New Employee Step-by-Step Instructions for Benefits Enrollment in Oracle EBS for Plan Year 2020

Oracle EBS Production

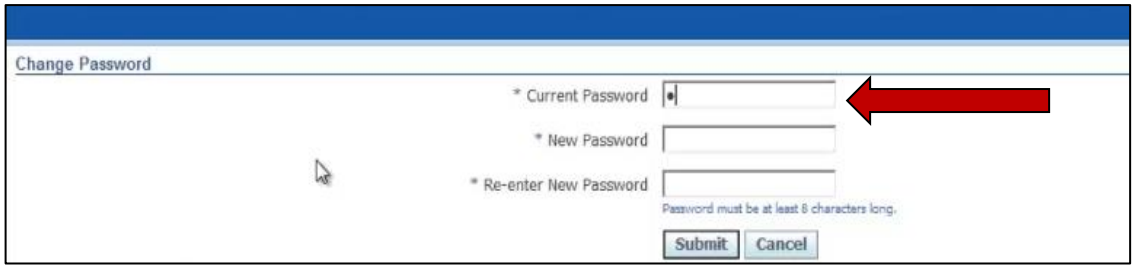
City of Tampa Florida

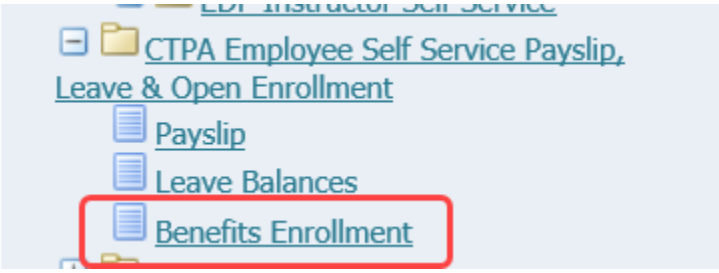
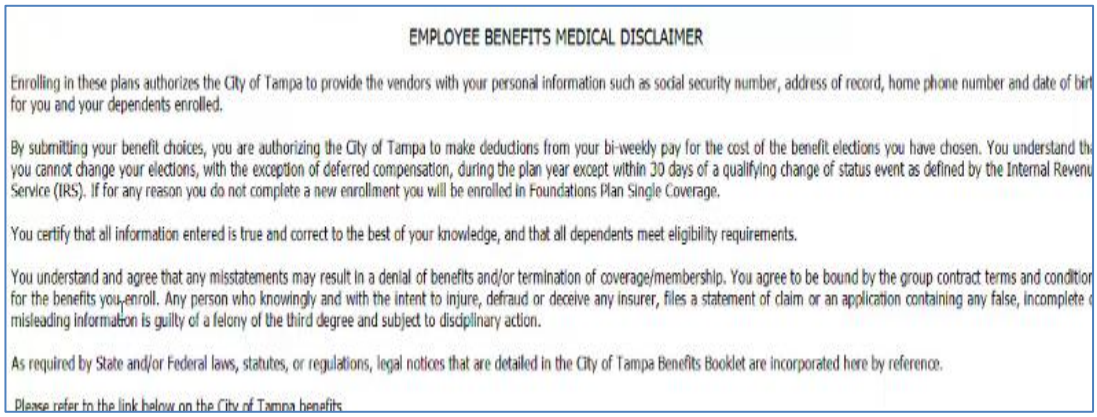
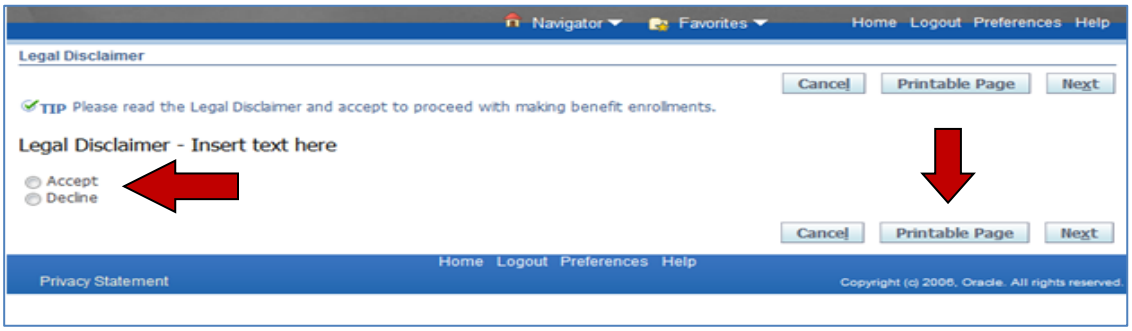
How to Select Your Benefits in Oracle EBS

Overview: The following "Step-Action" table will walk you through the process of selecting your benefit plans.

