

Enroll in Benefits – Benefit Eligible Position

OVERVIEW

- e-People is used to enroll in your benefits as a new employee or upon transfer to a benefits-eligible position. For more information regarding your benefits, please see [CompassionNet > Employee Centre > My Compensation > My Benefits](#).
- You must complete the Benefits enrollment process within 31 days of your benefit eligible employment start date or official transfer date. If you have not received an Open Event notification within 7 days of your Benefit eligible employment date, you should contact the HR Contact Centre by phone at 1-877-511-4455.
- If you have eligible dependents, enrollment in family Supplementary Health and Dental coverage must be selected; you may waive coverage provided you have alternate group coverage through a spousal plan or through an alternate employer. If you wish to Opt Out due to alternate group coverage and do not wish to coordinate benefits, you **MUST** waive coverage within your 31 day Open Event.
 - If family premiums are not applied when applicable, a premium adjustment will be processed retroactive for up to a maximum of 12 months. Please reference the Alberta Blue Cross benefit booklet on CompassionNet for an overview on the qualifications of an eligible dependent.
- If you are eligible for a **Flexible Spending Account (FSA)** ensure you allocate your credits to one or more of the following accounts within 31 days of becoming benefit eligible:
 1. Flex Spending Health – Canada (non-taxable)
 2. Personal Spending Account (taxable)
 3. Group RRSP (taxable) under RBC Account # 2546
 4. Group Tax Free Savings Account (taxable) – If applicable under RBC Account # 18271 (*Please note: TFSA option is not applicable to: STV AUPE, CUPE 408 Medicine Hat, and USW).

If you do not allocate your credits within 31 days of becoming benefit eligible your credits will default to the Flex Spending Health - Canada Account (HSA).

Any credits allocated to the Group TFSA and/or Group RRSP will be divided into equal monthly deposits depending on the number of full months remaining in the calendar year. If you do not have a Group TFSA and/or Group RRSP account set up with RBC, please set up an account within 14 days by calling RBC at 1-888-769-2566 or visit any RBC Branch. If the Group TFSA and/or Group RRSP with RBC is not set up within 14 days, the credits will be rejected and redirected to the Flex Spending Health – Canada account and will not be eligible for reallocation.

If you terminate employment or transfer to a position no longer eligible for benefits, you will forfeit any remaining balance of the Group TFSA and/or Group RRSP.

Please review the [FSA Brochure](#), FAQ's (FSA, Group RRSP, and Group TFSA) and [Enroll in Benefits – Allocating Flexible Spending Account](#) on CompassionNet for information on the accounts and enrollment instructions.

- After you enroll in your benefits, there may be a waiting period and/or medical evidence may be required before your benefits take effect. If the coverage you elected requires medical evidence, Medical Health Statements (MHS) are automatically issued as required. If you do not receive a MHS, please contact the HR Contact Centre by phone at 1-877-511-4455.
- A Medical Health Statement is **not** required if you enroll in Additional Basic Life Insurance, Optional Dependent Life, Optional Child Life or Optional Critical Illness (amounts up to \$30,000) within 31 days of your date of eligibility or within 31 days of gaining your first dependent (spouse or child); coverage after 31 days is subject to approval of the completed Sun Life Medical Health Statement.
- A Medical Health Statement (MHS) is required for Optional Life Insurance (employee and/or spouse) and Optional Critical Illness following your 31 day eligibility window.
- After your initial enrollment, you may change your benefit selections when:
 - You add your first dependent (spouse or child).
 - Your spousal or alternate employer's group plan terminates (your application must be received within 31 days and proof of loss of coverage must be provided).
 - You gain alternative group coverage (your application must be received within 31 days and proof of coverage must be provided).
 - Your relationship status changes (marriage/divorce/ separation) and therefore, your benefit status changed (family to single or single to family).
 - Your dependent is no longer eligible for coverage, therefore, it is your responsibility to update your benefit status (family to single).
 - When your common-law relationship reaches 12 consecutive months of cohabitation, you must enroll as family, or opt out due to alternate group coverage under your common law spouse/partner's plan.
 - Retroactive premiums will be applied if your common-law spouse/partner is added later than 12 months from your cohabitation date.
- To assign a beneficiary to your insurance benefits (i.e. Life Insurance, Accidental Death and Dismemberment (AD&D)), you must complete the Beneficiary Nomination form. A printed, signed original is required by law when you are adding or removing your beneficiaries. This form can be found on CompassionNet, [My Compensation > My Pay > e-People > e-People Forms](#).

