Augusta Health | UKG Benefits

2024-2025 Team Member Job Aid
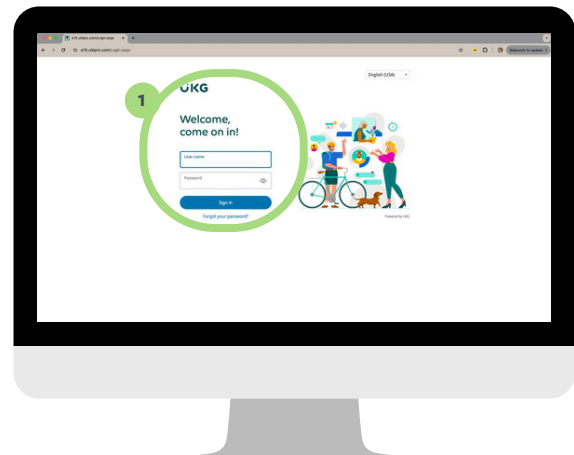
Table of Contents

Section 1

How to Access Your UKG Benefit Enrollment for Open Enrollment, New Hires, and Life Events

1 **Log into UKG/Ultipro**

(New System Users or for Password Resets, please start here)

a. Username: your 5-digit team member ID

b. Password: Use Date of Birth - MM/DD/YYYY

to login, ONLY if it is your first time logging in

or you are resetting your password.
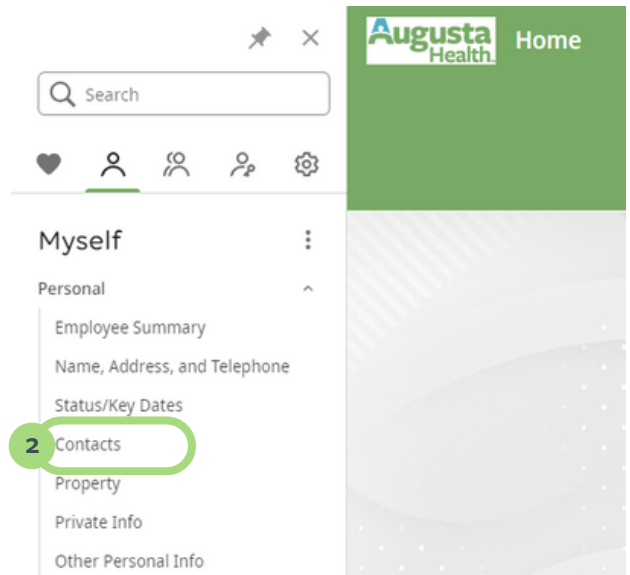
Please note:
When resetting your UKG/Ultipro password or logging in for the first time, you'll use your date of birth. You will then be prompted to personalize it with a new 15-character password.

Section 2
Adding or Changing Your Beneficiaries and Dependents

② Verifying Beneficiaries and Dependents

a. View summary information.

b. To <u>edit</u> information about a beneficiary or dependent, select the <u>Name.</u>

c. Click <u>Edit.</u> (Edit the information, as needed.)

d. Click <u>Save.</u>

e. To add a new beneficiary or dependent, click the <u>Add</u> button in the upper right hand corner. (Make sure Social Security Number, Date of Birth, and Gender are added.)

Section 2 (continued)
Adding or Changing Your Beneficiaries and Dependents

Please note:
Any person you are adding to your benefit plans as a Dependent must be a spouse and/or children. Social Security numbers, birth dates, and gender are required to add each Dependent to your plans. The designation for each also needs to be checked to add a Dependent or Beneficiary to your plans. If these fields are not checked or completed, you will not be able to proceed with adding your family members.
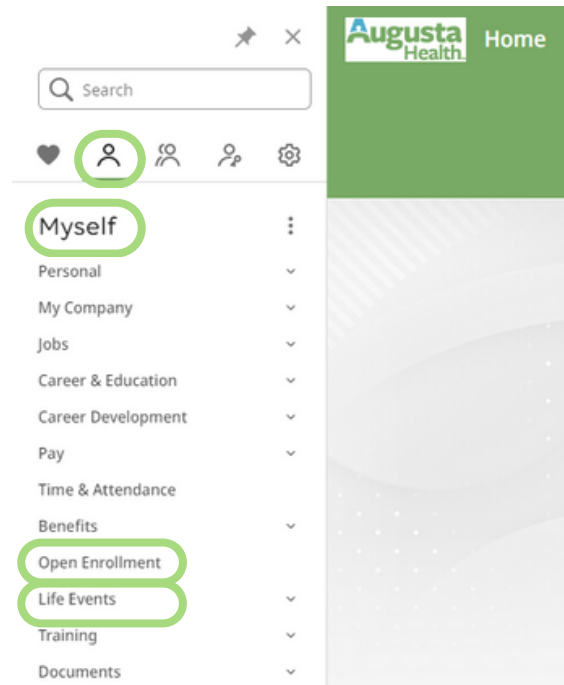
Section 3
Accessing your Benefit Enrollment Event