NOTE: You can select your benefits from a work-station computer by clicking the "Oracle EBS" icon on your computer's desktop, <u>or</u> you can select benefits from your personal computer at home. Either way, instructions to get you started begin in Step 1 below.

Step	Action
1	**To select benefits from a work-station computer:** • Click the Oracle Icon on your computer **desktop**, then **go to Step 2 below**. If you completed setting up your login during Orientation, skip to step 4 on page 2. **To view payroll vouchers and leave accruals from your home computer**: • In your web browser type www.tampagov.net • Once on the Tampagov homepage, type "Employees" in the green search field. • Click the link "Guide for City Employees" • Click the link "Oracle EBS Employee Self Service (Payroll,
2	To login to the Oracle System: **1.** Type your assigned name in the "User Name" field. Be sure to type a period between your first and last name. Example: JAMES.SMITH **2.** Password: Type **Welcome** (capital W and the remainder lower case), then **first digit of your ID number, plus your last initial (capitalized), plus the last digit of your ID number**. Be sure to make the "W" a capital letter. (example: for James **S**mith with ID number of **7**123**4**, the password would be: Welcome7S4) 3. Click the "Login" button

3	You will be prompted to change your password. 1. Type your current password that you entered in step 2. 2. Type a New Password. (Must be at least 8 characters; contain at least 1 letter, 1 number, and no repeating characters.) Example of unacceptable: Cityhall30 Example of acceptable: Cityhalo30 3. Re-enter your New Password. 4. Click “Submit.” 
4	From the Oracle home Page, click **“CTPA Employee Self Service Payslip, Leave & Open Enrollment”** in the Main Menu. You may not see all the items shown in this example. At this point, you only need **CTPA Employee Self Service Payslip, Leave & Open Enrollment.**

5	Click "**Benefits Enrollment**" 
6	1. Read the Employee Benefits Medical Disclaimer. **Note:** If you select "Decline," you will not be able to elect your benefits.  EMPLOYEE BENEFITS MEDICAL DISCLAIMER Enrolling in these plans authorizes the City of Tampa to provide the vendors with your personal information such as social security number, address of record, home phone number and date of birt for you and your dependents enrolled. By submitting your benefit choices, you are authorizing the City of Tampa to make deductions from your bi-weekly pay for the cost of the benefit elections you have chosen. You understand th you cannot change your elections, with the exception of deferred compensation, during the plan year except within 30 days of a qualifying change of status event as defined by the Internal Revenu Service (IRS). If for any reason you do not complete a new enrollment you will be enrolled in Foundations Plan Single Coverage. You certify that all information entered is true and correct to the best of your knowledge, and that all dependents meet eligibility requirements. You understand and agree that any misstatements may result in a denial of benefits and/or termination of coverage/membership. You agree to be bound by the group contract terms and condition for the benefits you enroll. Any person who knowingly and with the intent to injure, defraud or deceive any insurer, files a statement of claim or an application containing any false, incomplete misleading information is guilty of a felony of the third degree and subject to disciplinary action. As required by State and/or Federal laws, statutes, or regulations, legal notices that are detailed in the City of Tampa Benefits Booklet are incorporated here by reference. Please refer to the link below on the City of Tampa benefits 2. Click "Printable Page" if you would like a copy of the disclaimer for your records.  3. Click the "Accept" option to continue your benefits selections. 4. Click "Next" to advance to next page. ***Tip:*** Clicking **Next** is also the same as clicking "Save the information on this page" throughout the sections.