Employee Self Service may be accessed on your screen through:

- My Homepage drop down on the top left hand corner
- the NavBar  on the top right hand corner

Starting the Benefits Enrollment Process

1. Log into e-People and navigate to **Employee Self Service > Benefits > Benefits Enrollment**.

2. The Benefits Enrollment page will open, displaying the **Open Benefit Event**.

Click **Select** to begin the Open Enrollment.

Open Benefit Events					
Event Description		Event Date	Event Status	Job Title	
Optional Benefits Wait Period		2021/01/11	Open	Licensed Practical Nurse	Select

Note: Click on  for additional information about the event.

3. Scroll down to the **Enrollment Summary**. Click **Edit** next to the corresponding health benefit.

Enrollment Summary					
Supplementary Health		Your Cost	Credits	Before Tax	After Tax
Current: Supplementary Health AUPE AUX:Empl Only					
New: Supplementary Health AUPE AUX:Empl Only		14.64	0.00		14.64
Dental		Your Cost	Credits	Before Tax	After Tax
Current: Dental AUPE AUX:Empl Only					
New: Dental AUPE AUX:Empl Only		11.25	0.00		11.25
Basic Life		Your Cost	Credits	Before Tax	After Tax

4. **Select an Option** page will open, displaying information specific to the health benefit previously selected.

The system will default to single coverage.

- If you are electing **single coverage**, then click **Update** and **Continue**.

- If you are electing to **waive coverage** (due to spousal coverage or other employer coverage), then select the **Waive** button and click **Update** and **Continue**.

Select an Option
Here Are Your Available Options With Your Monthly Costs:

[Summary](#)

Select one of the following plans:

☒ **Supplementary Health AUPE AUX**
Section 100

Coverage Level	Costs	Credits	Your Costs	Tax Class
Employee Only	\$14.64	\$0.00	\$14.64	After-Tax
Family	\$36.56	\$0.00	\$36.56	After-Tax

☐ **Waive**

Note: If you have eligible dependents, it is mandatory to elect family coverage unless you are waiving out of coverage. Information on Alberta Blue Cross coverage can be found on CompassionNet, [My Compensation > My Benefits > Benefit Rates & Booklets](#).

- For **family coverage**, scroll down the page to the **Enroll or Review Dependents**. Click on **Add/Remove Dependents**. Once the page opens, click **Add a Dependent**.

Enroll or Remove your Dependents
The following list displays all individuals who are eligible to be your dependents. If an individual is missing from the list, click Add/Review dependent/beneficiary.
For your information your spouse is considered to be your dependent.
See your Benefit Plan Booklet for more information.

If you check the Enroll box next to the dependents name the dependent will be enrolled in coverage. To add or remove an enrolled dependent click on the check mark next to the dependent's name.

Dependents

Enroll	Name	Relationship
☐		

Add/Review Dependents

- The Dependent Personal Information page displays. Enter your dependent's personal information.

Click **Save**. The Save Confirmation message will display. Click **OK**.

You will return to the **Add/Review Dependent** page, which will now display the dependent's information. To add additional dependents, repeat the steps above until all your dependents have been enrolled.

Dependent Personal Information

Select Save once you have added your Dependent's personal information. This information will go into effect as of

Personal Information

*First Name
Middle Name
*Last Name
Name Prefix
Name Suffix
Date of Birth
*Gender
Social Insurance Number
*Relationship to Employee

Status Information

*Marital Status
*Student
*Disabled
*Smoker

- Once you have added all your dependents information, click **Return to Event Selection**.

Add/Review Dependent
 The people listed may be eligible for Benefit Coverage. Select a name to view or modify personal information. To add a dependent, select the 'Add a Dependent' pushbutton.

