

# Employee Self Service Portal Guide

Hays County offers an online employee self-service portal. This module can be found on the internet at <https://esuites.co.hays.tx.us/websites.hr.portal>.

## INITIAL ACCOUNT ACTIVATION

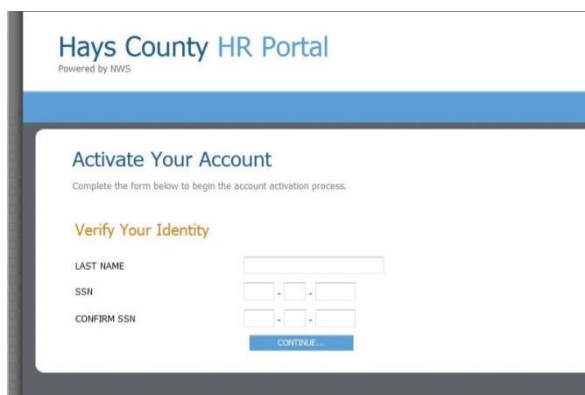
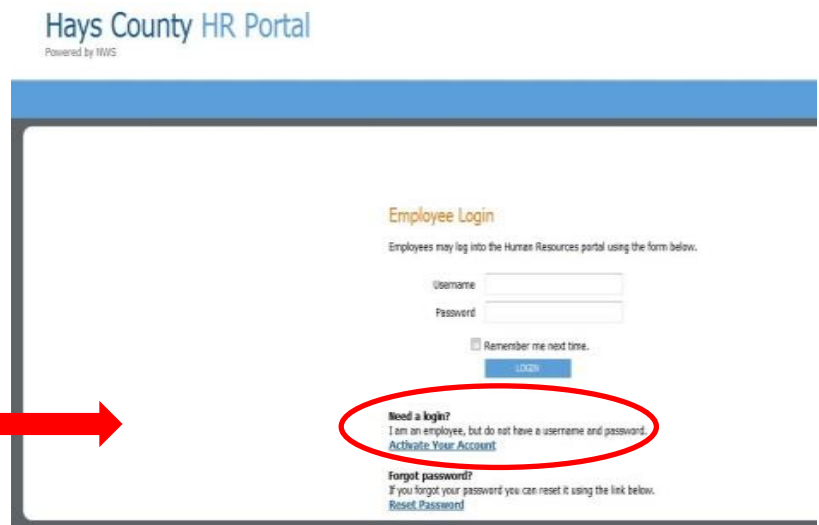
You will need to activate your account on the self service module.

Go to the website <https://esuites.co.hays.tx.us/websites.hr.portal>

Have your social security number available.

You will see the login screen to the Self Service Portal.

Click [Activate Your Account](#) below the login button.



You will then need to verify your identity by entering your last name and your social security number and then confirm your social security number. Then click

Continue..

You should receive an email to the primary email you provided to us. Then you can set up your username and password. If you do not receive an email within a reasonable amount of time, contact the Hays County Treasurer at 512-393-2236 to assist you in your set up.

Your USERNAME needs to be at least 7 characters long and is CASE SENSITIVE so be sure to remember how you set it up!

Your PASSWORD needs to be between 5 and 25 characters and is CASE SENSITIVE so be sure to remember how you set it up!

Be sure to confirm your password and then click on

Continue..

The screenshot shows the 'Hays County HR Portal' header with 'Powered by NWS'. Below is a blue bar, followed by the title 'Activate Your Account' and the instruction 'Complete the form below to begin the account activation process.' The section 'Create Your Account' contains three input fields: 'USERNAME', 'PASSWORD', and 'CONFIRM PASSWORD'. To the right of the password fields is the text 'Must be between 5 and 25 characters'. A blue 'CONTINUE...' button is at the bottom.

The screenshot shows the 'Hays County HR Portal' header with 'Powered by NWS'. Below is a blue bar, followed by the title 'Activate Your Account'. The message 'ACCOUNT CREATED' is displayed, followed by 'Your Account has been activated.' and a blue link 'Click to login.'

You will then get the confirmation screen.

Click on [Click to login.](#)

You will then be redirected back to the main login screen.

Enter the new username and password you just set up.

You have the choice to click the box next to Remember me next time if you wish to save your login information for future logins.

Then click on

LOGIN

The screenshot shows the 'Hays County HR Portal' header with 'Powered by NWS'. Below is a blue bar, followed by the title 'Employee Login' and the instruction 'Employees may log into the Human Resources portal using the form below.' The login form includes 'Username' and 'Password' input fields, a 'Remember me next time.' checkbox, and a blue 'LOGIN' button. At the bottom, there are links for 'Need a login?' (with sub-links 'I am an employee, but do not have a username and password.' and 'Activate Your Account') and 'Forgot password?' (with sub-link 'If you forgot your password you can reset it using the link below.' and 'Reset Password').

If you have issues activating your account, feel free to call the Hays County Treasurer's Office for assistance.

512-393-2236.

## **FORGOT YOUR PASSWORD?**

If you forget your password on the self service module go to the main login screen of the employee portal

<https://esuites.co.hays.tx.us/websites.hr.portal>

Click [Reset Password](#) at the bottom of the screen.

Hays County HR Portal  
Powered by HRIS

**Employee Login**  
Employees may log into the Human Resources portal using the form below.

Username   
Password   
☐ Remember me next time.

