Augusta Health | UKG Benefits

2026 Team Member Job Aid

(Life Events & New Hires)

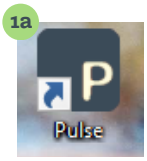
UKG Benefit Enrollment
Team Member Guide

Section 1

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

1 Log into UKG

You can access UKG in two ways:

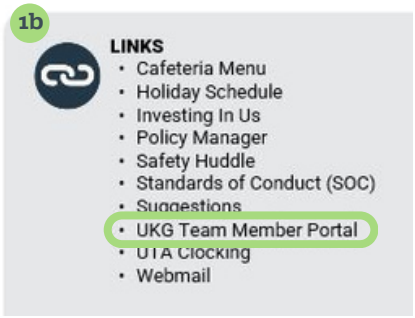


Method 1: Logged into the Augusta Health Network

1a Go to Pulse (desktop shortcut).

1b Scroll down to the bottom > Under Links > Click on UKG Team Member Portal.

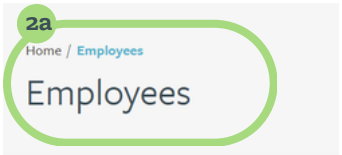
(No User ID or password required.)



PLEASE NOTE:

When resetting your UKG password or logging in for the first time, you'll use your date of birth (MM/DD/YYYY). You will then be prompted to personalize it with a new 15-character password.

Method 2: Off the Augusta Health Network (Internet Access)



2a Visit: www.augustahealth.com/employees

2b Select UltiPro.

2c Enter your User ID (Employee ID #) and Password for UKG.

If you need help resetting a password to please contact the IT Service Desk at (540) 332.5555 or ITHelp@AugustaHealth.com

Section 2

Adding or Changing Your Beneficiaries and Dependents

2 Verifying Beneficiaries and Dependents

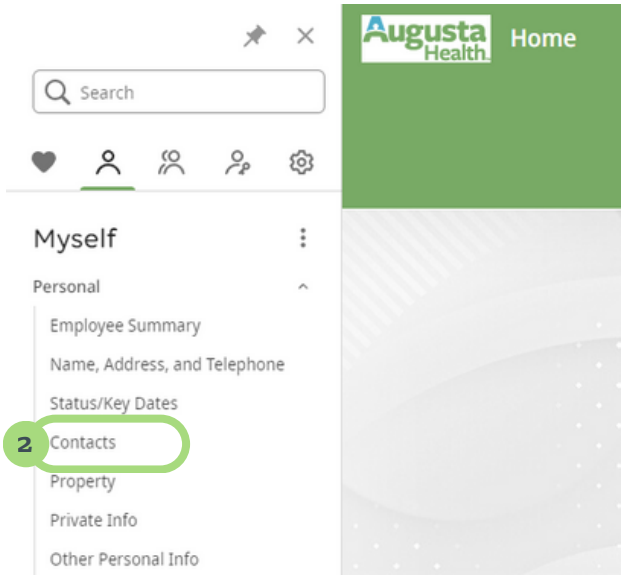
a. View summary information.

b. To edit information about a beneficiary or dependent, select the Name.

c. Click Edit. (Edit the information, as needed.)

d. Click Save.

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

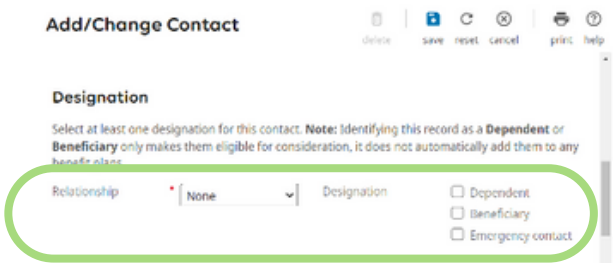


Section 2 (continued)

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.

