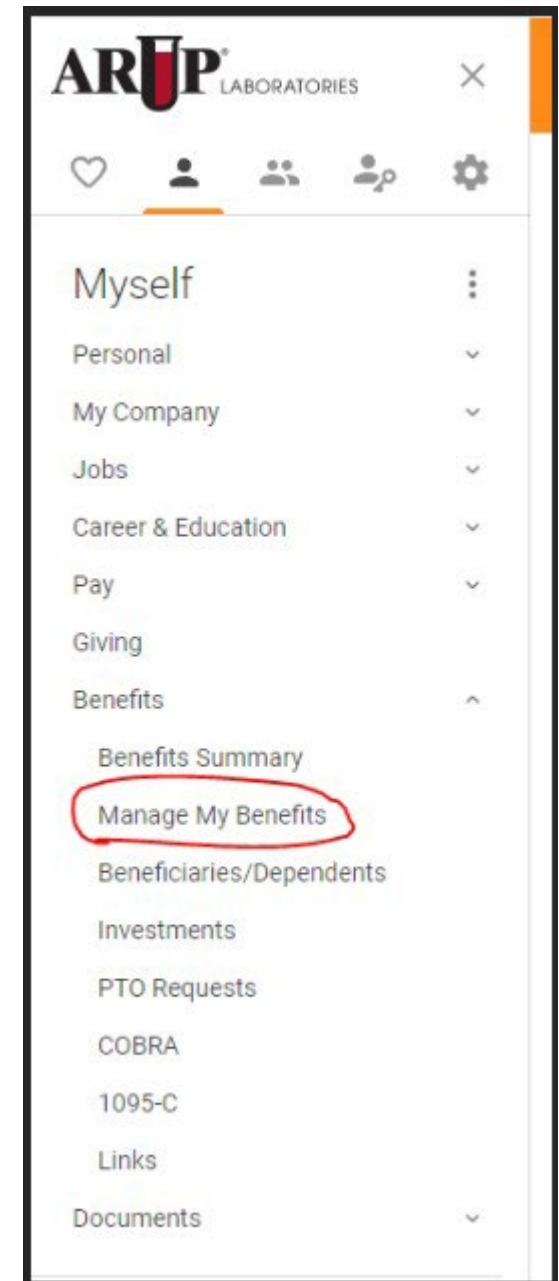


Open Enrollment

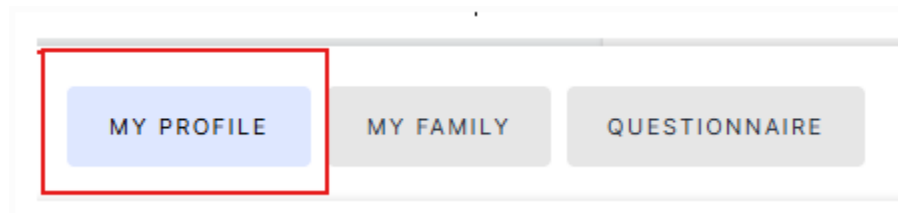
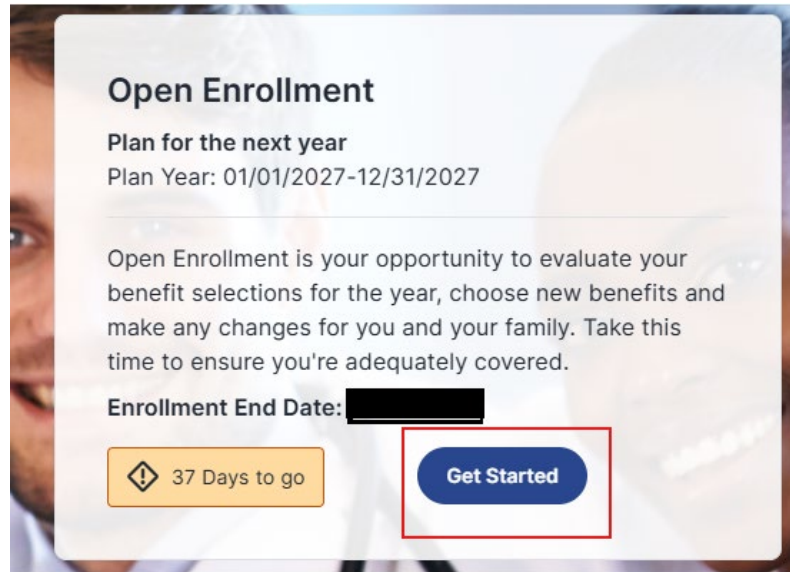
Manage My Benefits From October 12 to 27

