



King County

Open
Enrollment

Nov. 1-15

Business Resource Center

Training

Open Enrollment in PeopleSoft
for Benefits in 2025

Find what you need for **Open Enrollment!**



Select a topic below to get more info.

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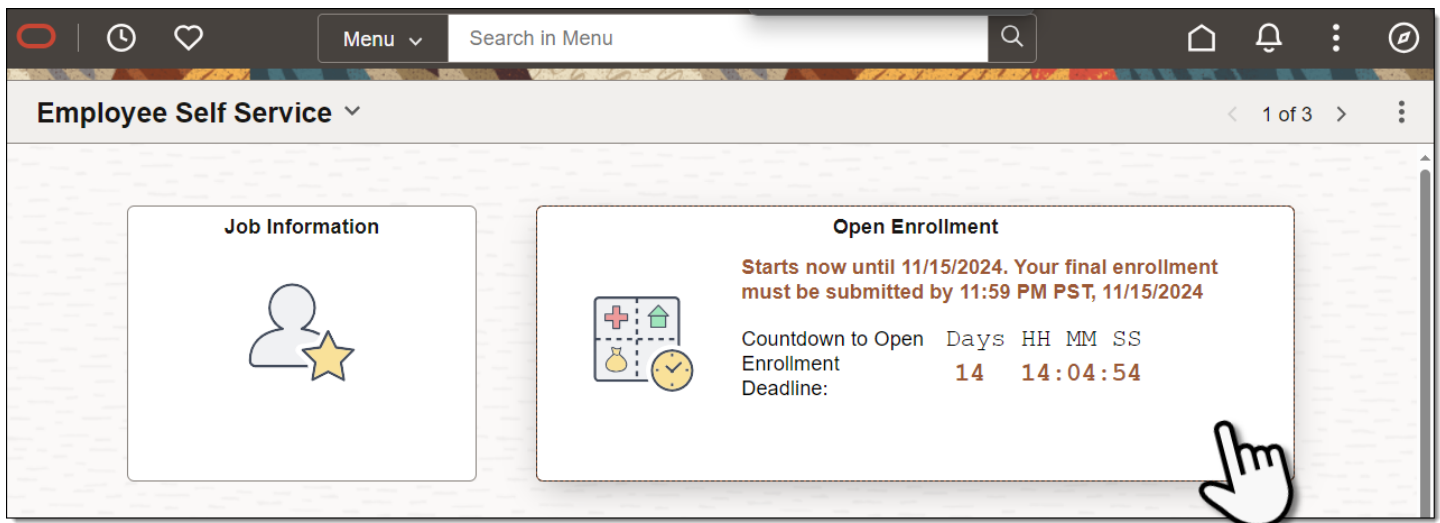
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NOTE: Changes made to benefits will be effective as of January 1, 2025. Any new or updated deductions won't come out until the first paycheck of the new year (January 2, 2025).



Open Enrollment is your opportunity to evaluate your benefit options and make changes for the upcoming year. Follow the steps below to get started!

1. Login to PeopleSoft: <https://ess.kingcounty.gov>
2. From the Employee Self Service homepage, select the **Open Enrollment** tile to get started!



Need Help?

For questions or help with Open Enrollment, contact the King County Benefits office.



(206) 684-1556



kc.benefits@kingcounty.gov

For help accessing PeopleSoft, contact the helpdesk: **(206) 263-HELP(4357)**



3. Check out the helpful info and video on the **Welcome** page, then visit the **Benefits Enrollment** page to view your current selections and make any desired changes. **Select the corresponding tile to make changes to your benefits.**

Benefits Enrollment

* Indicates required field

To make any changes to your benefits, select the corresponding tile below. If you are adding or dropping dependents from coverage, you must do so for each benefit. Your benefit elections go into effect on Jan. 1, 2025 and cannot be changed after Open Enrollment closes on Nov. 15, 2024.

