

2020-2021 Open Enrollment Highlights

Open Enrollment is May 15, 2020 through June 30, 2020, for an effective date of September 1, 2020.

Online Insurance Enrollment System

We are so glad we implemented the new online enrollment system recently. With the state of our lives now, this will make the process much safer and efficient. InfinityHR (<https://www.infinityhr.com/login>) will be used for all benefit eligible employees to make benefit elections offered at Open Enrollment and for newly eligible employees. It will also be used to make changes due to qualifying events throughout the plan year.

All benefit eligible employees will need to login to the InfinityHR enrollment system to verify dependents, add beneficiary information and make open enrollment elections. Instructions below.

Health Insurance Benefit Changes

In an effort to maintain a comprehensive offering of benefits, while at the same time keeping premiums at the current level, the following changes will be made for 2020-2021:

Premiums: No Employee Premium Increase
Premium sheets are located on the District Insurance Department webpage (<http://www.jordandistrict.org/departments/insurance>).

Medical: Administrative changes recommended by PEHP on all plans.

FSA: Health Care Account maximum increased to \$2,750.
If you wish to participate in flexible spending you **must** elect new amounts for your flexible spending account each year. Amounts do not roll over.

Prescriptions: Administrative changes recommended by Express Scripts on all plans.

Enrollment guide, premium sheets, election forms, carrier information, certificates and notifications (i.e. CHIP, Medicare D Creditable Coverage) are available for review on the District Insurance Department webpage (<http://www.jordandistrict.org/departments/insurance>). If you require assistance in accessing the webpage you may contact the insurance office (contact information below).

Summary of Benefits and Coverage (SBC) is a document, required to be made available by Health Care Reform. The purpose of the SBC is to provide information to help employees compare health plans. The SBC is available on the District Insurance Department webpage. A paper copy will be provided upon request. If you have any questions regarding the SBC, please contact a member of the Insurance Department for clarification.

Please familiarize yourself with the benefits in the master policy. A copy will be mailed to your home at the beginning of the new plan year and will also be available on the District Insurance Department webpage (<http://www.jordandistrict.org/departments/insurance>).

Jordan School District Department Contact Information

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Online Enrollment: 2020

InfinityHR Enrollment System - Directions for enrolling in your benefits

Go to Web Address: <http://www.infinityhr.com>.

Step 1: Log In:

- Please click on "First Time User" or "Reset ID and Password" to view your user ID and create or reset your password. Enter your date of birth and social security number to find your record, then note your user ID and set your password.

Note: If you forgot your password please click the "Forgot Password" option.

Step 1

User ID:
User Name

Password:
Password

Log In

First Time User **Reset ID and Password** System Requirements

Step 2: Review the Homepage, then click on "Begin Event" next to the open enrollment event field to begin enrollment.

Step 2

Welcome to Your Benefits Enrollment Site

From here you are able to do the following:

- Enroll for coverage and check your benefits elections
- Manage life events
- Review company documents and access insurance carrier websites

EMPLOYEE INFO

Tom Test
800 8th Avenue
Logan, UT 84321

CHANGE EVENTS

You have started, but not yet completed, the Event displayed in the dropdown box below. Complete or cancel this Event to access other Events.

Events Available:

Marriage **Begin/Continue Event** Reset and Begin Event Cancel Event

Statements	Start	End
Benefit Statement	01/01/2020	12/31/2020

Step 3: Follow the steps to complete your enrollment, then click "Save & Continue" to complete each step. (Please ensure the information is accurate on each step.)

Step 3

Continue

Now that you have selected an Event from your homepage, you will be required to complete and move through each step, the tab will become enabled for each step that you have either clicking on the Tab associated with that step. You must complete all steps before your

The Steps that appear above may vary depending upon the Event selected.

Upon the Completion of this Event, further instructions may be provided to you on the

Step 4: Review your enrollment information in the review step, then print the confirmation statement. Click the "Save and Confirm" button to confirm your enrollment.

Step 4

Save & Confirm

Please review each section displayed below. If changes are needed, click on the appropriate making the change to navigate back to the Review step.

When ready, click the "Save & Confirm" button above to complete the event.

Personal Information

Name: Tom Test
Address: 800 8th Avenue
City/State/Zip/City, Utah 84321
Country: