

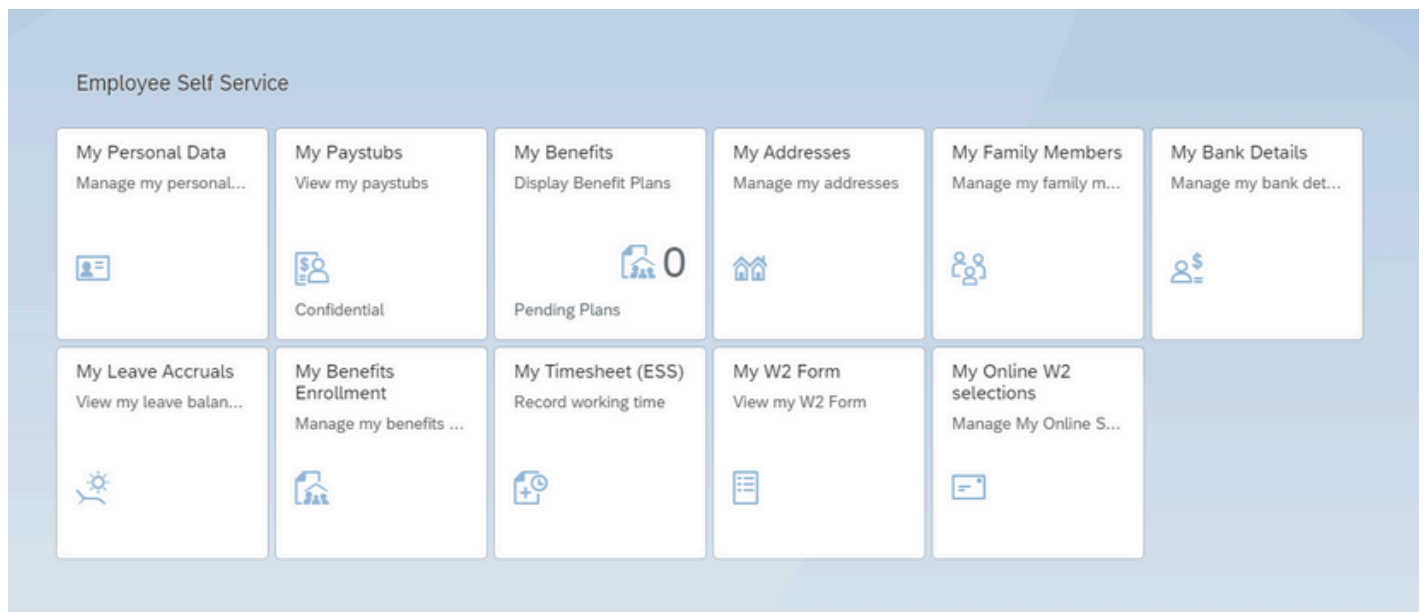
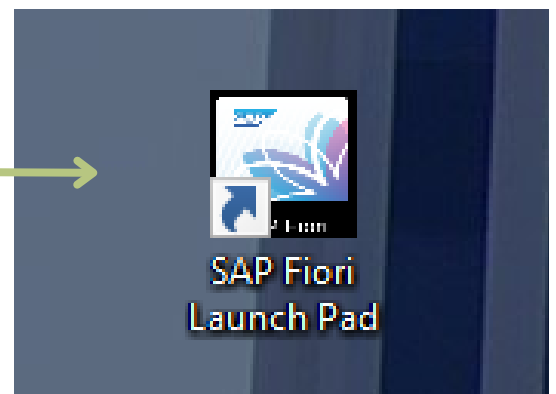


# HOW TO ENROLL IN YOUR NEW HIRE BENEFITS USING SAP FIORI

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Before enrolling, please look over the offered benefits on our [Benefits Website](#).

To begin, click into the SAP Fiori application on your desktop or click [HERE](#) to open SAP Fiori in your browser.



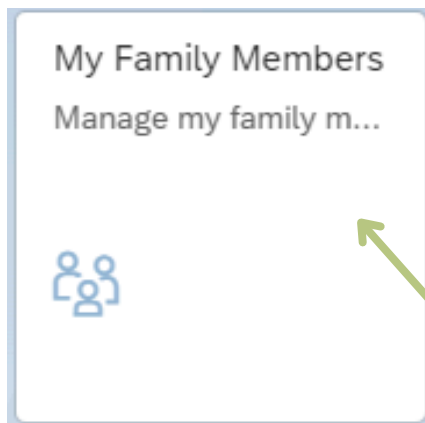
You will now see a page in your browser that looks like the one above.