ACKNOWLEDGMENT & AUTHORIZATION

The information I have provided is accurate and complete. I authorize King County to make any necessary payroll deductions for my elected benefits. I understand that willful falsification of information on this form may lead to disciplinary action, up to and including discharge from employment. I understand the Benefit Access Fee applies automatically each year. If I'm adding a domestic partner or their child(ren), I understand deductions based on the taxable value of their benefits will be deducted from my paycheck retroactive to the coverage start date. I understand it is a crime to knowingly provide false, incomplete, or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines, and denial of insurance benefits.

∨ Enrollment Summary

Your Pay Period Cost **\$27.72**

Status **Pending Review**

Submit Enrollment

Your Pay Period cost and Total Cost pie chart automatically update as you make enrollment changes.

% of Total Cost

Benefit Category	Percentage
Child Life	~15%
SP...	~25%
AD...	~15%
Supp Life	~45%

Benefit Plans

Choose between a list or tile view.

Medical	Domestic Partner Medical	Dental
Current SmartCare Connect New SmartCare Connect	Current Waive New Waive	Current Delta Dental WA New Delta Dental WA



Adding or dropping existing dependents from benefits is easy, but it is important to note that **dependent changes must be made under EACH benefit plan tile.**

Select the tile for the benefit plan you want to change.

Dental

Current Delta Dental WA
 New Delta Dental WA
 Status **Pending Review**
 0 Dependents

Pay Period Cost **\$0.00**

[Review](#)

Enroll an Existing Dependent

If a dependent is enrolled in coverage, the checkbox next to each covered dependent will be checked. **If it is not, and you want to add them to the selected coverage, select the checkbox. ***

Unenroll an Existing Dependent

To remove coverage from a dependent, uncheck the box next to their name.

▼ **Enroll Your Dependents**

To include dependents in this benefit plan, ensure the check box next to their name is checked; to remove dependents, uncheck the box.

	Dependents	Relationship
<input checked="" type="checkbox"/>	Brenda S Worker	Spouse
<input checked="" type="checkbox"/>	Grayson B Worker	Son

[Add/Update Dependent](#)

*Supporting documentation is required for all new dependents added during open enrollment.



Remember to select the **Done** button to save your changes.

Done



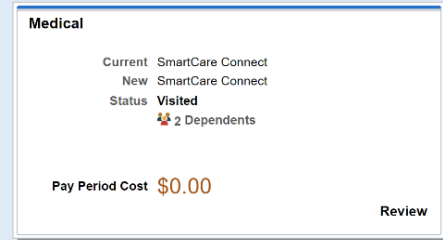


PeopleSoft | Change Medical Plans



View your existing plan choice, change your plan selection, or update dependent coverage. Benefits changes will be effective January 1st.

Select the **Medical** tile on the Benefits Enrollment page to get started.



To change medical plans, click the **Select** button next to the desired plan.

- IMPORTANT:** Ensure a check mark appears next to your desired plan.
- Premiums may apply, costs will vary based on your employee benefit group.

▼ **Enroll in Your Plan**

The Family cost is based on your selected dependent enrollment. Plans that do not offer coverage for your dependent enrollment are not available to select. To see other coverage costs, select the help icon next to each plan option.

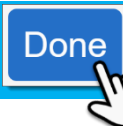
	Plan Name		Before Tax Cost	After Tax Cost	Before Tax Credit	After Tax Credit	Pay Period Cost
Select	KCS Eastside Health Network	<i>i</i>	\$25.00				\$25.00
Select	KCS UW Medicine	<i>i</i>	\$25.00				\$25.00
Select	KCS MultiCare Connected Care	<i>i</i>	\$25.00				\$25.00
Select	KCS Virginia Mason/Franciscan	<i>i</i>	\$25.00				\$25.00
✓	KingCare	<i>i</i>	\$37.50				\$37.50
Select	SmartCare Connect	<i>i</i>					\$0.00
Select	Office Use Only	<i>i</i>					\$0.00
Select	Opt Out Of Medical	<i>i</i>					\$0.00

Check out the Open Enrollment website for details on each plan option:

<https://kingcounty.gov/open-enrollment>



Remember to select the **Done** button to save your changes.





Are your dependents receiving Vision and Dental coverage?

