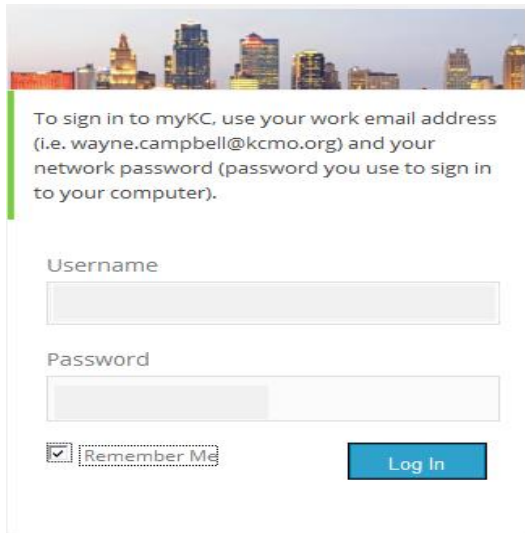


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# BENEFITS ENROLLMENT

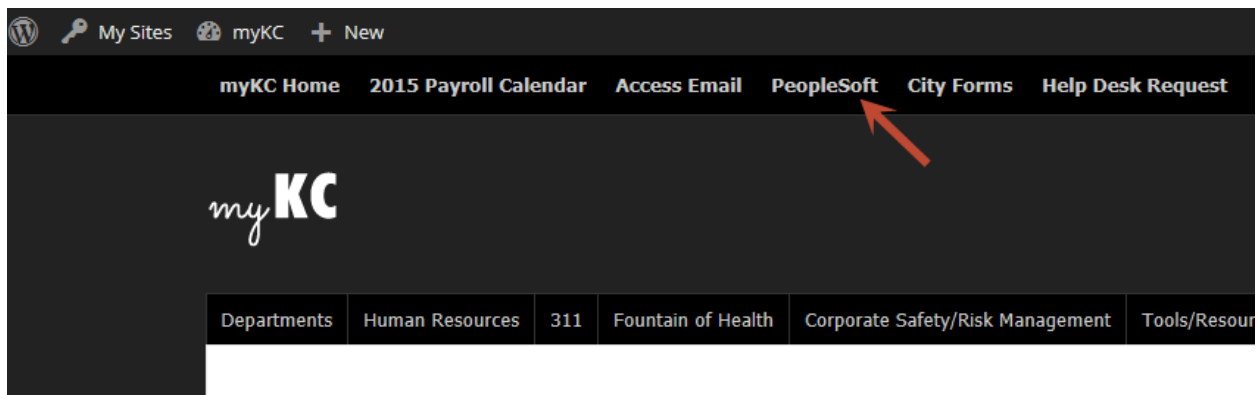
## ENROLLING ONSITE USING THE INTRANET

1. Type <https://mykc.kcmo.org>. In your web browser. You will be taken to the City's **myKC** Intranet page. Input your City email address and network password then click the Log In button.



The screenshot shows the myKC login interface. At the top is a city skyline image. Below it, a green box contains the text: "To sign in to myKC, use your work email address (i.e. wayne.campbell@kcmo.org) and your network password (password you use to sign in to your computer)." Below this are two input fields: "Username" and "Password". There is a "Remember Me" checkbox and a blue "Log In" button.

2. This will take you to the City's Intranet Page. Click the PeopleSoft link at the top.



3. Click the [Sign in to PeopleSoft](#) link.

You are here: [Home](#) » » PeopleSoft

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# PeopleSoft

[Sign in to PeopleSoft](#)

4. Input your PeopleSoft **User ID** and **Password** and click the Sign In button

**ORACLE**  
PEOPLESOFT ENTERPRISE

 We've detected that your browser version is not supported by this website. You can continue to use it; however many of the newer features might not work as expected. For best results, use one of the following browsers:

|                                                                                                     |                         |
|-----------------------------------------------------------------------------------------------------|-------------------------|
|  Internet Explorer | (Version 8.0 and above) |
|  Mozilla Firefox  | (Version 3.5 and above) |

User ID:

Password:

