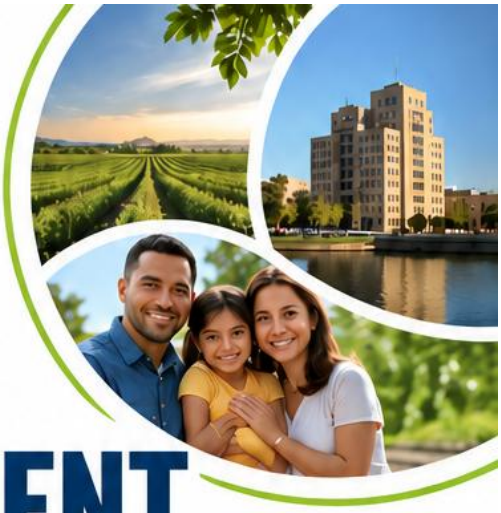
SAN JOAQUIN COUNTY

Greatness grows here.



SAN JOAQUIN COUNTY
OPEN ENROLLMENT

OCTOBER 21 – NOVEMBER 12, 2026

This is your annual opportunity to review your benefits and make changes for the 2027 plan year.

ONLINE:

Visit the San Joaquin County Open Enrollment website:

sjcengage.com/san-joaquin-open-enrollment/

Access the PeopleSoft Employee Self-Service Enrollment Portal.
(Main Menu → Self-Service → Benefits → Benefits Enrollment)

OR

HARD COPY FORM:

Complete and submit your personalized 2027 Benefits Enrollment Form (mailed to you) by:

MAIL OR WALK-IN:

44 N. San Joaquin Street,
Suite 330
Stockton, CA 95202

EMAIL:

employeebenefits@sjgov.org

REVIEW YOUR BENEFITS.
PLAN YOUR FUTURE.

Questions?
Contact the Employee Benefits Team at **employeebenefits@sjgov.org** or **(209) 468-9987.**

Open Enrollment is your annual opportunity to make changes to your benefits. **Don't miss it!**

SAN JOAQUIN COUNTY
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OPEN ENROLLMENT 2027

OCTOBER 21 – NOVEMBER 12, 2026

IMPORTANT FACTS

OPEN ENROLLMENT PERIOD

The Open Enrollment period is **October 21 through November 12, 2026.**
There are **no exceptions** to this deadline.

LAST DAY TO ENTER ENROLLMENT FORMS

Online Open Enrollment must be completed and submitted electronically no later than **5:00 p.m. on November 12, 2026.**
If not, your session will be interrupted and changes will not be completed/accepted.

HOW TO ENROLL

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.

OPTIONAL HARD COPY FORM

Online Open Enrollment is preferred, but **optional.** Enrollments can be made with a hardcopy Enrollment Form.

SUBMIT CHANGES ONLY ONCE

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

ADDING A NEW DEPENDENT?

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 to your benefits.
You must use a hard copy Open Enrollment Form and submit it to the Benefits Unit. Required documentation (e.g., Marriage Certificate, Birth Certificate, Certificate of Domestic Partnership, or Social Security card) must be included.

INCOMPLETE FORMS

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

EFFECTIVE DATE & PREMIUMS

Benefit changes will be effective **January 1, 2027.**
The new premiums will be deducted on your **January 8th paycheck.**

QUESTIONS?
employeebenefits@sjgov.org

(209) 468-9987

ISD HELP DESK
(209) 468-9742

SAN JOAQUIN COUNTY

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OPEN ENROLLMENT 2027

OCTOBER 21 – NOVEMBER 12, 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 November 12, 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 **November 12, 2026, 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.
- Benefit changes will be effective **January 1, 2027**. The new premiums will be deducted on your **January 8th paycheck**.

QUESTIONS? employeebenefits@sjgov.org | **(209) 468-9987** | **ISD HELP DESK** (209) 468-9742

SAN JOAQUIN COUNTY

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OPEN ENROLLMENT *is Here!*

OCTOBER 21 – NOVEMBER 12, 2026

ENROLL ONLINE THROUGH PEOPLESOFT 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 for your records

DON'T FORGET!

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

QUESTIONS?
employeebenefits@sjgov.org

(209) 468-9987

ISD HELP DESK
(209) 468-9742

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OPEN ENROLLMENT
Step-by-Step Instructions
2027

OCTOBER 21 – NOVEMBER 12, 2026

PEOPLESOFT 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.

1 START OPEN ENROLLMENT

- Click **"Begin Enrollment"** to start your enrollment process.

2 VIEW YOUR CURRENT BENEFITS

- Select each benefit you want to change.
- Click on the benefit option to review details.
- If no changes are needed, skip to **Step 5.**

3 MAKE YOUR CHANGES

- 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.
- Click **Next** to continue.

3A EMPLOYEES WITH DEPENDENTS

- To add a new dependent you must complete a paper enrollment form. You are not able to proceed with this in PeopleSoft Self Service.
- Select dependent to remove.
- Select PCP/Dentist for dependents if required.
- Click **Next** to continue.

4 REVIEW YOUR COSTS

- Review plan costs and effective dates.
- Repeat Steps 3–4 for additional plan changes.
- Click **Next** when finished.

5 FINAL SUBMISSION

- Enter your phone number (no spaces).
- Click **Final Submit.**

6 ENROLLMENT CONFIRMATION

- Print your confirmation:
  File → Print → Select Printer → Print

Keep a copy of your confirmation for your records.

7 VERIFY YOUR STATUS

- Return to the main screen.
- Confirm your status shows: **"Submitted"**

VERY IMPORTANT!

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

Changes will **NOT** be saved if left in **"Open"** status. You must click **Final Submit** and your status must show **"Submitted."**

QUESTIONS?
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Employee Benefits

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