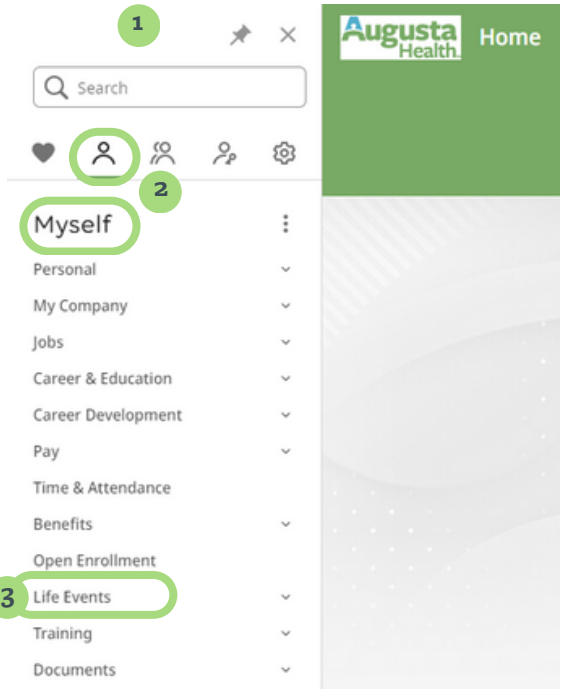


Section 3

Accessing your Benefit Enrollment Event

Follow these steps:

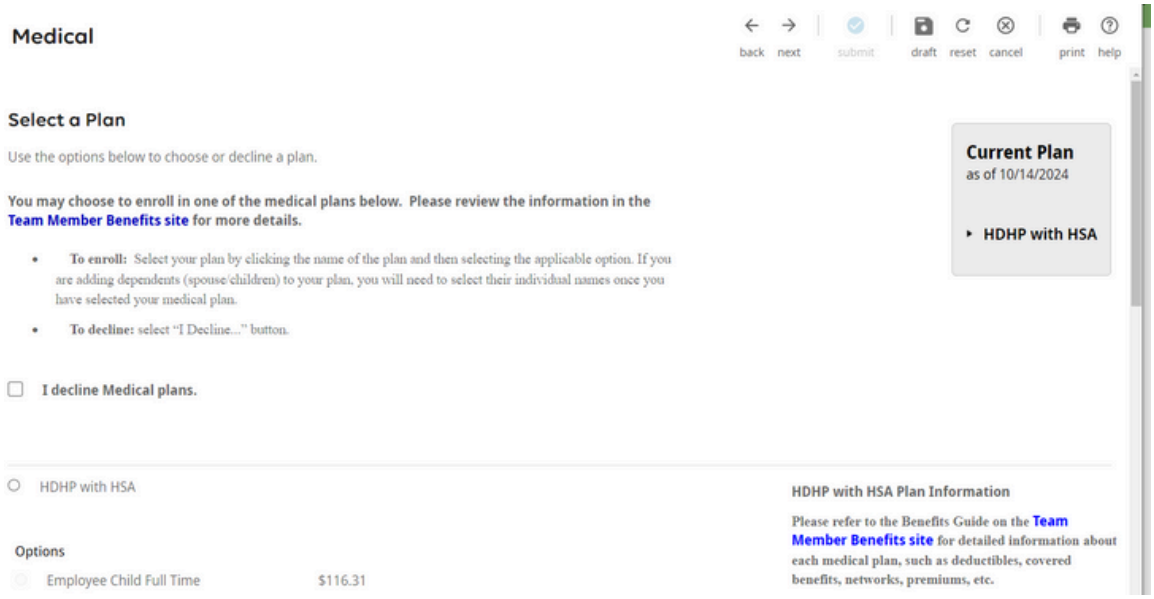
1. Click the Side Navigation Menu (3 bars in the upper left corner).
2. Select Myself (icon of a person).
3. From the Myself Menu select Life Events.



Section 4

Enrolling in your Benefit Plans

Select or Decline a plan.



- To Select, 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 decline, click the I decline button above plans presented.
- Select Next.

Follow the above steps for all 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.

