



Benefits Enrollment for Open Enrollment Quick User Guide

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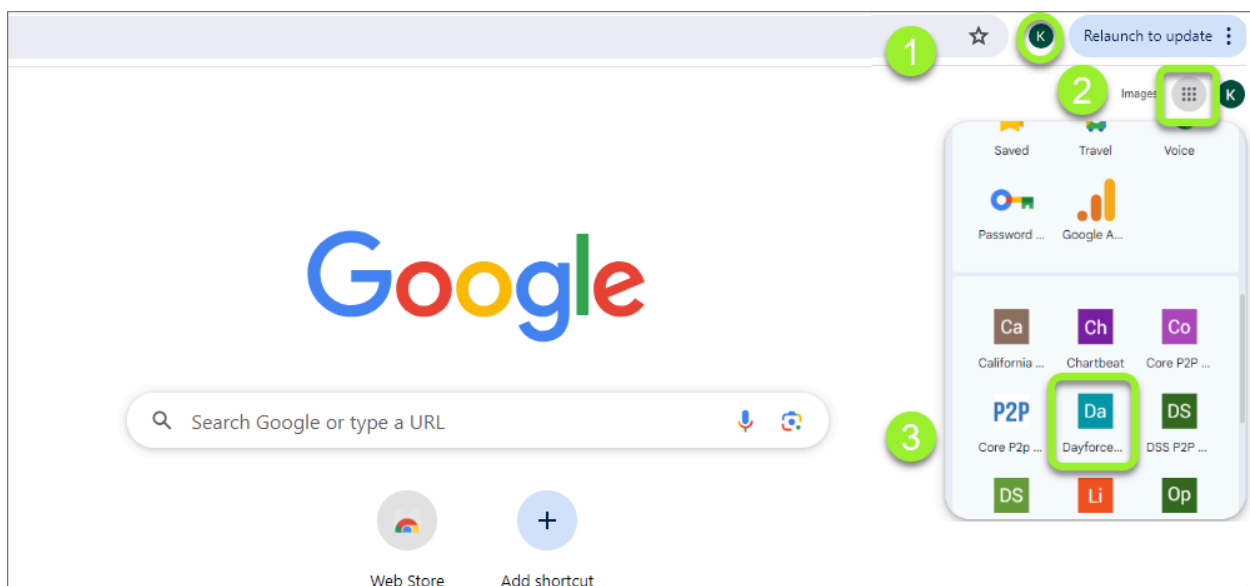
Benefits

Login to Dayforce Using Google SSO

Step 1: Log into your Google account using your work email; if you need to switch accounts select the profile icon to select the LAT account associated with SSO.

Step 2: Select the apps and scroll down until you see the **Dayforce app**

Step 3: Click **Dayforce**

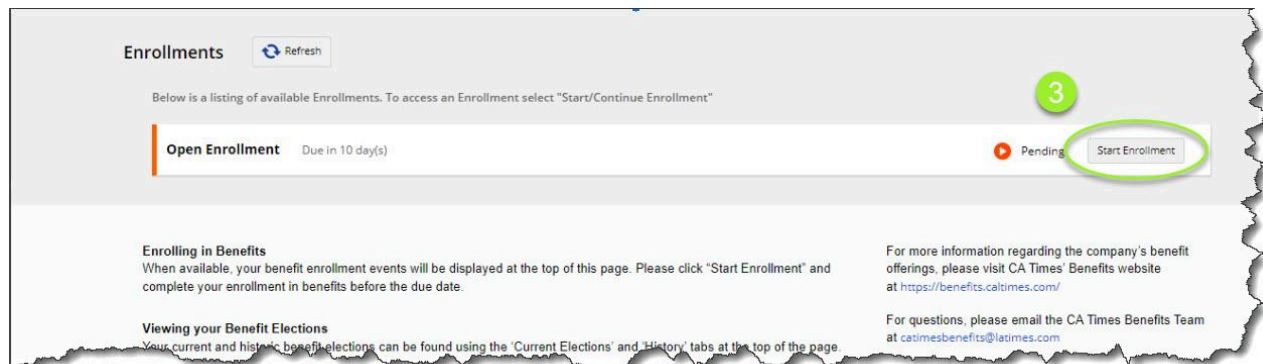
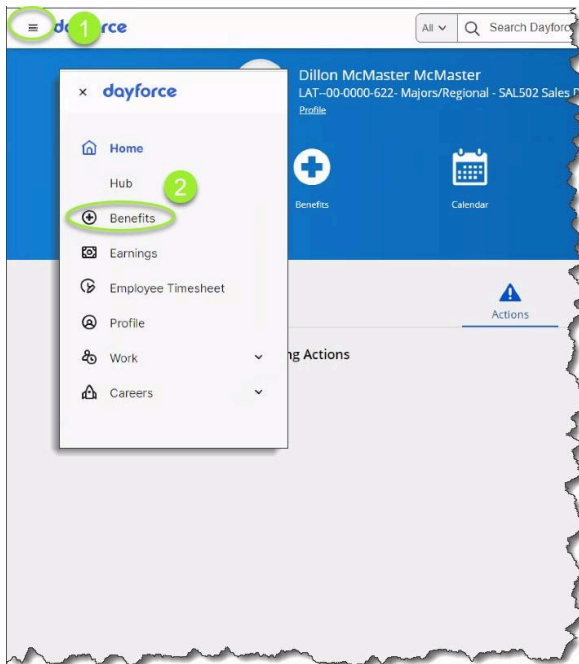