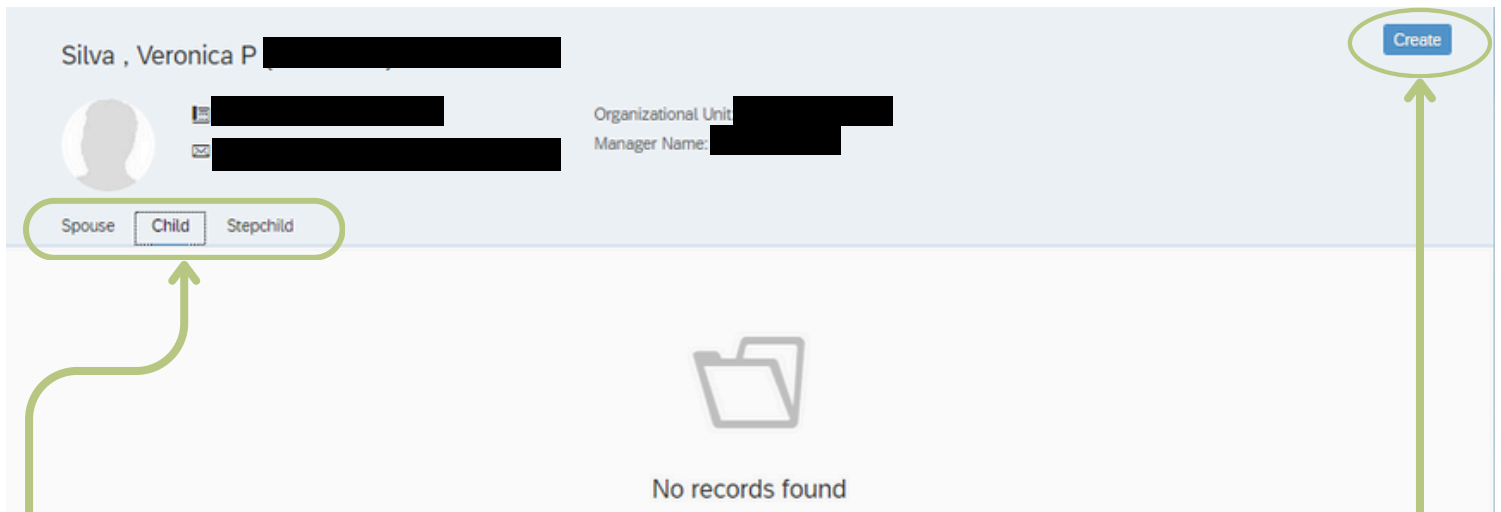
## ADDING DEPENDENTS

You will be required to submit supporting documents for each dependent to HR.

\*Please submit supporting documents [HERE](#).\*



To add eligible dependents to your health plans, click into “My Family Members”.



First, select the type of dependent you want to add to your plan, either spouse, child, or stepchild. Then hit “Create”, in the top right corner.

My Family Members /  
New Child

Type

Record Type:

Child

Name

\*First name:

\*Last name:

Title:












Data at Birth

\*Date of Birth:

\*Gender:

Fill out the required fields and hit “Save” at the bottom of the page. Continue to create as many family members as you need.

Employee Self Service

<p>My Personal Data Manage my personal...</p> 	<p>My Paystubs View my paystubs</p>  Confidential	<p>My Benefits Display Benefit Plans</p>  0 Pending Plans	<p>My Addresses Manage my addresses</p> 	<p>My Family Members Manage my family m...</p> 	<p>My Bank Details Manage my bank det...</p> 
<p>My Leave Accruals View my leave balan...</p> 	<p>My Benefits Enrollment Manage my benefits ...</p> 	<p>My Timesheet (ESS) Record working time</p> 	<p>My W2 Form View my W2 Form</p> 	<p>My Online W2 selections Manage My Online S...</p> 	

Now it's time to make your benefit enrollments. To do so, click into "My Benefits Enrollment".

Select "New Hire Enrollment" and hit "Next".

