

The Information in this document will guide you on accessing your benefit and dependent information.

You'll learn about:

- My Benefits
 - Jobs
 - Dependents
 - Dependent Benefits
 - Employee Benefits and Deductions
 - Past Enrollments
 - Current Enrollments
 - Future Enrollments

My Benefits

When you click on the **My Info** tab, the buttons across the top of the page change.

Welcome, MATTHEW SUMMER
[Home](#) [Contact](#) [FAQ](#) [Help](#) [Accessibility](#) [PrintPage](#) [Logout](#)

My Information | **My Leave** | My Benefits | My Compensation

Jobs | Personal Information | Address | Emergency Contact | Tax Withholdings/Allowances

Jobs

Appt ID	Title	Sub-Title	Emp Status	Home Dept	Home Unit	Location	From	To
✓	PERS ANLST I	PERS ANLST I	ACTIVE - REG	HRD	HR INFO SVCS	HUMAN RESOURCES	07/01/2009	12/31/9999

Employee ID : 010359 From : 07/01/2009
Appt ID : To : 12/31/9999
Name : SUMMER, MATTHEW G Home Dept : HRD
Social Security Number : ██████████ Home Unit : HR INFO SVCS
Appointment Date : 07/01/2009 Pay Location : HUMAN RESOURCES
Title : PERS ANLST I Location : HUMAN RESOURCES
Sub-Title : PERS ANLST I Pay Class : POSITIVE PAID
Emp Status : ACTIVE - REG Payroll Number : REG BIWEEKLY

My Benefits

When you click on the **My Benefits** tab, the system automatically displays the **Jobs** page.

The **Jobs** page displays your current employment information.

Welcome, MATTHEW SUMMER
[Home](#) [Contact](#) [FAQ](#) [Help](#) [Accessibility](#) [PrintPage](#) [Logout](#)

My Information | My Leave | **My Benefits** | My Compensation

Jobs | Dependents | Dependent Benefits | Employee Benefits and Deductions | Past Enrollments | Current Enrollments | Future Enrollments

Jobs

Appt ID	Title	Sub-Title	Emp Status	Home Dept	Home Unit	Location	From	To
✓	PERS ANLST I	PERS ANLST I	ACTIVE - REG	HRD	HR INFO SVCS	HUMAN RESOURCES	07/01/2009	12/31/9999

Employee ID : 010359 From : 07/01/2009
Appt ID : To : 12/31/9999
Name : SUMMER, MATTHEW G Home Dept : HRD
Social Security Number : 165-55-5555 Home Unit : HR INFO SVCS
Appointment Date : 07/01/2009 Pay Location : HUMAN RESOURCES
Title : PERS ANLST I Location : HUMAN RESOURCES
Sub-Title : PERS ANLST I
Emp Status : ACTIVE - REG

Dependent Benefits

The **Dependent Benefits** page provides detailed dependent benefit information, for each of your dependents.

Welcome, MATTHEW SUMMER
[Home](#) [Contact](#) [FAQ](#) [Help](#) [Accessibility](#) [PrintPage](#) [Logout](#)

My Information | My Leave | **My Benefits** | My Compensation

Jobs | Dependents | **Dependent Benefits** | Employee Benefits and Deductions | Past Enrollments | Current Enrollments | Future Enrollments

Sections : [Dependent Information](#) [Dependent Benefits](#) [Comment](#)

Dependent Benefits

ID	First Name	Last Name	Type Class	Type Sub Class	Plan Class	Override Coverage	From	To
✓ 339	JAKE	SUMMER	DENTAL	DELTA PPO	2-PARTY	No	12/25/2009	12/31/9999
339	JAKE	SUMMER	MEDICAL	KAISER	2-PARTY	No	12/25/2009	12/31/9999

▼ Dependent Information
ID : 339
Name : SUMMER, JAKE

▼ Dependent Benefits
Type Class : DENTAL
Type Sub Class : DELTA PPO
Plan Class : 2-PARTY
Override Coverage : false
Primary Care Physician :

► Comment

Employee Benefits and Deductions

The **Employee Benefits and Deductions** page displays a list of your current benefits.

Welcome, MATTHEW SUMMER
[Home](#) [Contact](#) [FAQ](#) [Help](#) [Accessibility](#) [PrintPage](#) [Logout](#)


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My Information | My Leave | My Benefits | My Compensation

Jobs | Dependents | Dependent Benefits | **Employee Benefits and Deductions** | Past Enrollments | Current Enrollments | Future Enrollments

My Desktop

My Info

 **Employee Benefits and Deductions**

Appt ID	Title	Type	Plan	Amount	Percent	Primary Care Physician	Goal Amount	From	To	Life Event Enrollment	Open Enrollment
✓ H41	DELTA PPO	DELTA PPO 2P		27.10	0.000000			12/25/2009	12/31/9999	No	Yes
H41	KAISER	KAISER 2P		24.34	0.000000			12/25/2009	12/31/9999	No	Yes

