

ESS OPEN ENROLLMENT GUIDE

Racine County



Employee Self Service – Open Enrollment Guide

Welcome to the Open Enrollment Guide for Employee Self Service. This guide will give you the step-by-step instructions on how to complete open enrollment through Employee Self Service. Before following this guide, make sure you have access to the [Employee Self Service](#) and your login information. You will also need to review the [2025 Benefits Guide](#) before you complete Open Enrollment to review the benefits that you would like to enroll in. If you do not have a login for Employee Self Service, please email ess-reset@racinecounty.com. Please keep in mind, you are also able to update your [life insurance elections](#) during open enrollment as well. This is done during open enrollment but outside of the ESS site. If you are interested in this, please visit our open enrollment page on our website: [2025 Open Enrollment](#)

Open Enrollment through Employee Self Service is available between November 1st – November 15th of each year. Any elections made during open enrollment will be effective as of January 1st.

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STEP 1:

- Log in to [Employee Self Service](#)
- On the right-hand side of the page, click on “Benefits”

Home

Employee Self Service

Benefits

Pay/Tax Information

Personal Information

- Here you will see your current elections.

Example:

Existing Benefits

 You must complete your [open enrollment](#) before 11/15/2024.

VIEW ARCHIVED

HEALTH INSURANCE
FAMILY HEALTH - \$177.38

DENTAL INSURANCE
PREMIUM DENTAL FAMILY - \$51.00

DELTA VISION
FAMILY VISION - \$5.00

MEDICAL FSA 2024
MEDICAL FSA - \$40.00

DEPENDENT CARE FSA 2024
Declined

Estimated total cost per pay period

\$273.38

STEP 2:

Select “**Open Enrollment**” located under the Benefits Option

Home

Employee Self Service

Benefits

Open Enrollment

Pay/Tax Information

Personal Information

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“MAKE ELECTIONS” PAGE.

You are now on the Make Elections page. The introductory paragraph at the top will give you general information about open enrollment. On this page, you will choose “SELECT”, “DECLINE”, OR “NO CHANGES” for each benefit that is listed (except for HEALTH which only has “NO CHANGES” and “SELECT” and the FSA options which only has the “DECLINE” AND “SELECT”. To decline health, you will need to choose “Waived” once you click Select. For the FSA you MUST elect or decline each year.

Open Enrollment – Make Elections

▲ Make a selection for each benefit, then click “Continue”. You must submit this enrollment by 11/15/2024.

Welcome to Open Enrollment through Employee Self Service! Open Enrollment runs from November 1st, 2024 - November 15th, 2024. Any benefits that you enroll in during open enrollment will be effective as of 1/01/2025. Before you enroll, please be sure to look at the 2025 Benefits Guide that was emailed to all employees. You can also find the benefits guide by clicking the “Resources” button that is located in the top right hand corner of this screen and selecting 2025 Benefits Guide and on the top right corner of each of the selections. You will need to know which benefit options you are going to enroll in, as well as the premium costs of each benefit before you start. If you have any questions or concerns, please contact Human Resources at humanresources@racinecounty.com. Remember, during open enrollment, you are also able to make changes to your life insurance elections. This is done OUTSIDE OF ESS. Please look at the 2025 Open Enrollment Button on the website for more information.

HEALTH INSURANCE Election not made Existing benefit: FAMILY HEALTH – \$177.38	NO CHANGES SELECT ▾
DENTAL INSURANCE Election not made Existing benefit: PREMIUM DENTAL FAMILY – \$51.00	DECLINE NO CHANGES SELECT ▾
DELTA VISION Election not made Existing benefit: FAMILY VISION – \$5.00	DECLINE NO CHANGES SELECT ▾
MEDICAL FSA 2025 Election not made Existing benefit: MEDICAL FSA – \$40.00	DECLINE SELECT ▾
DEPENDENT CARE FSA Election not made Existing benefit: Declined	DECLINE SELECT

Estimated total cost per pay period

\$0.00

STEP 3:

The first benefit that you can select will be “HEALTH INSURANCE”. If you wish to keep everything the same, you will click “NO CHANGES”. If you would like to enroll in the health insurance (or change to a different plan or add dependents), you will click “SELECT”.

SELECT: If you choose SELECT, you will be brought to a screen that looks like the image below. Choose the type of coverage you want. Remember, the benefits guide is on the top right corner of all selection pages as a reminder of your choices. If you choose one of the high deductible plans, you may enroll in the HSA. You will see a link to that enrollment form on this page as well.