Log into UKG n14. ultipro.com Menu >
Myself > Benefits > Manage My Benefits

- Check your personal information.
- Double-check all family information.
 - Add any missing dependents.
 - Married dependent under 26: Change relationship to “married dependent.”
 - Household (this relationship is for ID Theft only)
 - Any new dependents will need to have proof of relationship (i.e., birth or marriage certificate).
- Enroll by midnight local time, October 27, 2026.
- Prior year information will be available to view within “Manage My Benefits.”



Manage My Benefits



Verify your personal information and make changes if needed.

This information is used for:

- Reporting to the benefit carriers.
- To issue your ID cards and process your claims.
- To process your payroll, taxes, etc.

If any of this information is incorrect and you are unable to change it on this page, please contact your Human Resources representative at ext. 2182



Review the dependent information on file.

Dependents must be listed to be enrolled in coverage.

You may:

- Add new dependents.
- Edit existing dependent information.
- Remove an existing dependent.

By adding a dependent, you are confirming that this is a legal dependent eligible for benefits under one or more of your available plans and you will need to supply a marriage certificate if you are adding a new spouse or a birth certificate if you are adding a new dependent. You will receive a task that allows you to upload your documents into UKGpro.



Benefit Selections

✓ MY PROFILE

MY FAMILY

QUESTIONNAIRE

Let's Continue →

Select Your Benefits

- To change an election, click directly on the name of the benefit.
- To complete enrollment, click continue at the bottom of the page.

HEALTH

\$0.00

Medical - No Coverage

The first step: Choose your Medical Insurance. Decide what's right for your...

[Learn More](#)

\$0.00

Per Pay Period

Explore

Dental - No Coverage

Take care of your oral health and set yourself up with healthy habits with...

[Learn More](#)

\$0.00

Per Pay Period

Explore

Compare Plans

Coverage Level

EMPLOYEE ONLY

Medical 750 Plan Allegiance

Allegiance

\$99.00

Per Pay Period

[View Plan Details](#)

This plan is FSA eligible.

Plan Type

PPO

IN-NETWORK

PPO

OUT-OF-NETWORK

Office Visit for Primary Doctor

25% after deductible

IN-NETWORK

45% after deductible

OUT-OF-NETWORK

Choose Plan

☐ Add to compare

Medical 1500 Plan Allegiance

Allegiance

\$38.50

Per Pay Period

[View Plan Details](#)

This plan is FSA eligible.

Plan Type

PPO

IN-NETWORK

PPO

OUT-OF-NETWORK

Choose Plan

☐ Add to compare

Not interested in Medical?

[Decline Coverage](#)

Adding Family Members to your Plans

Who's Covered (2)

☒ You

☐ Winnie (<1)

☒ Christopher (<1)

Note: When adding a family member, the change only applies to the selected coverage. However, the family member is available for selection, if applicable, on other coverages.

For example, if you select a family member while viewing the medical plan, this election does not automatically apply to your dental plan. Regardless, you can select the added family member to the dental plan by following the same process.

Add Beneficiaries



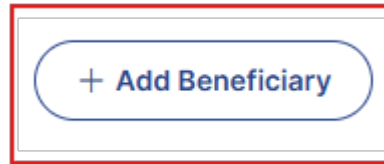
Add Your Beneficiaries

Protect your family's financial well-being by adding beneficiaries to your benefit coverages.

0/1 complete

*Required

Click on Add Beneficiary



This window will open

×

Add Beneficiary

Select an existing beneficiary from below or enter a new beneficiary's information below.

