



UKG KRONOS: BENEFITS OPEN ENROLLMENT PAGE I

Purpose: This training guide can be used to help you enroll into ECMC employee medical/Waiver cash payment, dental and/or Flexible Spending Account benefits during our annual Open Enrollment period.

This function is NOT available on the UKG Kronos Mobile App.

Kronos can be accessed on any desktop computer on and off of the ECMC network and via mobile app

Step 1. Visit our Kronos website through a web browser

* Visit <https://ecmc.kronos.net>

- a. Sign in to your dashboard



Step 2. Start your Benefit Enrollment

- a. Hover over **Alerts** and click **Benefit Enrollment** OR hover over **Benefits** and click **Life Events**
- b. On the Life Events Screen click **Open Enrollment**
- c. Read the information on the Open Enrollment welcome screen and click **Continue**

Step 3. Confirm or Update Your Personal Information

- a. Confirm or update your personal information and your Emergency Contact(s)
- b. Click **Save & Continue**

Step 4. Enroll into Medical and/or Dental Benefits

- a. Click the **benefit selection box** and then click **Next**
 - *You must check **all boxes** in order to make changes to your Medical, Dental and Flexible Spending benefits. If you are not interested in Flexible Spending, do not check the box for Flexible Spending.
- b. Add any dependent(s) who you are enrolling into your coverage:

UPDATING YOUR BENEFITS

Enrollment Deadline:

<input checked="" type="checkbox"/>	Benefit
<input checked="" type="checkbox"/>	Medical
<input checked="" type="checkbox"/>	Dental
<input checked="" type="checkbox"/>	DepFlex
<input type="checkbox"/>	FlexMedical
<input type="checkbox"/>	IndPremConvFlex
* Company provided benefit	

ECMC BENEFITS

What you can do?

[Change your enrollment](#)

[Add or update your dependents](#)

[View plan details](#)

Add Dependent

- Choose **Add or update your dependents**

at the top of the page, this will bring you to the bottom of the screen to click **Add Dependent**. This will open up a pop-up window where you can enter the **First Name, Last Name, Gender,**

Relationship, Date of Birth, and Social Security Number for each dependent you are enrolling into your coverage

- *If a pop-up window does not appear check your pop-up settings and disable any blocks for ecmc.kronos.net



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(Continued) Step 4. Enroll into Medical and/or Dental Benefits

- c. Choose your **medical plan** OR **Waiver cash payment** and select **single** or **family** enrollment
 - *Please note* you will only be able to enroll into a medical plan that correlates with your hire date, if the wrong medical plan/eligible date is selected it will cause an error and you will be unable to submit your enrollments until the correct medical plan/eligible date is chosen
 - If you are NOT enrolling into a medical plan or the Waiver cash payment, do not make any selections in the medical grid, or choose **Waive Medical** if it is an option
- d. Choose your **dental plan** and select **single** or **family** enrollment
 - *Please note* you will have to select the proper dental plan depending on if you are enrolling into or waiving medical coverage, choosing the wrong dental plan for your medical selection will cause an error and you will be unable to submit your enrollments until the correct medical plan is chosen
 - If you are NOT enrolling into dental coverage, do not make any selections in the dental grid, or choose **Waive Dental** if it is an option
- e. (If applicable) For every dependent, confirm **Dental** and/or **Medical** to ensure their enrollment into the correct benefits

Add Dependent					
Dependent	Relationship	Birth Date	SS#	Enroll	
[Redacted]	Spouse	[Redacted]	[Redacted]	<input checked="" type="checkbox"/> Dental <input checked="" type="checkbox"/> Medical	Edit
[Redacted]	Child	[Redacted]	[Redacted]	<input checked="" type="checkbox"/> Dental <input checked="" type="checkbox"/> Medical	Edit

- f. Click **Save & Continue**

Step 5. Enroll into Flexible Spending Accounts, if not applicable, proceed to Step 6

- a. Choose the total annual amount you would like to have deducted from your paychecks for (each) Flexible Spending Account Option,
 - You can enroll into one, two or all three of the Flexible Spending options
- b. Click **Calculate** to see what deduction will be taken out from each paycheck
- c. Once you have allocated the flexible spending funds you are electing, click **Save & Continue**

→ [Life Events Home](#)

→ [Open Enrollment](#)

→ [Your Address](#)

→ [Emergency Contacts](#)

→ [Updating Your Benefits](#)

Step 6. Confirm and Submit Your Benefit Selections

- a. Review your benefit selections and bi-weekly deductions
 - To update any selections click the **Updating Your Benefits** link, this will navigate back to the benefit selections page
 - To complete enrollment click **Submit Changes**
 - *Please note* if you **Save for Later**, but do not **Submit Changes** you made before Open Enrollment ends, no changes will be made to your benefits
 - On the Benefit Submission Confirmation page click **OK**
 - *Confirmation of benefit changes will be sent to your **ECMC email**

Your Benefits

→ [ECMC Benefits](#)

→ [OE FSA](#)

→ [Benefit Summary](#)