Benefits – HEALTH INSURANCE

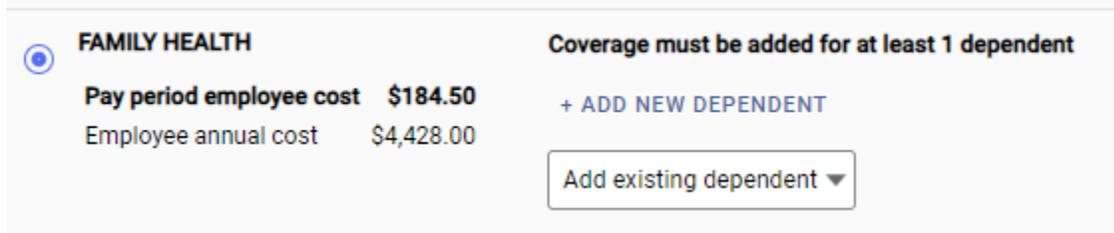
▲ Please note, if you enroll in the HDHP plan, you may also enroll in an HSA. Click the link for the HSA election form. Complete the form and return to Human Resources. HSA deductions will not begin until after the HSA election form is received. If you enroll, Racine county will contribute \$500 for a single plan and \$1000 for a family plan. [2025 Benefits Guide](#)

- SINGLE HEALTH**
Pay period employee cost \$63.90
Employee annual cost \$1,533.60
- FAMILY HEALTH**
Pay period employee cost \$184.50
Employee annual cost \$4,428.00
- HIGH DEDUCTIBLE PLAN - SINGLE** Additional Link(s)
Pay period employee cost \$44.70
Employee annual cost \$1,072.80
• [HSA Election Form](#)
- HIGH DEDUCTIBLE PLAN - FAMILY** Additional Link(s)
Pay period employee cost \$129.08
Employee annual cost \$3,097.92
• [HSA Election Form](#)
- WAIVED HEALTH 2025**
Pay period employee cost \$0.00
Employee annual cost \$0.00

CANCEL CONTINUE

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If you select Family coverage, you will see a drop-down menu that lists your dependents. You will also see a Add New Dependent option. **Please note:** Even if your dependent is listed as an existing dependent, you **MUST** click on each dependent that you wish to be enrolled. If you need to add someone new, you will click on Add New Dependent.



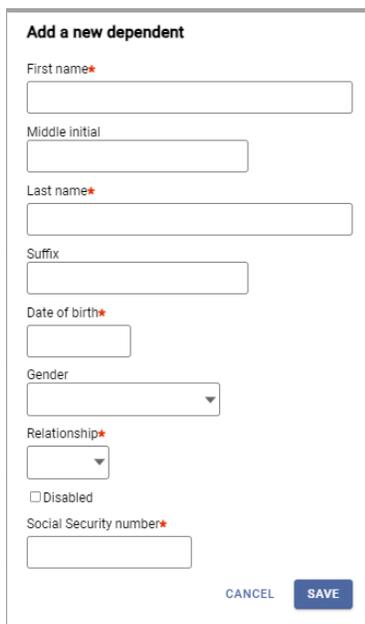
FAMILY HEALTH Coverage must be added for at least 1 dependent

Pay period employee cost **\$184.50**
Employee annual cost **\$4,428.00**

+ ADD NEW DEPENDENT

Add existing dependent ▾

If you choose to add a new dependent, this screen will pop up. You **MUST** enter all accurate information for each new dependent you wish to add and then click **SAVE** at the bottom. HR will reach out after Open Enrollment to request dependent verification.



Add a new dependent

First name*

Middle initial

Last name*

Suffix

Date of birth*

Gender

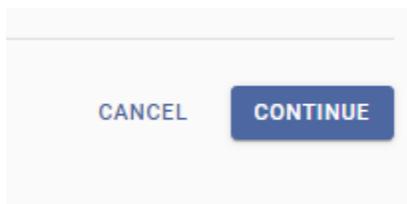
Relationship*

Disabled

Social Security number*

CANCEL SAVE

Once you have chosen the health insurance you would like and have added your dependents if applicable, you will click on the “continue” button on the bottom right-hand corner of the screen.



CANCEL CONTINUE

This will bring you back to the “Make Elections” page.

Step 4:

Continue through the remaining benefit elections (Dental and Vision) the same way as you did with the health. With these options, you can choose “DECLINE” as well.

Step 5:

When you reach the **Medical and Dependent Care FSA options**, you will notice there is no “NO CHANGES” option. This is because you must elect this benefit each year. If you choose “SELECT”,

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you will be asked to choose the dollar amount that you wish to contribute PER PAYCHECK. Type the dollar amount in the space provided and then click continue at the bottom of the screen.

Benefits – MEDICAL FSA 2025

▲ Please list the dollar amount that you would like to contribute to your FSA PER PAYCHECK. The max amount for a medical FSA is \$123.08 per check which translates to \$3200 per year.

[2025 Benefits Guide](#)

MEDICAL FSA

Pay period employee cost \$0.00
Employee annual cost \$0.00

Amount

0

I Decline

CANCEL

CONTINUE

You will go through the same process for the Dependent Care FSA. REMEMBER, this benefit is for childcare (daycare, after school care, summer camps, etc.) or elder care expenses only.

Step 6:

Once you have completed enrollment for each insurance benefit, you will click continue that is in the lower right-hand corner of the screen. You will then see the review screen where you can review your enrollments. **Please make sure to verify at this time that all your dependents are listed correctly under each selection.** You will also see the total dollar amount you can expect to see taken from each check in 2025.

Review your enrollment

To complete Open Enrollment, click SUBMIT on the bottom right corner. To make changes, click MODIFY.

CANCEL

MODIFY

SUBMIT

IMPORTANT: You have not completed Open Enrollment until you click SUBMIT. You will also receive an automatic email from noreply@racinecounty.com that confirms your benefits and shows each dependent that you enrolled for each insurance option. If you realize you made a mistake when you see your confirmation email, you may go back and make changes up until midnight on November 15th.