

# In State Employees

## ● Step 1—Confirm your information in UltiPro

- Before you enroll, it is important to review your current benefit elections and make sure your contact list is up to date. To do this-
- Log on to Ultipro <https://n14.ultipro.com>
  - Your login is your last name and your employee number (or zero and employee number)
  - If you don't know your password, click on "Forgot Your Password?" or contact Payroll at [payroll@aruplab.com](mailto:payroll@aruplab.com) to reset it to the default password, which is your birth date in the format: MMDDYYYY
- View beneficiary and dependent information in your contact list. Menu -> Myself -> Personal -> **Contacts**
  - If you need to add a dependent, beneficiary or emergency contact, click on the green plus sign and fill in any item with a red dot. Add gender, Social Security number, and birthdate if the contact is your dependent (spouse is considered a dependent) click Next.
  - **NOTE:** *Be sure you have the correct relationship listed for each eligible dependent. Common relationships are Spouse, Child living at home/away, Stepchild, and those you have legal guardianship over. Changes will pend for approval in the case documents are required.*
- To verify your current benefits, you can visit Menu-> Myself -> Current Benefits
  - **NOTE:** *Benefits with a coverage stop date are no longer active.*

## ● Step 2—Enroll in Ultipro.

- To make your 2021 benefit elections, log on to Ultipro from Monday, October 12 through Tuesday, November 03, 2020. Ultipro online enrollment is accessible from any computer, tablet or smart phone connection.
- Log into Ultipro <https://n14.ultipro.com> Menu-> Myself -> Open Enrollment -> **Open Enrollment 2021.**

## ● Step 3—Select Your Benefits

## Spousal plan, medical, dental, vision, Voya products and additional benefits

On the left side you will see each benefit listed. After completing each benefit, select the “next” arrow to advance through each Open Enrollment benefit. Employees can decline, enroll or make changes to each benefit option. To view information about each benefit logon to the benefits website [www.aruplab.com/benefits](http://www.aruplab.com/benefits). During the session, you can view your current plan information, in the upper right-hand corner of each page.

- Please select **Tobacco Use**
  - By saying you are a non-tobacco user, you are stating that you do not use tobacco products in any form.
  - After making your choice click Next.
- To enroll in or make changes to your **Spousal Plan**
  - Choose or decline the plan.
  - After making your plan choice, enroll the dependent(s) you wish to cover.
    - If this plan is selected and dependents are enrolled, they cannot be double covered on an ARUP medical plan.
  - Click Next.
- To enroll in or make changes to your **Medical Plan**
  - Choose or decline the plan. If you decline the plan, you will need to supply a decline reason.
  - After making your plan choice, enroll the dependent(s) you wish to cover.
  - Click Next.
- To enroll in or make changes to your **Dental Plan**
  - Choose or decline the plan.
  - After making your plan choice, enroll the dependent(s) you wish to cover.
  - Click Next.
- To enroll in or make changes to your **Vision Plan**
  - Choose or decline the plan.
  - After making your plan choice, select the dependent(s) you wish to cover.
  - Click Next.
- To enroll in or make changes to your **Flexible Spending Account Medical**
- Choose to decline the plan or click on the round button to enroll. Enter in the Contribution per paycheck or annual contribution. The maximum annual amount is \$2,750.

