

CITY OF SAINT PAUL

OPEN ENROLLMENT FOR PLAN YEAR

2024

October 16 – October 27, 2023

Enroll at <https://benefits.stpaul.gov>

EVENTS	DATES
Annual Enrollment Opens	Oct. 16 th , 2023
Tuesday October 17, 10-3 City Hall Lower Level, 15 W Kellogg	Monday, October 23, 10-11 VIRTUAL LIVE SESSION https://aon.webex.com/aon/j.php?MTID=mee47895daa79b9be204e08bc0b675bc1
Wednesday, October 18, 1-4 Como, 1225 Estabrook	Tuesday, October 24, 8-11 Fire HQ, W 7 th and Randolph
Friday October 20, 8-12 Police, 600 Lafayette Road NEW LOCATION	Wednesday, October 25, 1-4 Public Works, 891 N Dale St.
	Thursday, October 26, 7:30-11 Water 1900 N Rice Street
Annual Enrollment Closes	Oct. 27 th , 2023

Flu Vaccines available at all locations

https://www.signupgenius.com/go/SaintPaul_City



SAINT PAUL
MINNESOTA

Questions? [Employee Benefits Contacts](#)

More information and enrollment at
<https://benefits.stpaul.gov>

OPTIONAL COVERAGE HIGHLIGHTS

Dental	Rate change
Employee and Spouse Life, AD&D	No rate or plan changes. Enrollment through Securian. See instructions at https://benefits.stpaul.gov
Dependent Life	No rate or plan changes EOI not required.
Short Term Disability	No rate change; one time opportunity to increase monthly total with no EOI or waiting period. New max of \$8000.
Long Term Disability	No rate change; EOI required for first time elections but not for increases
Flex: Medical	Annual max \$3,050
Flex: Daycare	Annual Max \$5,000
Flex: Parking	Max election \$280



SAINT PAUL
MINNESOTA

More information on Medica can be found at welcometomedica.com/cityofstpaul



**See 2024 Employee
Benefit Book for Plan and
Network Comparison**

Medica's two plans and four networks will remain. There are no changes to benefit plan design.

Contributions to medical insurance costs vary, depending on negotiated bargaining unit agreements. Monthly rates listed below apply to most employees. See <https://benefits.stpaul.gov> for your specific rates.

FOR SINGLE:	\$2500 Deductible Plan				\$35 Copay Choice Plan
	PPO	Elect	Park Nicollet/HP ACO	Vantage Plus ACO	PPO
Network					
Total Cost	\$755.26	\$680.18	\$676.06	\$680.18	\$965.36
City Contribution	\$726.70	\$680.18	\$676.06	\$680.18	\$398.88
Employee Cost	\$28.56	\$0	\$0	\$0	\$566.48

FOR FAMILY:	\$2500 Deductible Plan				\$35 Copay Choice Plan
	PPO	Elect	Park Nicollet ACO	Vantage Plus ACO	PPO
Network					
Total Cost	\$1971.92	\$1776.50	\$1765.74	\$1776.50	\$2,532.24
City Contribution	\$1724.68	\$1,724.68	\$1,724.68	\$1,724.68	\$748.22
Employee Cost	\$247.24	\$51.82	\$41.06	\$51.82	\$1,784.02

LEARN MORE

information on Medica at
welcometomedica.com/cityofstpaul

PRINT YOUR BENEFITS STATEMENT!

The Benefits Statement is proof of your successful enrollment. Benefits staff will be unable to assist you with enrollment issues unless you produce a Benefit Statement from your Open Enrollment elections.

OPEN ENROLLMENT ENDS AT MIDNIGHT (CDT) ON October 27, 2023

OTHER HIGHLIGHTS

ONLINE ENROLLMENT THROUGH EMPLOYEE SELF SERVICE

The link to enroll is <https://benefits.stpaul.gov> through Infor/Lawson.

VEBA/HRA – NO CHANGES

For eligible employees, the City will contribute the same amounts as last year, **assuming you elect the \$2,500 plan**: \$225/quarter if enrolled in single coverage; \$135/quarter if enrolled in family coverage. Additional dollars available for wellness activities.

Remember, while the dollars in your VEBA roll over from year to year, **CLAIMS DO NOT**. You must submit claims that were incurred within 365 days from the date of service no later than February 15, 2024. See the benefits book online for more details.

Parking Account Changes

Parking claims must be submitted within **180 days** of incurring expenses. Contributions will roll over from month-to-month or year-to-year. There are **no annual cut-offs**.