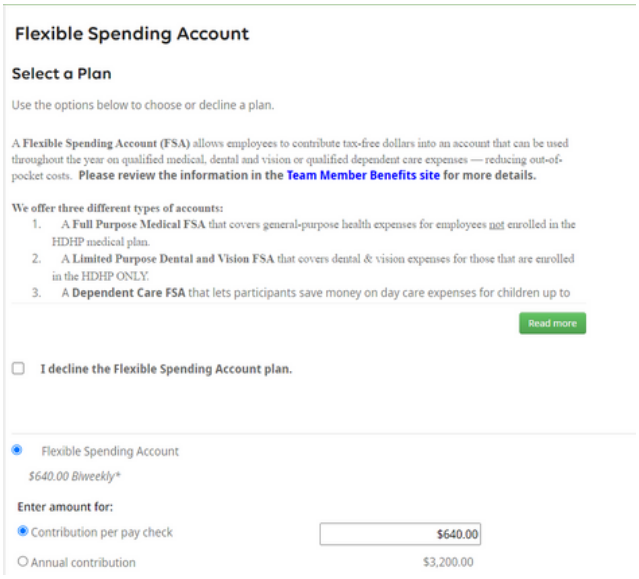
Section 4 (continued)

Flexible Spending Accounts (FSA) and Dependent Care Accounts:

For these accounts, you'll need to elect either your contribution per paycheck or your total annual contribution.

Please note:

- Team members enrolled in the POS medical plan are eligible for the full Medical Flexible Spending Account (FSA).
- Team members with any other medical plan may choose the Limited Purpose FSA, which can be used for dental and vision expenses only.

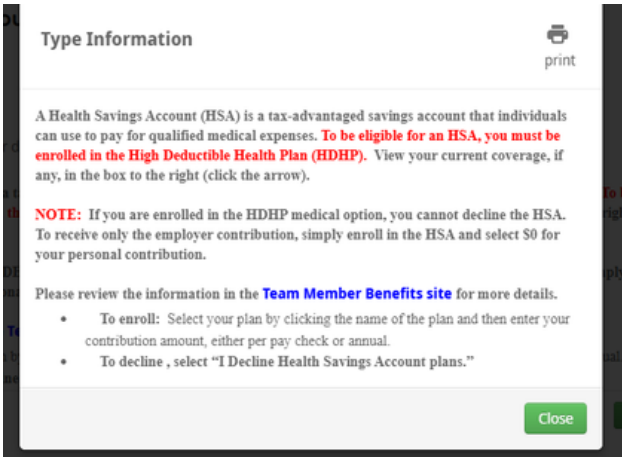


Health Savings Account (HSA)

If you are enrolling in a High Deductible Health Plan (HDHP), you are eligible for a Health Savings Account (HSA).

Please note:

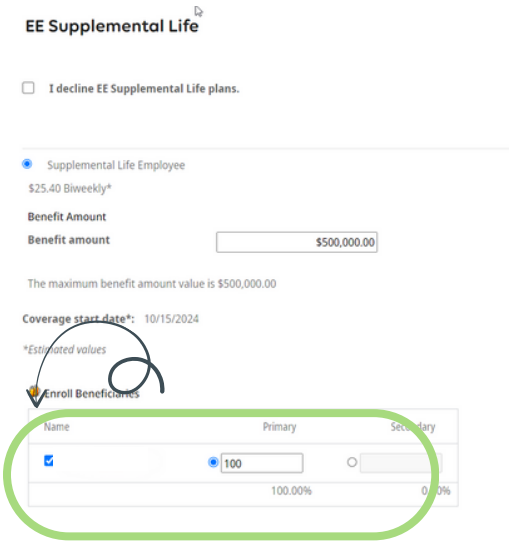
- You must be enrolled in a qualifying HDHP to participate in an HSA.
- You cannot decline the HSA. If you do not wish to make personal contributions, simply elect $0 for your contribution amount.
- Electing $0 allows you to still receive the employer contribution into your HSA account.



Section 4 (continued)

Beneficiaries

For plans that require beneficiaries to be added:



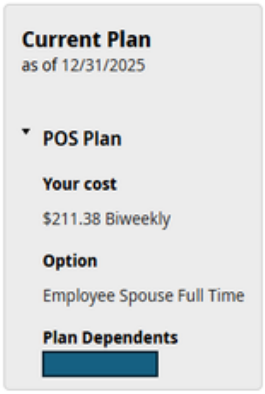
Click the check box next to the name of the beneficiary. Enter the percentage amount for the beneficiary. Primary beneficiaries must total 100%. Secondary beneficiaries, if selected, must also total 100%.

