

OPEN ENROLLMENT IN DAYFORCE

Things to do before logging into DayForce to complete your Open Enrollment:

- Review Benefits Guidebook – you can also do this from a link during the process, but it will log you out of DayForce and you will have to log back in to continue the enrollment process.
- Gather any information you will need; If adding dependents, you will need birth date(s) and social security number(s).

Log into Dayforce: <https://dayforcehcm.com>. **NOTE:** For the Benefits section – a computer/laptop should be used – all functionality is not available in the app!

Once logged in: Click on the **House** icon to the left of KenCrest logo to get to Home page

Click on “**Benefits**” icon on Home page

Click on “**Start Enrollment**”

You will see the Welcome Page – you can click on the link to view the *Benefits Guidebook*. **New this year** – you can also click on the UNUM link where you can enroll in Critical Illness and/or Whole Life Insurance. *Those enrollments are not done in Dayforce.*

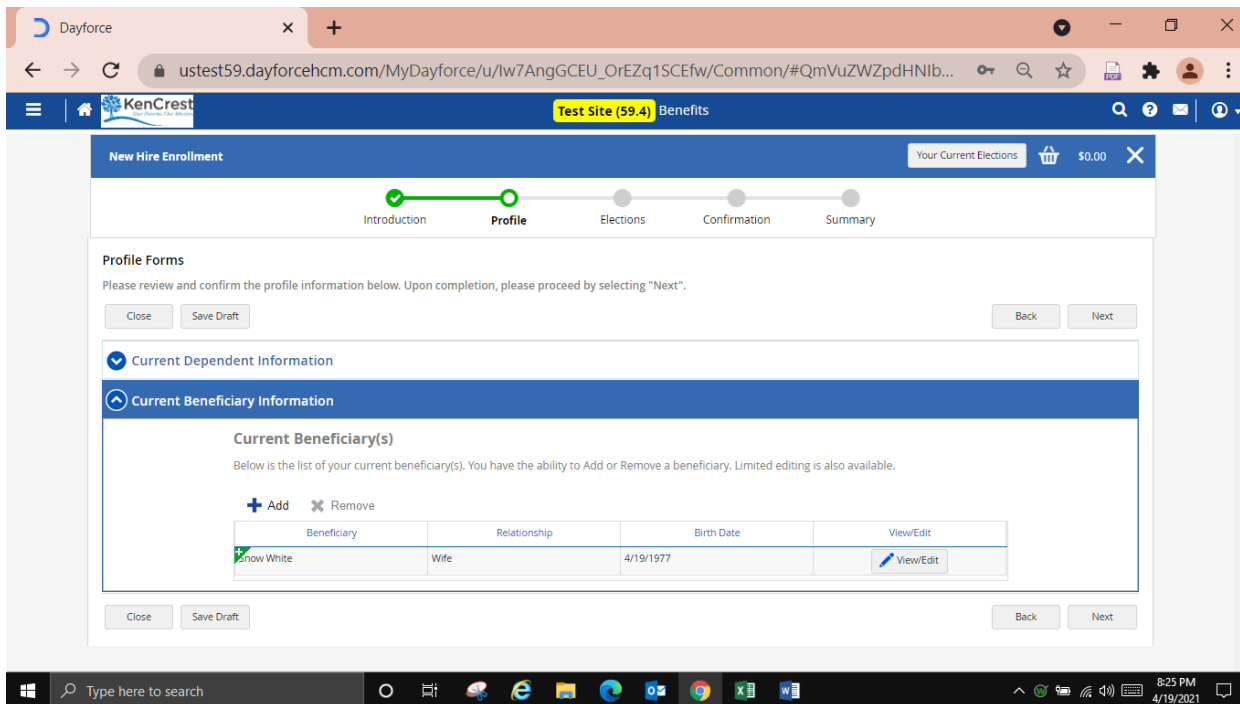
- **Please note** that it will take you out of DayForce and you will need to log back in.

Click on “**Next**”. This will take you to Profile Forms where you will need to first add **Dependents and Beneficiaries**. Have the dates of birth and social security numbers available for anyone you wish to add.

- Add Dependents - Click on the arrow then “Add”. Enter the required data then “Continue”. You can edit Dependents before you commit, but once saved and past the enrollment period, you cannot make Dependent changes until a Life Event or the next Open Enrollment.

