RE: CONFIRMATION: Benefit Enrollment - ID REDACTED Exemption 05C - Moore, Catherine (Cathy) - LG110

From: "Moore, Cathy" <cathy.moore@seattle.gov>
To: "Benefits Unit, SHR" <benefits.unit@seattle.gov>
Date: Mon, 29 Jan 2024 11:30:21 -0800
Attachments: marriage affidavit.jpeg (13.77 MB)

Hello Yvette,

That's wonderful news! Thank you for the additional explanation – very helpful. Attached please find the Marriage Affidavit.

Best,
CMCM

Councilmember Cathy Moore
City of Seattle, District 5
600 4th Ave, Seattle, WA 98104
cathy.moore@seattle.gov 206-684-8805

From: Benefits Unit, SHR <Benefits.Unit@seattle.gov>
Sent: Monday, January 29, 2024 9:06 AM
To: Moore, Cathy <Cathy.Moore@seattle.gov>
Subject: CONFIRMATION: Benefit Enrollment - ID REDACTED Moore, Catherine (Cathy) - LG110
Importance: High
Sensitivity: Personal

*Hello Cathy. Good Morning! Your elections appear to have uploaded correctly. Please review the confirmation details below. If there are any corrections needed, let me know and I can update accordingly. Thank you, Yvette

Hello @Moore, Cathy -

Thank you for making your benefit elections – the following benefits plans are effective *January 1, 2024*.

Plan	Election	Monthly Cost
REDACTED Exemption 05E - Personnel Related		

Coverage

-

REDACTED
Exemption 05E - Personnel Related

Catherine Moore, REDACTED
Exemption 05E - Personnel Related

Optional Plans

Coverage	Monthly Cost	Election
REDACTED Exemption 05E - Personnel Related		

Premiums Now Due

REDACTED
Exemption 05E - Personnel Related

Marriage/Dependent Partner Affidavit

If you have not already provided a Marriage/ Domestic Partner Affidavit form, please complete a copy found here: and return it at your earliest opportunity to benefits.unit@seattle.gov.

⚠ Dependent Verification Process ⚠

To ensure that the City is treating all employees fairly; operating our plans consistently and in accordance with our plan documents; and appropriately allocating funds, the City verifies the eligibility of all new dependents added to health care plans. All City employees with City health care coverage are required to provide documentation for their covered dependents with the City's business partner, Alight Solutions. Employees covering dependents are asked to provide documentation of the nature of the relationship (such as a marriage license, birth certificate, affidavit of domestic partnership, court documents, etc.) as well as the status of the relationship (such as a federal tax return, proof of joint ownership, etc.). *Alight Solutions will initiate the process 2-4 weeks* following the enrollment of dependents.

Plan ID Cards

You can expect [redacted] 2-4 weeks following your effective date. There are [redacted] simply provide your SSN to your provider and they will access your benefit plan information.

You will be active in [redacted] Wednesday. At that time, if needed you can call Accolade (1.866.540.5418) our Advocacy Partner to obtain your member ID# and group number. Once you have that you can go to [redacted] and create a profile account and then download a temporary card while you wait for your permanent card to come in the mail. You can also download their App on your mobile device and have an electronic copy on the go.

Please contact us if you have any questions: about your benefits, or if there are any corrections to be made to the noted elections.

Thank you,

Yvette Brown
Benefits Analyst, Shared Administrative Services
Seattle Human Resources, City of Seattle
Benefits Unit: 206-615-1340 | Benefits.Unit@seattle.gov

From: Moore, Cathy <Cathy.Moore@seattle.gov>
Sent: Friday, January 26, 2024 7:56 PM
To: Benefits Unit, SHR <Benefits.Unit@seattle.gov>
Subject: Need help with Benefits/ Benefit Enrollment Deadline - 01/30/2024 - ID REDACTED Moore, Catherine (Cathy) - LG110
Importance: High
Sensitivity: Personal

Hi Yvette,

I was finally able to enroll in City benefits, but something seems to have gone wrong. My New Hire Enrollment Summary is correct, but My Benefits Summary is incorrect. As directed, I reviewed my Enrollment Summary before hitting the Confirm Elections button. The Enrollment Summary correctly showed me REDACTED However, the Benefits Summary printed after confirming my elections says we are not enrolled in either REDACTED REDACTED Can you please help me fix this error.