**Need a login?**  
I am an employee, but do not have a username and password.  
[Activate Your Account](#)

**Forgot password?**  
If you forgot your password you can reset it using the link below.  
[Reset Password](#)

You will need to know your login name.

If you don't know your login, call the Treasurer's Office to assist you 512-393-2236.

Hays County HR Portal  
Powered by Tyler Technologies

**Password Reset**

Enter your username and click the Continue button below. An email will be sent to your primary email address on record containing a password reset link.

Username

A password reset email has been sent to your primary email address.

You should receive an email to the primary email you provided to us. Then you can set up your username and password.

You will then be asked to reset your password. Your PASSWORD needs to be between 5 and 25 characters and is CASE SENSITIVE so be sure to remember how you set it up!

Be sure to confirm your password and then click on

Continue..

**Reset Password**  
Reset Your Password

**Reset Your Password**

CURRENT USERNAME   
PASSWORD   
CONFIRM PASSWORD

Must be between 5 and 25 characters  
Must be between 5 and 25 characters

## Reset Password

### PASSWORD RESET

Your password has been reset

[Click to login.](#)

You will then get the confirmation screen.

Click on [Click to login.](#)

You will then be redirected back to the main login screen.

Enter your username and the new password you just set up.

You have the choice to click the box next to Remember me next time if you wish to save your login information for future logins.

Then click on

LOGIN

## Hays County HR Portal

Powered by HRIS

### Employee Login

Employees may log into the Human Resources portal using the form below.

Username

Password

☐ Remember me next time.

LOGIN

### Need a login?

I am an employee, but do not have a username and password.

[Activate Your Account](#)

### Forgot password?

If you forget your password you can reset it using the link below.

[Reset Password](#)

If you have issues resetting your password, feel free to call the Hays County Treasurer's Office for assistance. 512-393-2236.

## The Home Screen

**Hays County HR Portal**  
Powered by Tyler Technologies

HOME MY HR BENEFIT ENROLLMENT LOGOUT

Welcome, BRITNEY BOLTON RICHEY!

Welcome to the HR Portal

If you have any questions about the information contained here, please contact the Hays County Treasurer's Office at 512-393-2236.

FOR A GUIDE ON HOW TO USE THIS PORTAL CLICK ON THIS LINK  
<http://www.co.hays.tx.us/SharedFiles/Download.aspx?paqid=61&mid=604&fileid=7120>

Benefits Open Enrollment is now closed.

Please direct any questions related to insurance, to the Human Resources Department 512-393-2215 or email [mercedes.hinojosa@co.hays.tx.us](mailto:mercedes.hinojosa@co.hays.tx.us)

**ANNOUNCEMENTS**

**Pay Cycle Change**  
To change your pay cycle please fill out the attached form and email it to [laura.nava@co.hays.tx.us](mailto:laura.nava@co.hays.tx.us) or send it interoffice mail to the Treasurer's Office. [more...](#)

**Address Change**  
You may initiate an address change on this site, however to complete an address change you will need to fill out the attached form and email it back to [laura.nava@co.hays.tx.us](mailto:laura.nava@co.hays.tx.us) or send it back interoffice mail to the Treasurer's Office. [more...](#)

This is the main screen on the employee portal. Look for information and announcements here. Links to Pay Cycle Change and Address Change forms are also located here. Click on [more...](#) to access them.

## Changing Login Information

To change your account login information scroll down the home page to the very bottom and click [My Account](#) located at the bottom left of the home screen.

A screenshot of the 'Maintain My Account' form. The form has a title 'Maintain My Account' and a subtitle 'Account Information'. It contains three input fields: 'Username:' with the value 'brichey', 'Password:', and 'Confirm Password:'. Below the fields are two buttons: 'SUBMIT' and 'CANCEL'.

If you don't like your username or password you can change them here.

Your USERNAME needs to be at least 7 characters long and is CASE SENSITIVE so be sure to remember how you set it up!

Your PASSWORD needs to be between 5 and 25 characters and is CASE SENSITIVE so be sure to remember how you set it up!

Be sure to confirm your password.

Once you are satisfied with the username and password you have selected click on

SUBMIT

You will get confirmation that it was changed. **Record updated successfully** will appear below [Maintain My Account](#).

Maintain My Account

Record updated successfully.

If you do not wish to make any more changes to your username or password click on

Cancel

If you have issues changing your username or password, feel free to call the Hays County Treasurer's Office for assistance. 512-393-2236.

## Reviewing Payroll Information

One of the best features of Employee Self Service is to be able to review your payroll information at any time. From the home screen you can hover over the MY HR tab to see a drop down menu of services. You can also see the full list of services by clicking on the MY HR tab and going to the Employee Portal screen. Either way you will be directed to the services you wish to see.



The employee portal has many services for Hays County Employees.

### Employee Portal

#### Accrual Information

A glance at your accrued overtime, vacation and personal time.

#### Contacts/Dependents

Manage your personal contacts for emergencies and other purposes.

#### Direct Deposits

Manage your direct deposit distributions.

#### Positions and Pay Rates

View your current positions and pay rates.

#### Paychecks

View your recent and previous paychecks.

#### Print 1095-C Forms

Print your 1095-C Forms.

#### Benefits

A summary of your current and historical benefits.

#### Deductions

A summary of your current and historical deductions.