Select a Language:

|                            |                                    |
|----------------------------|------------------------------------|
| <a href="#">English</a>    | <a href="#">Español</a>            |
| <a href="#">Dansk</a>      | <a href="#">Deutsch</a>            |
| <a href="#">Français</a>   | <a href="#">Français du Canada</a> |
| <a href="#">Italiano</a>   | <a href="#">Magyar</a>             |
| <a href="#">Nederlands</a> | <a href="#">Norsk</a>              |
| <a href="#">Polski</a>     | <a href="#">Português</a>          |
| <a href="#">Suomi</a>      | <a href="#">Svenska</a>            |
| <a href="#">Čeština</a>    | <a href="#">日本語</a>                |
| <a href="#">한국어</a>        | <a href="#">Русский</a>            |
| <a href="#">ไทย</a>        | <a href="#">简体中文</a>               |
| <a href="#">繁體中文</a>       | <a href="#">العربية</a>            |
| <a href="#">UK English</a> |                                    |

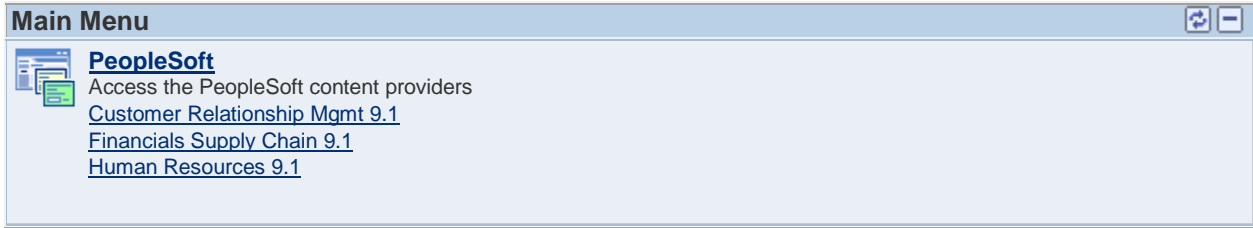
5. Click on PeopleSoft.

Personalize [Content](#) [Layout](#) Tue, Jan 29, 13 9:43 AM

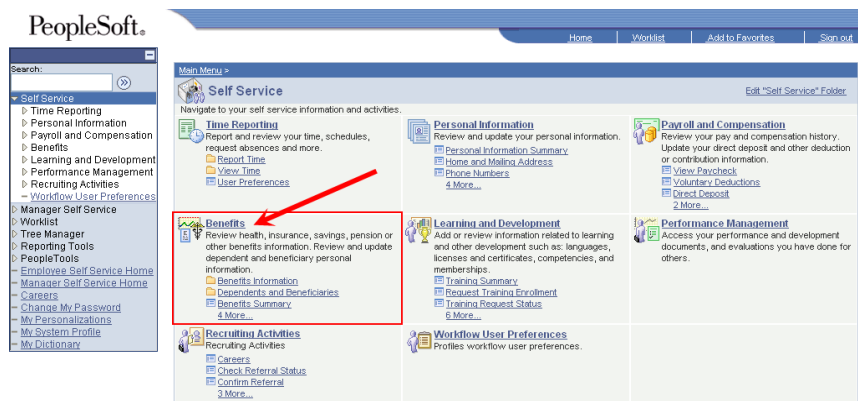
**Menu** ↻ - ✕

- ▷ **PeopleSoft**
- ▷ My Content
- ▷ PeopleTools
- [Electronic W-2's](#)
- [My Personalizations](#)
- [My System Profile](#)

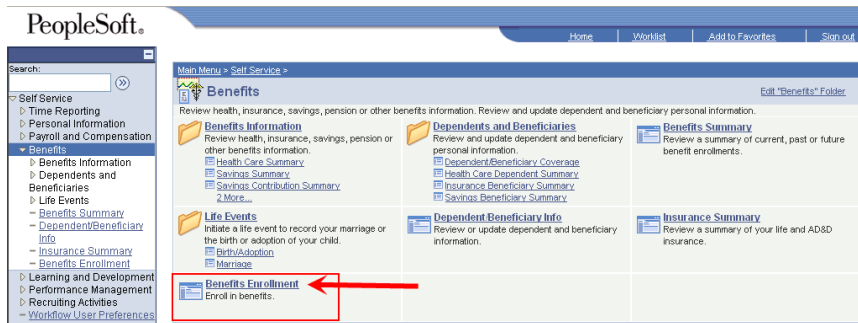
6. Select Human Resources 9.1



7. After you successfully login, you will be on the PeopleSoft Home page; from this page, you will have access to Self-Service. Click the Self-Service link, and then click the Benefits link.