Section 5

Review and Submit

Viewing Your Enrolled Benefits

When you click the carrot (▾) or toggle button next to a section header, a dropdown will appear showing all benefits you're currently enrolled in.



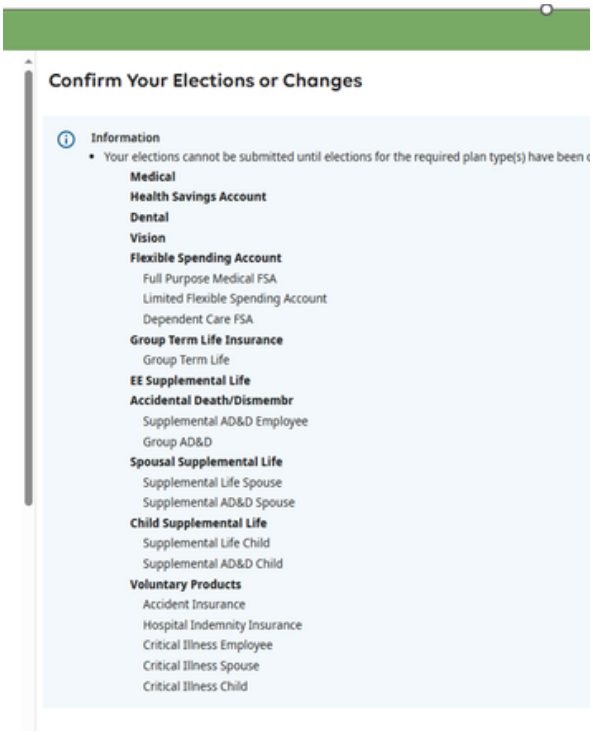
Before submitting your benefits elections, take a moment to review all of your selections carefully.

1. If you do not see a blue box above your elections, your elections are complete and ready to submit.

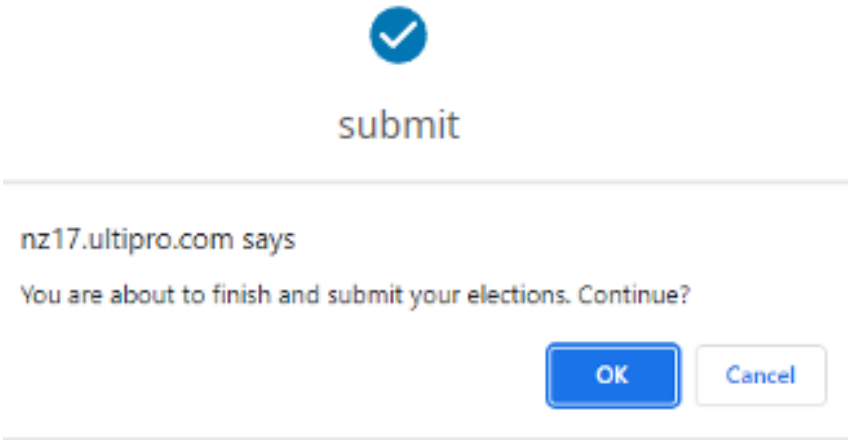
   If the Submit button is grayed out, this indicates that:

   - Not all elections have been completed, or
   - One or more selections were entered incorrectly.

   - If you do see a blue box, this means there's a section that still needs your attention. The blue box will list the name of the section you need to return to in order to complete or correct your election.



- Once all elections are complete, review the information on the Confirm Your Changes page. This page includes your personal details and all benefits selected or declined.
- If you notice any errors or missing information, return to the applicable page(s) to make corrections. Any notifications or required actions will appear at the top of the screen.
- Select Submit in upper right-hand corner on toolbar to complete your elections.
- Click Ok. If the popup does not appear, please ensure you do not have popups blocked in UKG.



A confirmation screen will appear.

Print this page for your records!

Need help? We're here for you!

If you have questions or need help with your benefits enrollment, contact us at:

HumanResources@AugustaHealth.com
(540) 332-4700