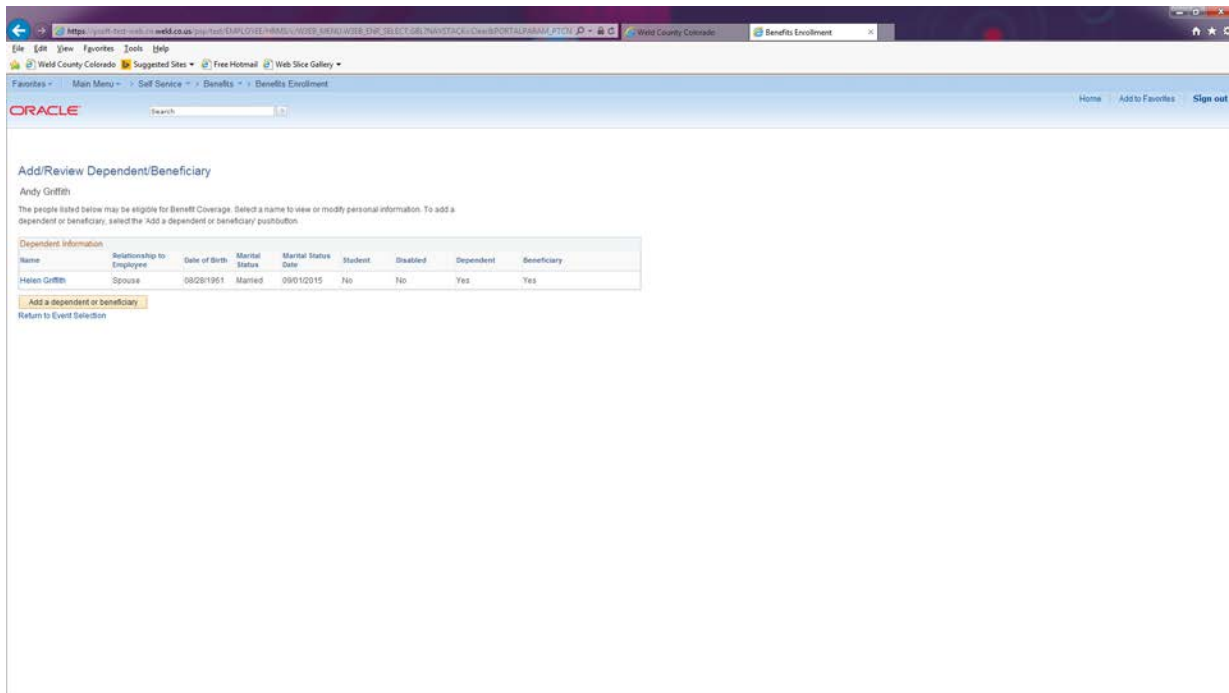
Coverage Level	Your Costs	Tax Class
Employee Only	\$152.00	After-Tax
Employee + Spouse	\$317.00	After-Tax
Employee + Children	\$317.00	After-Tax
Family	\$638.00	After-Tax

Coverage Level	Your Costs	Tax Class
Employee Only	\$152.00	Before-Tax
Employee + Spouse	\$317.00	Before-Tax
Employee + Children	\$317.00	Before-Tax
Family	\$638.00	Before-Tax

Enroll Your Dependents
The following list displays all individuals who are eligible to be your dependents. If an individual is missing from this list, click **Add/Review Dependents** to determine why they are not eligible. You may also use this button to add new dependents to your list.
You may enroll any of the following individuals for coverage under this plan by checking the **Enroll** box next to the dependent's name.

