

How to Elect Your Benefits for Open Enrollment - UKG

- 1. Login to UKG at adjoin.ukg.net
 - a. If you have any issues with logging in, please email <u>human.resources@adjoin.org</u> for a password reset.



2. On the Left Hand Menu, Navigate to Myself -> Open Enrollment

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Q Search		Open Enrollment				🖶 🕐 >
~ ∧						print help
		Description	Session Open Date	Session Close Date	Status	馬
Myself	:	Open Enrollment 2025	02/01/2025	02/28/2025	Not Started	
Personal	~					
My Company	~					
Jobs	~					
My Onboarding						
Career & Education	~					
Career Development						
Conversations and Feedback						
Employee Voice						
Pay	~					
Giving						
Workforce Management						
Benefits	~					
Open Enrollment						
Life Events	~					
Documents	~					
Document Manager						

3. Click on where it says "Open Enrollment 2025"

Open Enrollment

Description	
Open Enrollment 2025	

4. Follow the instructions step-by-step on the first page.



5. If you would like to see more information on the plans we offer click on the links on the right hand side

Employee Open Enrollment Open Enrollment 2025 Meagan Maher Test - 999903		
About Open Enrollment	Medical	← → ⊘ 🖬 C ⊗ 🖶 ⑦ back next submit draft reset cancel print help
Verify Beneficiary And Dependent Information		
Medical	Select a Plan	Current Plan
Dental	Use the options below to choose or decline a plan.	as of 02/28/2025
Vision		No current plans for this type.
Flexible Spending Account	I decline Medical plans.	
FSA - Medical		
FSA - Dependent Care	O Vitori	Vitori Plan Information Our medical plan through Vitori Health offers members the opportunity to see any provider of
Group Term Life Insurance	Options	their choice. They can do this by using Fair Market Pricing (FMP) in place of a network. FMP is a medical claim pricing program that is designed to eliminate the need for a medical network.
GTL - Life	Employee Only \$12.50	Traditional health plans restrict members to using specific clinics and hospitals. If members choose clinics and hospitals that aren't specified, they face financial penalties, which
GTL - Spouse	Employee + Child \$65.00 Employee + Spouse \$80.00	sometimes include higher deductibles, copayments and overall charges for services. FMP does not have restrictions on the facilities you choose to use.
GTL - Child	Employee + Family \$140.00	FMP determines a fair price by looking at Medicare and the actual cost for specific treatment or service. Our FMP Plan works by paying providers a percentage above what Medicare would
Long Term Disability	1	Read more
Employee Supplementi Life		
Voluntary Life ADD Employee	O MediExcel	MediExcel Plan Information
Spousal Supplemental Life	Ontions	available in Mexico. Covers emergency and urgent care services worldwide, including locally in Tillinana Tarata and Mexicoli RC. Mavico, Vieti Mariferzal con to find a dottor citor in to
Voluntary Life ADD Spouse	Employee + Child \$0.00	the member portal. Offered with no payroll deductions.
Child Supplemental Life	Employee + Family \$0.00 Employee + Spouse \$0.00	2024-2025+Medisxel+Plan+Summary+of-Benefits-pdf 2024-2025+Medisxel+Plan+Summary+of-Benefits-and+Coverage.pdf 2024-2025+Medisxel+Plan-Summary+of-Benefits-Spanish.pdf

6. Once everything has been completed (the system will not let you submit until it is) you can review your new enrollments under the "Confirm your Elections Or Changes" section. 7. After verifying your elections, you can click the submit button in the top right. If you are missing anything, there will be a warning message at the top of the page.

Employee Open Enrollment Open Enrollment 2025 deansn Mahrer Text - 999903							\sim	
About Open Enrollment	Confirm Your El	ections or Changes					← → [∅] 0 0	
Verify Beneficiary And Dependent Information	Total Pet Plan						back next submit draft res	et cancel print help
Medical	This page shows a summary	of the changes you are about to make. Please verify your changes carefully before submitti	ng. If you need to make any	edits yo	ou can do so by selecting the	plan type or plan description hyperlink to return to th	e election page. When you are satisfied	
Dental	with your changes, please click the Submit button on the toolbar.							Effective 03/01/202
Vision	Please note: You have until the Enrollment closes on 2/14 to make changes to your elections. If you choose to make any adjustments, please ensure go into effect.				ure that you resubmit you	new elections on the final confirmation page, oti	terwise your original elections will sti	
Flexible Spending Account	Personal Information							
FSA - Medical	No	una Maka Tat		User				
FSA - Dependent Care	Address 1257Summerwood Wo			Work	se prone Private rk phone			
Group Term Life Insurance	San Diego, CA 92123 Wor				rk extension			
GTL - Life								
GTL - Spouse								
GTL - Child	 Current Bene 	fits - As of 02/28/2025 Estimated T	otal Cost: \$5.45 🛈		 New Benefits 	As of 03/01/2025	Estimated Tot	tal Cost: \$0.00 🛈
Long Term Disability			Your remi-monthly					Your sami monthly
Employee Supplementi Life	Plan Type	Plan Details	cost		Plan Type	Plan Details		cost
Voluntary Life ADD Employee	Critical Illness Employee	Critical Illness Employee 10k	\$5.45		Medical	No election has been made		
Spousal Supplemental Life		Benefit Amount: \$10,000.00			Dental	No election has been made		
Voluntary Life ADD Spouse		Covered Family Members Meagan Maher Test			Vision	No election has been made		
Child Supplemental Life					Flexible Spending	FSA - Medical		
Voluntary Life ADD Child	Group Term Life	GTL - Life			Account	No election has been made		
Critical Illness Employee	Insurance	Covered Family Members			Flexible Spending Account	ESA - Dependent Care No election has been made		
Critical Illness Spouse		Meagan Maher Test			Group Term Life	GTL-Life		
Additional					Insurance	No election has been made		
Accident Post Tax	Total		\$5.45		Group Term Life Insurance	GTL - Spouse No election has been made		
Total Pet Plan					Group Term Life	GTL - Child		
Confirm Your Elections Or Changes					Insurance	No election has been made		
				_	Loss Terrs Dissbills	Ale standar has been made		