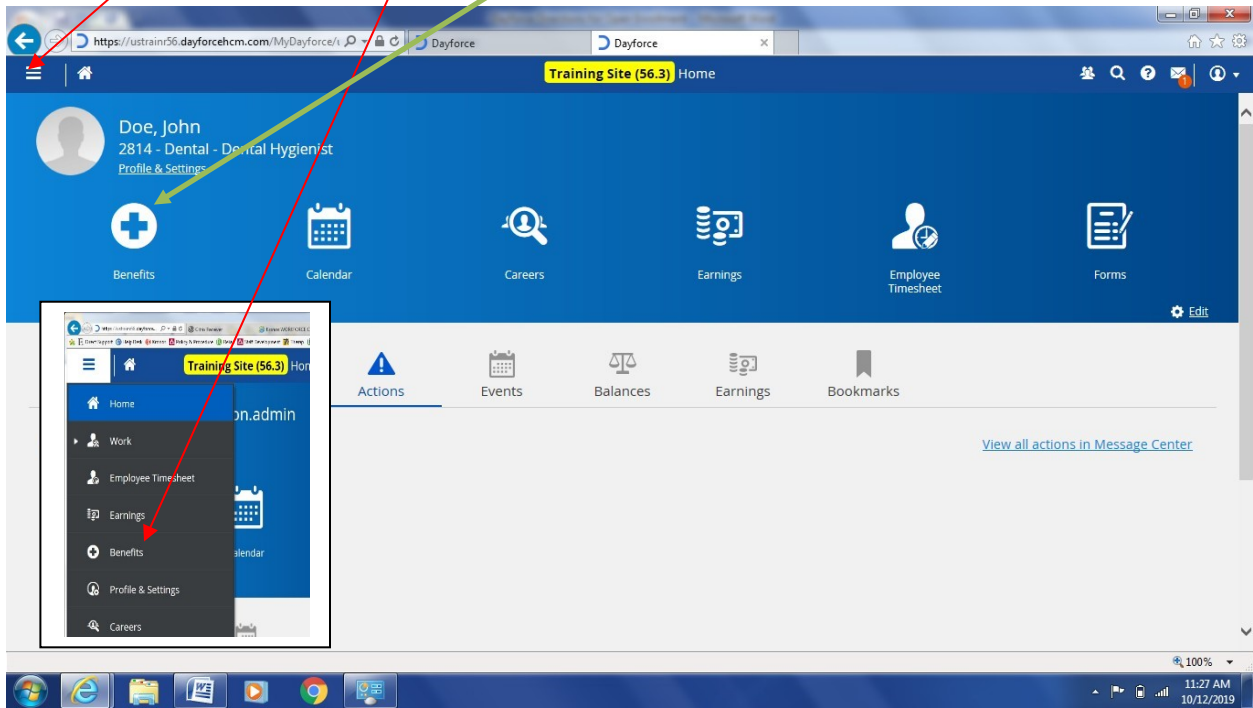
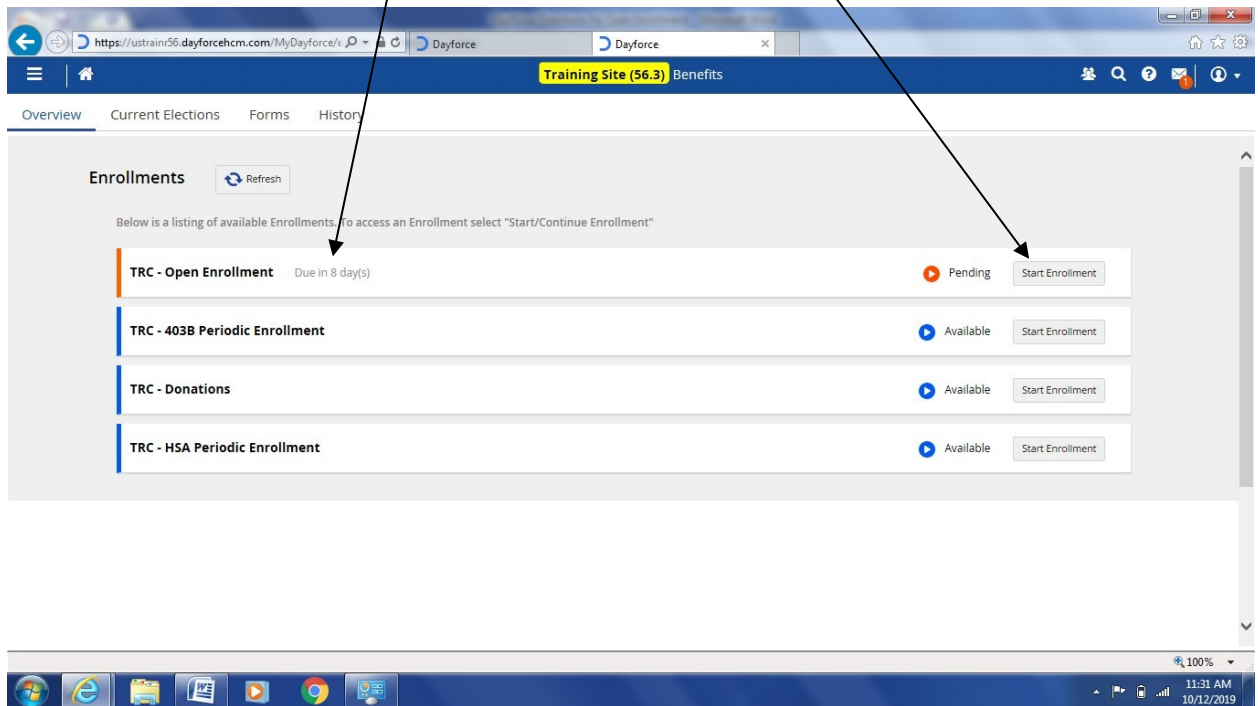