To verify whether or not all your qualified dependents are receiving these benefits, click on each benefit tile to **ensure the box next to their name is checked**. If it is not and you want them to have vision and dental coverage, check the box and select the **Done** button to save your changes.



Dependents	Relationship
<input checked="" type="checkbox"/> Brenda S Worker	Spouse
<input checked="" type="checkbox"/> Grayson B Worker	Son



PeopleSoft | Change Supplemental AD&D and Life Insurance Coverage

Supplemental Accidental Death and Dismemberment (**AD&D**) Insurance coverage can be changed or removed for you, your spouse, or your child. Select the corresponding AD&D tile to get started.

To change AD&D coverage, click the **Select** button next to the desired plan. The **After Tax Cost** and **Pay Period Cost** are shown next to each plan amount. For details on supplemental insurance coverages, visit the [Benefits website](#).

Ensure a check mark appears next to your desired coverage amount.

Remember to select the **Done** button to save your changes.



Supplemental Accidental Death & Dismemberment (AD&D) insurance allows you to purchase coverage in addition to what's provided by the basic AD&D plan. King County no longer keeps beneficiary information; what is listed in PeopleSoft Employee Self-Service may not be current. Contact each insurance provider to update your beneficiaries.

▼ **Enroll in Your Plan**

Plan Name	Before Tax Cost	After Tax Cost	Before Tax Credit	After Tax Credit	Pay Period Cost
<input type="checkbox"/> Waive					\$0.00
<input type="checkbox"/> Supplemental AD&D - \$50,000 (\$50,000)		\$0.43			\$0.43
<input type="checkbox"/> Supplemental AD&D - \$100,000 (\$100,000)		\$0.85			\$0.85
<input checked="" type="checkbox"/> Supplemental AD&D - \$150,000 (\$150,000)		\$1.28			\$1.28
<input type="checkbox"/> Supplemental					

Example shown is employee Supplemental AD&D coverage and costs. Details for spouse and child coverage will vary.



Go to the next page for information on Supplemental Life and Accidental Death and Dismemberment Insurance.



PeopleSoft | Change Supplemental AD&D and Life Insurance Coverage

Q: Can I enroll in Supplement Life Insurance during Open Enrollment?

A: No, not typically. If you currently have this coverage, during Open Enrollment you have the option to:

1. Waive Supplemental Life Insurance coverage (i.e., unenroll) or
2. Reduce your existing coverage amount

	Plan Name	Before Tax Cost	After Tax Cost	Before Tax Credit	After Tax Credit	Pay Period Cost
1	Select Waive					\$0.00
2	Select Sup Life 1X Salary to 750K Max (\$)		\$3.42			\$3.42
	Select Sup Life 2X Salary to 750K Max (\$244,000)		\$6.83			\$6.83
	✓ Sup Life 3X Salary to 750K Max (\$365,000)		\$10.22			\$10.22



For more info on Supplemental Life Insurance, visit:

<https://kingcounty.gov/audience/employees/benefits/your-benefits/life-disability-insurance.aspx>

Scan Me!





PeopleSoft | Benefit Access Fee

The **Benefit Access Fee** is a **monthly payroll deduction** that applies to employees covering spouses or state registered domestic partners on certain medical plans, **who also have access to medical coverage through their own employer.**

Q: My spouse is covered on my KingCare plan but doesn't have access to medical coverage through their employer. What do I need to do?

A: Select the **Benefit Access Fee** tile on the enrollment page, then click **Select** next to 'Exemption Benefit Access Fee'. Select the **Done** button to save your changes.

If you cover a spouse or state-registered domestic partner on your King County employee medical plan, you will pay a monthly Benefit Access Fee for their coverage.
The Benefit Access fee automatically applies each year you cover your spouse or partner.

