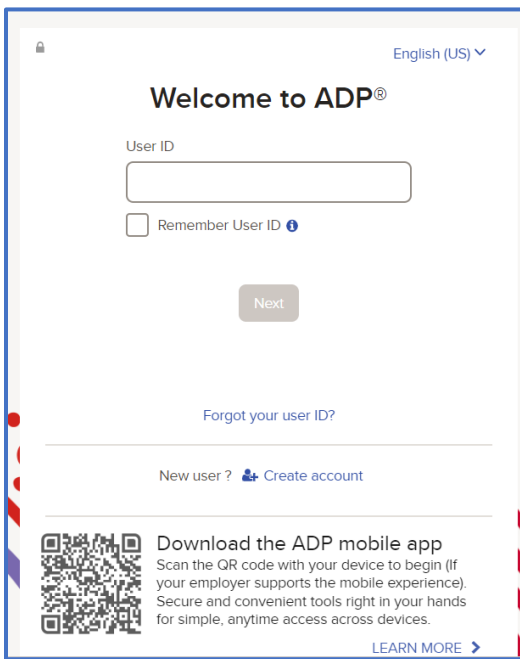


2022 Diocese of Gary Online Benefit Enrollment Guide

Full-Time, Benefits Eligible Employees

Welcome to the Diocese of Gary! This is a guide to help you navigate enrolling in benefits online through ADP self-service. You have 31 days from your date of hire, qualifying life event, or full-time start date to enroll in or waive benefits. Please note that you will not be able to change your benefit selections until the next Open Enrollment period.

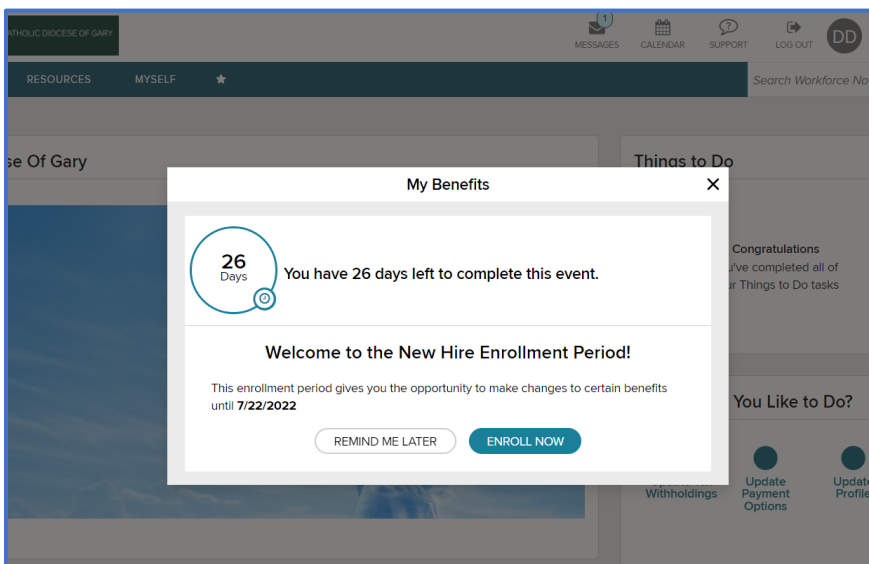
Please refer to the Employee Benefit Guide for plan information and rates.

The image shows the ADP Welcome screen. At the top, it says "Welcome to ADP®" and "English (US)". Below that is a "User ID" input field with a "Remember User ID" checkbox. A "Next" button is below the input field. There is a link "Forgot your user ID?". At the bottom, there is a "New user? Create account" link. A QR code is on the left with text: "Download the ADP mobile app Scan the QR code with your device to begin (If your employer supports the mobile experience). Secure and convenient tools right in your hands for simple, anytime access across devices." A "LEARN MORE" link is at the bottom right.

1. Navigate to www.workforcenow.adp.com to log in to your ADP account.

If you have not set up your ADP account, reach out to Rachel Green (219)769-9292 x277 or your local payroll practitioner.