8. Click the Benefits link; look for the link titled Benefits Enrollment.



9. After clicking the Benefits Enrollment link, you will be taken to the Benefits Enrollment Page. To begin the enrollment process, click the select button.

**Benefits Enrollment**

John Doe

After your initial enrollment, the only time you may change your benefit choices is during open enrollment or a qualified family status change. The Information icon provides you with additional information about your enrollment. The Select button next to an event means it is currently open for enrollment. To begin your enrollment, click **Select**.

Note: Some events may be temporarily closed until you have completed enrollment for a prior event.

| Open Benefit Events | Event Description | Event Date | Event Status | Job Title            | Action |
|---------------------|-------------------|------------|--------------|----------------------|--------|
|                     | Open Enrollment   | 05/01/2009 | Submitted    | IT SENIOR TECHNICIAN | Select |

Once you click Select, it will take a few seconds for your benefits enrollment information to load.

10. Click the “Edit” button next to the plan of your choosing, (i.e. medical, dental, vision, etc...)

**Open Enrollment**

John Doe

Open enrollment is your annual opportunity to modify your benefit choices. To continue participating in the Flexible Spending Accounts or the Vacation Buy and Sell program next year, you must re-enroll in these programs during the Open Enrollment period. You will be able to review the cost of each benefit on the Enrollment Summary.

**Important: Your enrollment will not be complete until you Submit your choices to the Benefits Department.**

[Enrollment Handbook](#)

| Enrollment Summary   | Plan                                     | Before Tax | After Tax |
|----------------------|------------------------------------------|------------|-----------|
| <a href="#">Edit</a> | <b>Medical</b>                           |            |           |
|                      | Current: Blue Advantage HMO Empl+Dep     |            |           |
|                      | New: Blue Care HMO Base Empl+Dep         | 0.00       |           |
| <a href="#">Edit</a> | <b>Dental</b>                            |            |           |
|                      | Current: Humana Advantage Plus S1:Family |            |           |
|                      | New: Humana Advantage Plus S1:Family     | 0.00       |           |
| <a href="#">Edit</a> | <b>Vision</b>                            |            |           |
|                      | Current: VSP Signature Plan Empl+Dep     |            |           |

11. Click the “submit” button once you have chosen your benefits. You are almost complete. Now you will need to finalize your selections. Click the “Submit” button again on the next page.

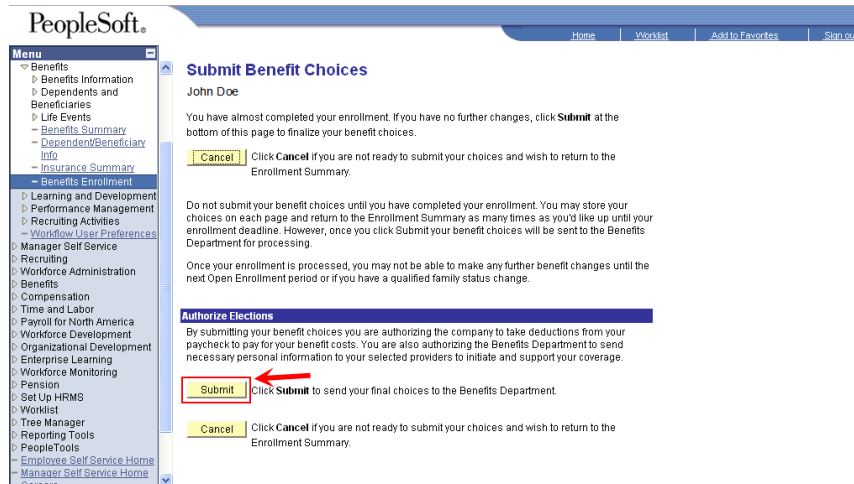
**Open Enrollment Summary**

|                   | Before Tax   | After Tax   | Total        |
|-------------------|--------------|-------------|--------------|
| Costs             | 52.50        | 0.00        | 52.50        |
| Taxes             | 0.00         | 0.00        | 0.00         |
| <b>Your Costs</b> | <b>52.50</b> | <b>0.00</b> | <b>52.50</b> |

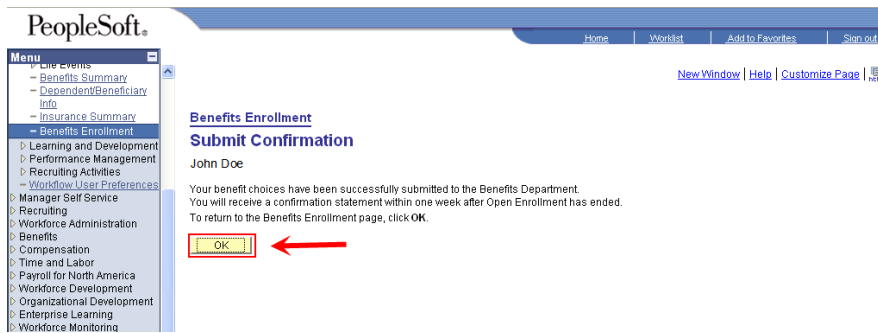
These costs do not include certain choices that are based on variable earnings.

**Submit** Click **Submit** to send your final choices to the Benefits Department.

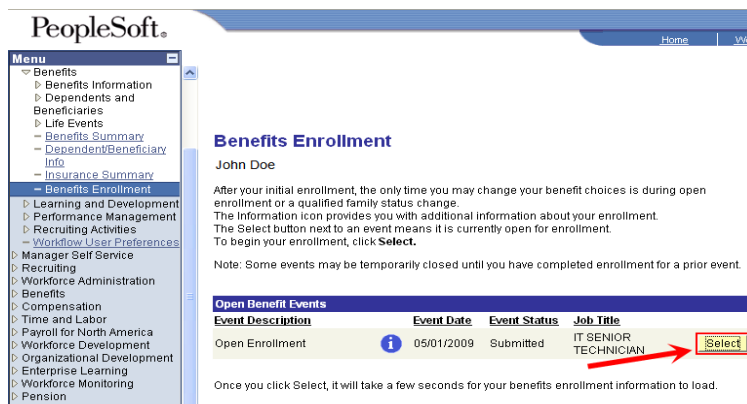
**Important: Your enrollment will not be complete until you Submit your choices to the Benefits Department.**

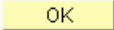


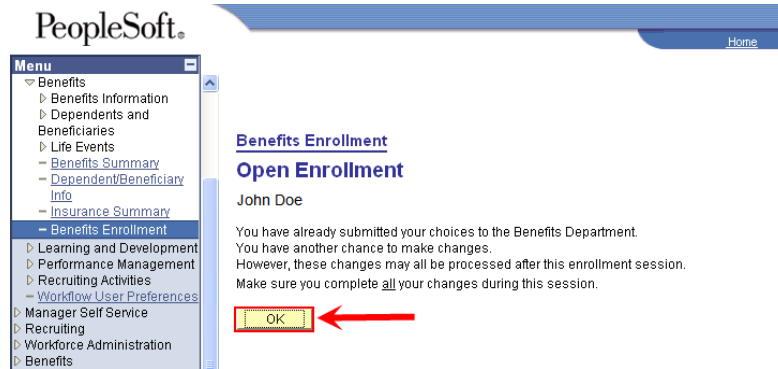
12. When you see the Submit Confirmation page, click the “OK” button. Now you are finished enrolling in your Benefits.



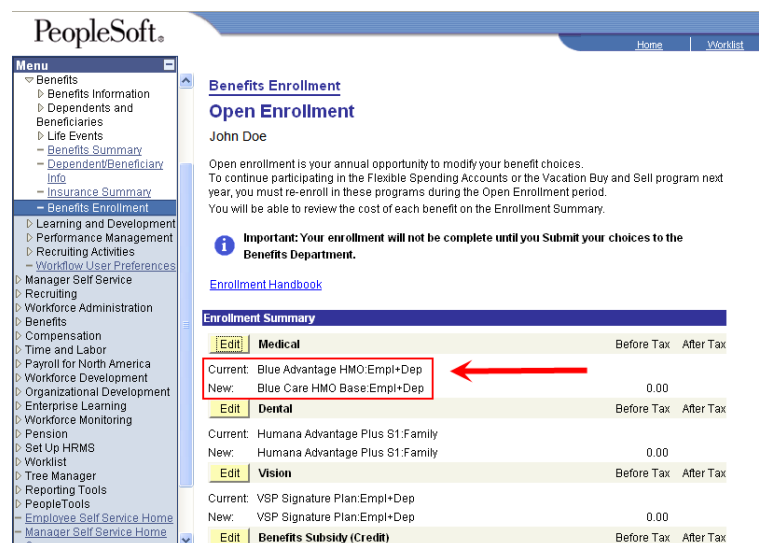
13. To ensure you are enrolled into the benefits you elected, please return to the Open Enrollment session to review your elections, the navigation is Self-Service > Benefits > Benefits Enrollment, and Click **Select** Button. (You can make as many changes to your election as you would like while the event is still open. However, once the event has closed, you can only make changes to your benefits selections when you have a qualifying event. See employee handbook for list of qualifying events.)



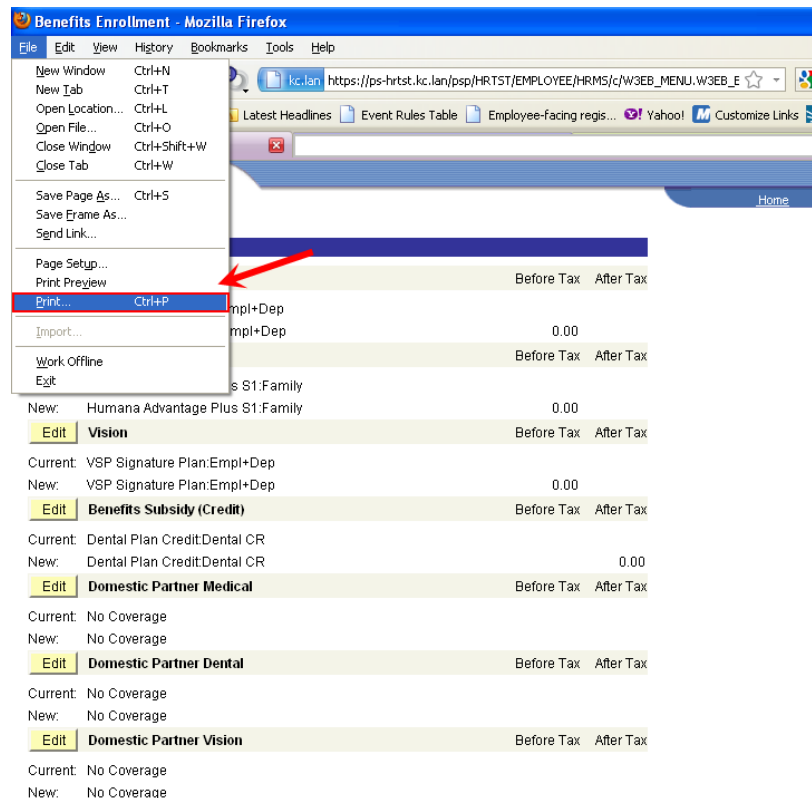
14. After clicking the Select button, you will see a screen with the following messages: **You have already submitted your choices to the Benefits Department. You have another chance to make changes. However, these changes may all be processed after this enrollment session. Make sure you complete all your changes during this session.** Click the OK  button.



15. Under each plan type, you will see “Current” and “New”, if you made any changes to any of the plans, be sure that the benefit you want is on the same line as “New”. If you did not make any changes, you will see the same benefit next to both “Current” and “New”.



- After you submit your elections, be sure to print a copy of your selections for your records by returning to the enrollment and printing your elections. Click file on your web browser, and select print in the list.