HEALTHY SAINT PAUL PROGRAM YEAR CONTINUES THROUGH DECEMBER 31

To see your current point totals, go to Rewards in your Health Rewards portal. 3,500 total points required for full \$900 incentive. Stop by the Healthy Saint Paul table at one of the in-person events to learn more!

YOUR 2023 FLEXIBLE SPENDING WILL END, AND YOU WILL NOT

AUTOMATICALLY HAVE FLEX BENEFITS IN 2024. IRS rules require a new flex enrollment every year. However, up to \$500 of your 2023 flex medical election will roll over into 2024 without penalty.

PLEASE REMEMBER: The City conducts periodic dependent audits requiring proof of legal dependent status. You will be responsible for repayment of City contributions and claims for any ineligible dependents.

FAQs for Benefits Enrollment using Infor ESS Portal

Q: Can I access Benefits Enrollment from home?

A: YES, from any Internet-connected computer, browse to <https://benefits.stpaul.gov>
You will need your City username and password to login.

Q: Help—my username and password do not work!

A: Submit a Service Request to ServiceDesk@ci.stpaul.mn.us and make sure to put “Infor ESS login” into the subject line so your request can be addressed promptly. It’s a good idea to test your login in advance, especially if you haven’t logged into Employee Self-Service (ESS) recently.

Q: Can I do this from a kiosk computer at work / Do I need to reboot or log into Windows with my username/pass?

A: You can log in from any shared/kiosk computer at work, just use the URL above. You don’t need to reboot or log into Windows first. You will still need your username and password to log into Infor ESS Benefits. You can also do it from your home computer.

Q: Can I see my current elections so I know what to choose for next year?

A: Yes. Log into Infor Employee Self Service, then open your Employee Self-Service menu on the left sidebar. Click Benefits, then Current Benefits to display a summary.

TIP: the best way to print your benefits summary is to use the browser’s print feature:

- 1) Click the printer icon in the upper-right corner or click the File menu.
- 2) Select Print Preview.
- 3) Press Alt-L to set the page layout to landscape, then click the small printer icon (upper-left) to select a printer.

Q: What if I need to change my choices after completing all the screens?

A: You can make changes all the way up to the close of Open Enrollment, October 28. At the completion of each section (Health, Dental and Employee Voluntary) you’ll see a “Make Changes” button. Click on that and you’ll return to the Plan Type page, where you can select which plan type you want to re-do. **Please note:** the “Make Changes” option requires you to redo the whole plan type. For example, if you decide to add voluntary coverage to the ones you already selected, you will need to re-do them all. That’s why it’s a good idea to review your current elections and the new options *before* you start the enrollment process, so you don’t have to redo your choices unnecessarily.

More information is available on the Saint Paul Connect intranet, under Employment & Benefits: <https://stpaulmn.sharepoint.com>

OPEN ENROLLMENT ENDS AT MIDNIGHT (CDT) ON October 27, 2023

Benefits Enrollment with Infor is EASY!

Two ways to log in:

You'll need your City
username and password

1. <https://benefits.stpaul.gov>

2. Your Infor ESS login: go to Bookmarks >
Employee Self-Service > Benefits >

WELCOME TO 2024 OPEN ENROLLMENT! YOU MAY ELECT AND CHANGE BENEFITS FOR 2024 THROUGH FRIDAY, OCTOBER 27, 2023.

Voluntary Life insurance enrollments will be completed using [Securian's Web Enrollment](#)

Continue

If you elect to WAIVE any of the offered coverages, you will not have coverage or be able to re-enroll until Open Enrollment of 2024 unless you experience a qualifying life event.*

FIRST, check your Dependents. Modify the list if needed--you'll need Social Security #'s to add new dependents.

PLAN TYPES: You'll choose the plan types you are eligible for in this order (you may not see all of these).

Click **Continue** to move through your options.

Make sure you **Continue** all the way to the Summary at the end! If you have a printer available, you can print it out.

Plan Type
HEALTH
CITY PROVIDED LIFE
EMPLOYEE ADD
SPOUSE ADD
DENTAL
CHILD LIFE
SHORTTERM DISABILITY
LONGTERM DISABILITY
FLEX SPENDING

For Health & Dental, select:

- Coverage level
- Single or Family
- If Family, select dependents

Select "Waive" to opt-out of City coverage

You will receive the link for Securian at the end.

How to Prepare:

- As soon as possible, CHECK your login username and password, especially if you haven't used ESS recently
- REVIEW PLAN OPTIONS, so you know what you want in advance

Questions? [Employee Benefits Contacts](#)