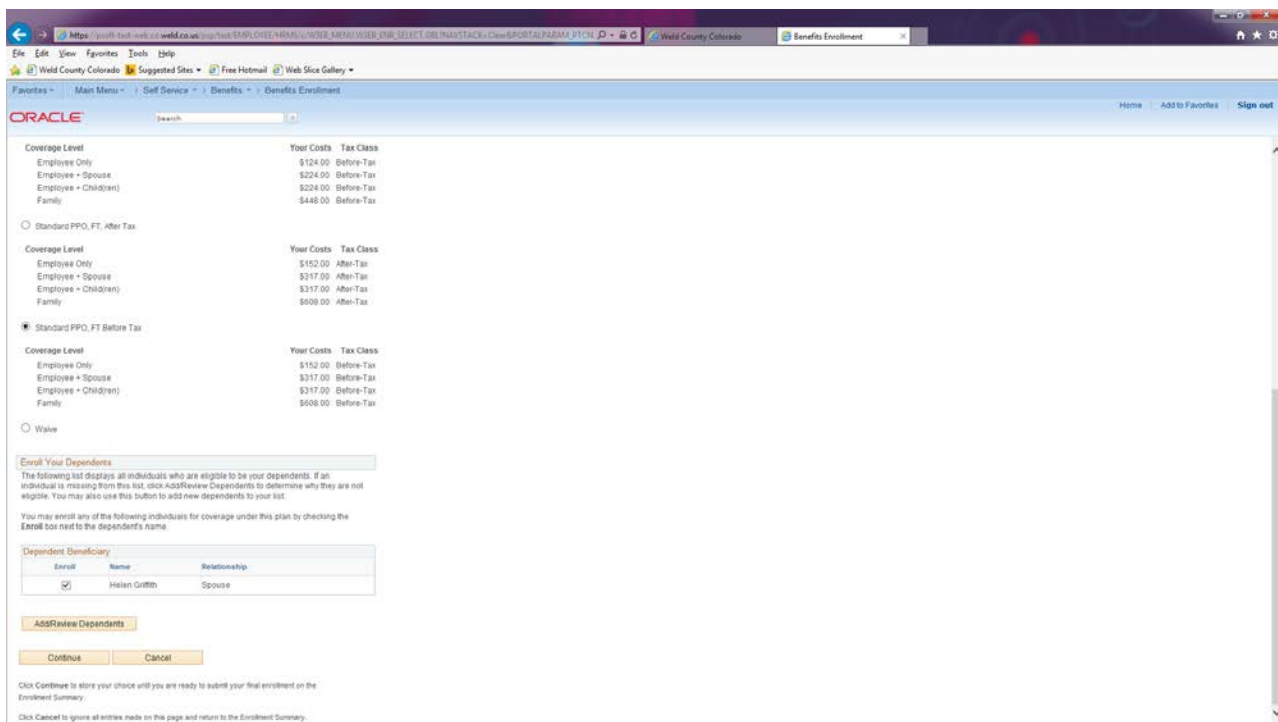
Enroll	Name	Relationship
<input type="checkbox"/>		

The following screen will show all Dependents/Beneficiaries in the PeopleSoft system. Add a dependent or beneficiary or update current dependents/beneficiaries if you need to.



Click Return to Dependent/Beneficiary Summary when done updating Dependents/Beneficiaries. Then click on Return to Event Selection.

7. Place a checkmark in the box by the dependent(s) that you would like to cover on your plan.



8. **WELLNESS ENROLLMENT:** Continue to scroll towards the bottom of the enrollment page until you see the option for wellness and click on the “Edit” Button and select Wellness Program.

The screenshot shows the Oracle Benefits Enrollment interface. It lists several benefit categories with their current and new selections, and associated costs. A red arrow points to the 'Edit' button for the 'Wellness Program' row.

Benefit Category	Current	New	Before Tax	After Tax	Action
Long Term Disability	No Coverage	Short Term Disability: 60.00% of Salary			
Long Term Disability	No Coverage	Long Term Disability: 60.00% of Salary			
Section 457	No Coverage	Waive			Edit
Sick	No Coverage	Waive			Edit
Flex Spending Health - U.S.	No Coverage	Waive	0.00		Edit
Flex Spending Dependent Care	No Coverage	Waive	0.00		Edit
Wellness Program	No Coverage	No Coverage			Edit

This table summarizes estimated costs for your new benefit choices.

Election Summary			
Row Label	Total	Before Tax	After Tax
Costs	317.00	317.00	0.00
Your Costs	317.00	317.00	0.00

These costs do not include certain choices that are based on variable earnings.