The screenshot shows a navigation bar with three steps: "Select Enrollment Event", "Select Benefits", and "Review Selections and Enroll". Below this is a table with three columns: "Enrollment Event", "Enrollment Period", and "Effective Dates". The "New Hire Enrollment" option is selected, with an enrollment period of "09/11/2023 – 10/19/2023" and effective dates of "11/01/2023 – 12/31/9999". Below the table are two links: "My Profile" and "My Benefits". At the bottom left is a "Next" button with a green arrow pointing to it from the left.

Enrollment Event	Enrollment Period	Effective Dates
<input checked="" type="radio"/> New Hire Enrollment	09/11/2023 – 10/19/2023	11/01/2023 – 12/31/9999

To review or edit your personal information, go to [My Profile](#)  
To get an overview of all the enrolled benefits, go to [My Benefits](#)

[Next](#)

You will be directed to the New Hire Enrollment home page, which will look similar to the one below. Here you will be able to make all of your benefit enrollment changes.

The screenshot shows the "New Hire Enrollment" home page. At the top, there is a search bar and a "Simulate Paycheck" button. Below is a table with columns: "Benefit Name", "Benefit Type", "Status", "Start Date", "Option", "Coverage", "Frequency", and "Action". The table lists various benefits such as "Basic Life AD&D", "Dental", "Dependent Care FSA", "Employee Assistance Program", "Health Care FSA", "LTD", and "Medical". Each row has an "Opt In" button in the "Action" column.

Benefit Name	Benefit Type	Status	Start Date	Option	Coverage	Frequency	Action
Basic Life AD&D							
Basic Life Insurance & AD&D	Basic Life AD&D	Already Enrolled	09/11/2023	Basic Life Insurance & AD&D	109,000.00 USD	Bi-weekly	>
Dental	Dental	Not Enrolled	11/01/2023			Bi-weekly	<a href="#">Opt In</a> >
Dental Buy-Up	Dental	Not Enrolled	11/01/2023			Bi-weekly	<a href="#">Opt In</a> >
Dependent Care							
Dependent Care FSA	Dependent Care	Not Enrolled	09/11/2023			Bi-weekly	<a href="#">Opt In</a> >
Ee Assist. Prog							
Employee Assistance Program	Ee Assist. Prog	Already Enrolled	10/01/2023	Employee Assist. Prg		Bi-weekly	>
HealthCare Flex							
Health Care FSA	HealthCare Flex	Not Enrolled	09/11/2023			Bi-weekly	<a href="#">Opt In</a> >
LTD							
LTD Option 1	LTD	Not Enrolled	09/11/2023		0.00 USD	Bi-weekly	<a href="#">Opt In</a> >
LTD Option 2	LTD	Not Enrolled	09/11/2023		0.00 USD	Bi-weekly	<a href="#">Opt In</a> >
Medical							
Anthem HMO Select	Medical	Not Enrolled	11/01/2023			Bi-weekly	<a href="#">Opt In</a> >
Anthem HMO Traditional	Medical	Not Enrolled	11/01/2023			Bi-weekly	<a href="#">Opt In</a> >
Btue Shield Access+	Medical	Not Enrolled	11/01/2023			Bi-weekly	<a href="#">Opt In</a> >

This close-up shows the "New Hire Enrollment" header with a drop-down menu set to "All". The menu is open, showing a list of benefit types: "All", "Medical", "Dental", "Vision", "Waive Medical", "Basic Life AD&D", "LTD", "SP Life AD&D", "Dependent Care", "HealthCare Flex", and "Ee Assist. Prog". A green arrow points to the "All" option in the menu.

Benefit Name	Status
Basic Life AD&D	Already
Basic Life Insurance & AD&D	Not Enr
Dental	Not Enr
Dental Buy-Up	Not Enr
Dependent Care	Not Enr
Dependent Care FSA	Not Enr
Ee Assist. Prog	

You can also choose to look at each benefit type individually by selecting the drop-down menu seen here.

Medical	
Anthem HMO Select	Medical
Anthem HMO Traditional	Medical
Blue Shield Access+	Medical
HealthNet SmartCare	Medical
<b>Kaiser Permanente</b>	Medical
PERS Gold	Medical

Let's start with how to enroll in a benefits plan. For this example, we will opt into a medical plan.