#### Personal Information

Manage your personal information such as address, contact information, etc.

#### Taxes

View a summary of your current tax withholdings.

#### Print W-2 Forms

Print your W-2 Forms.

Each area is described below.

Contact the Treasurer's Office with any questions related to the payroll information.  
512-393-2236

## ACCRUAL INFORMATION

The accrual information listed in the employee portal shows the information as of your last paycheck. You can also review past hours starting in September of 2009 when we went on to this system.

### Accrual Information

Choose a year: 2016

Hour Category	Starting Balance	Hours Earned	Hours Taken	Ending Balance	Days
Sick	203.2500	72.0000	59.5000	215.7500	26.97
Vacation	237.7500	108.0000	70.2500	275.5000	34.44
Compensatory Time	0.0000	0.0000	0.0000	0.0000	0.00
Administrative Leave	0.0000	0.0000	0.0000	0.0000	0.00

Check the Novatime system to review time and attendance in more detail.

## BENEFITS

### Benefit Information

The items listed on this page are NOT deductions. These are contributions paid by your employer, Hays County, on your behalf.

#### Current Benefits

Benefit	Amount	Percent	Frequency	Start Date	End Date
DENT - Dental PPO Pre-tax Insurance	\$33.74		First Only	01/01/2016	< Open >
HSA Pre-tax - Health Savings Account Pre-tax	\$86.05		First Only	01/01/2016	< Open >
HSA SAVE - HSA Savings Contribution Post	\$83.33		First Only	01/01/2016	< Open >
LIFE MONTHLY - Life Monthly	\$5.00		First Only	01/01/2016	< Open >
RET - Retirement		11.7700%	First Only	01/01/2016	< Open >

#### Benefit History

Below is a history of your benefits. These items are no longer active as of the end date indicated.

Benefit	Amount	Percent	Frequency	Start Date	End Date
CO LIFE MO - County Life Monthly			First Only	01/01/2011	12/31/2011
DENT - Dental PPO Pre-tax Insurance	\$22.30		First Only	01/01/2009	12/31/2009
DENT - Dental PPO Pre-tax Insurance	\$25.24		First Only	01/01/2010	12/31/2010
DENT - Dental PPO Pre-tax Insurance	\$26.50		First Only	01/01/2011	12/31/2011
DENT - Dental PPO Pre-tax Insurance	\$0.01		First Only	01/01/2012	12/31/2012
DENT - Dental PPO Pre-tax Insurance	\$34.50		First Only	01/01/2013	12/31/2013
DENT - Dental PPO Pre-tax Insurance	\$23.50		First Only	01/01/2014	12/31/2014
DENT - Dental PPO Pre-tax Insurance	\$33.74		First Only	01/01/2015	12/31/2015
FT D LIFE MO - Fort Dearborn Life Monthly	\$0.00		First Only	01/01/2009	12/31/2009
FT D LIFE MO - Fort Dearborn Life Monthly			First Only	01/01/2010	12/31/2010

The benefit information listed in the employee portal shows you the items that Hays County provides for you. The items on this screen are the things that Hays County provides and the amount that Hays County pays each pay period. The information at the top of the screen under **Current Benefits** is as of your last paycheck. You can also review past benefits under **Benefit History**. The history goes back starting in September of 2009 when we went on to this system.

## CONTACTS/DEPENDENTS

You can verify your contact and dependent information here. If you wish to edit or delete a contact you can do so on the right hand side of the screen. The changes you enter will be submitted to the Treasurer's Office for review and if there are any questions someone will contact you.

### Contacts/Dependents

Your contacts may be used by HR in the event of an emergency or for other purposes.

Contact Name	Primary Phone	Primary Contact	Emergency Contact	Beneficiary	Dependent	Options
RICHEY, THOMAS					Yes	EDIT DELETE
RICHEY, VIVIENNE					Yes	EDIT DELETE

<< ADD A NEW CONTACT >>

2 Active Contacts

## EDIT A CONTACT

Edit Contact

Contact Information

Title

First Name

Middle Name

Last Name

Suffix

Same Address as Employee

Address

Zip

City

State

Email Address

THOMAS

W

RICHEY

☒

Primary Contact

Emergency Contact

Beneficiary

Dependent

Relationship

Date of Birth

SSN

Gender

Student

Comments

☐

☐

☐

☒

Spouse

Male

☐

ADD PHONE NUMBER

SUBMIT CHANGES

Feel free to edit contact information as needed. To add a phone number for a contact click on [Add Phone Number](#). When you have completed the changes click on

SUBMIT CHANGES

## DEDUCTIONS

The deduction information listed in the employee portal shows you the items that are deducted from your paycheck. The items on this screen are the things and the amounts that you pay each pay period. The information at the top of the screen under **Current Deductions** is as of your last paycheck. You can also review past benefits under **Deduction History**. The history goes back starting in September of 2009 when we went on to this system. Some of these items coincide with the county benefits listed above on the benefits screen.