Open Enrollment Dayforce

Log in to your Dayforce home page. **Click** on the Benefits icon. If you **do not** have a benefits icon click on the 3 horizontal lines, then click on benefits.



You will notice that there is a countdown of how many days you have to complete the Open Enrollment. All elections must be made by the election due date. **Click** the Start Enrollment next to TRC - Open Enrollment



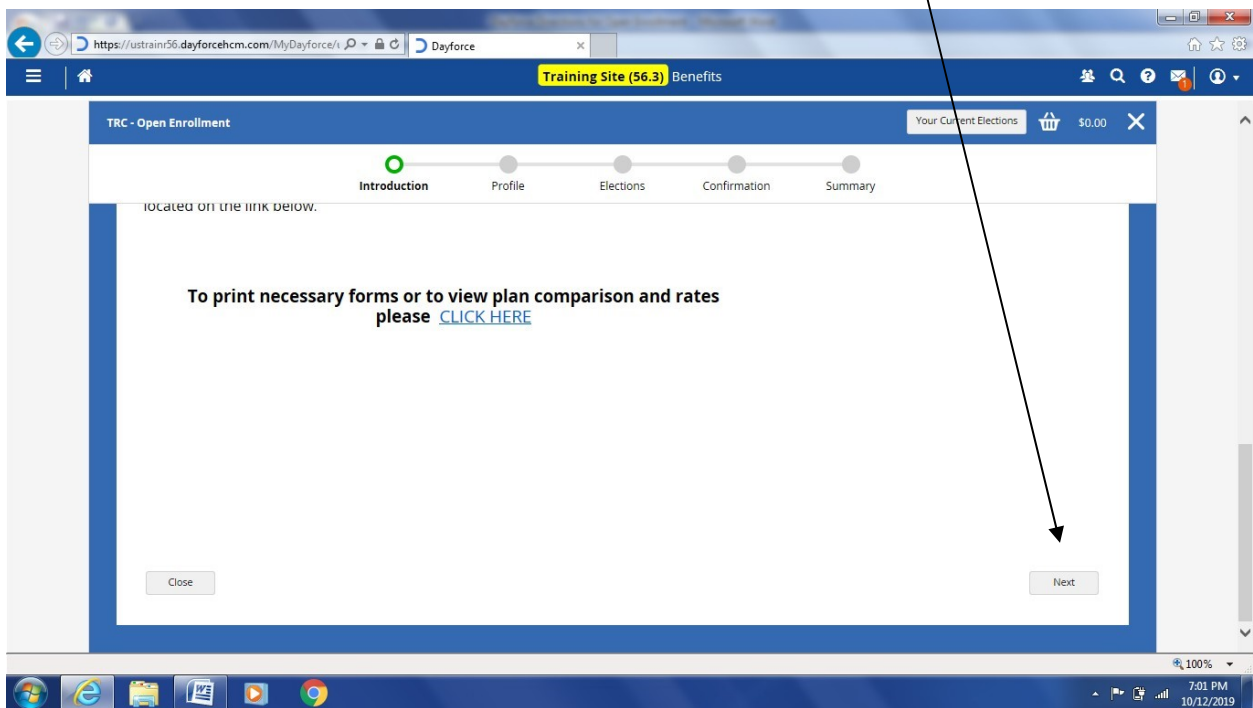
Open Enrollment Dayforce

This will take you to the introduction page of open enrollment. PLEASE TAKE THE TIME TO SCROLL DOWN AND READ ALL OF THE INFORMATION. This will ensure a successful open enrollment experience.

