

OPEN ENROLLMENT — 2026 —



MAY 4 –
MAY 22,
2026

IMPORTANT FACTS



- The Open Enrollment period is **May 4 through May 22, 2026**. There are **no exceptions** to this deadline.



- Online Open Enrollment must be completed and submitted electronically no later than **5:00 p.m. on May 22, 2026**. If not, your session will be interrupted and changes will not be completed/accepted.



- Online Open Enrollment is a simple and fast way to make your Open Enrollment changes from your own workspace. All you need is a County computer that is connected to the County's network and PeopleSoft. **Please note that you cannot access from a home computer or over the internet.** If you do not remember your username and password, contact the Information Systems Division (ISD) Help Desk at (209) 468-9742.



- Online Open Enrollment is **optional**. Enrollments can be made with a hardcopy Enrollment Form.



- If you are using Online Open Enrollment, you do not need to submit your hardcopy form. **Do NOT** submit changes both online and via paper form. Multiple forms received may cause confusion and enrollment in incorrect plan(s).



- **You cannot use Online Open Enrollment if you are adding a new dependent OR if you have, or plan to add, a registered domestic partner** on your benefits. You must use your hard copy Open Enrollment Form and submit it to the Benefits Unit. You must provide a Marriage Certificate for adding a spouse, a Birth Certificate for adding a child, or a Certificate of Domestic Partnership for a domestic partner. In addition, a copy of the Social Security card for any new dependent is required. **Claims cannot be processed without a Social Security number.**



- Enrollment forms submitted without required supporting documentation will **NOT** be processed.



- Benefit changes will be effective **June 29, 2026**. The new premiums will be deducted on your **July 3, 2026** paycheck.



- If you need help enrolling online through PeopleSoft or need access to a computer to self enroll, we have Open Enrollment Self Service Labs scheduled. See flyer on Open Enrollment page for dates and location and employee benefits staff will be available for help.



QUESTIONS?
employeebenefits@sjgov.org



(209) 468-9987



ISD HELP DESK
(209) 468-9742



OPEN ENROLLMENT — 2026 —



MAY 4 –
MAY 22,
2026

⇒ IMPORTANT FACTS (CONTINUED) ⇐



- You can make as many changes as you would like online during the Open Enrollment period, however, only your final changes made prior to **5:00 p.m. on May 22, 2026** will be processed by the Benefits Unit.



- You must get to **Step 6: Enrollment Confirmation** for your enrollment changes to be valid. Print the Confirmation page for your records (from the top menu, click on File, Print, and Print again). This is your proof of completion.



- If you return to make benefit changes after you have completed your enrollment, you will start at Step 1 and the event status will appear as **Submitted**. Click Select, then you can proceed with your changes. After May 22, at 5:00 p.m., the event status will be **Closed**, and you will not be able to make any changes.



- If enrolling in Sutter Health Plus, you must choose a Primary Care Physician (PCP) for you and your dependents. Your specialist must be in the same Medical Group as your PCP. If enrolling in Sutter Health Plus, go to www.sutterhealthplus.org/provider-search and enter the **Provider ID number** when enrolling. Entering the name alone is not sufficient.



- If you choose Kaiser or Sutter Health Plus, you must agree to their specific Arbitration Agreement, by signing and dating Kaiser's or Sutter Health Plus' acknowledgement statement.



- If you choose United HealthCare Dental, you may type in the name of your dentist. If you do not choose a dentist, one will be assigned to you by United HealthCare Dental. When you receive your ID card, you may call United HealthCare Dental to change your dentist. Please ensure that the dentist is a participating provider within the United HealthCare Dental network, and that they are accepting new patients.



- If you choose the Kaiser or Sutter Health Plus High Deductible Health Plan (HDHP), you will be automatically enrolled in the Health Savings Account (HSA). You must sign and date the Attestation Agreement acknowledging your understanding of the rules and requirements of an HSA, including the monthly service fee.



- If you enroll in the HDHP, you **cannot** enroll in the health flexible spending account (FSA) and you will forfeit your rollover FSA funds.



- Your HSA will be effective the first of the following month after you enroll in a HDHP, per IRS requirements.



QUESTIONS?
employeebenefits@sjgov.org



(209) 468-9987



ISD HELP DESK
(209) 468-9742



OPEN ENROLLMENT

— *is Here!* —



MAY 4 –
MAY 22,
2026

ENROLL ONLINE THROUGH PEOPLESFT SELF-SERVICE

Take a few minutes to review your benefits and make the best choices
for you and your family.

HOW TO ENROLL IN 4 EASY STEPS

1



LOG IN

Go to:
Self Service →
Benefits →
Benefits Enrollment

2



REVIEW YOUR BENEFITS

View your current
plans and select
any changes.

3



MAKE UPDATES

- Choose your plan
- Select PCP or Dentist
(if required)

4



SUBMIT & CONFIRM

- Enter your phone number
- Click **Final Submit**
- Print your confirmation



DON'T FORGET:

Your status must show **“Submitted”** to complete enrollment.



QUESTIONS?

employeebenefits@sjgov.org



(209) 468-9987



ISD HELP DESK

(209) 468-9742



OPEN ENROLLMENT

Step-by-Step Instructions



PEOPLESFT SELF-SERVICE

Access PeopleSoft HRMS and navigate to: **Self Service** → **Benefits** → **Benefits Enrollment**

If you need login assistance, contact the ISD Help Desk at (209) 468-9742.

<p>1 START OPEN ENROLLMENT</p>	<ul style="list-style-type: none"> Click "Begin Enrollment" to start your enrollment process.
<p>2 VIEW YOUR CURRENT BENEFITS</p>	<ul style="list-style-type: none"> Select each benefit you want to change. Click on the benefit option to review details. If no changes are needed, skip to Step 5.
<p>3 MAKE YOUR CHANGES</p>	<ul style="list-style-type: none"> Select a plan by clicking the circle next to the plan name. Click the plan name to view a summary of benefits. Select a Primary Care Physician (PCP) or Dentist if required. For Sutter Health Plus, enter the Provider ID from sutterhealthplus.org/provider-search. (Provider name alone will not work.) Complete the Other Medical Coverage section. <p>Click Next to continue.</p>
<p>3A EMPLOYEES WITH DEPENDENTS</p>	<ul style="list-style-type: none"> To add new dependent you must complete paper enrollment form. You are not able to proceed with this PeopleSoft Self Service. Select dependent to remove. Select PCP/Dentist for dependents if required. <p>Click Next to continue.</p>
<p>4 REVIEW YOUR COSTS</p>	<ul style="list-style-type: none"> Review plan costs and effective dates. Repeat Steps 3–4 for additional plan changes. Click Next when finished.
<p>5 FINAL SUBMISSION</p>	<ul style="list-style-type: none"> Enter your phone number (no spaces). Click Final Submit.
<p>6 ENROLLMENT CONFIRMATION</p>	<p>Print your confirmation: File → Print → Select Printer → Print</p> <div style="display: flex; align-items: center;"> <p>This confirms your enrollment has been completed.</p> </div>
<p>7 VERIFY YOUR STATUS</p>	<ul style="list-style-type: none"> Return to the main screen. Confirm your status shows: "Submitted" <div style="border: 1px solid #00728f; padding: 5px; display: flex; align-items: center;"> <p>EMPLOYEE BENEFITS employeebenefits@sjgov.org (209) 468-9987</p> </div>

IMPORTANT
Your status must show **"Submitted"** to complete your enrollment.

NEED HELP?
ISD Help Desk: (209) 468-9742
Employee Benefits: (209) 468-9987
Email: employeebenefits@sjgov.org