

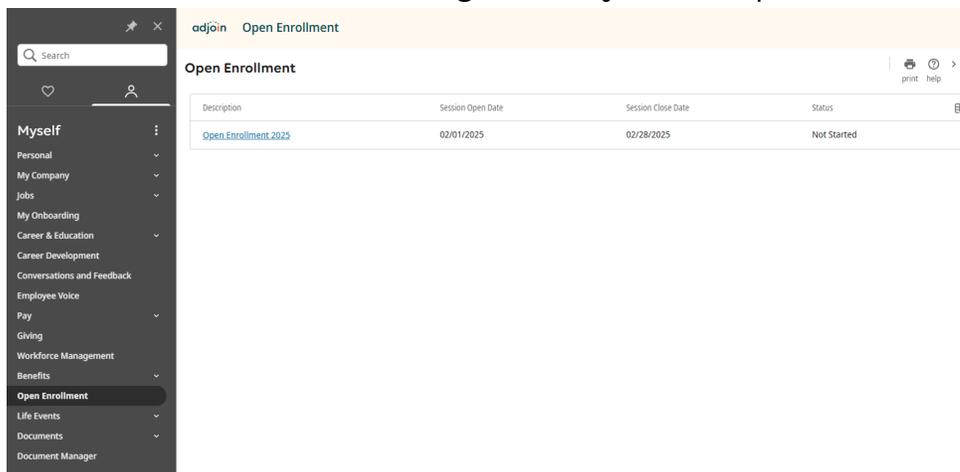


How to Elect Your Benefits for Open Enrollment – UKG

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



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

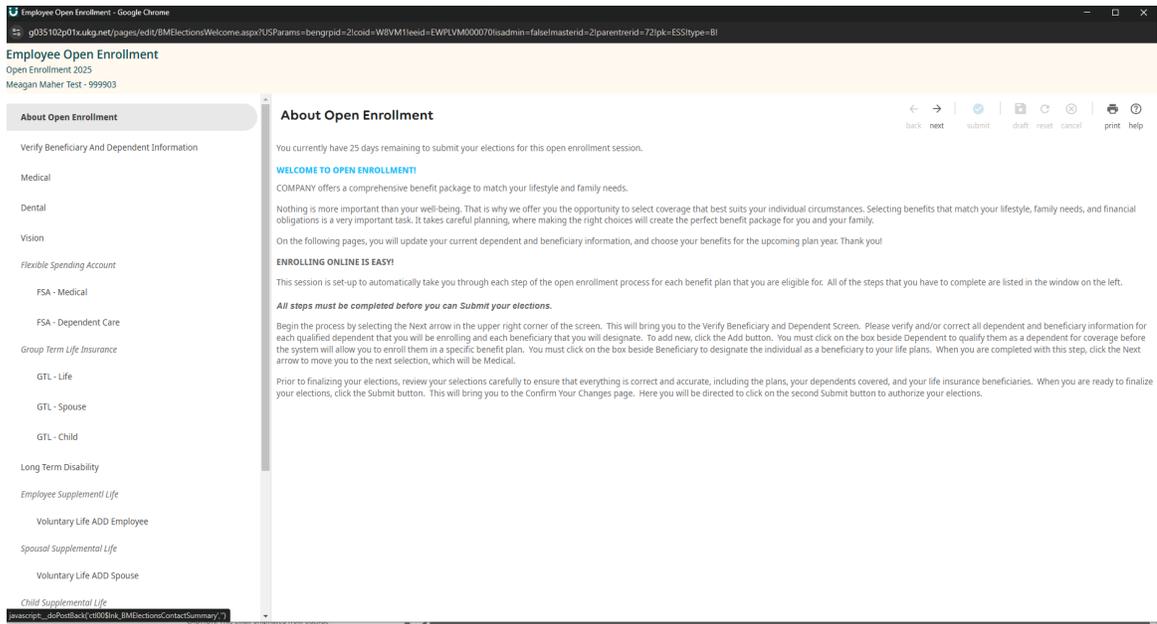


3. Click on where it says “Open Enrollment 2025”

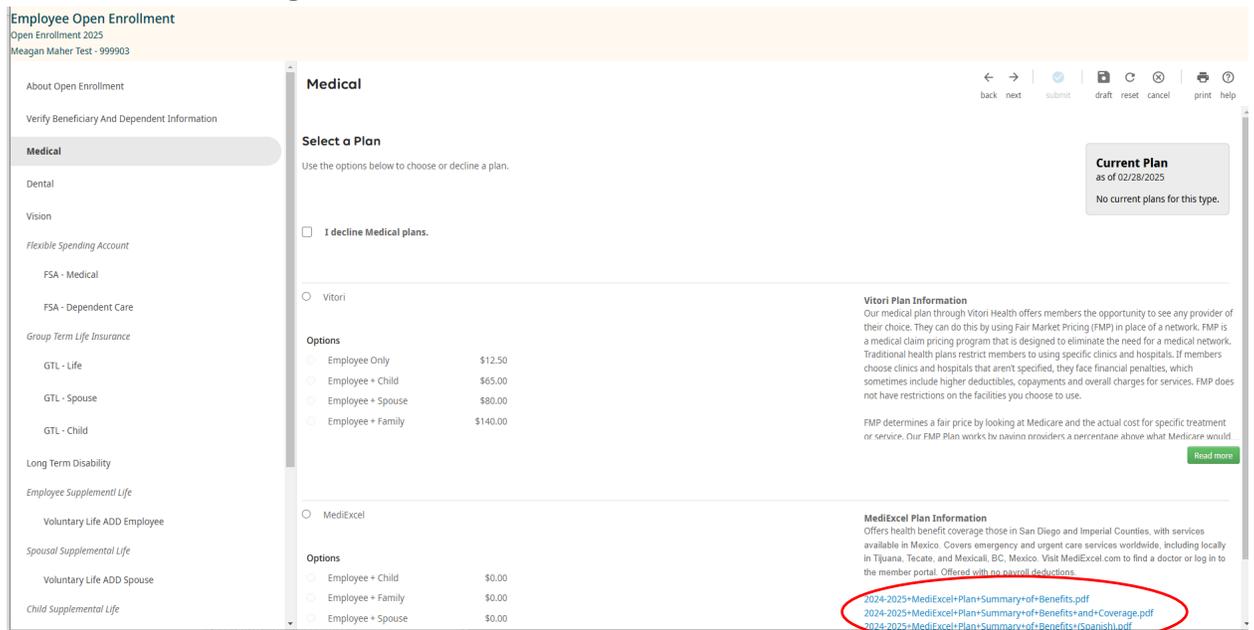
Open Enrollment



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



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.

- 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
Meagan Maher Test - 999903

About Open Enrollment

Verify Beneficiary And Dependent Information

Medical

Dental

Vision

Flexible Spending Account

FSA - Medical

FSA - Dependent Care

Group Term Life Insurance

GTL - Life

GTL - Spouse

GTL - Child

Long Term Disability

Employee Supplement Life

Voluntary Life ADD Employee

Spousal Supplemental Life

Voluntary Life ADD Spouse

Child Supplemental Life

Voluntary Life ADD Child

Critical Illness Employee

Critical Illness Spouse

Adoption

Accident Post Tax

Total Pet Plan

Confirm Your Elections Or Changes

Total Pet Plan

This page shows a summary of the changes you are about to make. Please verify your changes carefully before submitting. If you need to make any edits you can do so by selecting the plan type or plan description hyperlink to return to the election page. When you are satisfied with your changes, please click the Submit button on the toolbar.

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 that you resubmit your new elections on the final confirmation page, otherwise your original elections will still go into effect.

Effective 03/01/2025

Personal Information

Name: Meagan Maher Test
Address: 12575 Sumnerwood
San Diego, CA 92123

Home phone: Private
Work phone:
Work extension:
Email: human.resources@adpin.org

Current Benefits - As of 02/28/2025			Estimated Total Cost: \$5.45
Plan Type	Plan Details	Your semi-monthly cost	
Critical Illness Employee	Critical Illness Employee 10k Benefit Amount: \$10,000.00 Covered Family Members Meagan Maher Test	\$5.45	
Group Term Life Insurance	GTL - Life Covered Family Members Meagan Maher Test		
Total			\$5.45

New Benefits - As of 03/01/2025			Estimated Total Cost: \$0.00
Plan Type	Plan Details	Your semi-monthly cost	
Medical	No election has been made		
Dental	No election has been made		
Vision	No election has been made		
Flexible Spending Account	FSA - Medical No election has been made		
Flexible Spending Account	FSA - Dependent Care No election has been made		
Group Term Life Insurance	GTL - Life No election has been made		
Group Term Life Insurance	GTL - Spouse No election has been made		
Group Term Life Insurance	GTL - Child No election has been made		