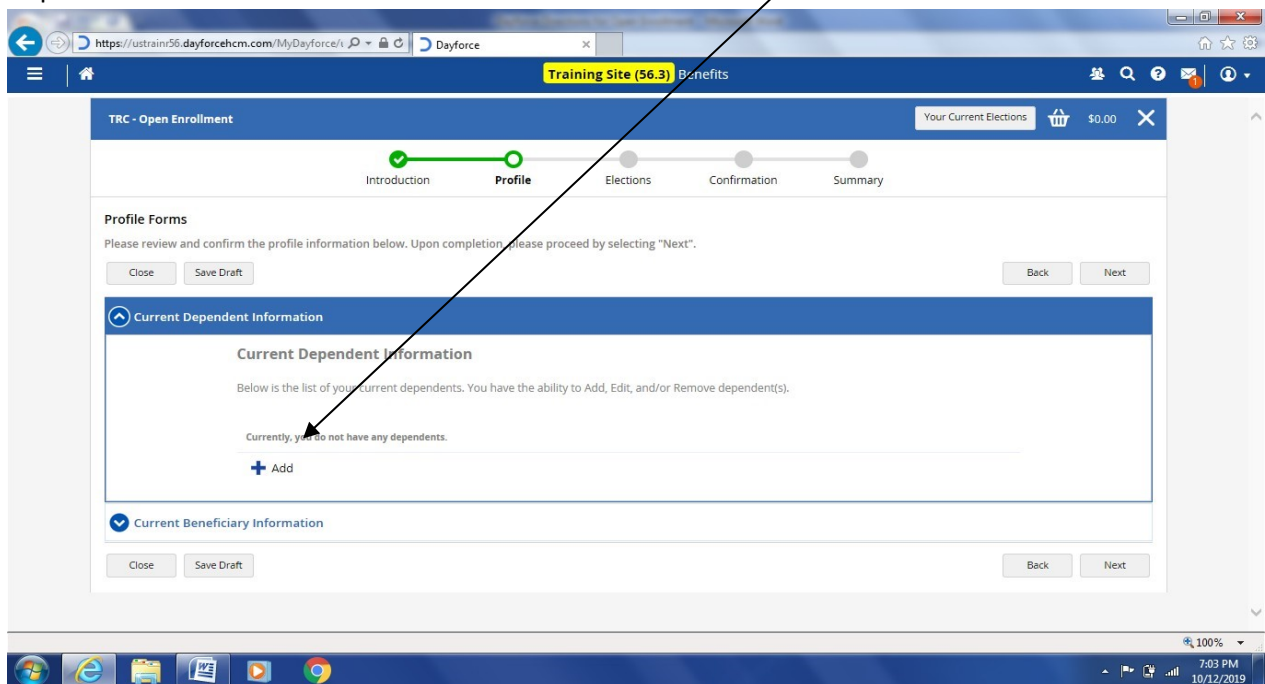
By scrolling down to the end of the page you will notice a blue [CLICK HERE](#) link that will take you to all of the necessary forms and open enrollment information. This is available to assist you in making the best selections for the plan year.

Open Enrollment Dayforce

Once you have read all of the information, return to Dayforce and **click** Next to proceed.



This screen is very **IMPORTANT**. This is where you will enter any Dependent and Beneficiary Information. In order to have all the enrollment options available to populate for you, the following information must be completed before proceeding to the next page. **Click** the Add button to add Dependents.



Open Enrollment Dayforce

Fill in all required fields. You will not be able to continue without them being completed. You must enter Social Security Numbers for each of your Dependents. **Click** Continue once Information is entered. For enrollment purposes a Spouse is considered a dependent.

Add New Dependent

Personal Information * Required Field

First Name*

Middle Name

Last Name*

Gender*

Relationship*

Birth Date*

SSN

Tobacco/Smoker

Date last used Tobacco/Smoked

Student

Disabled

Marital Status

Primary Address

Your address will be used as the dependent's primary address, unless a new address is entered.

Other Address

Phone Number

Currently does not have a phone number.

Continue **Cancel**

If you have more than one dependent just follow the same steps to add the rest of you dependents.

TRC - Open Enrollment Your Current Elections \$0.00

Introduction **Profile** Elections Confirmation Summary

Profile Forms

Please review and confirm the profile information below. Upon completion, please proceed by selecting "Next".

Current Dependent Information

Below is the list of your current dependents. You have the ability to Add, Edit, and/or Remove dependent(s).