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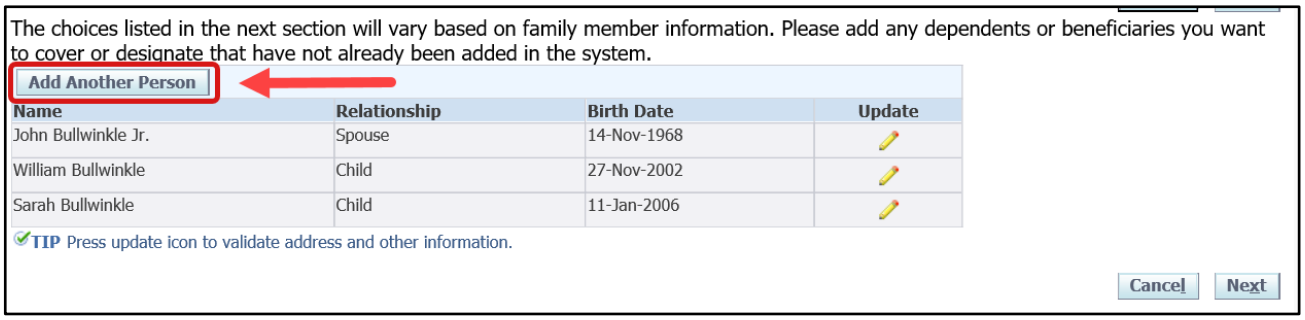
You will arrive on the Dependents and Beneficiaries screen.

To add a dependent or beneficiary, click “Add Another Person”



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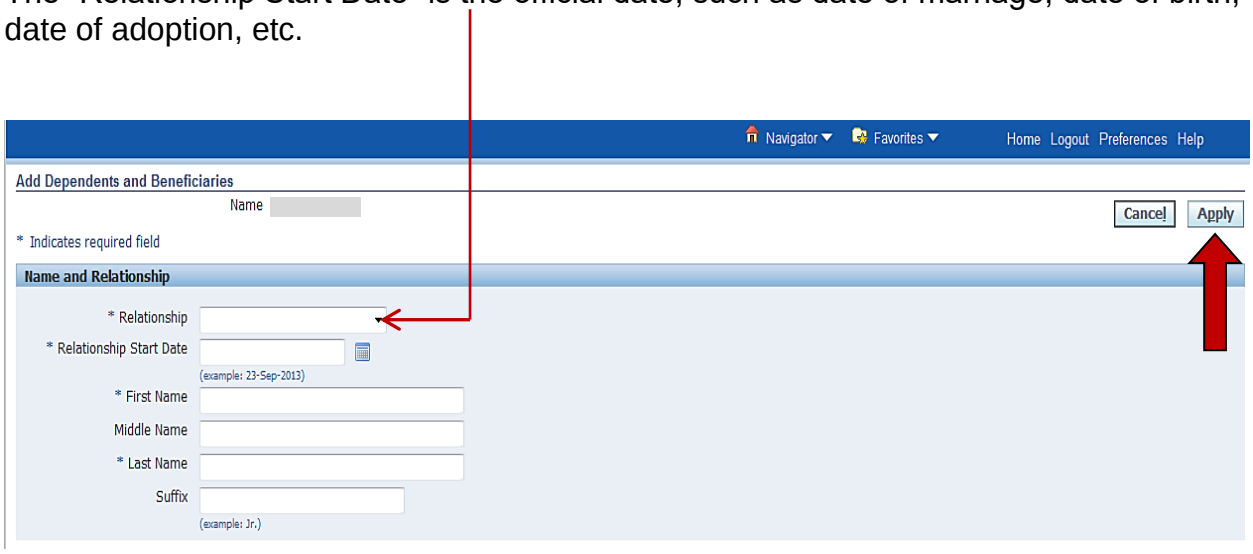
Enter the name and relationship information and click “Apply.”

Tip: An asterisk (*) indicates required field.

The “Relationship Start Date” is the official date, such as date of marriage, date of birth, date of adoption, etc.



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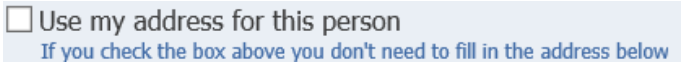
1. Check the “Use my address for this person” box if the person you added has the same address as yours.



2. Finish adding addresses for additional beneficiaries or dependents and complete the “Miscellaneous Information” section.

3. Click “Apply” to save your information.

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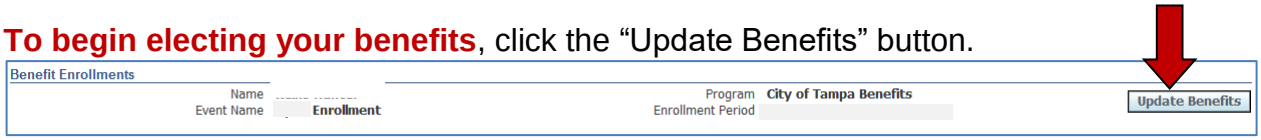
The following categories will be your plan options. These include elective benefits. Additional elective benefits will be featured at the end of this document.