To Start Open Enrollment

To begin your benefits elections, please follow these steps

1. Click **Navigation**
2. Select **Benefits**
3. Click **Start Enrollment**

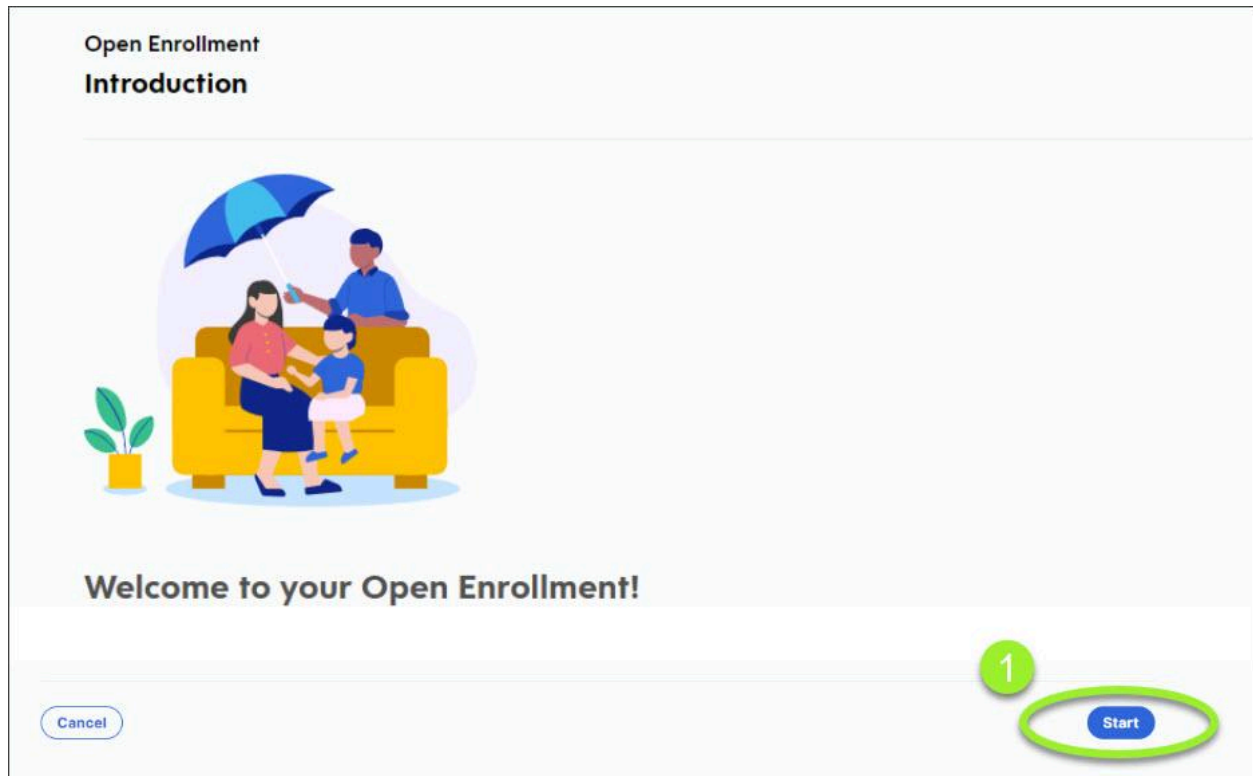
To ensure a smooth enrollment process, we recommend completing your enrollment in one sitting. Dayforce does not save partial entries, so if you exit before finishing, you will need to start over.



Navigating the Benefits Open Enrollment Page

To begin the enrollment process, use the following steps:

1. Click the **start** button.



2. Review personal information and click **continue**. Contact your CA Times HR if you need to update this information before continuing with the enrollment.

Entering Dependent Information

During Enrollment, there will be forms or data that need to be updated. Use the following steps to enter that information.

1. Click the **+Dependent**
2. Complete all the fields which have *
3. Click the **Continue** button

Open Enrollment
Dependent Information

A dependent is a person who is eligible for coverage under the benefits you elect. Please add all dependents that should be covered under any of your benefit plans for the year.