Add

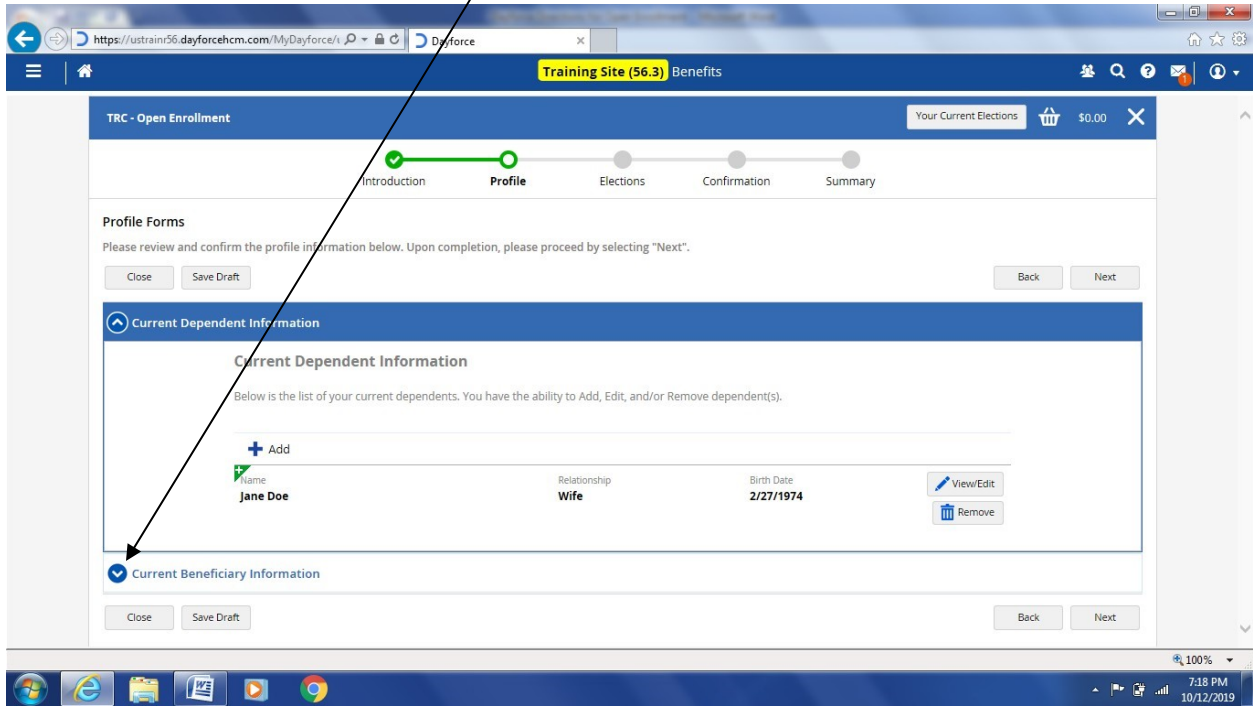
Name	Relationship	Birth Date	View/Edit	Remove
Jane Doe	Wife	2/27/1974	<input type="button" value="View/Edit"/>	<input type="button" value="Remove"/>

Current Beneficiary Information

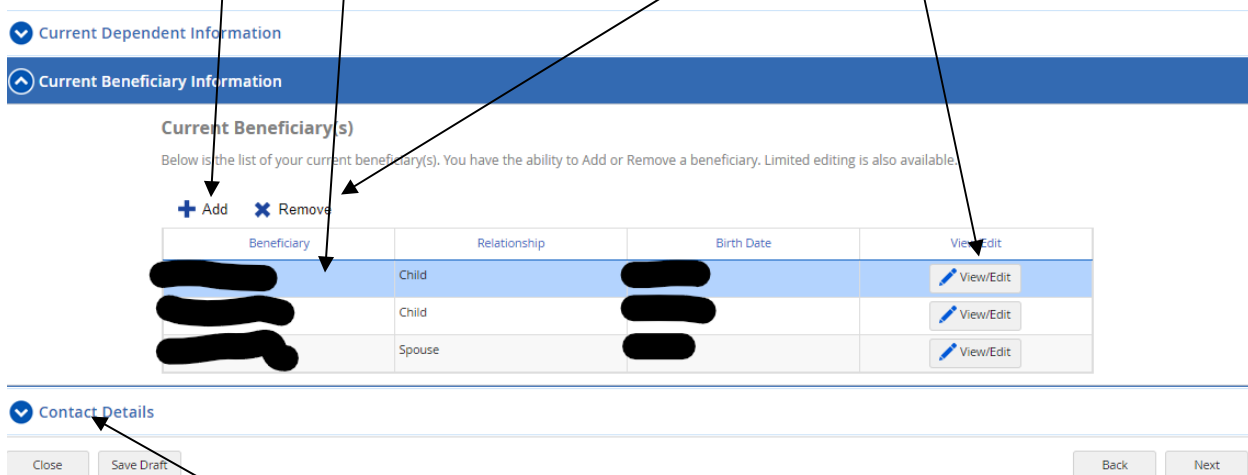
Close **Save Draft** **Back** **Next**

Open Enrollment Dayforce

Next add your Beneficiaries. Click the down arrow in front of "Current Beneficiary Information" to open the Beneficiary Screen.



Again, click the Add button to enter any new Beneficiaries. If you need to remove or edit the current beneficiaries, click on the name of the beneficiary and either remove or edit the information.



Next you will Click on the Contact Details

Open Enrollment Dayforce

In this section you will update your current personal phone number as well as list your business contact phone number. You will also update your personal and business email information.