Existing Beneficiaries

Winnie The Pooh
Child

☐

Christopher Robbin
Child

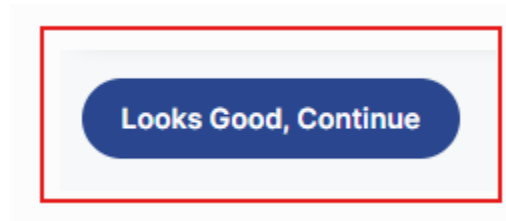
☐

[Or Create New One >](#)

[Close](#)[Save](#)

You can choose existing beneficiary from the drop down if you have added any family member, or you can create a new one.

Once added, click on “Looks Good, Continue.”



Confirm Elections

Review

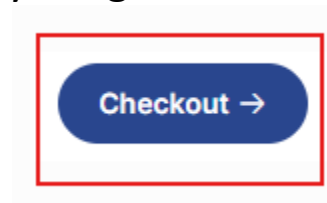
Almost Done!

Here's a snapshot of the benefit choices you've made so far. You still have time to make changes—just check the “**days left**” indicator on the right to see how much time remains in your enrollment window. If you need to make any updates or adjustments, now's the time! Once the enrollment period closes, your selections will be locked in until the next opportunity (like Open Enrollment or a qualifying life event)....

[Learn More](#)

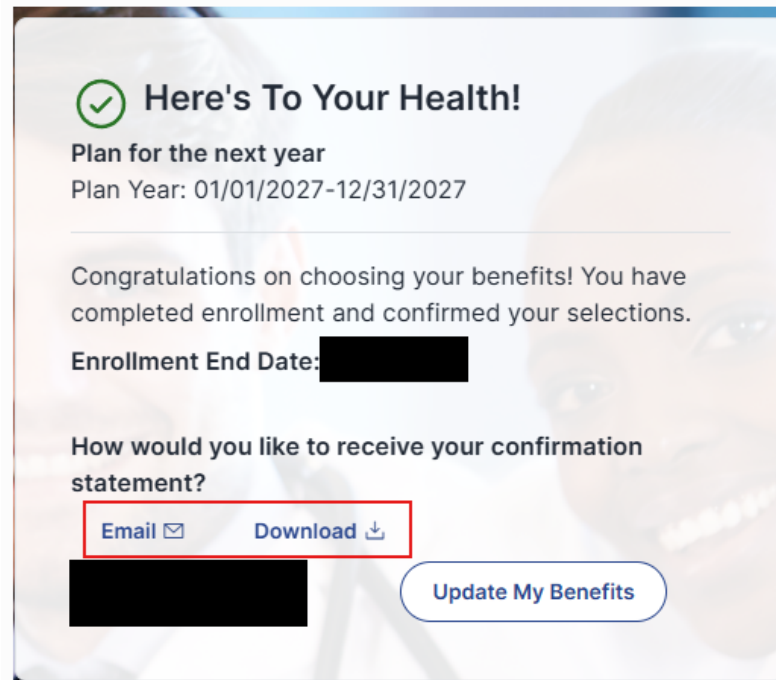
Your cost Per Pay Period: \$0.00	\$0.00 Per Pay Period
Employer Contribution: \$86.38	

Once you have reviewed and everything looks correct, you can then click “Checkout.”



Enrollment Complete

On this page, you can email or download your elections for future reference. We highly recommend doing this in case there are any issues with your elections after January 1.

A screenshot of a web interface titled "Enrollment Complete". The background features a blurred image of a smiling woman. The interface includes a green checkmark icon and the heading "Here's To Your Health!". Below this, it says "Plan for the next year" and "Plan Year: 01/01/2027-12/31/2027". A congratulatory message follows: "Congratulations on choosing your benefits! You have completed enrollment and confirmed your selections." Below the message is the text "Enrollment End Date:" followed by a black redaction box. The question "How would you like to receive your confirmation statement?" is posed, with two options: "Email" (with an envelope icon) and "Download" (with a download icon). These two options are enclosed in a red rectangular box. Below the options is another black redaction box. At the bottom right, there is a button labeled "Update My Benefits".

✓ **Here's To Your Health!**

Plan for the next year
Plan Year: 01/01/2027-12/31/2027

Congratulations on choosing your benefits! You have completed enrollment and confirmed your selections.

Enrollment End Date: [REDACTED]

How would you like to receive your confirmation statement?

Email ✉ Download ⬇

[REDACTED] [Update My Benefits](#)

If you need to adjust any elections, please make them before October 27, end of enrollment.