Dependents

No Dependents Added

+ Add Dependent

Finish Later Back

Add Dependent

First Name*
Middle Name
Last Name*
Gender*
Relationship*
Date of Birth*
month/day/year
SSN/SIN

Primary Address
Primary Residence
Other Address
Phone Number

Add Add Add

☐ Student
☐ Disabled

Cancel Continue

NOTE: If you enrolled dependents you must provide dependent verification first and that submission needs to be approved prior to benefits being approved. See Dependent Verification below.

If you need assistance with choosing a medical plan, the benefit decision support tool is there to assist (Press **Skip** if not needed). Use the following steps to complete the questionnaire for recommendations:

Help Me Decide

Step 1 of 4
Who do you plan to cover?

☐ Employee Only
☒ Ann Doe (Spouse, 1/1/2001)

Zip code

We start with the basics: who are you insuring, and where are you located? Every family is unique, and the next few questions will help clarify your specific situation. Your answers will help us estimate your total expected costs: both your premium payroll deduction and out-of-pocket expenses at time of service.

We use advanced statistics to quantify the type and number of health care services you and your family will need. Our cost estimates will also be customized based on your geographic region.

[Cancel](#) [Continue](#)

1. Click **Help Me Decide**
2. Select who you plan to cover
 - a. It is important to add any dependents before completing the questionnaire so that they are accounted for
 - b. If your zipcode is incorrect, please review your personal information before completing your enrollment
3. Click **Finish** once finished with the questionnaire
4. Benefit Decision Support will then highlight the 'Best Value' and 'Lowest Cost' plans available to you amongst all your options based on your situation
5. If you need to make any changes to your answers, click **Modify Answers** at the top to start over

Kaiser Traditional HMO - Southern CA - Employee
Effective from 1/1

Your Cost

Frequency Every

Value Score
Best Value

Estimated Total Cost
Lowest Cost

[View Details](#)

New Hire Enrollment
Medical Plans A

Your Medical Plan determines your in-network and out-of-network healthcare providers and facilities, and costs for annual check-ups, office visits, urgent care services, emergency room visits, surgeries and procedures, hospital stays, and more.
Note: Those enrolling in a Kaiser Health Plan will be required to agree to the Kaiser Foundation Health Plan Arbitration Agreement

... Show More

Select a Plan
Employee Only

☐ Collective Health HDHP - CA Times - Employee

Your Cost **\$35.89**

Frequency **Every Pay**

Select

☐ Collective Health PPO - CA Times - Employee

Your Cost **\$76.36**

Frequency **Every Pay**

Select

☐ Kaiser Traditional HMO - Southern CA - Employee

Your Cost **\$85.05**

Frequency **Every Pay**

Select

☒ Waive Medical Coverage

Select this option to waive the coverage

Selected

Finish Later **Back** **Continue** B

Your Selections

- ☒ Electronic Consent C
- ☒ Medical Plans C
- ☐ Waive Medical Coverage
- ☐ Kaiser Foundation Health Plan Arbitration Agreement
- ☐ Dental Plans
- ☐ Vision Plans
- ☐ Employee Assistance Plan
- ☐ Legal Plan
- ☐ Identity Theft Coverage
- ☐ Accident Insurance
- ☐ Hospital Indemnity Plan
- ☐ Critical Illness Plan
- ☐ Basic Life
- ☐ Basic AD&D
- ☐ Short Term Disability
- ☐ Voluntary Long Term Disability
- ☐ Supplemental Employee Life
- ☐ Supplemental Spouse Life D
- ☐ Supplemental Child Life
- ☐ Supplemental Employee AD&D
- ☐ Supplemental Spouse AD&D
- ☐ Supplemental Child AD&D
- ☐ Health Savings Account

- A. This displays which Section of the enrollment process you're currently updating
- B. Click the Continue button to move forward to the next step. Use the scroll bar to locate the Continue button if it's not displaying
- C. Your Selections displays which Selections you've accessed and completed.
 - a. Indicates which option is currently displayed
 - b. Displays when Selections are completed
- D. Use the scroll bar to move up and down the page