Type*	Country Code	Number*	Extension	Alerts	Unlisted?	Start Date*	End Date
Home	United States of America	716 661 3485		<input type="checkbox"/>	<input type="checkbox"/>	Sep 20/2019	
Business	United States of America	716 661 1406		<input type="checkbox"/>	<input type="checkbox"/>	Aug 13/2020	

Electronic Addresses

Below are your current electronic addresses (email, Facebook, Twitter or LinkedIn). You can add new addresses or update existing ones. Fields marked with an asterisk are required values.

Type*	Address*	Alerts	Start Date*	End Date
Personal Email	aida@stny.rr.com	<input type="checkbox"/>	Sep 20/2019	
Business Email	Aida.Brown@resourcecenter.org	<input type="checkbox"/>	Sep 20/2019	

It is recommended that at this time you **Click Save Draft** so you will not have to re-enter the information if you had to continue the enrollment at a later time. **Click Next** to proceed.

Training Site (56.3) Benefits

TRC - Open Enrollment

Your Current Elections \$0.00

Introduction Profile Elections Confirmation Summary

Profile Forms

Please review and confirm the profile information below. Upon completion, please proceed by selecting "Next".

Close Save Draft Back Next

Current Dependent Information

Current Beneficiary Information

Current Beneficiary(s)

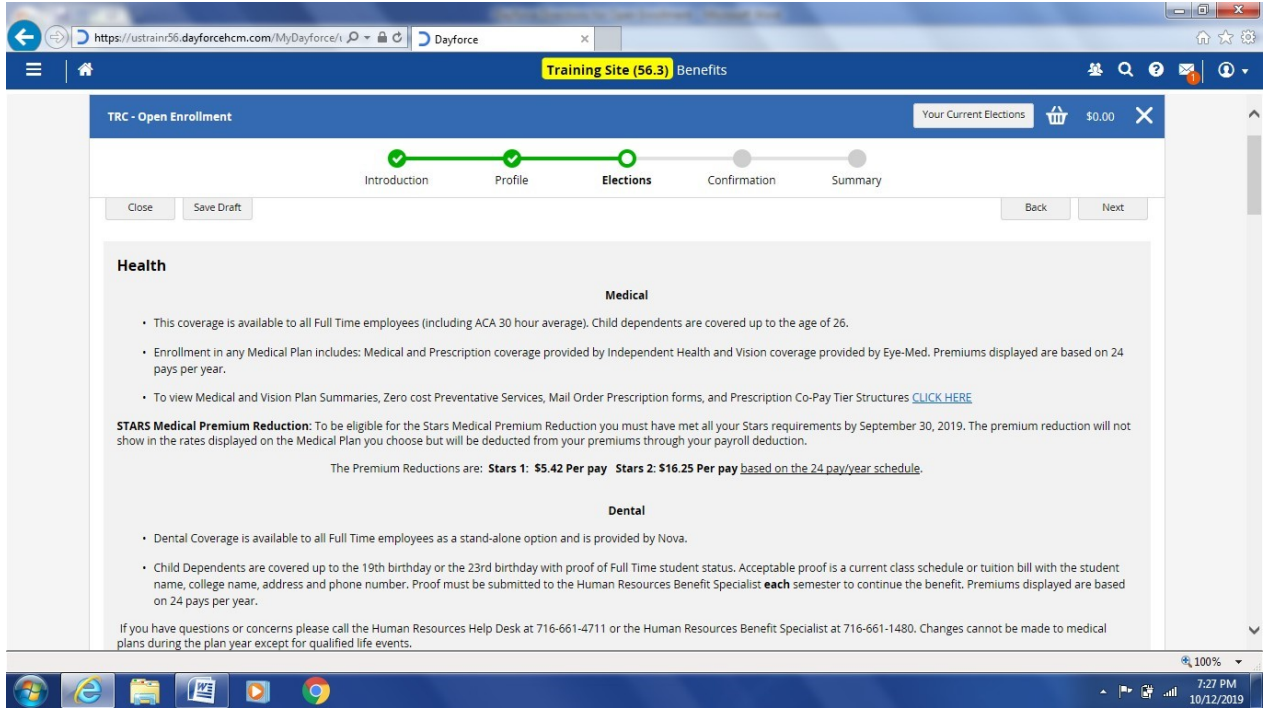
Below is the list of your current beneficiary(s). You have the ability to Add or Remove a beneficiary. Limited editing is also available.