If you need assistance logging in, such as a forgotten password, please contact our ADP expert at the Pastoral Center, Laura Frisk (219) 769-9292 x255 or email lfrisk@dcgary.org

The image shows the ADP "My Benefits" splash page. It features a circular timer showing "26 Days" and the text "You have 26 days left to complete this event." Below this, it says "Welcome to the New Hire Enrollment Period!" and "This enrollment period gives you the opportunity to make changes to certain benefits until 7/22/2022". There are two buttons: "REMIND ME LATER" and "ENROLL NOW". The background shows the ADP interface with a search bar and various navigation links.

2. During your enrollment window, a splash page will pop up each time you log in, reminding you to complete the enrollment. Select "Enroll Now".

1

MESSAGES

CALENDAR

SUPPORT

LOG OUT

DD

DON DOE

HOME

RESOURCES

MYSELF

★

Search Workforce Now:

Enrollments

New Hire

⚠ Not submitted

🔔 26 days left to complete this event

The enrollment period is still open. You can make changes until July 22, 2022 at 11:59 p.m. ET.

MANAGE ENROLLMENT

RESET EVENT

Your Benefits

Review your current benefits, your previous year's benefits, or any changes due to a life event.

VIEW BENEFITS

Report a Life Change

Qualifying Events, like a marriage or losing coverage, allows you to request changes to benefits outside of Open Enrollment.

REPORT A CHANGE

Dependents & Beneficiaries

View or edit dependent and beneficiary information, or add a new dependent or beneficiary

MANAGE

Wisely®

Tired of hidden bank fees?

Try Wisely, a banking alternative.

No monthly or overdraft fees.

No minimum balance.

LEARN MORE

3. Under the “New Hire” box, select “Manage Enrollment” to begin.

New Hire Benefit Enrollment

📅 26 days left to enroll

Effective: June 22, 2022

Your cost per paycheck

\$0.00

GO TO SECTION

Your benefit elections will not be effective until you click Submit enrollment.

Action Required

These plans need your attention. You can waive a benefit or click View available plans to update your information.

🏥 Medical

⚠ Action Required

Medical Plan

You have 1 benefit options available to choose from. See what is right for you!

VIEW AVAILABLE PLANS

⌕ WAIVE BENEFIT

👤 Employee Life

⚠ Action Required

Multiple available options

You have 2 benefit options available to choose from. See what is right for you!

VIEW AVAILABLE PLANS

⌕ WAIVE BENEFIT

🦷 Dental

⚠ Action Required

Multiple available options

You have 2 benefit options available to choose from. See what is right for you!

VIEW AVAILABLE PLANS

⌕ WAIVE BENEFIT

👁 Vision

⚠ Action Required

Full Feature Davis Vision Plan

You have 1 benefit options available to choose from. See what is right for you!

VIEW AVAILABLE PLANS

⌕ WAIVE BENEFIT

BACK TO WELCOME

FINISH LATER

SUBMIT ENROLLMENT

4. Benefit options will be shown, “Action Required” will be flagged until you enroll in or waive that benefit. Select “View Available Plans” to enroll or waive each benefit.

← BACK

Employee Medical

🔔 Your company requires you to enter a reason to waive this coverage.

Covered Individual

☒

DON DOE (You)

MANAGE DEPENDENTS

Available Plans

Medical Plan

(1 individual selected) ADDITIONAL DETAILS

Provider

Anthem BlueCross and BlueShield of Indiana

\$387.23

Employer per paycheck cost

\$9.23


Employee per paycheck cost

PREVIEW AND ENROLL

5. The example to the left is for Employee Medical. You can add dependents by selecting “Manage Dependents” in the upper right hand side. Select “Preview and Enroll”.

← BACK

Preview and Enroll

 You are enrolling in a benefit plan that will have a rate change in the future.

Anthem BlueCross and BlueShield of Indiana: Medical Plan

Covered Individual

DON DOE (You)

Per Paycheck Costs

Total Cost Per Paycheck

\$9.23

CONFIRM

BACK


6. You will be shown a preview of what you selected. Confirm, or go back to make changes.

← BACK

Preview and Enroll

Available Plans

Basic Life Plan

(1 individual selected)  ADDITIONAL DETAILS

Provider


Dearborn National

Base Amount

\$10,000.00

PREVIEW AND ENROLL

Basic Life Plan, Employees Enrolled in Medical

(1 individual selected)  ADDITIONAL DETAILS

Provider

Dearborn National

Base Amount

\$10,000.00

PREVIEW AND ENROLL

Dearborn National: Basic Life Plan

Employees Enrolled in Medical

Covered Individual

DON DOE (You)


Coverage

Total Actual Coverage Amount

\$10,000.00

Beneficiaries *

You have not designated a beneficiary. To add a beneficiary, click Manage Beneficiaries.