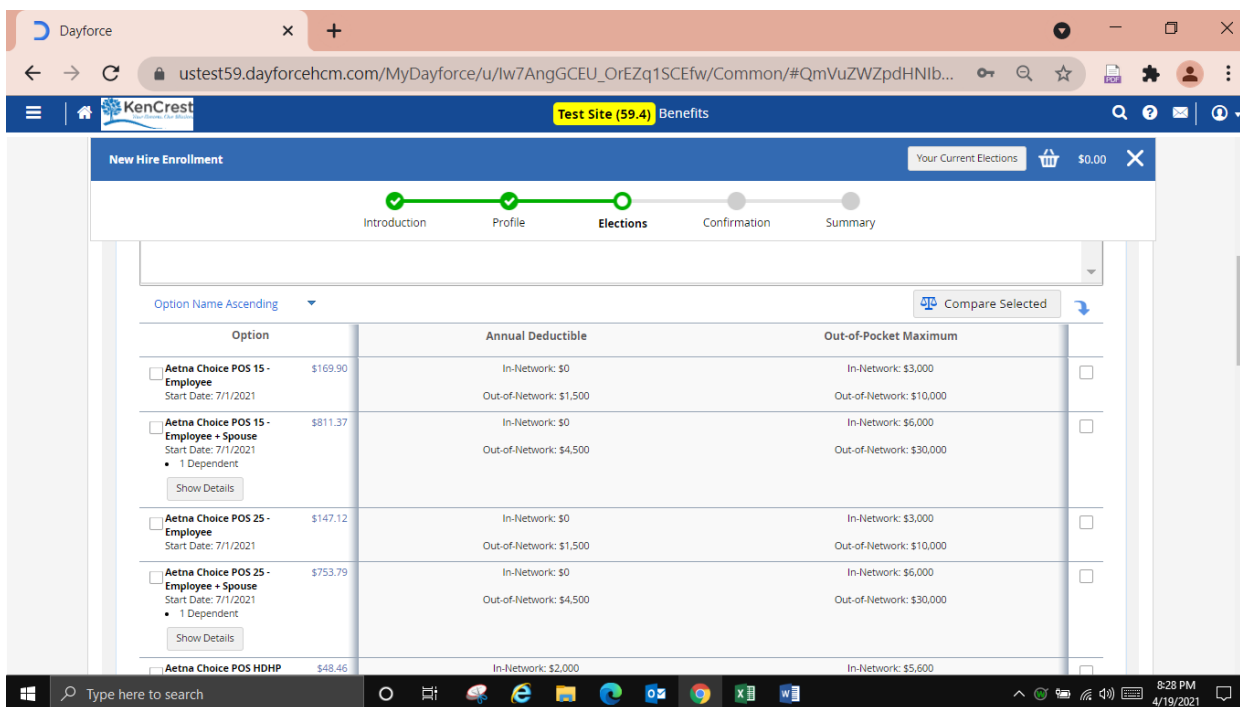
The screenshot shows a web browser window with the Dayforce application. The main content is a modal window titled "Add New Dependent". The form is split into two columns. The left column, "Personal Information", contains several required fields marked with an asterisk: First Name (filled with "Snow"), Middle Name, Last Name (filled with "White"), Gender (dropdown menu set to "Female"), Relationship (dropdown menu set to "Wife"), Birth Date (calendar icon, filled with "4/19/1977"), SSN, Tobacco/Smoker (dropdown menu set to "No"), Date last used Tobacco/Smoked, Student (dropdown menu set to "Select an Option..."), Disabled (dropdown menu set to "Select an Option..."), and Marital Status (dropdown menu set to "Select an Option..."). The right column, "Primary Address", has an "Add" button and a note: "Your address will be used as the dependent's primary address, unless a new address is entered." Below this are "Other Address" and "Phone Number" sections, both with "Add" buttons and a note: "Currently does not have a phone number." At the bottom of the modal are "Continue" and "Cancel" buttons. The background shows the Dayforce interface with a "KenCrest" logo and a "Benefits" section.

- To add Beneficiaries – click on arrow, then “Add”. You can select from the Dependents (existing or those you may have just added) so you do not have to re-enter, or you can add additional ones. **You will allocate your beneficiary or beneficiaries as primary or contingent and the percentage - on the life insurance screens later in the enrollment process.** (The percentage total must equal 100%). Note: you can add or change beneficiaries at any time during the year.