### Deduction Information

#### Current Deductions

Deduction	Amount	Percent	Frequency	Start Date	End Date
AWC 125 - AWC 125	\$44.40		1 - First Only	01/01/2010	< Open >
DC - National Deferred Compensation	\$38.00		1 - First Only	04/01/2015	< Open >
DENT - Dental PPO Pre-tax Insurance	\$33.50		1 - First Only	01/01/2016	< Open >
PCRB - Patient Care Outcomes Reach Std	\$0.00		1 - First Only	01/01/2016	< Open >
RET - Retirement		7.0000%	1 - First Only	01/01/2016	< Open >
TMC - Current Property Tax	\$35.00		1 - First Only	07/01/2016	< Open >
TMP - Traditional Pension Program	\$2.25		1 - First Only	01/01/2016	< Open >

#### Deduction History

Below is a history of your Deductions. These items are no longer active as of the end date indicated.

Deduction	Amount	Percent	Frequency	Start Date	End Date
AWC 125 - AWC 125	\$55.80		1 & 2 - First and Second	01/01/2009	12/31/2009
DC - National Deferred Compensation	\$38.00		1 - First Only	01/01/2009	12/31/2014
DC - National Deferred Compensation	\$38.00		1 - First Only	04/01/2015	04/30/2015
DENT - Dental PPO Pre-tax Insurance	\$0.00		1 - First Only	01/01/2010	12/31/2010
DENT - Dental PPO Pre-tax Insurance	\$0.00		1 - First Only	01/01/2011	12/31/2011
DENT - Dental PPO Pre-tax Insurance	\$0.00		1 - First Only	01/01/2012	12/31/2012
DENT - Dental PPO Pre-tax Insurance	\$33.50		1 - First Only	01/01/2013	12/31/2013
DENT - Dental PPO Pre-tax Insurance	\$33.50		1 - First Only	01/01/2014	12/31/2014
DENT - Dental PPO Pre-tax Insurance	\$33.50		1 - First Only	01/01/2015	12/31/2015

## DIRECT DEPOSIT

Hays County offers direct deposit of your paycheck to any bank in the United States. You can review your direct deposit information on this screen and request a change.

### Direct Deposits

#### Information on File

☐ Paperless Direct Deposit

Frequency	Sequence	Bank	Account	Deposit Type	Amount
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[MAKE CHANGES](#)

Please note that additional information will be required before a direct deposit change is made. If you submit a change online, someone from the Treasurer's Office will contact you regarding that change. There will be no actual changes made from an online direct deposit change including a paperless direct deposit request. Hays County will continue to provide paper direct deposit stubs for a period of time. To make a change to your direct deposit please click on [MAKE CHANGES](#)

and follow the instructions at the top of the Direct Deposit – Change Form screen. Go to the link and fill out the paper Direct Deposit change form and email it to the Treasurer's Office. It is not necessary to fill out the information online and fill out the paper form. The paper form is all that is needed.

### Direct Deposit - Change Form

To change your direct deposit, please complete the form provided on the following link and email it to [laura.nava@co.hays.tx.us](mailto:laura.nava@co.hays.tx.us) or send interoffice mail to the Hays County Treasurer's Office.

DIRECT DEPOSIT CHANGE FORM LINK: <http://www.co.hays.tx.us/SharedFiles/Download.aspx?pageid=61&mkid=604&fileid=7044>

☐ Paperless Direct Deposit

**DELETE X**

BANK	BANK OF AMERICA (6) - 052001633	ACCOUNT TYPE	Checking
Sequence		ACCOUNT #	
Amount Type/Amount	Amount	FREQUENCY	

**ADD A DISTRIBUTION**  
BANK  [ADD DISTRIBUTION](#)

[SUBMIT CHANGES](#)

## PERSONAL INFORMATION

Please review your

[MAKE CHANGES](#)

personal information. If you see that some of your information needs to be changed, click on at the bottom of the screen.

### My Personal Information

Your human resources department has the following information on file. To make changes simply click the Make Changes button and submit a change request.

#### Information On File

Name	BRITNEY BOLTON RICHEY
Phone Number	* Home Phone - Work Phone - (512) 393-2236 2234
Email	* Work Email - BRITNEY@CO.HAYS.TX.US
Address	* Mailing Address - San Marcos, Texas 78667 Home Address - SAN MARCOS, Texas 78666

\* Indicates Primary

[MAKE CHANGES](#)



## Change Personal Information

**Personal Information Change Request**  
Some changes to personal information require HR approval.

**Chan Change**  
Change Request Form

EFFECTIVE DATE \*  
10/12/2016

NAME  
TITLE  
FIRST \*  
MIDDLE  
LAST \*  
SUFFIX

BRITNEY  
BOLTON  
RICHEY

PHONE  
PHONE TYPE \*  
(555)1231233  
EXTENSION  
PRIMARY  
DELETE

Home Phone  
Work Phone  
5123832236  
Add Phone Number

EMAIL  
EMAIL TYPE  
EMAIL ADDRESS  
PRIMARY  
DELETE

Work Email  
BRITNEY@CO.HAYS.TX.US  
Add Email Address

ADDRESS  
EFFECTIVE DATE \*  
10/12/2016  
ADDRESS TYPE \*  
Mailing Address  
PRIMARY  
DELETE

STREET ADDRESS 1 \*  
STREET ADDRESS 2  
STREET ADDRESS 3  
CITY \*  
STATE \*  
ZIP \*

San Marcos  
Texas  
78666  
Add Address

SUBMIT CHANGES

To make changes to your personal information, fill out the appropriate boxes. You can delete information by checking the delete box to the far right hand side of the screen and can add phone numbers, emails and addresses by clicking on the coordinating [Add Phone Number](#), [Add Email Address](#) or [Add Address](#). Please note that some changes may require additional forms and a representative from the Treasurer's Office may contact you once you have submitted your request if there is additional information required. Once you are satisfied with your changes click on [SUBMIT CHANGES](#) at the bottom of the screen to submit them to the Treasurer's Office.