 [MANAGE BENEFICIARIES](#)

Per Paycheck Costs

Employer Cost

\$5.54

Employee Cost

\$0.00

CONFIRM

BACK

7. For life insurance (Both the Basic Life Plan as well as the Voluntary Term Life), you will need to designate beneficiaries. Select “Manage Beneficiaries” as highlighted to add a new beneficiary.

** If you enroll in the medical plan, you are automatically enrolled in the Basic Life Plan. Select the \$0.00 Employee Cost option.**

Enrolled plans

You are enrolled in the following plans. You can make changes until the enrollment period closes.

<p>Medical Enrolled</p> <p>Effective: June 22, 2022</p> <p>Medical Plan</p> <p>\$9.23 Per Paycheck</p> <p>Who is covered? You</p> <p>VIEW AVAILABLE PLANS X WAIVE BENEFIT</p>	<p>Employee Life Enrolled</p> <p>Effective: July 1, 2022</p> <p>Basic Life Plan</p> <p>Employees Enrolled in Medical</p> <p>\$10,000.00 Employee Coverage</p> <p>VIEW AVAILABLE PLANS X WAIVE BENEFIT</p>
<p>Dental Enrolled</p> <p>Effective: July 1, 2022</p> <p>Dental Option 1 Low Plan</p> <p>\$18.31 Per Paycheck</p> <p>Who is covered? You and Deb Doe</p> <p>VIEW AVAILABLE PLANS X WAIVE BENEFIT</p>	<p>Vision Enrolled</p> <p>Effective: July 1, 2022</p> <p>Full Feature Davis Vision Plan</p> <p>\$3.15 Per Paycheck</p> <p>Who is covered? You</p> <p>VIEW AVAILABLE PLANS X WAIVE BENEFIT</p>

Eligible Benefits

You're eligible to enroll in the following plans.

<p>Short Term Disability Waived</p> <p>Short Term Disability Insurance</p> <p>You have 1 benefit options available to choose from. See what is right for you!</p> <p>Effective Date: June 22, 2022 Waive Reason: Do not want to be Insured</p> <p>VIEW AVAILABLE PLANS</p>	<p>Long Term Disability Waived</p> <p>Long Term Disability Insurance</p> <p>You have 1 benefit options available to choose from. See what is right for you!</p> <p>Effective Date: June 22, 2022 Waive Reason: Do not want to be Insured</p> <p>VIEW AVAILABLE PLANS</p>
<p>Employee Life Waived</p> <p>Voluntary Term Life</p> <p>You have 1 benefit options available to choose from. See what is right for you!</p> <p>Effective Date: June 22, 2022 Waive Reason: Do not want to be Insured</p> <p>VIEW AVAILABLE PLANS</p>	<p>Spouse Life Waived</p> <p>Voluntary Spouse Life Insurance</p> <p>You have 1 benefit options available to choose from. See what is right for you!</p> <p>Effective Date: June 22, 2022 Waive Reason: Do not want to be Insured</p> <p>VIEW AVAILABLE PLANS</p>
<p>Child Life Waived</p>	

[BACK TO WELCOME](#)
[FINISH LATER](#)
[SUBMIT ENROLLMENT](#)

8. Once you have completed all enrollments, it will show your enrolled plans with a green check in the upper righthand side of the box. Waived plans will be listed under “Eligible Benefits” with a red “Waived” in the upper righthand corner.

When you are happy with your enrollments, select “Submit Enrollment” at the bottom of the page.

If you have additional questions or concerns, please reach out to the Benefits Coordinator for the Diocese of Gary. We would be happy to assist you!

Rachel Green

(219) 769-9292 x277

rgreen@dcdgary.org