

April 30, 2018
DP042402.NS2

MEMORANDUM

TO: RCUH Regular Status Employees 50-100% FTE Status

FROM: Nelson Sakamoto 
Director of Human Resources

SUBJECT: 2018 Open Enrollment – Employee Self-Service (ESS)

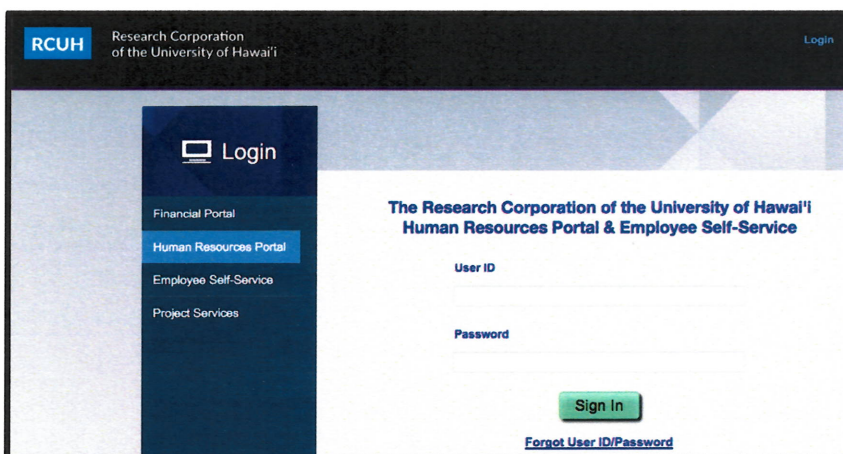
Commencing May 1, 2018 through May 18, 2018 the RCUH will be holding its annual Open Enrollment period. This provides you an opportunity to make changes to your medical and/or dental coverage, and flexible spending plan coverage. The types of changes you can make during Open Enrollment include: (a) Enroll for the first time, (b) Switch to a different medical plan, (c) Enroll/Renew in flexible spending plan, (d) Change your Coverage Designation (e.g., add or subtract dependents), (e) Cancel/Waive coverage of yourself. All changes will be effective July 1, 2018.

Employee Self-Service for Informational Videos and Forms: This year, *we are not holding any Open Enrollment meetings*. All information will be available via the RCUH Employee Self-Service ([ESS](#)) site where you will find: Rates, Plan Details, Open Enrollment forms, and online presentations. These informational videos prepared by HMSA (medical), Kaiser (medical), HDS (dental) and NBS (flexible spending benefits) are available for viewing at your convenience. Sign-in to your secure ESS site and see the section labeled “Actions & Forms” for the online videos and forms.

If you are currently enrolled into any RCUH benefits, please log in to Employee Self-Service (ESS) to view your current benefits. Please see below for instructions on how to view your benefits on ESS:

1. Access the RCUH Employee Self-Service (ESS) system from the RCUH Homepage (www.rcuh.com) Login > Employee Self-Service

- Forgot your User ID or Password? Click on the “Forgot User ID/Password” link



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2. View your current benefits on Employee Self-Service (ESS) > Benefits > Benefits Summary



Overview of changes in HMSA & Kaiser Medical Plans and HDS Dental Plan Premiums effective July 1, 2018 through June 30, 2019:

Plan	Change in Premiums from Year July 1, 2017 through June 30, 2018
HMSA (all plans)	No change in cost of premiums
Kaiser (all plans)	7.0% increase
HDS	5.2% increase

**The actual cost of premiums for these plans can be found on the Monthly Premium Rate Table in your ESS.

Important things to remember about Open Enrollment:

Situation	Action Needed
Keep my current medical and/or dental coverage. What do I need to do?	Nothing. We have defaulted your current medical and/or dental coverages to remain “as is”.
Change my current medical and/or dental coverage. What do I need to do?	Complete and submit the RCUH Group Health Plan Enrollment form (B-5Ha)
Cancel my medical and/or dental coverage.	Complete and submit the RCUH Group Health Plan Waiver form (B-5Wb)
Continue my Flexible Spending Account	Complete and submit the RCUH Flexible Spending Enrollment & Change form (B-5F)
DEADLINE TO SUBMIT YOUR FORMS	Email to rcuh_benefits@rcuh.com by May 18, 2018

If you are having difficulty logging in to ESS, please contact RCUH Information Systems at rcuh_is@rcuh.com.

If you have any questions regarding the Open Enrollment process, please contact RCUH Benefits at rcuh_benefits@rcuh.com or (808) 956-2326 or (808) 956-0456.