



## ONLINE BENEFIT ENROLLMENT IS NOW!

Enrollment is November 1 – 16, 2007

Open Enrollment for 2008 employee benefits will be conducted online. You can access the Ceridian Benefits System, as well as other Ceridian sites, by going to [www.county.milwaukee.gov](http://www.county.milwaukee.gov) and click on "Milwaukee County Employees." We have created several tools to assist employees with enrollment, including an Enrollment Kit that has been mailed to your home, frequently asked questions and answers listed below, and instructional videos on the webpage referenced above. You can also contact the Open Enrollment help desk at 1-800-586-5120 or talk to your HR/Payroll clerk for assistance. **Remember, all eligible employees must enroll online between November 1 – 16, 2007 for 2008 benefits.**

Also, remember that **Ceridian Self-Service is live** and available online for employees to change personal information and sign-up for Direct Deposit. If you are not signed up for Direct Deposit, you can sign-up by November 18, 2007 and your first Ceridian paycheck will be deposited directly into your bank account.

Finally, we anticipate that the "Go Live" date for Ceridian Time and Attendance will be the pay period from November 18 – December 1, 2007, but we need 100% participation from all employees to "Go Live" November 18.

Thanks for your efforts to make Ceridian Human Resource Information System a success!

- Rob Henken, Director  
Department of Administrative Services

## BENEFITS UPDATE

This year **all eligible employees must re-enroll for benefits for 2008 during the open enrollment period.** Here are the most frequently asked questions and answers to guide you in the benefit enrollment process:

**Q: How do I enroll online?**

**A:** Instructions for enrolling online through the Ceridian Benefits System can be found on pages 3 – 7 of the booklet you received in the mail. You can also watch a short video that shows you how to enroll. See the Important Links below for the location of the videos.

**Q: When can I enroll?**

**A:** Ceridian Benefits System will be open to employees beginning **November 1 at 7:00 a.m. and closing November 16 at 6:00 p.m.** You can log into the system and make changes to your benefits at any time during this period.

**Q: How do I log in to the system?**

**A:** Using the Internet, go to [www.county.milwaukee.gov](http://www.county.milwaukee.gov), click on "Milwaukee County Employees" on the bottom left, click on "Benefits Online/Open Enrollment." On the login page enter your User ID and Password. Your User ID is 1083 followed by your employee/clock number (the same number you use to log into Time & Attendance). Your password is the last four digits of your Social Security Number. You may change your password from the home page once you log into the system.

**Q: What if I don't have a computer?**

**A:** There are several dedicated Ceridian computers located at various [County sites](#) for you to use. You can also use a computer at any [public library](#) in Milwaukee County, or on any computer that has access to the Internet. Also, an Enrollment Center is located in the lower level training rooms of the Coggs Center located at 12<sup>th</sup> & Vliet. There are staff and computers available to assist you. The Enrollment Center will be open from 7:30 a.m. to 5:00 p.m. Monday through Friday (Wednesdays until 6:30 p.m.). If you are out of town during the enrollment period, you can call to enroll on the phone at: 1-800-586-5120.

**Q: Why does everyone have to enroll this year?**

**A:** With a new system, it's important for all employees to re-enroll to make sure the information for you and your family is correct. You will need the birthdays and social security numbers for your dependents and beneficiaries to complete the enrollment process.



**Q: What if I need help enrolling?**

**A:** Call the Open Enrollment help desk at 1-800-586-5120 from 7:00 a.m. - 7:00 p.m. for personal assistance. Also, talk to your HR/Payroll Clerk or stop by the Coggs Enrollment Center for assistance.

**Q: How can I find out more about my benefits?**

**A:** Presentations are scheduled throughout the enrollment period. See page 2 of your Enrollment Kit for times/places. Also, the Enrollment Kit sent to you in the mail describes all the Milwaukee County benefits. Your personalized enrollment worksheet will identify what benefits you have in 2007 to help you select your benefits for 2008.

**Additional Benefit Enrollment Tips:**

- Enrolling in a Health Care Flexible Spending Account saves you money by letting you set aside pre-tax dollars for out-of-pocket medical reimbursements for you and your dependents.
- Enrolling in a Dependent Care Flexible Spending Account saves you money by setting aside pre-tax dollars for the cost of your dependents' day care.
- Make sure you have your dependents' and beneficiaries' birthdates and Social Security numbers available when you enroll.
- Look through the Enrollment Kit and fill out your personalized worksheet before you go online so you are prepared for the online enrollment process.

**SELF-SERVICE UPDATE**

**Ceridian Self-Service is now live and available online for use by all employees!** Self-Service allows you to make changes to your W-4, Direct Deposit, emergency contact and/or personal contact information on the secure Self-Service site. You can also view up to three years of your previous paycheck statements.

Go to [www.county.milwaukee.gov](http://www.county.milwaukee.gov) and click on "Milwaukee County Employees" to access instructions for using Self-Service online and connect directly to the Ceridian Self-Service website. You can sign up for Direct Deposit online in Ceridian Self-Service. **If you sign up for Direct Deposit by November 18, 2007 your first Ceridian paycheck will be deposited directly into your bank account. Remember, if you are not enrolled in Direct Deposit your paycheck will be mailed to you at your home, and not distributed at work.**

**TIME AND ATTENDANCE UPDATE**

The anticipated "Go Live" date for Ceridian Time and Attendance is the pay period from November 18 – December 1, 2007. "Go Live" means paychecks will be generated from Ceridian. Simply put, we cannot be confident that the system will succeed without a testing environment that includes full participation, accurate entries and timely approvals. **We need 100% participation from ALL employees to "Go Live" November 18!**

**Ceridian Online Links and Instructional Info:**

<http://www.county.milwaukee.gov/>

- Click on "Milwaukee County Employees"

**Link to Previous Ceridian Communicator:**

[www.milwaukee.gov/ceridiancommunicator](http://www.milwaukee.gov/ceridiancommunicator)

**Email Questions/Comments To:**

[ceridiancommunicator@milwcnty.com](mailto:ceridiancommunicator@milwcnty.com)