Select "Opt In" for the new plan you would like to enroll in. For this example, I am going to opt into Kaiser Permanente.

Opt In	>
Opt In	>
Opt In	>
Opt In	>
<b>Opt In</b>	>
Opt In	>
Opt In	>

**Kaiser Permanente**

Participation Period from 01/01/2024 to 12/31/9999 [Kaiser Permanente](#)

Frequency: Bi-weekly

Choose Option Dependents

Option	Dependent Coverage	Employee Cost	Additional Post-Tax Costs	Imputed Income
<input type="radio"/> Standard	Employee Only	3.57 USD	0.00 USD	0.00 USD
<input checked="" type="radio"/> Standard	Employee+Family	11.87 USD	0.00 USD	0.00 USD
<input type="radio"/> Standard	Employee+1Dependent	7.14 USD	0.00 USD	0.00 USD

Deductions Are Pre-Tax

Dependents

Enrolled	Name	Relationship	Eligibility
No data			

Now, select your dependent coverage, either Employee Only, Employee + 1, or Employee + Family. In this example, I am going to select Employee + Family.

Kaiser Permanente

Participation Period from 01/01/2024 to 12/31/9999 Kaiser Permanente

Frequency: Bi-weekly

Choose Option Dependents

Option	Dependent Coverage	Employee Cost	Additional Post-Tax Costs	Imputed Income
<input type="radio"/> Standard	Employee Only	3.57 USD	0.00 USD	0.00 USD
<input checked="" type="radio"/> Standard	Employee+Family	11.87 USD	0.00 USD	0.00 USD
<input type="radio"/> Standard	Employee+1Dependent	7.14 USD	0.00 USD	0.00 USD

Deductions Are Pre-Tax

Dependents

Enrolled	Name	Relationship	Eligibility
<input checked="" type="checkbox"/>	Lorna Silva	Spouse	
<input type="checkbox"/>	Johnathan Workman	Child	Ineligible: Age of student exceeds the age limit
<input checked="" type="checkbox"/>	Johrie Workman	Child	
<input type="checkbox"/>	Keena Workman	Child	Ineligible: Age of student exceeds the age limit

Confirm Selection Opt Out Cancel

Your list of eligible dependents will now become available to select. Select the dependents you would like to enroll in your medical plan. Once all of your desired dependents are selected, click "Confirm Selection".

Tip: If you are unable to select all the dependents you would like to enroll, you may need to update your dependent coverage selection.

New Hire Enrollment

Benefit Name	Benefit Type	Status
Basic Life AD&D		
Basic Life Insurance & AD&D	Basic Life AD&D	Already Enrolled
Ee Assist. Prog		
Employee Assistance Program	Ee Assist. Prog	Already Enrolled

Some of your enrollments are already highlighted green. These are automatic enrollments that regular employees receive.

You will not be able to make edits to these enrollments. If you would like to elect life insurance beneficiaries, please complete the form found [HERE](#).

Next, we will look at Dependent Care and Health Care FSA enrollments. To choose your annual contribution, select "Dependent Care FSA" and/or "Health Care FSA".

Dependent Care	
Dependent Care FSA	Dependent Care
HealthCare Flex	
Health Care FSA	HealthCare Flex

Type in the desired annual contribution amount and click "Confirm Selection".

**Dependent Care FSA**  
Participation Period from 01/01/2024 to 12/31/9999 [DCFSA Flex-Plan](#)  
Frequency: Bi-weekly

**Options**

Details:  
Annual contribution for Dependent Care FSA  
Annual Contribution Amount:  
 USD  
( Minimum 0.00 USD - Maximum 5,000.00 USD )

**Health Care FSA**  
Participation Period from 01/01/2024 to 12/31/9999 [HCFSA Flex-Plan](#)  
Frequency: Bi-weekly


**Options**

Details:  
Annual contribution for Health Care FSA  
Annual Contribution Amount:  
 USD  
( Minimum 0.00 USD - Maximum 3,050.00 USD )

Once all of your changes have been made, press "Next" at the bottom of the New Hire Enrollment home page.