Submit

Click Submit to send your final choices to the Benefits Department.
Important: Your enrollment will not be complete until you Submit your choices to the Benefits Department.

Please click here to go to:
www.aflac.com/weld

11. Total Costs will display at the bottom of the form.

The screenshot shows the Oracle Benefits Enrollment interface, similar to the previous one, but with the 'Election Summary' table clearly visible at the bottom, showing total costs.

Election Summary			
Row Label	Total	Before Tax	After Tax
Costs	317.00	317.00	0.00
Your Costs	317.00	317.00	0.00

These costs do not include certain choices that are based on variable earnings.

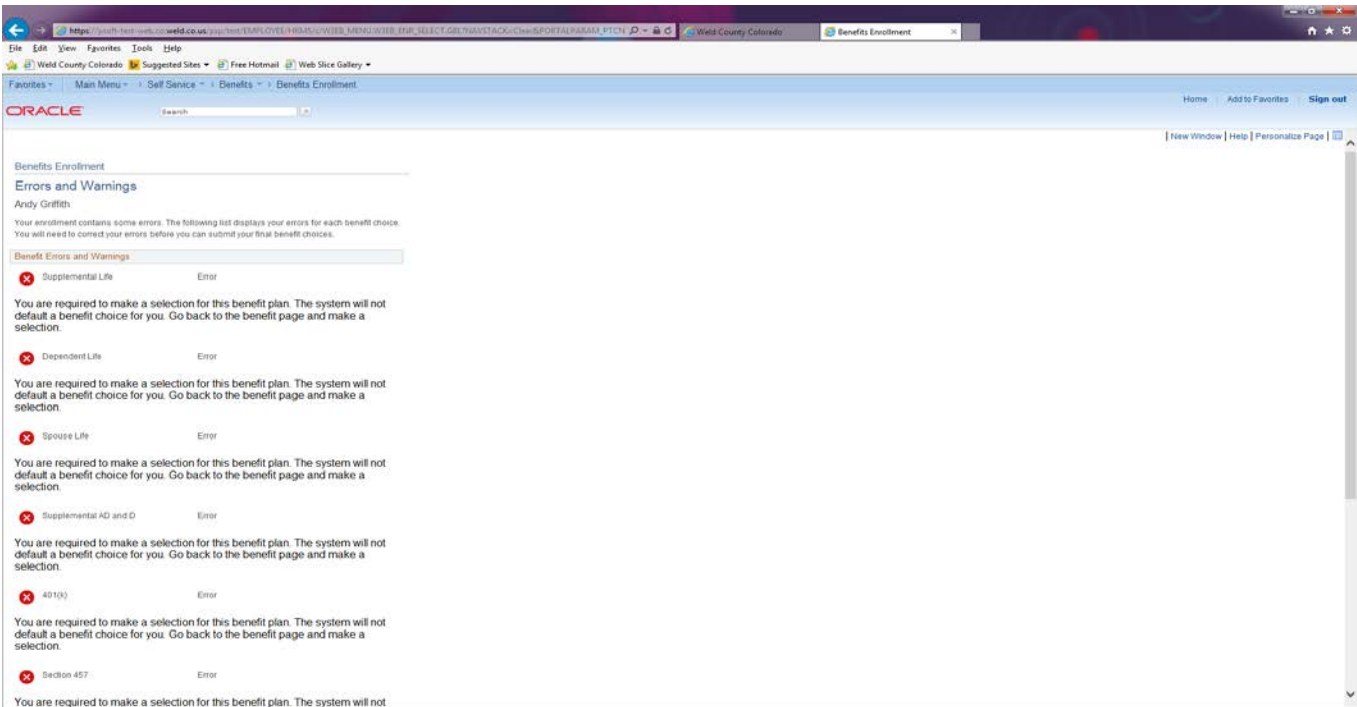
Submit

Click Submit to send your final choices to the Benefits Department.
Important: Your enrollment will not be complete until you Submit your choices to the Benefits Department.