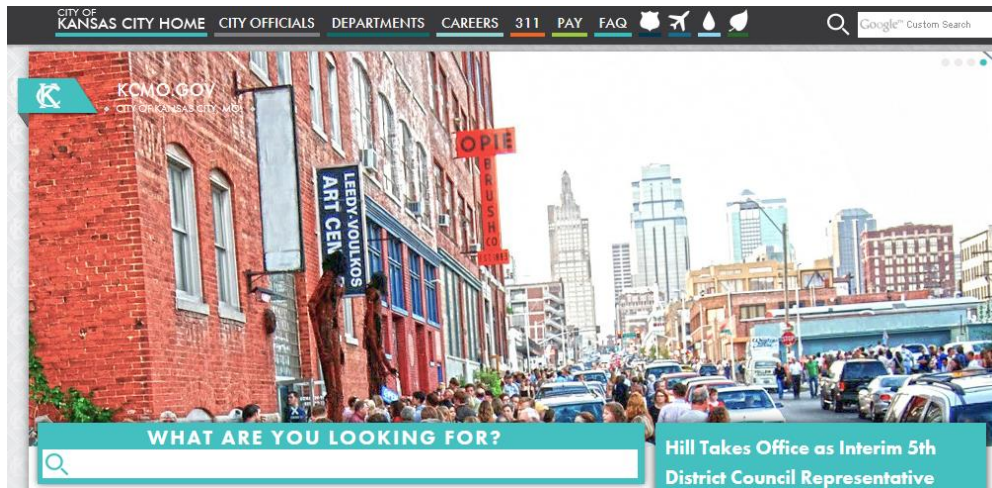


## BENEFITS ENROLLMENT USING PEOPLESOFT EMPLOYEE SELF-SERVICE

Listed below are instructions on how to access the Self-Service feature within PeopleSoft HRMS. There are two primary ways to access PeopleSoft, using the Internet and the City's Intranet.

### ENROLLING FROM HOME USING THE INTERNET

- In order to access PeopleSoft using the Internet, you will need a computer, internet access, your username and password. **(If you need assistance with your username and/or password, or have issues logging in, please call the Help-Desk at (816) 513-3333.)**
- Using your web-browser, type [www.kcmo.gov](http://www.kcmo.gov) in the address bar and you should see a screen similar to the one below. Scroll to the bottom and select the Employee Home link. **If the Employee Home link is not available, go to page 7 and use instructions for Enrolling Onsite using the Intranet.**



CONTACT US

**311** CITY OF KANSAS CITY MISSOURI  
 City Hall 414 E. 12th Street  
 Kansas City, Missouri 64106

SkyCast **GOOD**

- Bids
- Public Meetings
- KC Green
- KCMOre
- Newsletters
- AdvanceKC
- News Releases
- KC BizCare
- KC Stat Dashboard
- Open Data
- Pacesetter Award
- Channel 2
- New KC Moniker
- Social Media
- Employee Home**
- About KC

[About KCMO.gov](#) | [Contact](#) | [ADA](#) | [Privacy Policy](#) | [Legal Notice](#)

19. On the Employee Self Service tab, select the [HRMS PeopleSoft Employee Self Service](#) link

**Employee Self-Service**    **Print W-2**

**Employee Self-Service**

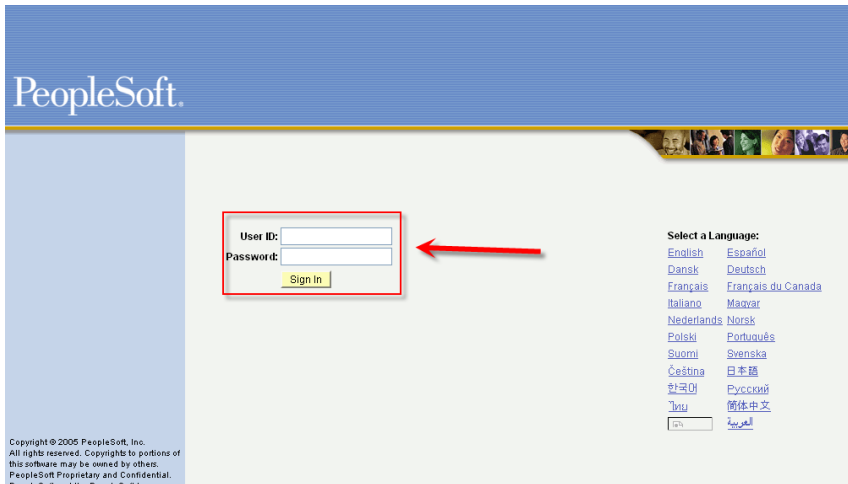
**This page is for City employee access only. A password and ID are required to enter certain links. It is recommended that City employees login to the City intranet, [myKC](#), for internal services.**

City's Ethics Hotline, 800-340-3132

[HRMS PeopleSoft Employee Self Service](#)

Note: Avoid using the browser back button.





20. After you successfully login, you will be on the PeopleSoft Home page; from this page, you will have access to Self-Service. Click the Self-Service link, and then click the Benefits link.



21. Click the Benefits link; look for the link titled Benefits Enrollment.



22. After clicking the Benefits Enrollment link, you will be taken to the Benefits Enrollment Page. To begin the enrollment process, click the select button.

**Benefits Enrollment**

John Doe

After your initial enrollment, the only time you may change your benefit choices is during open enrollment or a qualified family status change.

The Information icon provides you with additional information about your enrollment.

The Select button next to an event means it is currently open for enrollment.

To begin your enrollment, click **Select**.

