



2019 Open Enrollment Is Coming - Here's What You Need to Know!

We are implementing a new and improved MyHR in October! The new MyHR will provide you with a system where you can access and update your personal and employment information with a few clicks of a button. This system will be rolled out in stages and up first is general HR and benefits. You will need to complete the following steps in October:

Step #1

October 1st – 12th employees will need to login to the new MyHR to review/update their personal information.

Employees in HHS, ADAMHS Board, Soil & Water and Ohio Means Jobs (Workforce Development) will login to the current MyHR website and a notification will display showing them how to access the new MyHR (username, password and website address). After they login, they will need to review and update their personal information.

For all other employees, a window will display asking them to verify their name, employee id # and username that is used to access their computer. They will need to login 5 business days later to review and update their personal information.

More information, including training materials, will be posted on the current MyHR website starting October 1st!

Step #2

Open Enrollment for your 2019 benefits will run from **October 22nd - November 5th**, 2018. You will participate in Open Enrollment (OE) through the new and improved MyHR. You will choose your benefit plan(s), add your dependents to your plans (if applicable) including their dates of birth and social security numbers, and identify beneficiaries for your life insurance.

Why do I need to login before OE to review my personal information and what do I need to update?

Our primary goal is to make sure your personal information is correct in our new system. Due to system limitations/constraints, we were unable to bring all information over from our current system accurately. So, we need you to enter your information. This will give you an opportunity to ensure that you are able to login to the new system prior to OE and you can see how easy the new system is to use! You will need to validate (V) or update (U) your personal information as follows:

- Name (V)
- Address (U)
- Phone Number (U)
- Gender (U)
- Email Address (U)
- Emergency Contact (U)
- Marital Status (U)
- Ethnicity (U)

If you work at ADAMHS Board, Common Pleas Court, Domestic Relations Court, Juvenile Court, Probate Court, Public Defender, or the Veterans Service Commission, you will only need to validate (V) or update (U) the following personal information:

- Name (V)
- Address (U)
- Gender (U)
- Email Address (U)
- Marital Status (U)

Why do I need to login twice before Open Enrollment?

This is a unique login and password for many employees, so we have to ensure that the username is correct before access is provided to the new system. The verification allows us to ensure that you are accessing the correct account and not the account of another employee.

What if I don't have an email address?

You will need an email address to receive notifications and confirmations from the new system. You can use a county issued email address, a personal email address or both. Free email accounts can be setup through sites such as Gmail, Yahoo or Yandex to name a few. Setup a free account today if you don't already have one.

Why do I have to do all this entry into the new system, why wasn't the information brought over from the current system?

We were unable to extract some of the data from our current system accurately. As we pulled benefit and dependent information out of our current system, we discovered that it was pulling old enrollments that may not be accurate today. To avoid loading the wrong benefits or wrong dependents we must start from scratch.

Do I have to go into the new MyHR to enroll in benefits during OE or will my benefits be defaulted to what I have today?

If you do not log in and enroll in benefits during the OE period, your benefits will not default to what you have today. You will be defaulted into the MetroHealth Select High Deductible – Employee Only Coverage (Dependents will not be covered) with no dental and no vision coverage and basic life insurance only (Supplemental Life Insurance will not carry over from current year).

How can I prepare for Open Enrollment today?

If you want to view your current benefit enrollments you can login to the current MyHR at <https://myhr.cuyahogacounty.us/> and look under Benefits>Open Enrollment Confirmation. After you enter your social security number and click Next, you will need to choose Open Enrollment Confirmation from the menu on the left-hand side under Benefits Information. Your enrollments will display as well as your dependent information (names, dates of birth, socials, etc.). You can print this page and use it for reference during OE. Please note, this page will only show you what benefits you have if you enrolled during the 2018 OE. If you are a new hire in 2018 you can contact benefits at benefits@cuyahogacounty.us to request a copy of your enrollments.

More details to come including where you can learn about the benefit options, rates, etc. for your 2019 benefits!