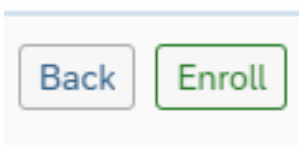
PERS Platinum	Medical	Not Enrolled
UnitedHealthcare Harmony	Medical	Not Enrolled
SP Life AD&D		
Supplement Life Ins. & AD&D	SP Life AD&D	Already Enrolled
Vision		
Vision	Vision	Already Enrolled
Vision - VSP Premier Plan	Vision	Not Enrolled
Waive Medical		
Waive Medical Health Plan	Waive Medical	Not Enrolled

Cancel **Next**



You will be shown a summary of the changes you are making to your benefit enrollments, like the one below.

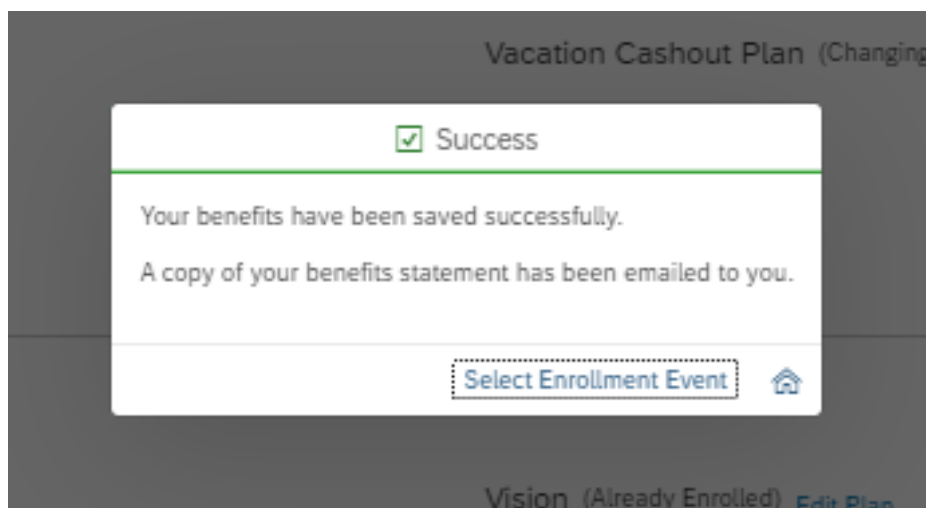
✓ You are opting out of:	
Dental Buy-Up (Opting Out) <a href="#">Edit Plan</a>	
As of: 01/01/2024	
✓ You are changing:	
Dependent Care FSA (Changing) <a href="#">Edit Plan</a>	Health Care FSA (Changing) <a href="#">Edit Plan</a>
Plan Validity: 01/01/2024 – 12/31/9999	Plan Validity: 01/01/2024 – 12/31/9999
Pre-Tax Costs: 134.62 USD	Pre-Tax Costs: 115.38 USD
Frequency: Bi-weekly	Frequency: Bi-weekly



If everything looks as expected, hit "Enroll".



You should receive a pop-up message saying that your benefits have been saved successfully.



In your inbox, you will find an email similar to the one below. Please review the attached New Hire Enrollment confirmation document and make sure all of your changes are accurately reflected.



Congratulations on completing your New Hire Benefits Enrollment!

Attached is your Benefit Enrollment confirmation document. Please review and make sure all your changes are reflected correctly.

Medical: Your medical card will be mailed out by the provider. If you need access to your plan, you can call member services and request your group and medical number. Contact information for your medical plans member services can be found on

<https://www.calpers.ca.gov/page/active-members/health-benefits>

You can also sign up for an online account by visiting your medical providers website. This is where you will be able to get a temporary printable ID Card, find doctors, make appointments, and access your health record.

Dental: You can sign up for an account online at [www.deltadentalins.com](http://www.deltadentalins.com) to review your claims, print out dental insurance cards, find delta dental dentists and much more.

Vision: You can also sign up for an online account at [www.vsp.com](http://www.vsp.com) to review claims, print out vision insurance cards, find VSP providers and much more.

Please review your enrollment confirmation in its entirety. If there are any changes that are required, please contact us immediately.

If you need assistance with your elections, please contact your Benefits Team today: [HRBenefits@CityOfPaloAlto.org](mailto:HRBenefits@CityOfPaloAlto.org)

Best,  
HR Benefits Team  
CITY OF PALO ALTO

If your enrollments look as expected, then you have successfully enrolled for your benefits!!!