Plans:

- Medical
- Dental
- Vision – Superior Vision
- Life: Group Term Life Insurance
- Life: Accidental Death and Dismemberment
- LTD – Long Term Disability
- Deferred Compensation
- Beneficiary Designations – GE Pension Plan B and Salary Death Benefits (Unused leave accruals and unpaid earned wages)

To begin electing your benefits, click the "Update Benefits" button.



When you click the "Update Benefits" button, both medical options "*City Plan with HRA"* and *"Simple Wellness Plan"* will be visible for you to choose. See next steps.

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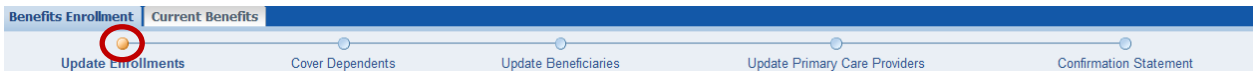
The top menu bar will guide you through the enrollment process:



As you move through the process, the yellow ball will move to the right.

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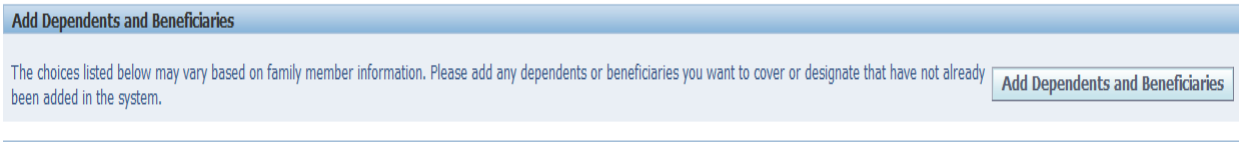
The choices listed below may vary based on family member information. Please add any dependents or beneficiaries you wish to cover or designate that are not already in the system. You will need to enter the social security number and birthdate for each.



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Select the Simple Wellness PPO plan that best suits your needs. A checkmark will appear in the box.

If you are waiving the Medical Plan, be sure to select the “Waive Medical Coverage” box.

The cost for your election will be listed in the “Pay Period Before Tax Deduction” column to help you make your decisions.

Plan	Option	Select	Pay Period Before Tax Deduction
City Plan with HRA			
	Employee Only	☐	
	Family	☐	
Simple Wellness Plan			
	Employee Only	☐	
	Family	☐	
Waive Medical Coverage		☐	

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Select your Dental Plan or be sure to select “Waive Dental Coverage.”

Plan	Option	Select	Pay Period Before Tax Deduction
Humana DHMO			
	Employee Only	☐	
	Employee Plus One	☐	
	Employee Plus Family	☐	
Humana PPO			
	Employee Only	☐	
	Employee Plus One	☐	
	Employee Plus Family	☐	
Waive Dental Coverage		☐	

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Superior Vision is an <u>elective</u> vision plan and is separate from the basic vision coverage available under the UnitedHealthcare health plan.

Select an option or select “Waive Vision Coverage.”

Vision

Plan	Option	Select
Superior Vision		
	Employee Only	☑
	Employee Plus One	☐
	Employee Plus Family	☐
Waive Vision Coverage		☐

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Your Group Life, and Accidental Death and Dismemberment insurance is provided at no cost to you. The coverage amount is equal to your annual salary.

Life and ADD

Your Life and ADD benefit is provided at no cost to you. It is included on this enrollment page as information only. No election is required.

Plan	Select	Coverage
Group Term Life Insurance	☑	
Accidental Death and Dismemberment	☑	

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Select a Long Term Disability option.

Tip: All full-time employees automatically receive the City-paid base plan (**at no cost** to the employee) that replaces 30% of income up to a maximum benefit of $10,000 per month.

As a new employee, you may increase your coverage to fifty percent (50%), or select the maximum of sixty percent (60%) during your enrollment period. Premiums apply to increases.

LTD

Plan	Option	Select	Coverage	Pay Period After Tax Deduction
Long Term Disability				
	30%	☐		
	50%	☑		

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To select a Deferred Compensation option, enter the **monthly** amount you would like deducted and applied to your account, then scroll down and click the Recalculate button to display the cost per pay period.