Dependent and Beneficiary Information

Name	Relationship to Employee	Date of Birth	Marital Status	Marital Status Date	Student	Disabled	Dependent
Jane Doe	Spouse	1985/02/04	Married	2021/01/11	No	No	Yes

You will return to the **Enroll or Remove your Dependents** page.

- On the **Enroll or Remove your Dependents** page, click the check box under the **Enroll** column next to each dependent. Click **Update and Continue**, to save your changes.

Enroll or Remove your Dependents
 The following list displays all individuals who are eligible to be your dependents. If an individual is missing from the list, click Add/Review dependent/beneficiary.
 For your information your spouse is considered to be your dependent.
 See your Benefit Plan Booklet for more Information.

If you check the Enroll box next to the dependents name the dependent will be enrolled in coverage. To add or remove an enrolled dependent click on the check mark next to the dependent's name.

Dependents

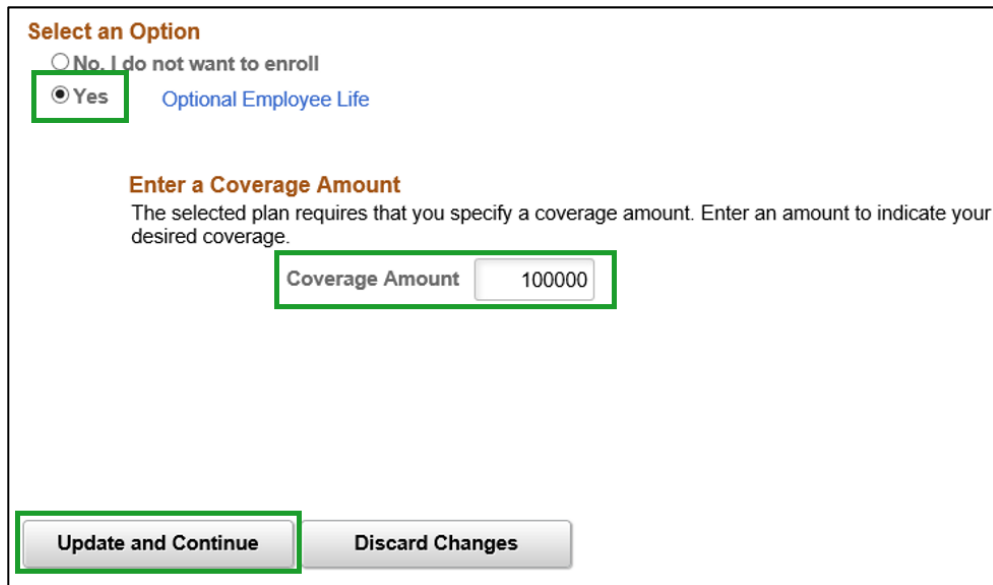
Enroll	Name	Relationship
☒	Jane Doe	Spouse

- The **Benefits Enrollment** page for the previously selected health benefit will be displayed. Click **Update Elections**. Repeat the steps for all other health benefits (ie. Dental).

Insurance Benefits

Some of the insurance benefits do not have an Edit button. This means you cannot change those benefits. You can add beneficiaries by submitting the [Beneficiary Nomination Form](#). A printed, signed original is required by law when you are adding or removing your beneficiaries.

- To Add **Insurance Benefits**, click **Edit** besides the insurance benefit you wish to add. The **Select an Option** page opens displaying information specific to the benefit you selected (ie. Optional Dependent Life).
- On the **Select an Option** page, select **Yes**, next to the insurance benefit. If applicable, enter coverage amount under the **Enter a Coverage Amount** section. Click **Update and Continue**.



Select an Option

☐ No, I do not want to enroll

☒ Yes [Optional Employee Life](#)

Enter a Coverage Amount

The selected plan requires that you specify a coverage amount. Enter an amount to indicate your desired coverage.

Coverage Amount

Update and Continue **Discard Changes**

Note: Only some insurances will allow you to enter a desired coverage. Others have a set amount.

3. After you have completed all your elections for insurance benefits, click **Update Elections**.

Flex Spending Account

If you are not eligible for the Flex Spending Account, the Edit Button will not display. Please proceed to step 6.

1. Next, click **Edit** next to one of the **Flex Spending** options.
2. The **Annual FSA Allocation Entitlement** page will open with your **Annual Entitlement** amount displaying.