If you qualify for one of the following exemptions to the Benefit Access Fee, you must declare the exemption each year during Open Enrollment:

- Your spouse/domestic partner does not have access to medical coverage through their own employer or they are self-employed/not employed.
- Your spouse/domestic partner is a King County benefits-eligible employee.
- You elect the SmartCare (Kaiser) medical plan, which does not have a Benefit Access Fee. (This exemption reason is not available to employees on the Deputy Sheriff benefit plan)

Plan Name	Before Tax Cost	After Tax Cost	Before Tax Credit	After Tax Credit	Pay Period Cost
<input type="checkbox"/> Benefit Access Fee Exemption					\$0.00
<input checked="" type="checkbox"/> KingCare Benefit Access Fee	\$100.00				\$100.00
<input type="checkbox"/> KingCare Select Benefit Access	\$37.50				\$37.50

IMPORTANT The Benefit Access Fee resets every year. If an exemption applies, you will need to reselect it during every Open Enrollment to avoid paying unnecessary fees.

See the next page for more info on how to know if you qualify for an exemption or if the Benefit Access Fee applies to your plan choice.



PeopleSoft | Benefit Access Fee



Select the info icon to see details on what exemptions may apply to you or to see info on your agreement to the Benefit Access Fee.

	Plan Name	Before Tax Cost
<input checked="" type="checkbox"/>	Benefit Access Fee Exemption Benefit Access Fee	
<input type="checkbox"/>	KingCare Benefit Access Fee Benefit Access Fee	\$100.00
<input type="checkbox"/>	KingCare Select Benefit Access Benefit Access Fee	\$37.50

Benefit Access Fee Exemption ✕

Exemption: I qualify for one of the following exceptions and do not have to pay the Benefit Access Fee:

- My spouse/domestic partner does not have access to medical coverage through their own employer or they are self-employed/not employed.
- My spouse/domestic partner is a King County benefits-eligible employee.
- I am electing the SmartCare (Kaiser) medical plan, which does not have a Benefit Access Fee. Note: This exemption does not apply to the Deputy Sheriff employee benefit group.

KingCare Benefit Access Fee ✕

KingCare: I am enrolling in the KingCare medical plan and am covering my spouse or state-registered domestic partner and I agree to pay the following Benefit Access Fee.

KingCare Select Benefit Access ✕

KingCare Select: I am enrolling in the KingCare Select medical plan and am covering my spouse or state-registered domestic partner and I agree to pay the following Benefit Access Fee.



For more info on the Benefit Access Fee, visit:

<https://kingcountty.gov/audience/employees/benefits/your-benefits/medical-plans/benefit-access-fee.aspx>

Scan Me!





PeopleSoft | Enroll/Re-Enroll - Health and Dependent Day Care Flexible Spending Accounts (FSA)

Flexible Spending Accounts (FSA) are used to designate pretax dollars to health and dependent day care expenses during Open Enrollment. **FSAs DO NOT continue automatically**; you must re-enroll every Open Enrollment.

Select the **Health or Dependent Day Care Flex Spending** tile to get started.



To enroll in either FSA, click the **Select** button next to the **Plan Name** and input the **Annual Pledge** amount. Select the **Done** button to save your changes.

Health Care

\$300-\$3,200 per year may be designated pretax for eligible medical, dental, and vision care expenses.

Dependent Day Care

\$300-\$5,000 per year may be designated pretax for dependent care, per household.

The Health Care Flexible Spending Account (FSA) allows you to use pre-tax dollars for eligible out-of-pocket health care expenses.

▼ **Enroll in Your Plan**

Plan Name	
Select	Waive
✓	Flex Health Acct

▼ **Contribution Amount**

You may enter your total elected annual pledge amount which will be divided and deducted on a per pay period basis. By enrolling in the plan you are certifying that you meet all qualifications to contribute your elected amount and that you are responsible for any penalties incurred based on illegal or excess contributions. You may select the Flexible Spending Account Worksheet to help calculate your annual pledge for this plan year.

Employee Annual Pledge

Minimum Employee Pledge \$300.00
Maximum Employee Pledge \$3,200.00

[Flexible Spending Account Worksheet](#)

The Dependent Day Care Flexible Spending Account allows you to use pre-tax dollars for eligible day care expenses. Unused funds cannot be carried over into the following calendar year.