## POSITION/PAY RATE

The position / pay rate information screen gives you a current snapshot of your current position and rate. Please disregard the Position Entry Date. This may simply be the date we entered information in the system. Your rate and salary are as of your last paycheck. Note your hire date should be correct.

### Position and Pay Rate Information

Pay Rates as of 10/27/2017

Position	Department	Position Entry Date	Hire Date	Current Base Hourly Rate	Current Base Annual Rate	Primary
▼ 0073-001 - Assistant Treasurer	TREA - Treasurer's Office	10/01/2010	01/04/1990			Yes

## TAXES

This screen allows you to see the withholding allowance you have selected on your form W-4 since 2009 when we went on this system. To make changes to your form W-4 follow the instructions at the top of the screen. Go to the link and fill out the paper form W-4 and email it to the Treasurer's Office.

**Tax Information**

To change your federal withholding please complete the form provided on the following link and email it to [laura.nava@co.hays.tx.us](mailto:laura.nava@co.hays.tx.us) or send interoffice mail to the Hays County Treasurer's Office.

W-4 form link: <http://www.co.hays.tx.us/SharedFiles/Download.aspx?pageid=61&mid=604&fileid=7046>

Below are the withholding selections you have made for the date range noted.

**Taxes as of 10/12/2016**

Start Date	End Date	Tax	Withholding Status	Exemptions	Additional Amount	Additional Percent
1/1/2009	6/30/2013	FED W/H - Federal Withholding	Married Filing Single: 0	0	\$80.00	
7/1/2013	7/31/2013	FED W/H - Federal Withholding	Married: 9	9	\$0.00	
8/1/2013	12/31/2013	FED W/H - Federal Withholding	Married Filing Single: 0	0	\$100.00	
1/1/2014	2/28/2014	FED W/H - Federal Withholding	Married: 9	9		
3/1/2014	3/31/2014	FED W/H - Federal Withholding	Married Filing Single: 0	0	\$125.00	
4/1/2014	12/31/2014	FED W/H - Federal Withholding	Married Filing Single: 0	0	\$250.00	
1/1/2015	3/31/2015	FED W/H - Federal Withholding	Married: 9	9		
4/1/2015	4/30/2015	FED W/H - Federal Withholding	Married Filing Single: 0	0	\$250.00	
5/1/2015	5/31/2015	FED W/H - Federal Withholding	Married: 9	9		
6/1/2015	12/31/2015	FED W/H - Federal Withholding	Married Filing Single: 0	0	\$450.00	
1/1/2016	< Open >	FED W/H - Federal Withholding	Married Filing Single: 0	0	\$50.00	

## PAYCHECK

The Employee Self Service Portal allows you to pull up any paycheck since 2009 when we went on this system. You can review the check and print it. Simply select the year and date you wish to see from the drop down menus. To print the check click on

PRINT PAYCHECK

and a window will pop up with a

printable version of the check you have selected.

**Paycheck Information**

Year & Pay Period: 2016 9/30/2016 - 9/30/2016 - \$0.00 PRINT PAY CHECK

**Paycheck Summary**

Employee	Pay Dates	Check Date	Gross Pay
RICHEY, BRITNEY BOLTON	9/30/2016 - 9/30/2016 - \$0	9/30/2016	\$0.00

**Hours Information**

Hours Code	Hours Worked	Gross
VAC USED - Vacation Used	1.5	
S - Salary		
SICK EARNED - Sick Earned		
SICK USED - Sick Used		
VAC EARNED - Vacation Earned		
<b>TOTALS</b>		<b>\$0.00</b>

**Withholding and Deduction**

Code	Gross	Amount
FED W/H - Federal Withholding	\$0.00	\$0.00
FICA - FICA Social Security	\$0.00	\$0.00

### **PRINT W-2 FORMS**

The Employee Self Service Portal allows you to pull up any W-2 since 2009 when we went on this system. You can review the W-2 form and print it. Simply select the year you wish to see from the drop down menu. To print the W-2 click on

PRINT W-2 FORM

and it will display a printable version of the W-2 you have selected.



### **PRINT 1095C FORMS**



The Employee Self Service Portal allows you to pull up any 1095C since 2015 when this form was implemented. You can review the 1095c form and print it. Simply select the year you wish to see from the drop down menu. To print the 1095c click on

PRINT 1095C FORM

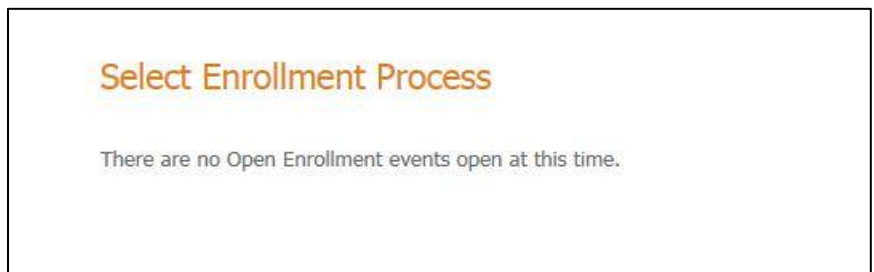
and it will display a printable version of the 1095c you have selected.

