

# Archdiocese of Denver Paycom 2019 Open Enrollment Instructions

This guide will walk you through the process of completing your benefits open enrollment elections through Paycom's Employee Self-Service program. Keep in mind this is an ACTIVE open enrollment, meaning you will need to make your elections in Paycom if you would like to have benefits for the 2019-20 benefit plan year.

To enroll in your benefits in Paycom click on 2019 Benefits Enrollment.



## Benefits

2019 Benefits  
Enrollment

Qualifying Events

From here, read the information in the Welcome Message. After reading through, scroll down, and click on Start Enrollment.

## Hello Scooby

Hello!

**Open Enrollment:** The 2019 Open Enrollment is only open from May 13, 2019 to May 31, 2019.

This year is an **active** enrollment, so every employee **must** enroll, re-enroll, or decline each benefit option in the session to ensure you have the benefits you want on July 1, 2019.

**Qualifying Events (Life Status Changes) Effective July 1, 2019 or later:** Make sure you have provided the qualifying event (life status change) documentation to your local benefits manager prior to enrollment. Any qualifying events effective prior to July 1, 2019 should be completed on the paper enrollment process. Please visit with your local benefits manager prior to completing your enrollment here.

**PLEASE NOTE:** Dental benefit costs are different for each entity, parish or school. The rates listed in this open enrollment session are for free employee coverage. The calculation is the employee rate less the appropriate tier then deducted over 26 paychecks. You **must** visit with your local benefits manager to confirm the actual cost of your dental benefits.

There are no Tax-Sheltered Annuity or 403(b) Salary Reduction Program options in this Open Enrollment session. You must complete the paper enrollment process if you are electing to participate at this time.

If you have any questions, please refer to your benefits guide, view the benefit information attached in each benefit by selecting the Plan Document button, or visit with your local benefits manager.

CANCEL

START ENROLLMENT

Next, you can confirm your personal information and add in any missing information. Then click “Next” to move on.

 Please make sure all the listed information is accurate and add a work and a personal email for notifications about your enrollment process or in case we have questions. Thank you. 

Employee Name  
DOO, SCOOBY

Birth Date  
01/01/1990

Primary Phone  
3033333333

Street Address  
1300 S STEELE STREET

City  
DENVER

State  
Colorado

Zip  
80210

Work Email  
ryan@test.com

Personal Email

PREVIOUS

EDIT

NEXT

Then you will answer the pre-enrollment questions and add any dependents or beneficiaries you will be covering. If you previously had a dependent enrolled in your benefits they will already be loaded in Paycom. Be sure to check their information and make any updates if needed. Once complete, click on "Save and Next" to move on.

## Pre-Enrollment Questions

Do you have a spouse who works for this company? \*

- No  
 Yes



You must add or edit dependents and beneficiaries before you can continue to the next benefit option. Only dependents and beneficiaries not associated with an active plan

ADD

Name

Relationship

Dependent

Documents

No Records Found

PREVIOUS

SAVE AND NEXT

This will bring you to the first list of plans you are allowed to enroll in. You will see notes (blue !), a plan documents button (you can view the benefit information and websites) as well as a summary of what is covered in and out of network by the plan.

To enroll in the plan, check the box besides the name of the plan and then select your level of coverage. The amounts you see there are what will be deducted from your paycheck every two weeks. In the screenshot below you can see the In Are Co-Pay plan was elected for Employee Only coverage.

In Area Co-Pay

Compare

[PLAN DOCUMENTS](#)

 Enrollment in this medical coverage is voluntary. We do need a "waiver" on file, so you will be required to provide a reason for declining this coverage in order to

Choose Your Coverage

- Employee Only - \$30.46
- Employee + Spouse - \$160.15
- Employee + Family - \$270.00
- Employee + Child(ren) - \$156.46

Attribute	In-Network
Preventive Care	Plan Pays 100% 
Primary Care Physician	\$25 Copay 

After making the selection scroll to the bottom of the screen and click on Enroll. Or you can click on decline if you do not wish to sign up for medical coverage.

Decline Coverage

[PREVIOUS](#) [ENROLL](#)

Then click on OK to move to the next plan.

Click the provided link  [UMR Website](#) and review it.

Click OK button to continue.

[CANCEL](#) [OK](#)

You will repeat this process to go through enrollment for each and every plan that you are eligible for.

In this next screenshot you can see I've elected the Dental Silver for Employee Only Coverage here as well. You can review the same notes, plan documents, and plan attributes detailing certain coverages available with the plan.