Beneficiary	Relationship	Birth Date	View/Edit
Jane Doe	Wife	2/27/1974	View/Edit

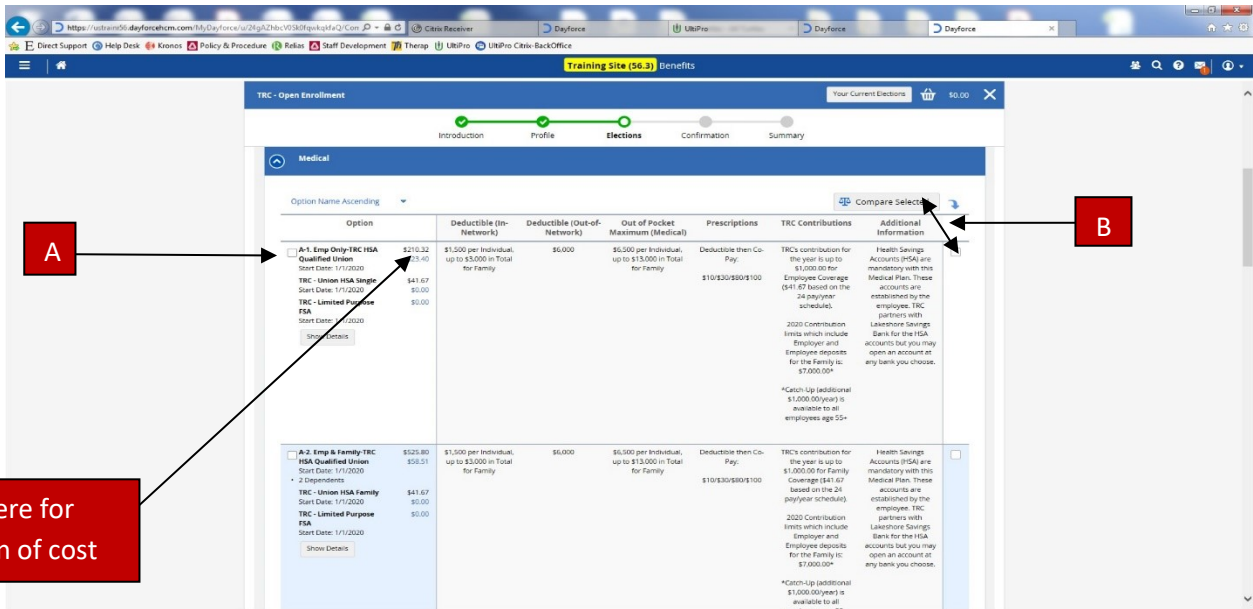
Close Save Draft Back Next

Open Enrollment Dayforce

Now you are ready to choose your coverage for your plan year. Please read all information. Links are provided for more information and forms you may need.



All medical plan choices are listed in the column on the left. To select the benefit choice **click** in the Plan box on the left of the plan name (A). If you want to compare 2 or more plans side by side **click** in the small box in the right column of **each plan** and then **click** on compare selected (B). If you do not want to enroll in a medical plan you **must Waive** the coverage by **clicking** that box. If you hover over the rates with your mouse it will show an explanation of the cost. (C)



C. Hover here for explanation of cost

Open Enrollment Dayforce

The green circle with the check indicates the benefit you were enrolled in for the current plan year. If you would like to keep that plan you will check the box next to the green circle to make the selection.

Option	Information	
<input checked="" type="checkbox"/> Family-TRC Start Date: 1/1/2021 • 3 Dependents Show Details	Child Dependents are covered up to the 19th birthday or the 23rd birthday with proof of Full Time student status. Acceptable proof is a current class schedule or tuition bill with the student name, college name, address and phone number. Proof must be submitted to the Human Resources Benefit Specialist each semester to continue the benefit. Premiums displayed are based on 24 pays per year.	<input type="checkbox"/>
<input type="checkbox"/> Emp Only-TRC Nova Dental Start Date: 1/1/2021	Child Dependents are covered up to the 19th birthday or the 23rd birthday with proof of Full Time student status. Acceptable proof is a current class schedule or tuition bill with the student name, college name, address and phone number. Proof must be submitted to the Human Resources Benefit Specialist each semester to continue the benefit. Premiums displayed are based on 24 pays per year.	<input type="checkbox"/>
<input type="checkbox"/> Waive Dental Coverage US		<input type="checkbox"/>

When you choose a plan a box pops up with dependent information. You can choose to keep the dependents listed or remove them if the coverage is not needed. All dependents that are eligible for coverage will appear here. If the plan also allows enrollment in an HSA (Health Savings Account) that information will appear below the dependents. This is where employees can elect a payroll deduction to contribute to an HSA account (Pre-Tax). Please note: This is an **Annual** contribution total but deducted the first two (2) payroll periods of each month. **Click save** when you have completed your selections.

The screenshot shows the 'Option Details' pop-up for the 'A-2. Emp & Family-TRC HSA Qualified Union' plan. The 'Dependents' section lists three children and one wife. The 'Contribution' section shows a slider set to 1,000. The 'Your Cost' is \$58.51 and the 'Estimated Total Annual Amount' is \$1,345.76. The background shows the main enrollment interface with the 'A-2. Emp & Family-TRC HSA Qualified Union' plan selected.