- This plan will need to be enrolled in each year to participate.
- To enroll in or make changes to your **FSA Day Care, Married and Filing Tax Separate**
- Choose to decline the plan or click on the round button to enroll. Enter in the Contribution per paycheck or annual contribution. The maximum annual amount is \$2,500 if filing taxes as married and filing single.
- This plan will need to be enrolled in each year to participate.
  - Or (you can only select the single or family - not both)
- To enroll in or make changes to your **FSA Day Care, Single Parent or Filing Tax Jointly**
  - Choose to decline the plan or click on the round button to enroll. Enter in the
  - Contribution per paycheck or annual contribution. The maximum annual amount is \$5,000 if filing taxes as a single parent or filing jointly.
  - This plan will need to be enrolled in each year to participate.
- To enroll in the **Commuter Ben Arrangement TRANSPORTATION**
  - Choose to decline the plan or click on the round button to enroll. Enter in the amount per pay period. The maximum annual amount is \$270 monthly
  - This plan is flexible and can be picked up or cancelled any time.
- To enroll in the **Commuter Ben Arrangement PARKING**
  - Choose to decline the plan or click on the round button to enroll. Enter in the amount per pay period. The maximum annual amount \$270 monthly
  - This plan is flexible and can be picked up or cancelled any time
- To enroll in the **UTA Monthly Bus Pass**
  - Choose to decline the plan or click on the round button to enroll. This will be deducted from one paycheck each month, NOT bi-weekly as listed.
  - Click Next
- To enroll in your **Voya Group Critical Illness Employee Plan**
  - Choose or decline the plan. Select your desired coverage option.
  - Click Next.
- To enroll in your **Voya Group Critical Illness Spouse Plan**
  - Choose or decline the plan. Select your desired coverage option.
  - After making your choice, select your insured dependent. Click Next.
- To enroll in your **Voya Group Critical Illness Child Plan**
  - Choose or decline the plan. Select your desired coverage option.
  - After making your choice, select your insured dependent. Click Next.

- To enroll in your **Voya Group Accident Plan**
  - Choose or decline the plan. Select your desired benefit option.
  - After making your choice, enroll dependents if applicable. Click Next.
- To enroll in your **Voya Group Hospital Plan**
  - Choose or decline the plan. Select your desired benefit option.
  - After making your choice, enroll dependents if applicable. Click Next.
- To enroll in or cancel your **Hyatt Legal**, select that step.
  - Choose to decline the plan or click on the round button to enroll.
- To enroll in or make changes to your **STEM Foundation**
  - Choose to decline the plan or click on the round button to enroll. Enter in the amount per pay period.
  - This plan will need to be enrolled in each year to participate.
- To enroll in or make changes to your **Suicide Prevention**
  - Choose to decline the plan or click on the round button to enroll. Enter in the amount you wish to contribute per pay period.
- To enroll in or make changes to your **Leukemia & Lymphoma Society**
  - Choose to decline the plan or click on the round button to enroll. Enter in the amount you wish to contribute per pay period per pay period.
  - This plan will need to be enrolled in each year to participate.
- To enroll in **University of Utah Hospital Foundation**, select that step.
  - Click on the round button to enroll. Enter in the amount you wish to contribute per pay period.
  - This plan will need to be enrolled in each year to participate.
- Continue to step 4.
- *Long term care, life insurance and Metlife benefits are **not** included in this Open Enrollment session. If you are currently enrolled in these plans, they will continue in 2021. Visit [www.aruplab.com/benefits](http://www.aruplab.com/benefits) for additional information.*

## ● Step 4—Submit Your Elections

- Congratulations, you have completed online enrollment for 2021!
- If you are ready to submit your elections, click on the Submit button at the top of the page.

- NOTE: You must click on the green submit button AND receive a confirmation page to complete. If there are any errors they will be listed at the top of the page and they must be cleared to complete.
  - NOTE: Once you click the green submit button, you will be able to go back into the Open Enrollment session and make additional benefit changes through the open enrollment period.
- If you want to save as a draft you can go in anytime during the open enrollment session date range and make changes to your enrollment.
  - Click on Modify Elections in the upper left hand corner of the confirmation.
  - NOTE: If you do not go back in during the open enrollment session date range and click the green submit button AND receive a confirmation page, your elections will not be valid for the 2021 enrollment plan year .

## ● Step 5—Confirm Your Elections or Changes

- This page will give you detailed information on current benefits, new benefits as of January 1, 2021, and declined benefit from the annual enrollment. This page can be printed for your records. NOTE: Benefits not added to the session will not show up under the “New Election” section.