Note: Initially the entire amount will default to being displayed under Flex Spending Health – Canada.

3. **Adjust your allocations** by entering dollar amounts next to the type of spending account you want to allocate to. The Remaining amount will change as you enter your allocations.

Benefit Enrollment
Annual FSA Allocation Entitlement

1 Adjust your allocations for your annual entitlement.
You must not exceed the total amount allocated when you add up your annual pledge amounts for all Flexible Spending Accounts.
Click on the info icon beside each Flex Spending plan to learn what's covered, what's required by you, and possible tax implications.

Annual Entitlement \$1,604.17

FSA Allocations

Info	Flex Spending Account	Allocation Amount
1	Flex Spending Health - Canada	\$500.17
2	Flex Spending TFSA	\$700.00
3	Flex Spending RRSP	
4	Flex Spending Personal	\$404.00

Update and Continue **Discard Changes** **Remaining Amount** \$0.00

The **Remaining amount** must indicate \$0.00 when you are done and click **Update and Continue**.

4. A table summarizing your costs for all benefit elections will display under an Election Summary.

Summarized monthly estimates for current benefit elections. Please note, there is no monthly cost associated with flex credits.

Election Summary

Summarized estimates for new Benefit Elections	Total	Before Tax	After Tax
Benefit Costs	196.33	0.00	196.33
Flex Credits	0.00	0.00	
Your Costs	196.33	0.00	196.33

These costs do not include certain choices that are based on variable earnings.

Save and Continue

Select the **Save and Continue** button to send your final choices to the Benefits Department.

i Important: Your enrollment will not be complete until you Submit your choices to the Benefits Department and they finalize your benefit elections the following day after submission.

Once you have selected all your benefits and are ready to submit your final choices, click **Save and Continue**.

5. The **Errors and Warnings** page displays listing any errors/warnings for each benefit choice.

Errors and Warnings

Your enrollment contains some errors and/or warnings. The following list displays your errors/warnings for each benefit choice. You will need to correct the errors before you can submit your final benefit choices.
Please contact the HR Contact Centre at 1-877-511-4455 [9](#) if assistance is required.

Benefit Errors and Warnings	
 Optional Employee Life	Warning
Your enrollment in this benefit plan requires proof of insurability. You will need to submit the appropriate documents to the Benefits Department. Your new coverage will not take effect until proof of insurability is received. Return Update Elections	
Click Return to go back to the Enrollment Summary and correct the errors in your benefit choices. Select the Update Elections button to ignore these warnings and submit your benefit choices.	

Click **Return** to go back and correction errors.

Click **Update Elections** to ignore warnings and submit your benefit choices.

- The Submit Benefit Choices page opens. Read the information provided and click Submit under Authorize Elections.

Authorize Elections

By submitting your benefit choices you are authorizing the employer to take appropriate payroll deductions, if required. You understand that your Benefit elections remain in effect unless a qualifying change event occurs (as outlined in the Employee Benefits Booklet).

Alberta Health Services has collected this information for the purposes of administering the benefit plans (under the authority of the Freedom of Information and Protection Privacy act, Alberta Insurance Act, and the Alberta Employment Standards Code). Should you have any questions about the information requested on this form, contact the HR Contact Centre, 1-877-511-4455 [9](#).

You are also authorizing Alberta Health Services to release this information to third party providers for the sole purpose of administering the benefit program.

Submit

Cancel

- The **Submit Confirmation** message displays. Click **OK**.

The **Open Benefits Events** box will show that your **Event Status** is now **Submitted**. Your benefits enrollment is now complete.

Open Benefit Events					
Event Description		Event Date	Event Status	Job Title	
Optional Benefits Wait Period		2021/01/11	Submitted	Licensed Practical Nurse	Select

ADDITIONAL SUPPORT & RESOURCES

HR ServiceHub

Phone: 1-877-511-4455

CompassionNet: Employee Centre > My Compensation > My Pay > e-People > [HR Contact Centre Portal](#)

HR Business Support & System Solutions (Manager Services Support)

Phone: 1-844-442-9011

e-People Resources Pages

CompassionNet > Employee Centre > My Compensation > My Pay > [e-People](#)