Follow these steps:

- Click the Side <u>Navigation Menu</u> (3 bars in the upper left corner).

- Select <u>Myself</u> (icon of a person).

- From the Myself Menu select (as applicable):

  a. Open Enrollment

  b. Life Event / New Hire

  c. Life Event / My status Has Changed
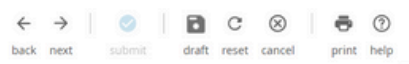
Section 4
Enrolling in your Benefit Plans

Select or Decline a plan.

- To <u>Select</u>, click the radio button next to the plan name.

- If you choose anything other than employee only you must elect the dependents to be enrolled in the plan.

- To <u>decline</u>, click the I decline button above plans presented.

- Select <u>Next.</u>

Follow the above steps for <u>all</u> benefits offered.

- Depending on the benefit you are electing, additional fields may appear.

- For a plan with beneficiaries, you are required to enter applicable beneficiary information as well as percentages for primary and secondary beneficiaries. See steps below.

- Evidence of insurability (EOI) may be required for life insurance plans. If applicable, a message will appear. The maximum benefit amount that can be elected will be displayed.

Section 4 (continued)

For Health Savings, Flexible Spending, and Dependent Care Accounts:

Elect either your contribution per paycheck or annual contribution.

Beneficiaries

For plans that require beneficiaries to be added:

Click the check box next to the name of the beneficiary. Enter the percentage amount for the beneficiary. Primary beneficiaries must total 100%. Secondary beneficiaries, if selected, must also total 100%.
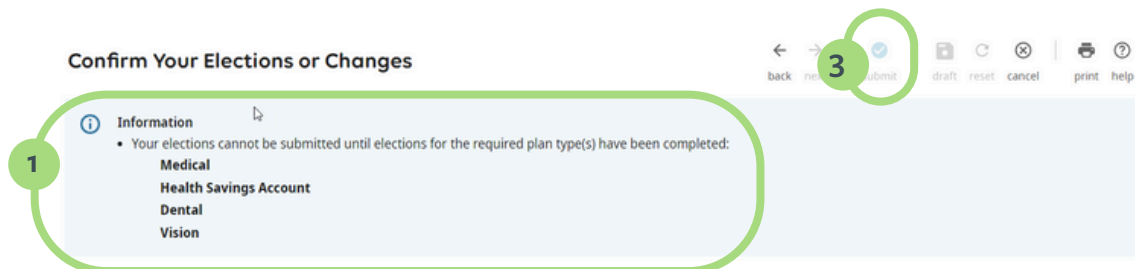
Section 5

Review and Submit

Review the election information on the Confirm Your Changes page. This page contains personal information and benefits selected and declined. Return to the applicable pages to make any changes, if needed. If there are any errors or information needed these notifications will be shown at the top of this screen.

Please note the following:

1. If you do NOT see a blue box above your elections, your elections can be submitted.

2. If you need to make any edits to your elections, you may do so by selecting the plan name in the navigation pane to the left to return to that benefits election page.

3. If the Submit button is grayed out, then you have not completed all elections or have not completed them correctly.

- Select <u>Submit</u> in upper right-hand corner on toolbar to complete your elections.
- Click <u>Ok</u>. If the popup does not appear, please ensure you do not have popups blocked in UltiPro.

submit

nz17.ultipro.com says

You are about to finish and submit your elections. Continue?

OK   Cancel

A confirmation screen will appear.

Print this page for your records!