# BENEFIT ENROLLMENT

To access the Benefit Enrollment Section click on the Benefit Enrollment tab at the top of the home screen.

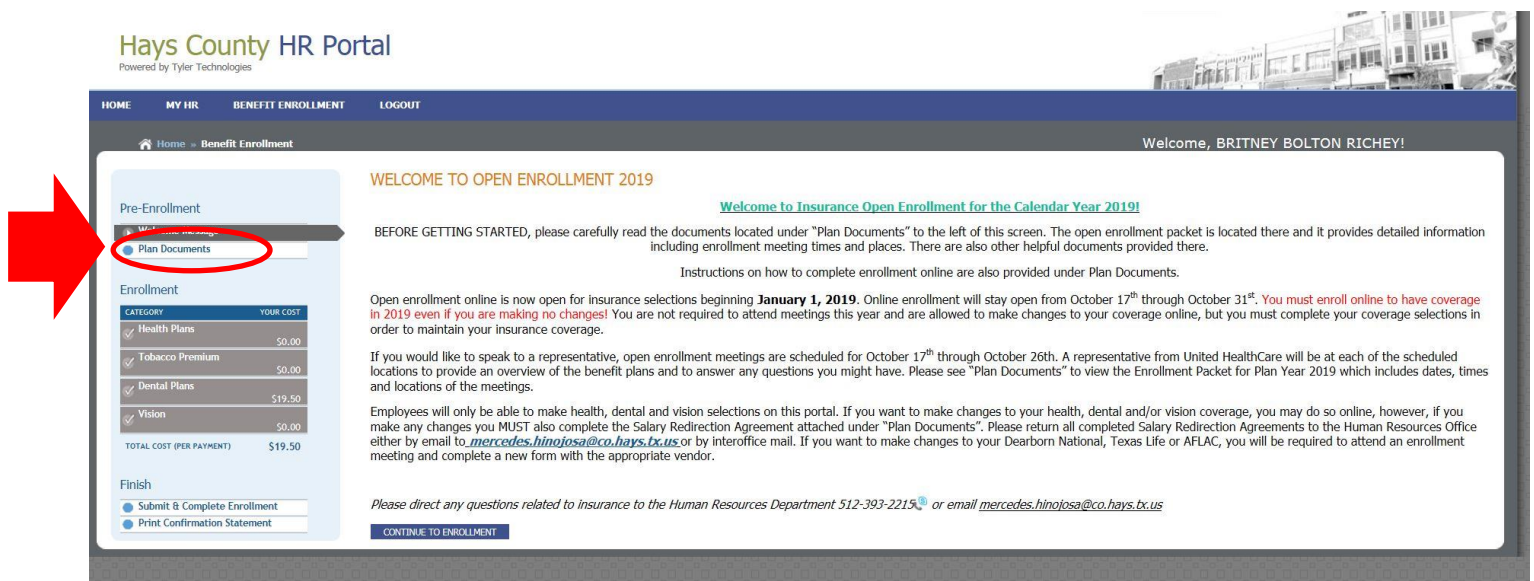


The Benefit Enrollment area is only available during open enrollment. If you wish to make changes to your insurance at a time other than open enrollment please contact the Human Resources Department 512-393-2215. During all non-enrollment times this screen will reflect that it is not open enrollment time.