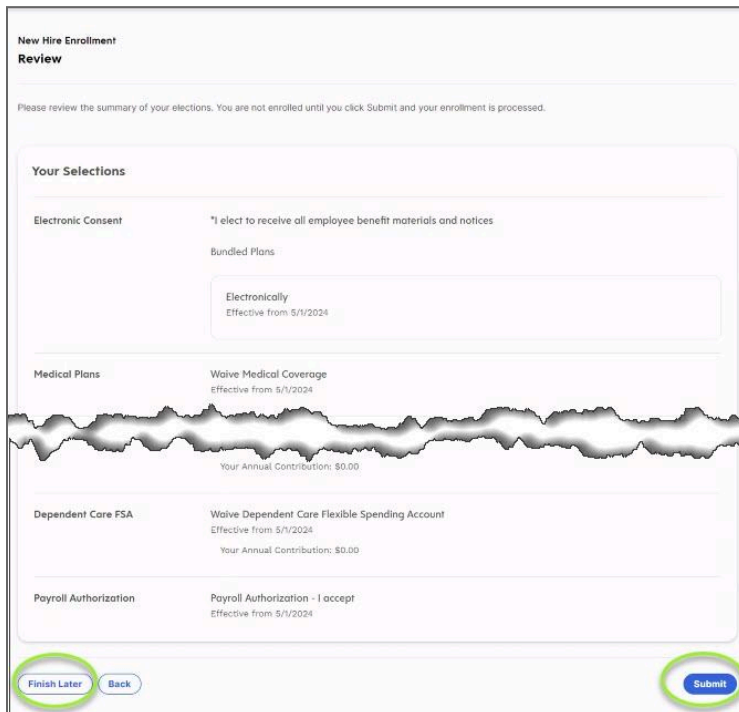
Completing Enrollment

When you are prompted to Accept the Payroll Authorization option, you have completed the final option in the Enrollment Selection. Hit select and then continue.



The screenshot shows a web interface titled "Select a Plan" with the subtitle "Employee Only". A radio button is selected next to the text "Payroll Authorization - I accept". Below this, there is a blue button labeled "Select" which is circled in green. At the bottom left, there are two buttons: "Finish Later" and "Back". At the bottom right, there is a blue button labeled "Continue" which is also circled in green.

You are then prompted to review your enrollment Selections. Click either Finish Later or Submit if you're finished

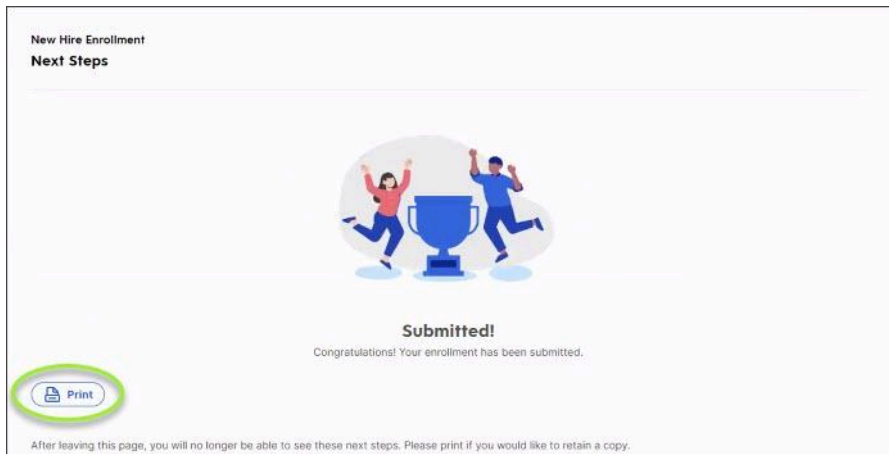


The screenshot shows a web interface titled "New Hire Enrollment Review". A message states: "Please review the summary of your elections. You are not enrolled until you click Submit and your enrollment is processed." Below this is a section titled "Your Selections" which contains a table of choices:

Your Selections	
Electronic Consent	*I elect to receive all employee benefit materials and notices Bundled Plans Electronically Effective from 5/1/2024
Medical Plans	Waive Medical Coverage Effective from 5/1/2024 Your Annual Contribution: \$0.00
Dependent Care FSA	Waive Dependent Care Flexible Spending Account Effective from 5/1/2024 Your Annual Contribution: \$0.00
Payroll Authorization	Payroll Authorization - I accept Effective from 5/1/2024

At the bottom left, there are two buttons: "Finish Later" and "Back". At the bottom right, there is a blue button labeled "Submit" which is circled in green.

Next you're prompted to print your Enrollment Selections



Dependent Verification

This section can be located under **Benefits, Dependent Verification, In Progress**. If a dependent is added, you will need to provide documents for your dependents. If this step is not completed, your dependents will not be added to your coverage. Dependent verification must be completed no later than December 31, 2025 to complete your enrollment.

Click on **Upload Documents** and add supporting documentation. Required documentation for dependents is located in the benefits portal: <https://benefits.caltimes.com/enrollment-resources/>

Name	Relationship	Status	Due Date	Documentation	Comments
▶ Elvis Presley	Spouse	Pending	2/5/2025	Upload Documents	

Once documents have been uploaded and approved, you will see them in this completed section.

Completed

The following dependents have completed the dependent verification process.

Name	Relationship	Status
▶ Elvis Presley	Child	✔ Approved

Contact for help

Note: If you need assistance, contact catimesbenefits@latimes.com

END