

Open Enrollment / Self Service Instructions

Employee Self-Service Program

All City of Milwaukee employees use the Self-Service program (through PeopleSoft) to change Health, Dental, Vision, Life Insurance Voluntary and Family options, Long-Term Disability (buy-up options), and Flexible Spending Accounts benefits during open enrollment. Employees also use Self Service to view paycheck stubs, and W2 forms and make family status changes. **The only way for employees to enroll in the new City of Milwaukee Voluntary Benefits: Critical Illness, Accident, and/or Short-Term Disability Insurance is through the available Benefit Counselors. Visit www.enrollcityofmilwaukeebenefits.com to make an appointment.**

Log into Self Service Program: www.milwaukee.gov/selfservice

1. Enter your Employee ID and Password and Click Sign In
 - a. If you do not remember your password and have not set up the “forget your password” option, go to: www.milwaukee.gov/servicedesk to request or reset a password (do not call Employee Benefits Division).
 - b. If this is your first-time logging into the Self-Service program, set up the “forget your password” option. Click Save. You will have a new password e-mailed to you when you “forget your password.”

To Enroll or Make Changes to Benefits (during open enrollment or for new hires)

1. Click the Open Enrollment tile
2. Click Benefits Enrollment.

The deadline for 2025 Open Enrollment Benefit Changes through Self-Service is November 11, 2024, at 10:59 p.m central time.

Health Insurance (available during open enrollment or for new hires)

1. Click the Health Plan tile
 - a. Select next to the option you’d like to enroll in.
2. If you have dependent(s) on your plan or would like to add a dependent, check the box next to the dependent’s name to enroll them or click the add/update dependent to add a new dependent to the plan. All dependent names must be capitalized. The Social Security Number (SSN) is required for all dependents enrolled in Health Insurance.
 - a. Changes to current dependents are made by contacting Employee Benefits at 414-286-3184
3. The box next to the dependent name must be checked to be enrolled. (Health, Dental, and Vision)
4. Click Done in the upper right corner to save your Health Plan choices

Dental Insurance (available during open enrollment or for new hires)

Use the same steps as above to Select or Edit your Dental Plan

Vision Insurance (available during open enrollment or for new hires)

Use the same steps as above to Select or Edit your Vision Plan

Life Insurance Family & Voluntary (available during open enrollment or for new hires)

To enroll in Voluntary coverage or change your Voluntary Life Insurance enrollment

1. Click the Voluntary Group Life tile.
 - a. Click Select next to the option you’d like to enroll in
2. Click Done in the upper right corner

To enroll in Family Life Insurance

1. Click the Family Life tile.
 - a. Click Select next to the option you’d like to enroll in
2. Click Done in the upper right corner

Long-Term Disability Buy-Up Options (available during open enrollment or for new hires)

To enroll or change Long-Term Disability (LTD) buy-up options of 60, 90, or 120-day coverage.

1. Click the Long-Term Disability tile.
 - a. Click Select next to the option you’d like to enroll in.
2. Click Done in the upper right corner.

Accident, Critical Illness, and Short-Term Disability Insurance

The voluntary benefits are not available through Self-Service for employees to enroll. **The only way for employees to enroll in Critical Illness, Accident, and/or Short-Term Disability Insurance is through an appointment with a dedicated Benefit Counselor.**

1. Visit www.enrollcityofmilwaukeebenefits.com to make an appointment. Employees should bring their Self-Service login and password to their appointment for assistance enrolling in benefits other than the voluntary plans.

Open Enrollment / Self Service Instructions

Flexible Spending Accounts (available during open enrollment or for new hires)

You must enroll each year in the Flexible Spending Account benefit. Flexible Spending Accounts do not automatically renew and you must enroll in each account separately.

1. Click the tile to select Medical, Dependent Care, or Parking Expenses. Be careful to select the correct account.
 - a. Select Option or Waive to choose no coverage.
 - b. Enter the annual pledge amount for the Flexible Spending Account you want to be enrolled.
2. Click Done in the upper right corner.

Final Steps to Submit Open Enrollment or New Hire Benefit Choices

1. Once you have made all Open Enrollment Choices click the green Submit Enrollment button at the top of the page
 - a. Benefits Statements are available by clicking the Benefits Statements option from the menu on the left or by clicking View in the popup that appears when you submit your enrollment. Save your Benefits Statement as a confirmation of the choices you made.
2. Click Exit at the top of the page and Yes in the popup that appears to return to the home page.

View Direct Deposit Paycheck Stub (Can Access Year-Round)

Log into the Oracle/Peoplesoft Self-Service Program: www.milwaukee.gov/selfservice

1. Enter your User ID (Employee ID) and password.
2. Click on Main Menu/Self-Service/Payroll and Compensation/View Paycheck.

View W-2/W-2C Forms (Can Access Year-Round)

1. Click the Payroll>View W-2/W-2C Forms.
 - a. You need to consent once to view W-2/W-2C forms (after consenting you may view the form electronically when it becomes available):
 - b. Path to Consent: Payroll>W-2/W-2C Consent
2. To view the prior tax year W-2/W-2C Form choose the appropriate year from the Tax Year drop-down menu.

****Employees have access to Self Service 1 year after separation from City Service. Prior to separation, update your primary e-mail address from your City e-mail to a private email address (i.e., yahoo, gmail, hotmail, etc.)**

Entering Life Insurance Beneficiaries

1. Click Main Menu>Self Service>Benefits>Insurance Summary
2. Click Edit under Covered Beneficiaries.
3. Click Add a New Beneficiary if you wish to add someone new to the list.
4. Complete the required fields for Personal Information and Status Information.
5. If the address of the beneficiary is different from your address uncheck the box under Address and Telephone next to Same Address as Employee.
 - a. After you uncheck the box an Edit Address button will appear. Click the Edit Address button.
6. Complete the Edit Address information and click OK, Review Address, Click Save, Click OK
7. Click Return to Change Current Beneficiaries and Allocations (located at the bottom of the page).
8. Click the box to the left of the beneficiary name that you want to keep as a primary or secondary allocation.
 - a. Add a percentage for this beneficiary under either the New Primary Allocation column or the New Secondary Allocation column. (Do not put in % signs.)
 - b. Existing names may be displayed on this page which are health insurance dependents that were carried over. If you want them to be a life insurance beneficiary, click the box to the left of the name and add a percentage.
9. Click Update Totals. Totals must equal 100.
10. Click Save; Click OK. New allocations should appear on the summary screen.
11. Click Return to Life Insurance Main (located at the bottom of the page).
12. Click Return to Insurance Summary.
13. Click Life and your updated beneficiaries and percentages will now display. This completes your life insurance beneficiary elections.