Alachua County Public Schools: Open Enrollment Instructions

Before you proceed with making adjustments to your current coverage(s) please be advised of the following:

- *All benefit deductions **are now** <u>20 checks</u>.*
    - ➢ *12-month employees -- no deductions will come out of your June 30, July 15, July 31 and August 15 checks.*
    - ➢ *Deferred employees -- No deductions will come out of your deferred check.*
- *New/updated Health Insurance deductions will begin with the first paycheck in December. All other deductions and benefits will begin after January 1st.*
- ***DO NOT** make any changes to your benefits if you would like to continue with your current coverage.*
- *If you have questions regarding the **Medical Flexible Spending Account** coverage you will need to contact the Benefits Department.*
- *To **change/update** a current benefit you must <u>drop the current benefit first</u> then add the new benefit. There is no option to edit a current active benefit at this time.*
- *If you need to apply for, or have questions regarding, the **SBAC Life Insurance** please contact the Benefits Department.*

Sharon White	*Becky Montgomery*
whitesa@gm.sbac.edu	*montgomerybi@gm.sbac.edu*
Phone: 352-955-7577	*Phone: 352-955-7579*
internal extension is 1224	*internal extension is 1223*

Open Enrollment Instructions
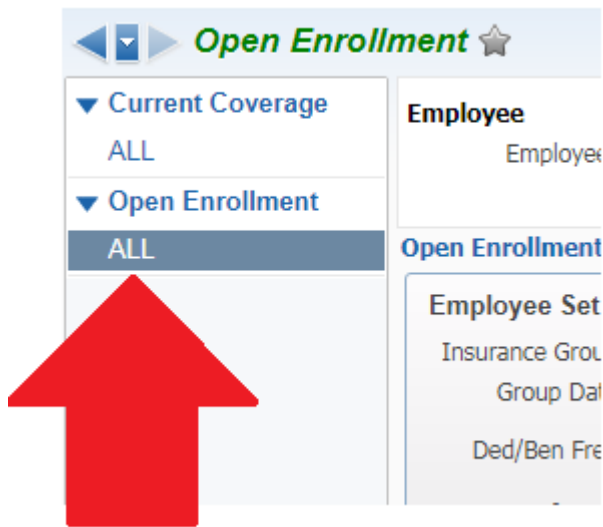
Once Logged into Skyward click on "Employee Access"
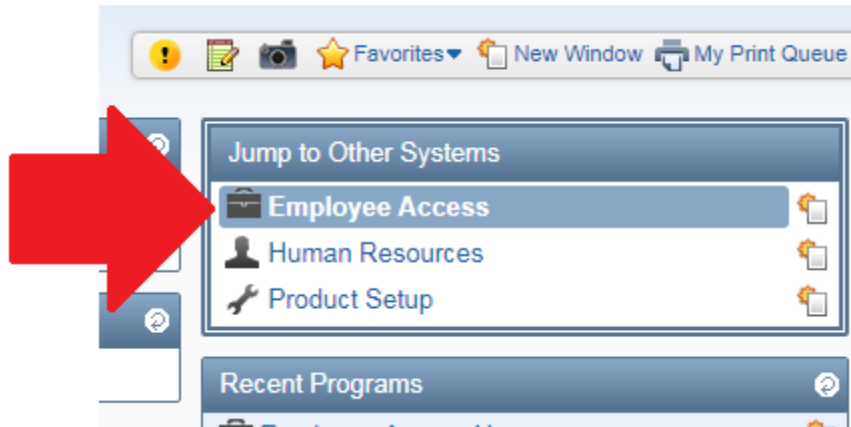
You will see a NEW tab in the upper right side called "Online Open Enrollment"
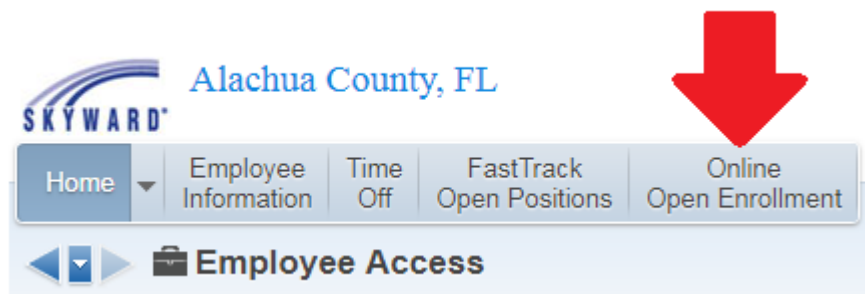
Alachua County Public Schools: Open Enrollment Instructions

Click Online Open Enrollment. This will display your CURRENT benefits.

To **change/update** your benefits click on the "ALL" button under Open Enrollment.

When the benefits page is loaded be sure that the current filter (**Sub Plan Information with Detail & Skyward Default**) is selected.

Alachua County Public Schools: Open Enrollment Instructions

The **Add/Drop** coverage options will appear on the right hand side.

Note: *Please ignore the Deduction per Month column and the Benefit per Month column, as these are used for internal BCBS insurance billing purposes. The column titled Approx Ded per Pay is the employee's cost of the coverage per pay check.*

Open Enrollment

Employee Setup Information

Insurance Group: All Active Employees
Group Date: 01/01/2019 Through 12/31/2019
Ded/Ben Freq: SEMI-MONTHLY
20
Ins Benefit FTE: 100.00%

Total Approx. Ded per Pay: 177.11

AT

☐ View History

Views: Sub Plan Information with Detail ▼   Filters: Skyward Default Clone ▼

Print
Retain Coverage
Drop Coverage
Add Coverage
Edit Election Amount
Dependent Information
Submit Coverage Selections to HR

	Action	S ▲	Plan	Coverage	Ded Code	Deduction per Month	Benefit per Month	Approx Ded per Pay	Ben Cod
▶	Retain		DENTAL COVERAGE	DENTAL ADV FAMILY	3DT14			29.11	
▶	Retain		HEALTH INSURANCE	750 DISC FAM HEALTH	3HT18			148.00	BHE

20 ▼   2 records displayed

![ACPS logo] # Alachua County Public Schools: Open Enrollment Instructions

To ADD additional coverage click on the "Add Coverage" button. Select the item you wish to add and click on "Select".

Select a Plan

Employee: [   ]
Insurance Group: All Active Employees

Views: General ▼ Filters: Skyward Default Clone ▼   ▼ 📊 📈 🔍   [Select] [Back]

Plan Code ▲	Plan Description	Insurance Company	Start Date	End D
CRIT ILL	CRITICAL ILLNESS COVERAGE	SCHOOL BOARD OF ALACHUA COUNTY		
DENTAL	DENTAL COVERAGE	SCHOOL BOARD OF ALACHUA COUNTY		
DEP FSA	DEPENDENT CARE FLEXIBLE SPENDING	SCHOOL BOARD OF ALACHUA COUNTY		
GRP ACC	GROUP ACCIDENT INSURANCE	SCHOOL BOARD OF ALACHUA COUNTY		
HEALTH	HEALTH INSURANCE	SCHOOL BOARD OF ALACHUA COUNTY		
LEGAL	LEGAL SHIELD COVERAGE	SCHOOL BOARD OF ALACHUA COUNTY		
LTD	LONG TERM DISABILITY	SCHOOL BOARD OF ALACHUA COUNTY		
MED FSA	MEDICAL FLEXIBLE SPENDING ACCOUNT	SCHOOL BOARD OF ALACHUA COUNTY		
TERMLIFE	TERM LIFE INSURANCE	SCHOOL BOARD OF ALACHUA COUNTY		
VISION	VISION COVERAGE	SCHOOL BOARD OF ALACHUA COUNTY		

A new window will open to display the coverage options. Be sure to pay attention to the **Coverage** type on the left and the **Approx Ded per Pay** on the right. This will inform you on how much the coverage will cost per paycheck.

Views: General ▼ Filters: Skyward Default Clone ▼

Coverage ▲	F/S	Curr	Deduction Code	Deduction per Month	Approx Ded per Pay	Benefit Code
TERM LIFE 10K	S	N	3TT11	4.5	2.70	
TERM LIFE 20K	S	N	3TT21	9.0	5.40	
TERM LIFE 30K	S	N	3TT31	13.5	8.10	
TERM LIFE 40K	S	N	3TT41	18.0	10.80	

Select the option you want and click on "Select" again.

Once selected your NEW option will be listed in GREEN the benefit you picked.

To **DROP** a benefit coverage go through the same steps as listed above. This time select the CURRENT coverage you want to drop and click on "Drop Coverage"
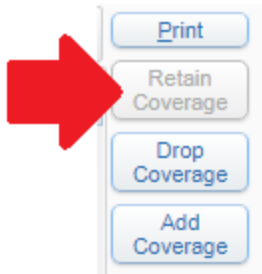
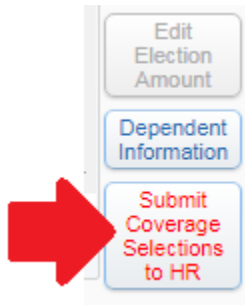The Word **DROP** will appear in RED under the Action tab.

Alachua County Public Schools: Open Enrollment Instructions

If you clicked on Drop by mistake select the coverage you want to retain and click on the "Retain Coverage" button.

Once you are finished with changing/updating your benefits you need to click on "Submit Coverage Selections to HR"

Employee Access will ask you three different times in pop-ups if you are sure you are done. If so then click YES to proceed.