The screenshot shows a web interface for selecting a dental plan. At the top, there is a checked checkbox next to the text "Dental Silver". To the right of this is an unchecked checkbox labeled "Compare" and a green link labeled "PLAN DOCUMENTS". Below this is a grey informational box with a blue header containing an information icon and the text: "Important! The rates listed here are for the dental benefits provided to some entities, parishes and schools. The rates are based on free employee coverage - the employee...". Below the box, under the heading "Choose Your Coverage", there are four radio button options: "Employee Only - \$0.00" (which is selected), "Employee and Spouse - \$5.08", "Employee and Children - \$5.08", and "Employee and Family - \$14.77".

Again, after selecting your dental plan, scroll to the bottom and click on Enroll or decline if you do not want to have dental coverage.

Decline Coverage

PREVIOUS

ENROLL

When you get to the life insurance you will select from the dropdown how much life insurance you would like to enroll in. The system will then display the cost per pay period (26 times a year) that will be deducted from your paycheck. This is calculated based off of age and amount of insurance requested.

Voluntary Employee Life

PLAN DOCUMENTS

 Enrollment in this Cigna product is completely voluntary and in addition to the Basic Life coverage that was automatically enrolled in a prior option. This is your opportunity

Employee Per-Pay-Period-Amount  
\$4.62

Total Life Policy Amount  
\$100,000.00

Guarantee Issue Amount  
\$150,000.00

Again, once you've made your selection you can click on enroll or decline to move on.

Decline Coverage

PREVIOUS

ENROLL

For FSA enrollments you will enter the amount you want to contribute for the entire benefits plan year (7/1/19 to 6/30/20). In the below example I have entered a \$500 contribution for the year. Paycom will then tell you how much that will deduct from each paycheck over the course of the year. In this case it would deduct \$19.23 per check as you can see in the highlighted field below.



Enrollment in the Flexible Spending Accounts for out-of-pocket Health Care expenses is completely voluntary. The Coverage Period for this benefit is July 1, 2019 to June 30, 2020. For more information, please contact your HR representative.

Employee Annual Contribution Amount

\$ 500

Minimum Contribution Amount

\$0.00

Maximum Contribution Amount

\$2,700.00

Employee Plan YTD Contributions

\$0

Employee Per Pay Period Amount

\$19.23

### COLONIAL Critical Illness

There are changes to the Colonial Critical Illness lump sum payment amount. New enrollees can only elect a \$10,000 or \$25,000 lump sum payment. If you are a CURRENT participant and you have a different lump sum payment amount and you want to keep that amount, then you should DECLINE Critical Illness and sent an email to [trina.moog@archden.org](mailto:trina.moog@archden.org) with a note that you want to keep Critical Illness and the lump sum amount you originally elected.

✓ Basic Life	\$0.00
Voluntary Employee Life	\$0.00
Critical Illness 10,000	\$0.00
Critical Illness 25,000	\$0.00

As you work your way through electing and declining certain benefit options you will notice the system calculating your total cost per pay period.

2019 Benefit Enrollment

**\$50.15**  
Total Cost  
Per Pay Period

✓ Contact Information

✓ Dependents and Beneficiaries

At the bottom of that list you will see a “finalize” button. Click that button once you have made and reviewed all of your elections.

REVIEW

**FINALIZE**

This will bring up one last confirmation screen. You will be able to click on Sign and Submit to complete your enrollment in Paycom.

## Enrollment Submission



Please review your enrollment. When complete, press sign and submit. This will complete enrollment.

[CANCEL](#)

[SIGN AND SUBMIT](#)

After clicking on sign and submit you will see a message stating you can scroll through the page to see a recap of the benefit plans you have just elected.

You will be able to make changes throughout the open enrollment period, so remember to print your final elections to compare to your first paycheck in July 2019.

### Review

#### View Detailed Enrollment



Congratulations! Your enrollment is complete. Below is a recap of your elections including who will be covered under each benefit plan and your named beneficiaries. We strongly suggest you print a copy of your final elections to compare against your first paycheck deductions on July 5, 2019.

#### Additional Notes:

Even after clicking on Sign and Submit, you can still go into Paycom and make any changes to your benefits as long as you make those changes before the end of open enrollment on 5/31/19. There is no limit to the number of times you can change your benefit elections as long as all changes are made prior to 5/31/19.

Within the benefits tab in Paycom's employee self service you also view all of the plan documents you accessed through open enrollment at any time by going to the "benefits forms and links" screen in Paycom.

---

**Benefits** Performance Personr

2019 Benefits Enrollment

Qualifying Events

Dependents and Beneficiaries

Current Benefits

Historical Benefits

**Benefit Forms and Links**