Pre Tax Plan:

Deferred Compensation PreTax

Please enter a monthly amount in the Coverage field and click the Recalculate button to view the pay period before tax deduction. Coverage amount = bi-weekly deduction multiplied by 26 divided by 12.

Plan	Select	Coverage	Annual Cost	Pay Period Before Tax Deduction
Nationwide PreTax	☐	0.00	0.00	0.00
FL League of Cities PreTax	☐	0.00	0.00	0.00
Waive PreTax Deferred Comp	☐			

After Tax Plan:

Deferred Compensation Roth After Tax

Plan	Select	Coverage	Annual Cost	Pay Period After Tax Deduction
Nationwide Roth After Tax	☐	0.00		0.00
FL League of Cities Roth After Tax	☐	0.00		0.00
Waive Roth After Tax Deferred Comp	☐			

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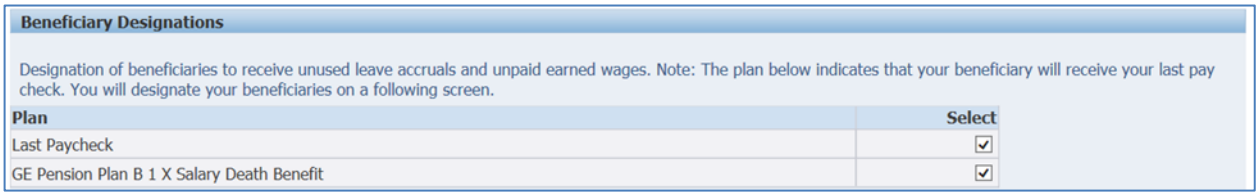
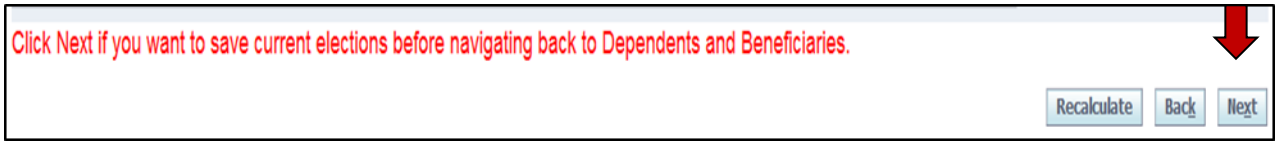
Designation of beneficiaries to receive unused accruals, unpaid earned wages, and GE Pension benefits.



TIP:



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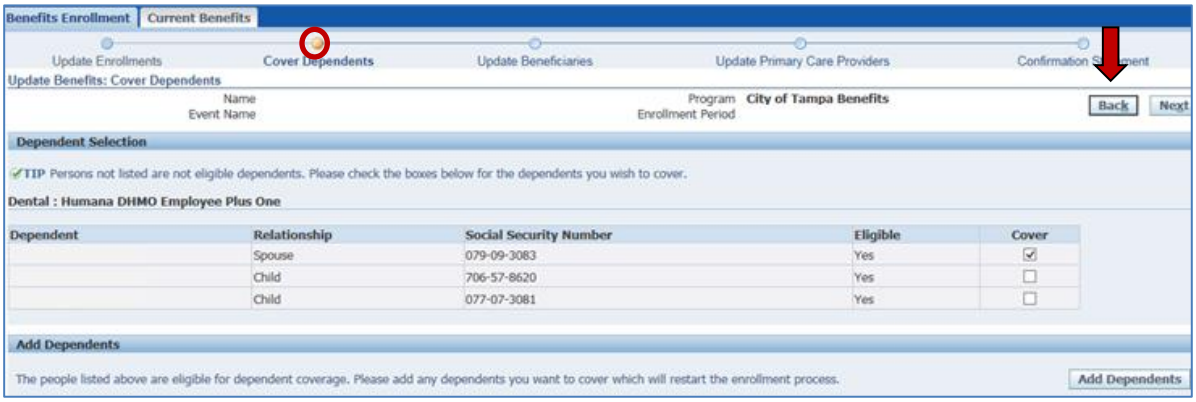
Verify your Dependent Selections and be sure to check the boxes for the dependents you wish to cover. Screen may be different if DHMO was selected for dental coverage.