▼ **Enroll in Your Plan**

Plan Name	
Select	Waive
✓	Flex Dep Care

▼ **Contribution Amount**

You may enter your total elected annual pledge amount which will be divided and deducted on a per pay period basis. By enrolling in the plan you are certifying that you meet all qualifications to contribute your elected amount and that you are responsible for any penalties incurred based on illegal or excess contributions. You may select the Flexible Spending Account Worksheet to help calculate your annual pledge for this plan year.

Employee Annual Pledge

Minimum Employee Pledge \$300.00
Maximum Employee Pledge \$5,000.00

[Flexible Spending Account Worksheet](#)



For more info on FSAs visit

<https://kingcounty.gov/audience/employees/benefits/your-benefits/flexible-spending-accounts.aspx>



Finished making your Open Enrollment selections?

Review your choices, complete the Acknowledgment, and **Submit!**

1. Review the **Acknowledgement & Authorization** statement at the top of the page, verify all your benefits changes, then select the **Submit Enrollment** button to complete Open Enrollment.

* Indicates required field

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▼ Enrollment Summary

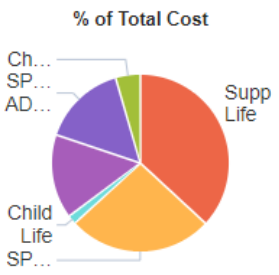
Your Pay Period Cost **\$27.72**

Status **Pending Review**

Submit Enrollment



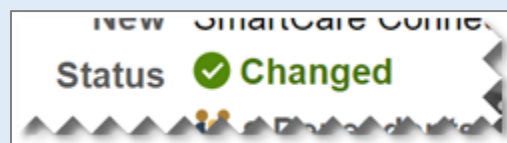
% of Total Cost



Benefit Category	Percentage of Total Cost
Child Life SP...	~15%
Supp Life	~35%
AD...	~25%
SP...	~15%
Ch...	~10%



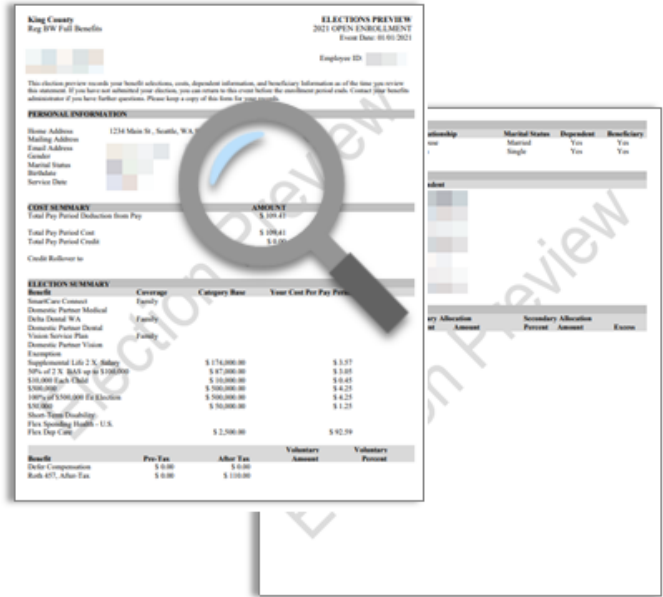
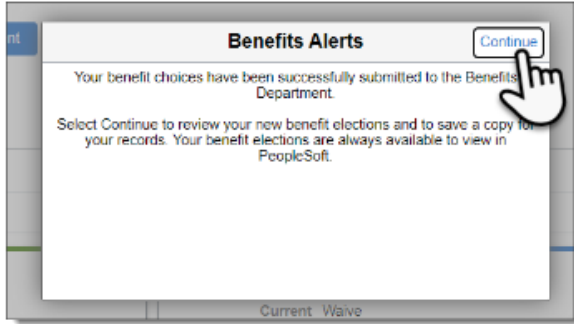
TIP: For every tile where you made a change, **the tile header will turn green, and the status will show Changed.**





PeopleSoft | Finalize and Submit

- 2.** Select the **Continue** button on the 'Benefits Alerts' to review your new benefit elections and to save a copy for your records.



Can I change my selections after I submit my enrollment?



Yes! You can make as many changes and submit your enrollment as many times as you'd like during the enrollment period of **November 1 -15**.