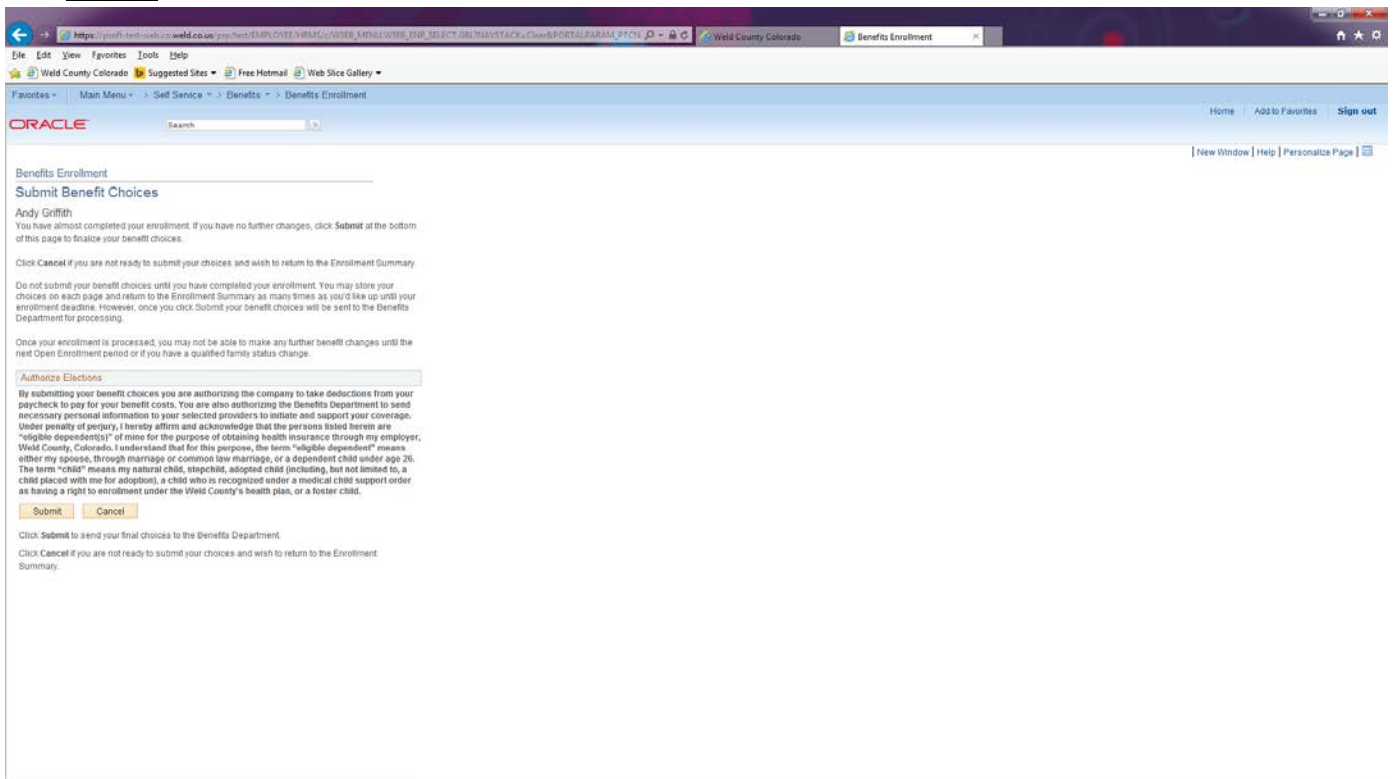
Please click here to go to:
www.aflac.com/weld

Click Submit if you are done making elections.

12. Below are Error/Warning messages that may appear if there is missing information.



13. If there are no error messages, the following screen will appear. Click Submit to complete enrollment or Cancel to return and finish later.



14. This Submit Confirmation screen shows that you have submitted your elections and your enrollment form is complete.



Menu [-]

Search:
 »

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 - ▷ Payroll and Compensation
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- ▷ Set Up HRMS

Benefits Enrollment

Submit Confirmation

Your benefit choices have been successfully submitted to the Benefits Department.

To return to the Benefits Enrollment page, click **OK**.

OK

Main Content