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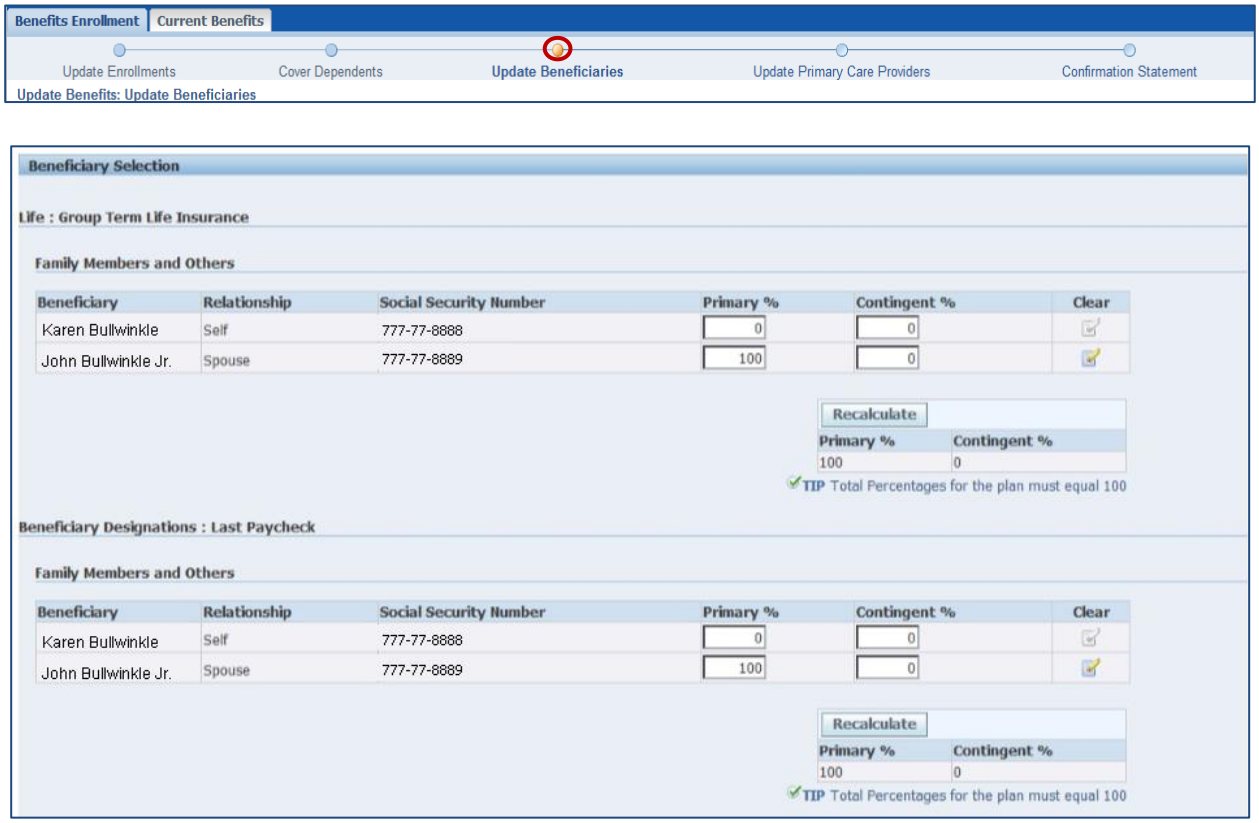
Beneficiary Designation for your Group Life, Last Paycheck and GE Pension Plan. Determine the percentage each beneficiary will receive and enter in the appropriate box.



Tip: Total percentages for the plan must equal 100%. Click the **Recalculate** button to refigure the percentages.

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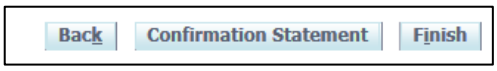
1. Review your choices.
2. You will <u>not receive a confirmation</u> of your enrollment from the City of Tampa.
3. If you want a Confirmation Statement, you can save or print your confirmation statement by clicking the Confirmation button.

23	At this point, you can click the “Back” button if you wish to make changes before submitting.  Click the “Finish” button when you are finished. Your selections will be submitted.

If you experience problems completing your benefits enrollment, or have benefits or other HR questions, please contact your Personnel Assistant or call the main number for Human Resources at (813)274-8041.

For computer related problems or systems access problems, call the T&I Service Desk at 274-8067.