

DISPLAY PARTICIPATION OVERVIEW

ESS-12 | BUSINESS PROCESS PROCEDURE



The purpose of this business process procedure is to explain how to display an overview of your enrollment in various benefit plans.

Trigger:

Use this document to display benefit plan enrollments for a specified period, as well as access a printable Confirmation Statement summarizing your benefits in the Integrated HR/Payroll System.

Business Process Procedure Overview:

The **Participation Overview** service is part of the My Benefits section in ESS. Employees can use this service to see what benefit plans they are enrolled in for a specified period and the plan details. It will not reflect your enrollment in plans specific to your agency. For more information on agency-specific plans, contact your local HR office.

Display Participation Overview – Employees can view enrolled plans, dependents, and plan costs.

Print Confirmation Statement – Employees can view and save a PDF document summarizing their benefits as of a specific date.

Display Participation Overview

1. From the Integrated HR/Payroll System Home Page, click the My Data (ESS) tab.



2. Click My Benefits.

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M	y Data (ESS)	My Staff (MSS) SAP GUI SAP GUI - TRAINING USERS ONLY				
Ov	erview M	Working Time My Benefits My Pay My Personal Data				
P	Overview	> OVEIVIEW > OVEIVIEW				[
	Employees	elf-Service applications provide North Carolina State employees with easy access to informa	ation and service:	s. This page gives an overview of the entire offering.		
		Record your working times, plan your leave, and display your time data. Quick Links Record Working Time	A CONTRACT	Usplay the plans in which you are currently enrolled; enroll in new benefit plans State's annual enrollment periods; access State Health Plan forms.	during ti	he
		<u>My Pay</u> Display your pay statement or print/reprint your W-2/W-2c.		<u>My Personal Data</u> Manage your addresses, direct deposit, and tax withholding information.		

3. The My Benefits screen will be displayed. Click Participation Overview.

My Benefits	
My Benefits	My Benefits eBenefits (formerly eEnroll) Select the link above to access the State's eBenefits system for State Health Plan or NCFlex Plan benefit enrollments. If you have trouble logging in to eBenefits, need an ID card, or are being told by a provider or pharmacy that your coverage is not active, please call the Eligibility and Enrollment Support Center at 1-855-859-0966. Benefits Participation Participation Overview View a list of plans in which you are currently enrolled. My Supplemental Savings Plans Enroll or make changes to your 401(k) and Roth 401(k) savings plans. 457 Savings Plans Enroll or make changes to your 457 savings plan. SRA Form - Submit to Best Shared Services 403(b) Salary Reduction Agreement Form Enroll or make changes to your 403(b) plan.

The Participation Overview screen will show the benefit plans as of the current date. To view a different date, change the "as of" date at the top of the Participation Overview screen and click Go.
 NOTE: Changes made in eBenefits to your medical or NCFlex plan may take several days to reflect on Participation Overview due to the type of request being processed.

how Participation Overview as	of: 05/20/2019
Participation overview as	of 05/20/2019
Plan	
Cancer Plan	
 NC Flex Cancer Insurance 	Cancer - Plan Details
Dental	
O NC Flex Dental Plan	Dental - Plan Details
Medical	
Enhanced 80/20 Plan	SHP - State Health Plan
Retirement Plan	
O TSERS - Retirement Plan	Retirement Sys (NC Treasurer)
Show Participation Details	

NOTE: Click Show Benefits General Links to display a page with links to various employee benefit pages, including State Health Plan, NC Flex, and Supplemental Savings Plans.

5. To view participation details regarding the selected plans, select the radio button to the left of the desired plan and click **Show Participation Details**.

Participation overview as of 05/20/2019			
Plan			
Cancer Plan			
O NC Flex Cancer Insurance	Cancer - Plan Details		
Dental			
O NC Flex Dental Plan	Dental - Plan Details		
Medical			
Enhanced 80/20 Plan	SHP - State Health Plan		
Retirement Plan			
O TSERS - Retirement Plan	Retirement Sys (NC Treasurer)		
Show Participation Details			

NOTE: Click the link to the right of the desired plan to view more detailed information regarding each benefits plan.

 The details of the plan selected will be displayed which include Participation Period, Plan Option, Dependent Coverage, and Employee Cost (if applicable). When you are finished, click Back to return to the Participation Overview Screen.

Participation Overview			
Show Benefits General Links			
Details of Plan Enhanced 80/20 Plan			
Participation Period	Starts on 01/01/2019		
Plan Option	Enhanced 80/20 Non Smoker		
Dependent Coverage	Employee Only		
Employee Cost (Post-Tax)	50.00 USD Monthly		
Employer Cost	518.64 USD Monthly		
Back			

Print Confirmation Statement

1. From the Participation Overview screen access your Benefits Confirmation Statement, which is a summary of your benefit plans. To view your confirmation statement, click the link entitled, **Print Confirmation Form: All Plans.**

Participation Overview				
Show Benefits General Links				
Show Participation Overview as of: 05/20/2019				
Participation overview as of 05/20/2019				
Plan				
Cancer Plan				
NC Flex Cancer Insurance	ancer - Plan Details			
Dental				
ONC Flex Dental Plan	ental - Plan Details			
Medical				
O Enhanced 80/20 Plan	HP - State Health Plan			
Retirement Plan				
O TSERS - Retirement Plan	tetirement Sys (NC Treasurer)			
Show Participation Details	_			
Print Confirmation Form : All Plans				
Exit	-			

2. Your Confirmation Statement will be displayed in PDF format. Right-click on the Confirmation Statement and select Print.

<section-header><image/><image/><form></form></section-header>		STATE OF NORTH CAROLINA 1425 MAIL SERVICE CENTER RALEIGH, NC 27699-1425			PRINT DATE 05/20/2019	
Simon Monsen Personnel No. 80000120 164 Barres Avenue Personnel Area Natural and Cultural Resources Raleigh, NC, 27609 Payroll Area NC Monthly Uside balow are your most recent elections and costs. Please review the information carefully to confine your enrollment in these benefit plans. Changes to your plans can only be made if your plans the changes due to a qualifying event or your make changes during open enrollment. If you have any questions about the information you see below, please contact the Benefits Support Cent 1-805/NCBEST-4U. <i>HEALTHPLANS</i> Signet They contact the General Support Cent 1-805/NCBEST-4U. NC Flex Cancer Insurance 01/01/2019 - 12/3116 Option Cancer High Option X NC Flex Dental Plan 01/01/2019 - 12/316 Option Dental High Option X EE Pre-tax 35.90 USD Monthly Partex 35.90 USD Monthly Differenced 80/20 Plan 01/01/2019 - 12/316 Option Enhanced 80/20 Nor EE Pre-tax 35.90 USD EE Cost AFTER CREDITS 50.00 USD BETIERMENT AND SUPPLEMENTAL SAVINGS PLANS TSERS - Retirement Plan Currently Enrolled	B	enefits Confirma	tion Statemen	t		
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TSERS - Retirement Plan Currently Enrolled	RETIREMENT AND SUPPLEMEN	NTAL SAVINGS PLAN	s			
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not constitute a legal document. Policies summarized here are not conditions of employment and are subject to change.	not constitute a legal document. Policies su	immarized here are not condit	ions of employment an	d are subject to chang	e.	

3. A Print menu will be displayed. Click Print.

Additional Resources

If you have questions, or require additional assistance, contact BEST Shared Services:

Phone (Raleigh Area)	
Phone (Toll Free)	
Email:	

(919) 707-0707 (866) 622-3784 BEST@osc.nc.gov

OSC Training website:

https://www.osc.nc.gov/state-agency-resources/training