Open Enrollment Dayforce

Dental Enrollment is completed the same as the medical.

The screenshot shows the Dayforce Open Enrollment interface for Dental coverage. At the top, a progress bar indicates the current step is 'Elections', with previous steps 'Introduction' and 'Profile' completed, and 'Confirmation' and 'Summary' yet to be reached. The main content area is titled 'Dental' and contains a message: 'You must elect 1 option(s) in the election set.' Below this is a table of available options. The first option is 'Emp & Family TRC Nova Dental' with a premium of \$17.69 for the employee and \$20.00 for two dependents. The second option is 'Emp Only TRC Nova Dental' with a premium of \$7.08 for the employee and \$8.00 for dependents. The third option is 'Waive Dental Coverage US' with a premium of \$0.00. Each option includes a checkbox and a 'Show Details' link. Below the table is a 'Reimbursement' section with a list of eligible accounts: Dependent Care Account, TRC Capital Campaign, The Community Foundation, and United Way North and South Counties. The list also includes details about how these accounts are used for qualified expenses.

Option	Employee Premium	Dependent Premium	Details	Select
<input type="checkbox"/> Emp & Family TRC Nova Dental Start Date: 1/1/2020 • 2 Dependents Show Details	\$17.69	\$20.00	Child Dependents are covered up to the 19th birthday or the 23rd birthday with proof of Full Time student status. Acceptable proof is a current class schedule or tuition bill with the student name, college name, address and phone number. Proof must be submitted to the Human Resources Benefit Specialist each semester to continue the benefit. Premiums displayed are based on 24 pays per year.	<input type="checkbox"/>
<input type="checkbox"/> Emp Only TRC Nova Dental Start Date: 1/1/2020	\$7.08	\$8.00	Child Dependents are covered up to the 19th birthday or the 23rd birthday with proof of Full Time student status. Acceptable proof is a current class schedule or tuition bill with the student name, college name, address and phone number. Proof must be submitted to the Human Resources Benefit Specialist each semester to continue the benefit. Premiums displayed are based on 24 pays per year.	<input type="checkbox"/>
<input type="checkbox"/> Waive Dental Coverage US Start Date: 1/1/2020	\$0.00	\$0.00		<input type="checkbox"/>

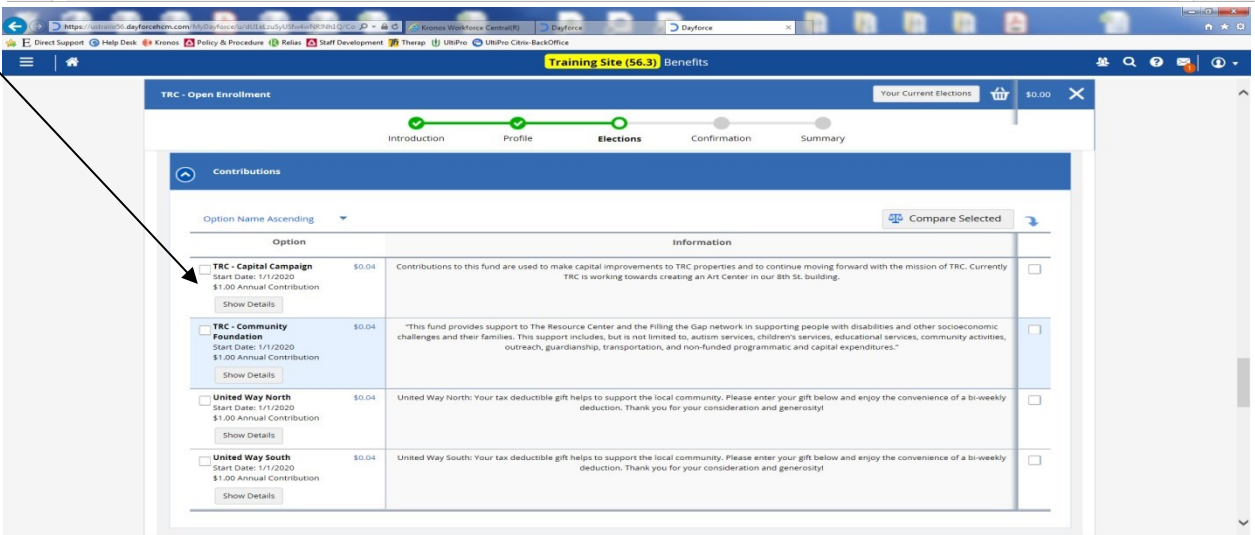
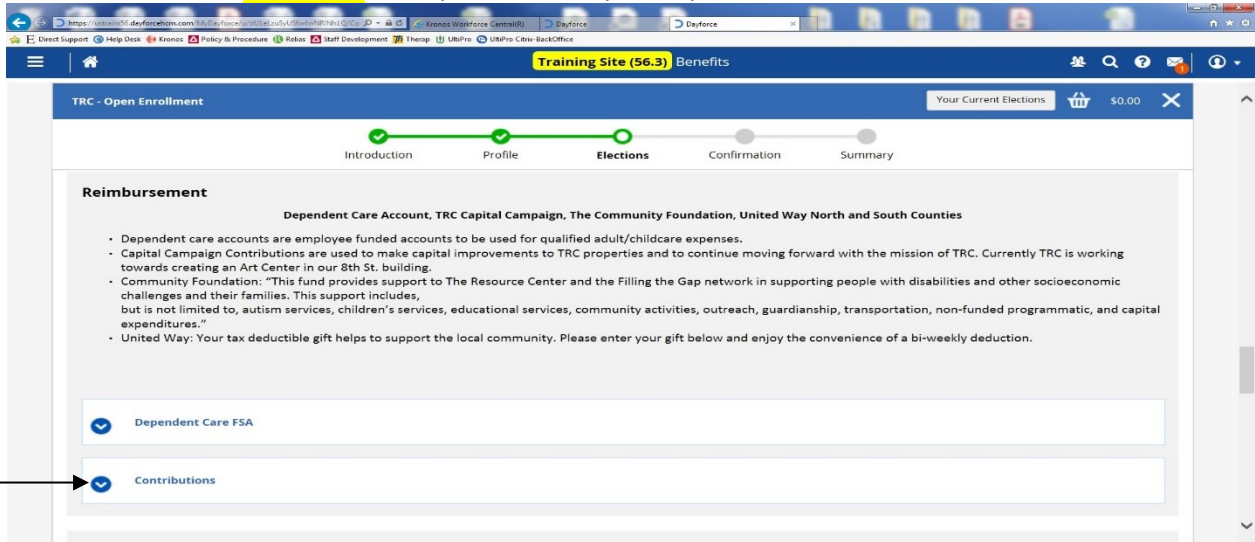
Reimbursement