Note: Some events may be temporarily closed until you have completed enrollment for a prior event.

| Open Benefit Events | Event Description | Event Date | Event Status | Job Title            |               |
|---------------------|-------------------|------------|--------------|----------------------|---------------|
|                     | Open Enrollment   | 05/01/2009 | Submitted    | IT SENIOR TECHNICIAN | <b>Select</b> |

Once you click Select, it will take a few seconds for your benefits enrollment information to load.

23. Click the “Edit” button next to the plan of your choosing, (i.e. medical, dental, vision, etc...)

**Enrollment Summary**

|          | Medical                         |  | Before Tax | After Tax |
|----------|---------------------------------|--|------------|-----------|
| Current: | Blue Advantage HMO Empl+Dep     |  |            |           |
| New:     | Blue Care HMO Base Empl+Dep     |  | 0.00       |           |
| Current: | Humana Advantage Plus S1:Family |  |            |           |
| New:     | Humana Advantage Plus S1:Family |  | 0.00       |           |
| Current: | VSP Signature Plan Empl+Dep     |  |            |           |

24. Click the “submit” button once you have chosen your benefits. You are almost complete. Now you will need to finalize your selections. Click the “Submit” button again on the next page.

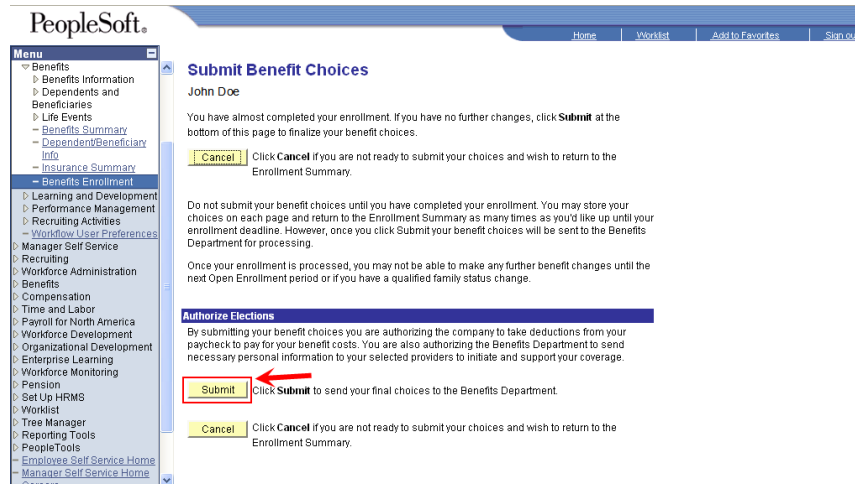
This table summarizes estimated costs for your new benefit choices.

|                   | Before Tax   | After Tax   | Total        |
|-------------------|--------------|-------------|--------------|
| Costs             | 52.50        | 0.00        | 52.50        |
| Taxes             | 0.00         | 0.00        | 0.00         |
| <b>Your Costs</b> | <b>52.50</b> | <b>0.00</b> | <b>52.50</b> |

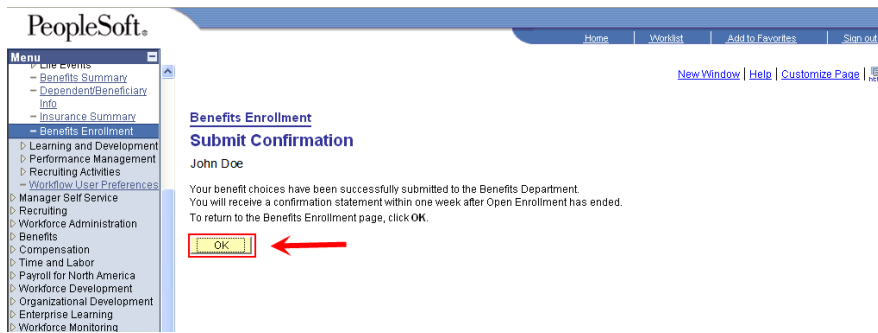
These costs do not include certain choices that are based on variable earnings.