ENROLLING/CHANGING/DROPPING BENEFITS

Health Section – Medical is first:



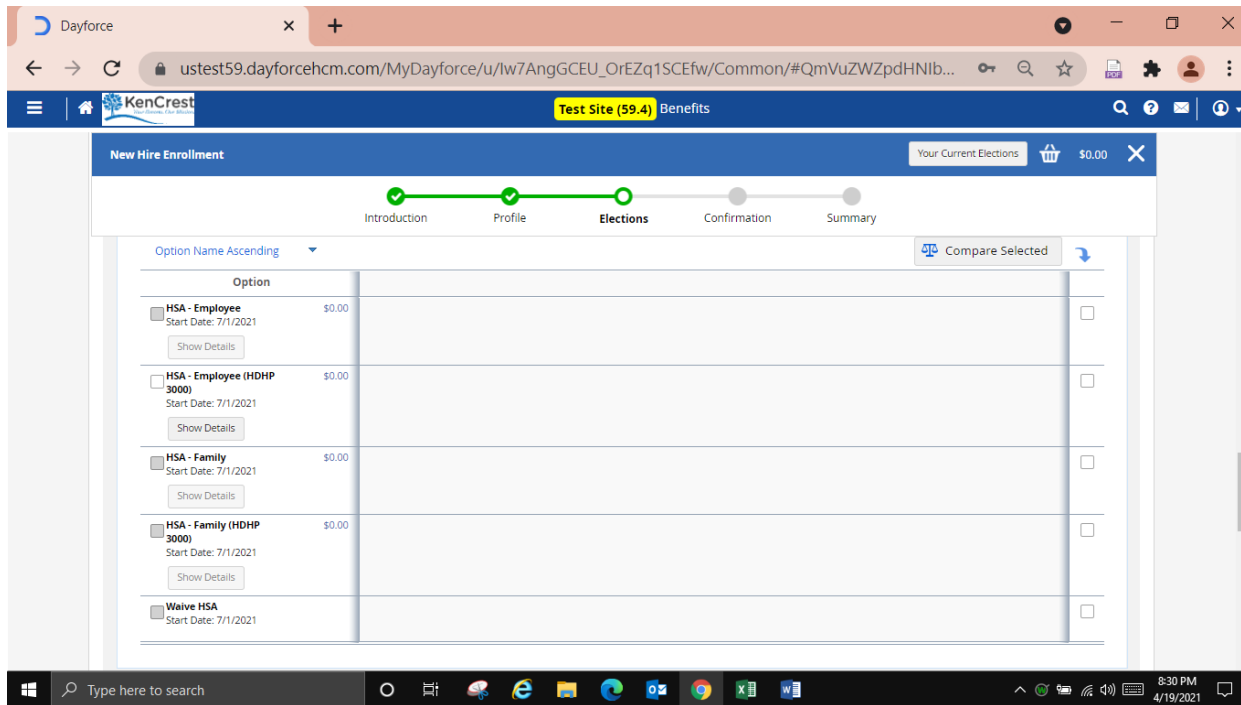
- Read the Information provided in the box. You can click to compare plan highlights and view benefit summaries.
- You will be provided your options based on the number of dependents you added previously. If you have no dependents, you will see only "Employee" options.
- With medical and other benefits, options you are not eligible for will be grayed out.

Choose your medical plan.

- If you choose an option with dependents, you will be asked to select which dependents to cover under that plan.
- **Select waive if you are not electing any medical plan or wish to drop it.**