Thank you very much for your help!

Councilmember Cathy Moore
City of Seattle, District 5
600 4th Ave, Seattle, WA 98104
cathy.moore@seattle.gov 206-684-8805

From: Benefits Unit, SHR <Benefits.Unit@seattle.gov>
Sent: Thursday, January 25, 2024 5:00 PM
To: Moore, Cathy <Cathy.Moore@seattle.gov>
Subject: FINAL REMINDER: Benefit Enrollment Deadline - 01/30/2024 - ID REDACTED Moore, Catherine (Cathy) - LG110
Importance: High
Sensitivity: Personal

Hello @Moore, Cathy

This email is a final reminder to complete your City benefits enrollment online through Employee Self-Service (ESS) – your deadline remains **5pm on 01/30/2024.** If you are unable to access the Benefits module in ESS, please notify us and we can provide electronic forms to complete instead. *Note, ESS will be intermittently unavailable during payroll processing on Thursday 1/18/24 and Friday 1/19/24.*

Please note, if you do not make your elections by 5pm on your 30-day deadline date you will be auto enrolled in our default plans - Aetna Traditional, Delta Dental of WA and Basic Vision plans. Any dependents will **not** be auto enrolled.

Please contact me if you have any questions about your benefits or the enrollment process – I am here as a resource for you.

Thank you,

-

Yvette Brown she/her
Benefits Analyst, Shared Administrative Services
Seattle Human Resources, City of Seattle
Benefits Unit: 206-615-1340 | Benefits.Unit@seattle.gov

Benefit Information: www.seattle.gov/human-resources/benefits/employees-and-covered-family-members/most-employees-plans
Forms: www.seattle.gov/human-resources/rules-and-resources/documents#changingelectingbenefitsforms

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From: Benefits Unit, SHR <Benefits.Unit@seattle.gov>
Sent: Wednesday, January 17, 2024 11:19 AM
To: Moore, Cathy <Cathy.Moore@seattle.gov>
Subject: REMINDER – ACTION NEEDED: Benefit Enrollment - Deadline - 01/30/2024 - ID REDACTED Exemption - Moore, Catherine (Cathy) - LG110
Importance: High
Sensitivity: Personal

Hello @Moore, Cathy-

This email is a friendly reminder to complete your City benefits enrollment online through Employee Self-Service (ESS) – your deadline remains **5pm on 01/30/2024.** If you are unable to access the Benefits module in ESS, please notify us and we can provide electronic forms to complete instead. *Note, ESS will be intermittently unavailable during payroll processing on Thursday 1/18/24 and Friday 1/19/24.*

Please note, if you do not make your elections by 5pm on your 30-day deadline date you will be auto enrolled in our default plans - Aetna Traditional, Delta Dental of WA and Basic Vision plans. Any dependents will **not** be auto enrolled.

Please contact me if you have any questions about your benefits or the enrollment process – I am here as a resource for you.

Thank you,

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Yvette Brown she/her
Benefits Analyst, Shared Administrative Services
Seattle Human Resources, City of Seattle
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Benefit Information: www.seattle.gov/human-resources/benefits/employees-and-covered-family-members/most-employees-plans
Forms: www.seattle.gov/human-resources/rules-and-resources/documents#changingelectingbenefitsforms

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From: Benefits Unit, SHR <Benefits.Unit@seattle.gov>
Sent: Friday, January 5, 2024 8:32 AM
To: Moore, Cathy <Cathy.Moore@seattle.gov>
Subject: RE: INFORM: Benefit Enrollment Welcome - Deadline - 01/30/2024 - ID REDACTED Exemption Moore, Catherine (Cathy) - LG110
Sensitivity: Personal

Hello Cathy,

Thank you for contacting the Benefits Unit.