**Submit** Click **Submit** to send your final choices to the Benefits Department.

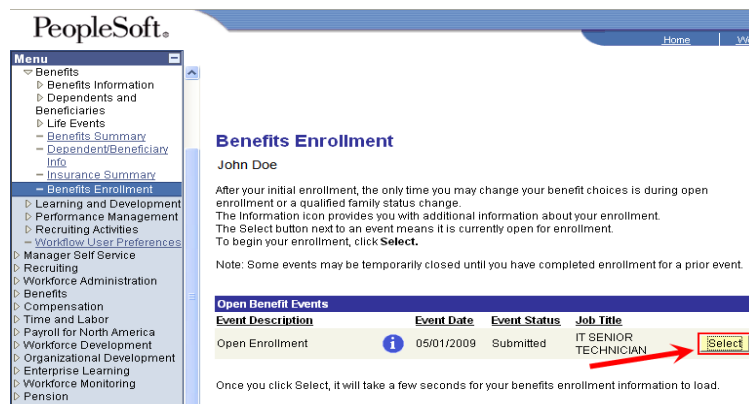
**Important:** Your enrollment will not be complete until you Submit your choices to the Benefits Department.

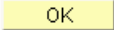


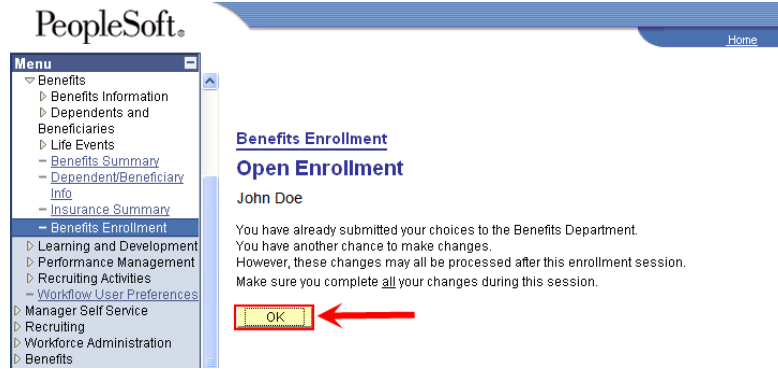
25. When you see the Submit Confirmation page, click the “OK” button. Now you are finished enrolling in your Benefits.



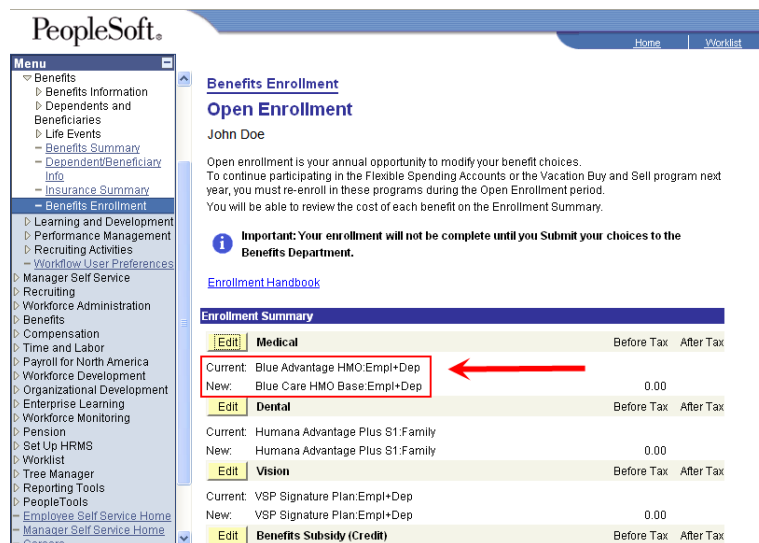
26. To ensure you are enrolled into the benefits you elected, please return to the Open Enrollment session to review your elections, the navigation is Self-Service > Benefits > Benefits Enrollment, and Click  Button. (You can make as many changes to your election as you would like while the event is still open. However, once the event has closed, you can only make changes to your benefits selections when you have a qualifying event. See employee handbook for list of qualifying events.)



27. After clicking the Select button, you will see a screen with the following messages: **You have already submitted your choices to the Benefits Department. You have another chance to make changes. However, these changes may all be processed after this enrollment session. Make sure you complete all your changes during this session.** Click the OK  button.



28. Under each plan type, you will see “Current” and “New”, if you made any changes to any of the plans, be sure that the benefit you want is on the same line as “New”. If you did not make any changes, you will see the same benefit next to both “Current” and “New”.



29. After you submit your elections, be sure to print a copy of your selections for your records by returning to the enrollment and printing your elections. Click file on your web browser, and select print in the list.