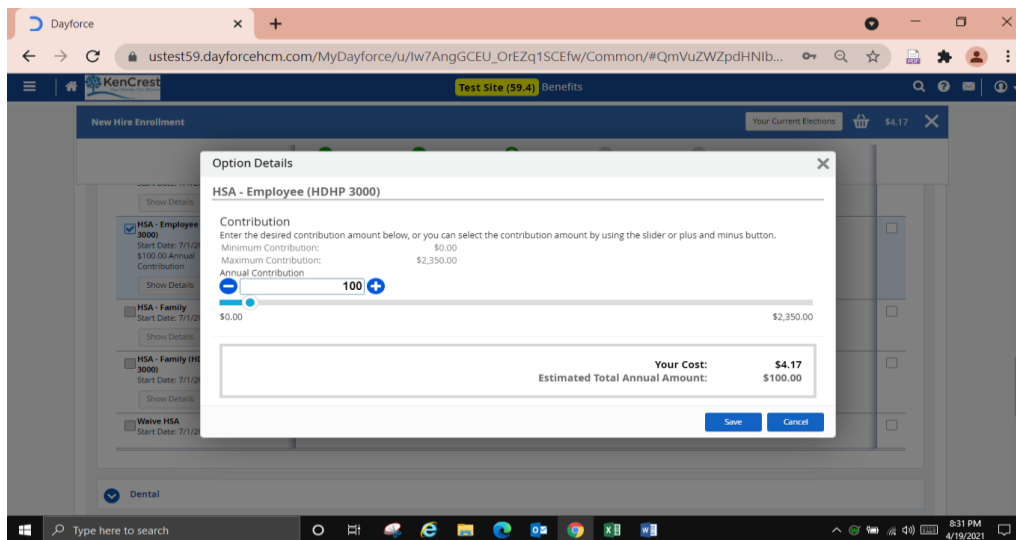
If you choose an HDHP plan, you **must** choose a Health Savings Account Option.

- For the HDHP 2000, you must either choose the HSA Employee option and indicate how much you want deposited to the HSA , or choose “waive”.
- For the HDHP 3000 plan, you must choose HSA Employee or HSA Family (depending on tier selected).
- With the HDHP 3000, when you select one of the above, **you will automatically receive the KenCrest contribution to the HSA. The \$50 per pay will not appear there since it is paid for by KenCrest.** You can also contribute your own funds.



- **IMPORTANT:** with both HDHP plans - when adding your *own* funds, you are electing the **annual amount**. This amount will be divided into the remaining pay periods left in the **PLAN YEAR**. (24 pays) You will be able to review that amount later on in your **CONFIRMATION**.

Click “Save” after confirming your HSA amount.



You will then be guided through the **Dental Plans**

Select waive if you are not electing any dental plans or dropping it.

****For the benefits other than medical and dental, you will need to uncheck the box and select “waive” to drop the coverage.**

Life and Disability Section is next:

- The Basic Life, AD&D and Long Term Disability benefits will display for employees working over 30 hours per week (or otherwise listed as Full time) and are for you to view. You can read the coverage details about the benefits. *These benefits are paid by KenCrest and no cost to you.*
- No action is necessary, however for the **Basic Life** be sure to attach at least one Beneficiary.
- To attach a Beneficiary – click on the “Show details” button under the Basic Life benefit. Then click on “Add”. The names will come from the prior screen where you added Dependents and Beneficiaries. You can add more if you wish.
- If adding more than one, you will need to indicate “type”. Click on drop arrow, and indicate who is primary and who is contingent.
- Then enter the percentage. **It must equal 100%**

The screenshot shows the Dayforce web application interface. A modal window titled "Option Details" is open, displaying the "Basic Life" benefit configuration. The "Coverage Amount" is set to \$10,000.00. The "Beneficiaries" section includes a table with one entry: "White, Snow (Wife)" with a "Type" of "Primary" and a "Percentage" of "100.00". To the right, the "Your Current Elections" panel shows "Life and Disability" with three options: "Basic AD&D" (Employer \$0.08), "Basic Life" (Employer \$0.60), and "LTD" (Employer \$1.72). The background shows the "New Hire Enrollment" page with a "Test Site (59.4)" label.

Short Term Disability Section is next:

- In the next section you can elect STD . Please read the introduction for more information about the benefit.
- Your maximum weekly benefit option will be displayed but you can also choose a lower plan.
- To change amount, click on the benefit and update. To drop, uncheck the box and select waive.

The screenshot shows the Dayforce web application interface. A modal window titled "Option Details" is open, displaying the "Voluntary STD" benefit configuration. The "Coverage Amount" is set to 250.00, shown on a slider between 100.00 and 350.00. The "Your Cost" is \$14.88 and the "Estimated Total Annual Amount" is \$357.00. To the right, the "Your Current Elections" panel shows "Life and Disability" with three options: "Basic AD&D" (Employer \$0.08), "Basic Life" (Employer \$0.60), and "LTD" (Employer \$1.72). The background shows the "New Hire Enrollment" page with a "Test Site (59.4)" label.

Voluntary Life:

- You may choose to elect additional life insurance coverage.
- **IMPORTANT: although the screens appear in a different order, you MUST elect the Employee coverage first to be able to enroll correctly in the Dependent coverages.**
- When adding/increasing Employee coverage, your maximums will be shown –Please note if enrolling yourself or spouse/partner for the first time you will be required to answer a medical questionnaire. Your approved amount vs. pending amount will display for your information.