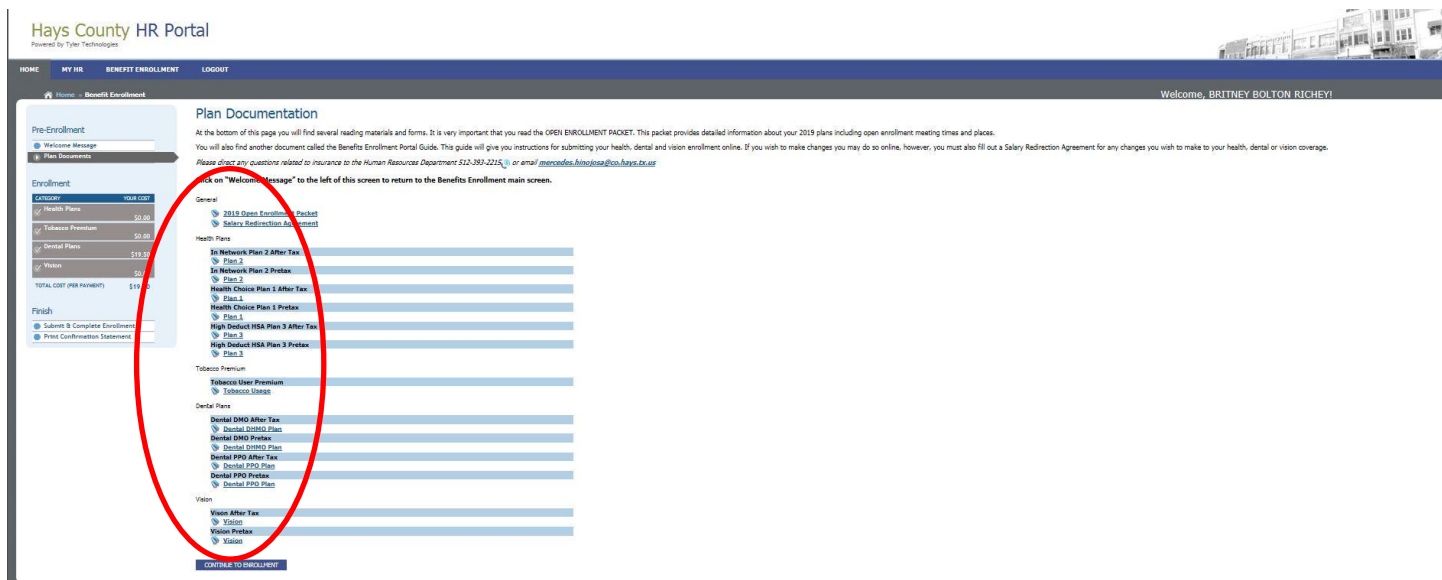
## OPEN ENROLLMENT

There is a limited time that open enrollment will be available. During this window you will have the ability to submit your health, dental and vision enrollment online. It is important to read the messages on each screen and carefully review the documents provided for you under Plan Documents. To read these documents click on [Plan Documents](#) to the left of the screen.



## PLAN DOCUMENTS

It is important that you carefully read the instructions on this page and review the open enrollment packet contained on this screen. You can review all necessary documents by clicking on them at the bottom of the screen.



**Hays County HR Portal**  
Powered by Tyler Technologies

HOME MY HR BENEFIT ENROLLMENT LOGOUT

Welcome, BRITNEY BOLTON RICHEY!

**Plan Documentation**

At the bottom of this page you will find several reading materials and forms. It is very important that you read the OPEN ENROLLMENT PACKET. This packet provides detailed information about your 2019 plans including open enrollment meeting times and places. You will also find another document called the Benefits Enrollment Portal Guide. This guide will give you instructions for submitting your health, dental and vision enrollment online. If you wish to make changes you may do so online, however, you must also fill out a Salary Deduction Agreement for any changes you wish to make to your health, dental or vision coverage. Please direct any questions related to insurance to the Human Resources Department 512-393-2215, or email [mercedes.hays@co.hays.tx.us](mailto:mercedes.hays@co.hays.tx.us)

Click on "Welcome Message" to the left of this screen to return to the Benefits Enrollment main screen.

**Pre-Enrollment**

- Welcome Message
- Plan Documents

**Enrollment**

- Health Plans
- Tobacco Premium
- Dental Plans
- Vision

**Finish**

- Submit & Complete Enrollment
- Print Confirmation Statement

**Plan Documentation**

General

- 2019 Open Enrollment Packet
- Salary Deduction Agreement

**Health Plans**

- In Network Plan 2 After Tax
- Plan 2
- In Network Plan 2 Pre-tax
- Plan 2
- Health Choice Plan 1 After Tax
- Plan 1
- Health Choice Plan 1 Pre-tax
- Plan 1
- High Deductible HSA Plan 3 After Tax
- Plan 3
- High Deductible HSA Plan 3 Pre-tax
- Plan 3

**Tobacco Premium**

- Tobacco User Premium
- Tobacco Usage

**Dental Plans**

- Dental DMO After Tax
- Dental DMO Pre-tax
- Dental DMO Pre-tax
- Dental PPO After Tax
- Dental PPO Pre-tax
- Dental PPO Pre-tax

**Vision**

- Vision After Tax
- Vision
- Vision Pre-tax
- Vision

[CONTINUE TO ENROLLMENT](#)

## INSURANCE CHOICES

Once you have reviewed the documents click on

[CONTINUE TO ENROLLMENT](#)

to review your

Health, dental and vision choices. Please note that your supplemental insurance such as Ft Dearborn Life and AFLAC are not included in the Benefit Enrollment tab. You can review your deductions for all your insurance including supplemental insurance under the MY HR tab and then select deductions as described earlier in this manual.



**Hays County HR Portal**  
Powered by Tyler Technologies

HOME MY HR BENEFIT ENROLLMENT LOGOUT

Welcome, BRITNEY BOLTON RICHEY!

**Health Plans Enrollment**

**THE CURRENT COVERAGE YOU HAVE IS NOTED DIRECTLY UNDER "CURRENT ELECTION" BELOW. YOU MUST CHOOSE A COVERAGE EVEN IF IT IS THE SAME.**

**NOTE: YOUR CURRENT COVERAGE IS DEFAULT. IF YOU CLICK ON ANOTHER OPTION IT WILL CHANGE YOUR SELECTION.**

For more information about the Plan 1 Medical Insurance, [click here](#).  
For more information about the Plan 2 Medical Insurance, [click here](#).  
For more information about the Plan 3 HSA Medical Insurance, [click here](#).