Employee Self Service (ESS) is intermittently unavailable this week due to payroll processing.

Thank you,

Yvette Brown - City of Seattle Benefits Unit
Seattle Human Resources, City of Seattle
Benefits Unit: 206-615-1340 | Benefits.Unit@seattle.gov

From: Moore, Cathy <Cathy.Moore@seattle.gov>
Sent: Thursday, January 4, 2024 5:23 PM
To: Benefits Unit, SHR <Benefits.Unit@seattle.gov>
Subject: RE: INFORM: Benefit Enrollment Welcome - Deadline - 01/30/2024 - ID REDACTED - Moore, Catherine (Cathy) - LG110
Sensitivity: Personal

Hi Yvette,

When I click the Employee Self-Service link it shows me this error page even though I am attempting to access during regular business hours. My staff confirmed they have encountered the same issue. Can you advise?

Thanks,

Councilmember Cathy Moore

From: Benefits Unit, SHR <Benefits.Unit@seattle.gov>
Sent: Thursday, January 4, 2024 4:37 PM
To: Moore, Cathy <Cathy.Moore@seattle.gov>
Subject: INFORM: Benefit Enrollment Welcome - Deadline - 01/30/2024 - ID[redacted] - Moore, Catherine (Cathy) - LG110
Importance: High
Sensitivity: Personal

Hello @Moore, Cathy,

Welcome to the City! I'm sure this is an exceptionally busy time for you.

With that in mind, I would like to share the following *time-sensitive* benefits information with you.

WebEx Benefits Orientation

Benefits are an important part of your total compensation. I would like to invite you to the next Citywide New Employee Benefits Orientation (NEBO) on **Thursday 01/11 starting at 2pm.** The City conducts the benefits orientation via WebEx. To assist you with your elections, click **here** to review your Benefits Guide and have it available during orientation.

- **To Register:** Log in to **Employee Self-Service** (ESS) and select the Training tab and then the Catalog icon. Next, select New Employee Onboarding (found under Subject on left side), and then Citywide New Employee Benefits Orientation. Finally, select the date that is within your 30-day enrollment period.

Recorded Benefits Orientation

If you are unable to attend the next NEBO, you can review the full presentation recording here:. You can access the recording at any time, include your dependent(s), and view specific sections all in the comfort of your home. All you need is an electronic device with internet access (e.g., City laptop,

personal computer, tablet, or smart phone). To assist you with your elections, please click here: and review your Benefits Guide.

Enrolling in Benefits

You have **30-days** from your hire date into a benefits-eligible position to complete the process. Enrollment is done online via ESS by selecting the **Benefits** tab in the top blue ribbon, then **New Hire Enrollment**. You are not required to view the recorded Benefits Orientation session before you complete your benefits enrollment however, it's very helpful if you do.

- **Confirm Elections**: Please be sure to save your elections after each module and on the last module, Summary and Confirmation, be sure to print your election summary – you MUST then click the **Confirm Elections** button on the bottom right corner to finalize your elections. A few business days following successful enrollment, you will receive an email confirmation of your benefit elections and any associated costs.

- **Note:** If you do not see the option for New Hire Enrollment under the Benefits tab in ESS, please contact benefits.unit@seattle.gov and we can send you electronic forms to complete.

Remember, 30-days from your hire date of 01/01/2024, your **deadline – is 5pm on 01/30/2024** to complete your benefits enrollment online via ESS. Your effective date for your benefits will be 01/01/2024. **Employee who do not enroll by the deadline date—**will be auto-enrolled in the following City default plans: Aetna Traditional, Delta Dental of WA, and Basic Vision, along with Basic Long-Term Disability coverage. Default plan premiums are paid in full by City. Note, dependents will not be auto-enrolled if default coverage is assigned.

If you have questions about your benefits, please reach out to the Benefits Unit – we are here as a resource for you.

Thank you,

-

Yvette Brown
Benefits Analyst, Shared Administrative Services
Seattle Human Resources, City of Seattle
Benefits Unit: 206-615-1340 | Benefits.Unit@seattle.gov