Dayforce | Test Site (59.4) | Benefits | Your Current Elections \$19.05

New Hire Enrollment

Introduction Profile **Elections** Confirmation Summary

Option Name Ascending Compare Selected

Option	Cost	Details
<input type="checkbox"/> Voluntary Life - Child Start Date: 7/1/2021 • \$2,000.00 Coverage Show Details	\$0.22	
<input type="checkbox"/> Voluntary Life - Employee Start Date: 7/1/2021 • \$10,000.00 Coverage Show Details	\$1.92	
<input type="checkbox"/> Voluntary Life - Spouse Start Date: 7/1/2021 • \$5,000.00 Coverage • 1 Dependent Show Details	\$0.52	

Voluntary AD&D

- Add Beneficiaries following same process as with Basic Life.
- Next add Spouse Life coverage, if applicable, then Child Life, if applicable. Be sure to attach the correct dependents to the coverage.
- To drop coverage uncheck the box and select waive.

Dayforce | Test Site (59.4) | Benefits | Your Current Elections \$24.80

New Hire Enrollment

Option Details

Minimum Coverage: \$10,000.00
Maximum Coverage: \$120,000.00
Amount in units of: \$10,000.00
30,000

Beneficiaries

You must designate at least one Primary beneficiary. You may designate any percentage amount greater than 0.00% to each beneficiary, as long as the total for each beneficiary type equals 100%.

Beneficiaries	Type*	Percentage*	Remove
White, Snow (Wife) Birth Date: 4/19/1977	Primary	100.00	X

Your Cost: \$5.75
Estimated Total Annual Amount: \$137.88

Your Current Elections

- Life and Disability
 - Basic AD&D Employer \$0.08
Effective Start 7/1/2021
Coverage Amount \$10,000.00
 - Basic Life Employer \$0.60
Effective Start 7/1/2021
Coverage Amount \$10,000.00
 - LTD Employer \$1.72
Effective Start 7/1/2021
Coverage Amount \$832.00

Save Cancel

Voluntary AD&D:

- **You must enroll in the Life Insurance coverage first**, and go through these screens in the same order as the Life Insurance. (Employee, Spouse, Child(ren)).

Voluntary Hospital Plan Section is next if you wish to enroll.

- Simply choose the plan and attach dependents, if applicable.
- To drop, uncheck the box and select waive.

Reimbursement Section:

- If you choose to enroll in a Flexible Spending Account (Medical or Dependent) this works in the same way as the Health Savings Account where you need to choose your **annual amount** for the rest of the PLAN YEAR. *See that section for more details on how to calculate annual amount.*
- *If you are enrolled in a Health Savings Account, you can only choose the Limited Purpose HSA. However it makes more sense to add your funds to the HSA instead of setting up another account since you never lose your HSA funds, all of your funds are together, and you have the use of a debit card.*
- **Click “Next”**
- Please review your elections. You can go back and edit if needed. **You will get an error if anything was missed or incorrect.**

The screenshot displays the 'New Hire Enrollment' confirmation screen in the Dayforce system. At the top, a progress bar indicates the current step is 'Confirmation', with previous steps 'Introduction', 'Profile', and 'Elections' completed. Below the progress bar, a 'Confirmation' section provides instructions: 'Please review the summary of your elections. You are not enrolled until you click the 'Submit Enrollment' button and your choices are approved.' Buttons for 'Close', 'Save Draft', 'Back', 'Print', and 'Submit Enrollment' are visible. The 'Health' section is expanded, showing three election options:

Health Plan	Your Cost
Medical Aetna Choice POS HDHP 3000 - Employee Effective From 7/1/2021	\$0.00
Health Savings Account HSA - Employee (HDHP 3000) Effective From 7/1/2021 \$100.00 Annual Contribution	\$4.17 1st & 2nd Pays of Month
Dental Waive Dental	\$0.00

Click “Submit Enrollment”. IMPORTANT: Once you have submitted, you can go back and make changes until June 3 but your benefits will reset and you need to start over. If you have made an error, or have an unexpected change, please contact your HR Representative or Kim Smith, Sr. Benefits Coordinator for assistance. **You should print your elections/deductions page for your records.**