**NOTE: If you are a tobacco user and have changed the status of your usage this year please fill out a Tobacco Usage form and submit it to human resources. For the Tobacco Usage form, [click here](#).**

**Current Election**

High Deductible HSA Plan 3 Pre-tax - Employee Only  
Departmental Control  
Self

**Enrollment in Plan**

Please choose the plan you'd like to enroll in below:

**In Network Plan 2 After Tax**

- ☐ Employee + Children
- ☐ Employee + Family
- ☐ Employee + Spouse
- ☐ Employee Only

**In Network Plan 2 Pre-tax**

- ☐ Employee + Children
- ☐ Employee + Family
- ☐ Employee + Spouse

Employer Cost (per Payment)	Your Cost (per Payment)
\$944.30	\$165.10
\$944.30	\$165.10
\$944.30	\$165.10
\$944.30	\$165.10

Employer Cost (per Payment)	Your Cost (per Payment)
\$944.30	\$165.10
\$944.30	\$165.10
\$944.30	\$165.10

The Health Plans and Dental Plans screens will allow you to make other selections to determine possible costs you may incur. Note that what you have signed up for this year is listed under **Current Election** at the very top of the screen. You may make changes if you wish. Please note that you need to coordinate any new selections with new corresponding dependents. For instance if you choose family coverage a spouse and at least one child need to be selected in the dependent section. If you wish to add a new dependent that is not listed, you must create them under contacts/dependents in the MY HR section. See above for instructions previously in this manual on how to add a dependent/contact. You **MUST** also fill out an enrollment and a Salary Redirection form to make any changes at all to your insurance selections, including any changes to supplemental insurances.

## Select Dependent(s)

<input checked="" type="checkbox"/>	Self	SELF
<input type="checkbox"/>	RICHEY, THOMAS	SPOUSE
<input type="checkbox"/>	RICHEY, VIVIENNE	CHILD

SAVE AND CONTINUE....

Once you have chosen the correct dependents click on

SAVE AND CONTINUE....

If you want coverage, be careful **NOT** to click on the little dot above Decline Coverage. It will **CANCEL your coverage !!!!**

If you do not wish to enroll in a plan at this time, please click below:

☐

NOTE - IF THE DOT DIRECTLY ABOVE THIS SENTENCE IS MARKED, YOU ARE DECLINING YOUR COVERAGE!!!

**IF YOU HAVE MARKED THIS BOX, YOU WILL NOT HAVE COVERAGE UNDER THIS INSURANCE!**

Once you have gone through your selections click on

SAVE AND CONTINUE....

Repeat this same process for the Dental Plans until you are satisfied with your selections and can see what changes you may want to make. If you decide to make any changes, YOU MUST FILL OUT AN ENROLLMENT FORM AND A SALARY REDIRECTION AGREEMENT! Take your forms to an insurance representative at one of the enrollment meetings.

### **NO CHANGES**

Should you decide to make absolutely NO CHANGES to your insurance, go through process of saving and continuing your Health and Dental selections until you get to your summary screen.

### **SUBMITTING YOUR ENROLLMENT**

Once you are satisfied with your selections click on the **Submit and Complete Enrollment**.

Category	Plan - Election	Employer Cost (Per Payment)	Your Cost (Per Payment)
Health Plans	High Deduct HSA Plan 3 Pretax - Employee Only	\$861.05	\$0.00
<b>Covered Individuals</b>			
Self			
Dental Plans	Dental PPO Pretax - Employee + Child(ren)	\$33.74	\$19.50
<b>Covered Individuals</b>			
RICHEY, THOMAS			
RICHEY, VIVIENNE			
Self			

**Your Total Cost: \$19.50**

**Submit To HR**

Clicking the submit button below will submit all of your current elections to your HR department. Once you submit your elections you may not make additional changes online.

**SUBMIT**

If your choices say declined, this is incorrect if you know you actually do have coverage. It simply means you did not save every screen. You will need to go through each screen and click

SAVE AND CONTINUE....

Health Plans	Declined
Dental Plans	Declined

The only time you should have declined is if you truly have declined the insurance in the past and wish to do so again this year.

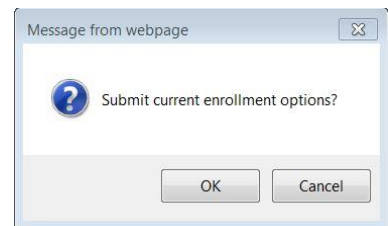
If you are satisfied and wish to submit your request at this time, click on to submit your request to be sent to the Treasurer's Office.

SUBMIT

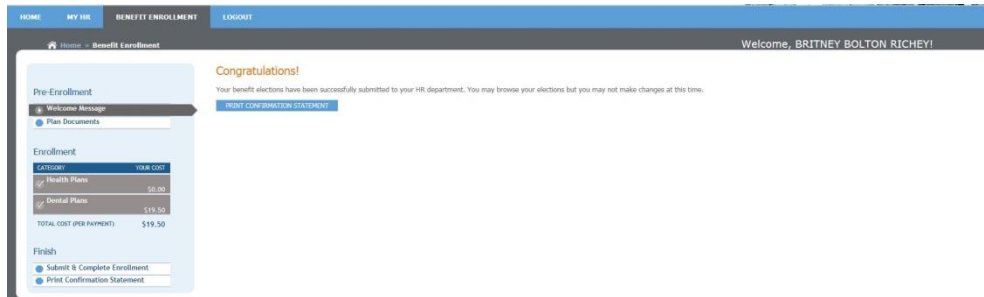


A confirmation window will pop up.

If you wish to submit select OK, otherwise click Cancel



Once your request has been sent you will receive this confirmation.



If you have problems submitting online or submit your request in error and want to retract it, call the Treasurer's Office at 512-393-2236. If you have any other insurance questions or insurance related items contact the Human Resources Department at 512-393-2215.