Appt ID :
 Title : PERS ANLST I
 Payment Frequency : Biweekly
 Type : DELTA PPO
 Plan : DELTA PPO 2P
 Percent : 0.000000
 Amount : 27.10

Primary Care Physician :
 From : 12/25/2009
 To : 12/31/9999
 Goal Amount :
 Goal to Date Total Amount :
 Goal Type :
 Deduction Frequency : BIWEEKLY
 Override Deduction Category :
 Category Cap :
 Annual Cap Amount :
 Life Event Enrollment : No
 Open Enrollment : Yes

Past Enrollments

The **Past Enrollments** page identifies benefits you or your dependents had with the City, but are not longer enrolled.

Welcome, MATTHEW SUMMER
[Home](#) [Contact](#) [FAQ](#) [Help](#) [Accessibility](#) [PrintPage](#) [Logout](#)

My Information | My Leave | My Benefits | My Compensation

Jobs | Dependents | Dependent Benefits | Employee Benefits and Deductions | **Past Enrollments** | Current Enrollments | Future Enrollments

Past Enrollments

Do you want to launch the Enrollment Wizard?

Dependent Benefit Coverages

Dependent ID	Dependent Name	Benefit Class	Primary Care Physician	Coverage From	Coverage To
✓ 339	JAKE SUMMER	DENTAL		08/01/2009	12/24/2009

Benefit Enrollments

Benefit	Type	Plan	Goal Amount	Amount	Percent	Primary Care Physician	Payroll From	Payroll To	Coverage From	Coverage To
✓ DENTAL	DELTA CARE HMO	DELTA HMO 2P	0.0000	0.00	0.000000		08/01/2009	12/24/2009	08/01/2009	12/31/2009

Miscellaneous Deductions

Type	Plan	Goal Amount	Amount	Percent	Primary Care Physician	From	To
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Current Enrollments

The **Current Enrollments** page lists benefits that both you and your dependents are currently enrolled in with the City.



Welcome, MATTHEW SUMMER

[Home](#) [Contact](#) [FAQ](#) [Help](#) [Accessibility](#) [PrintPage](#) [Logout](#)

My Information

My Leave

My Benefits

My Compensation

Jobs

Dependents

Dependent Benefits

Employee Benefits and Deductions

Past Enrollments

Current Enrollments

Future Enrollments



Current Enrollments

Do you want to launch the Enrollment Wizard? 

Dependent Benefit Coverages

Dependent ID	Dependent Name	Benefit Class	Primary Care Physician	Coverage From	Coverage To
✓ 339	JAKE SUMMER	DENTAL		12/25/2009	12/31/9999
339	JAKE SUMMER	MEDICAL		12/25/2009	12/31/9999

Benefit Enrollments

Benefit	Type	Plan	Goal Amount	Amount	Percent	Primary Care Physician	Payroll From	Payroll To	Coverage From	Coverage To
✓ DENTAL	DELTA PPO	DELTA PPO 2P	0.0000	27.10	0.000000		12/25/2009	12/31/9999	01/01/2010	12/31/9999
MEDICAL	KAISER	KAISER 2P	0.0000	24.34	0.000000		12/25/2009	12/31/9999	01/01/2010	12/31/9999

Miscellaneous Deductions

Type	Plan	Goal Amount	Amount	Percent	Primary Care Physician	From	To

Future Enrollments

The **Future Enrollments** page lists benefits that you have chosen for the future through the Benefits Enrollment wizard. The page also lists any changes made to your dependents.

Note the Coverage From and Coverage To dates. Coverage From date is the date the new benefit will take effect. The Payroll From date identifies the date that deductions for this new benefit will be taken from your paycheck.

Welcome, MATTHEW SUMMER
[Home](#) [Contact](#) [FAQ](#) [Help](#) [Accessibility](#) [PrintPage](#) [Logout](#)

My Information | My Leave | My Benefits | My Compensation

Jobs | Dependents | Dependent Benefits | Employee Benefits and Deductions | Past Enrollments | Current Enrollments | **Future Enrollments**

Future Enrollments

Do you want to launch the Enrollment Wizard?

Dependent Benefit Coverages

Dependent ID	Dependent Name	Benefit Class	Primary Care Physician	Coverage From	Coverage To
✓ 339	JAKE SUMMER	MEDICAL		01/01/2011	12/31/9999

Benefit Enrollments

Benefit	Type	Plan	Goal Amount	Amount	Percent	Primary Care Physician	Payroll From	Payroll To	Coverage From	Coverage To
✓ MEDICAL	AETNA OAMC	AETNA OAMC 2P	0.0000	168.91	0.000000		01/01/2011	12/31/9999	01/01/2011	12/31/9999

Miscellaneous Deductions

Type	Plan	Goal Amount	Amount	Percent	Primary Care Physician	From	To