Dependent Care Account, TRC Capital Campaign, The Community Foundation, United Way North and South Counties

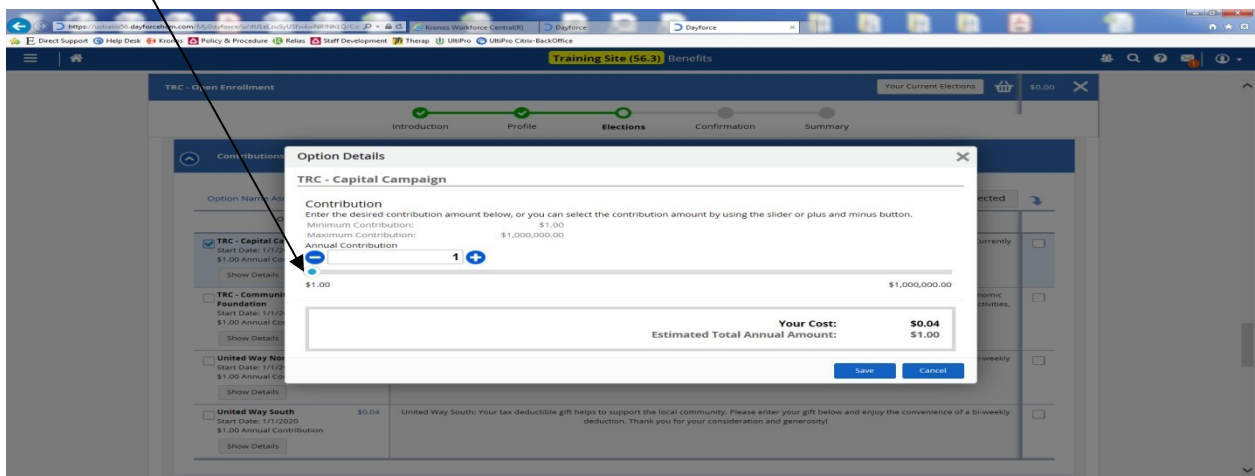
- Dependent care accounts are employee funded accounts to be used for qualified adult/childcare expenses.
- Capital Campaign Contributions are used to make capital improvements to TRC properties and to continue moving forward with the mission of TRC. Currently TRC is working towards creating an Art Center in our 8th St. building.
- Community Foundation: "This fund provides support to The Resource Center and the Filling the Gap network in supporting people with disabilities and other socioeconomic challenges and their families. This support includes, but is not limited to, autism services, children's services, educational services, community activities, outreach, guardianship, transportation, non-funded programmatic, and capital expenditures."
- United Way: Your tax deductible gift helps to support the local community. Please enter your gift below and enjoy the convenience of a bi-weekly deduction.

Open Enrollment Dayforce

All Reimbursement and Contribution offers are located in this section. Please **click** on each **blue arrow** to view the selections. **Click save** when you have completed your selections.

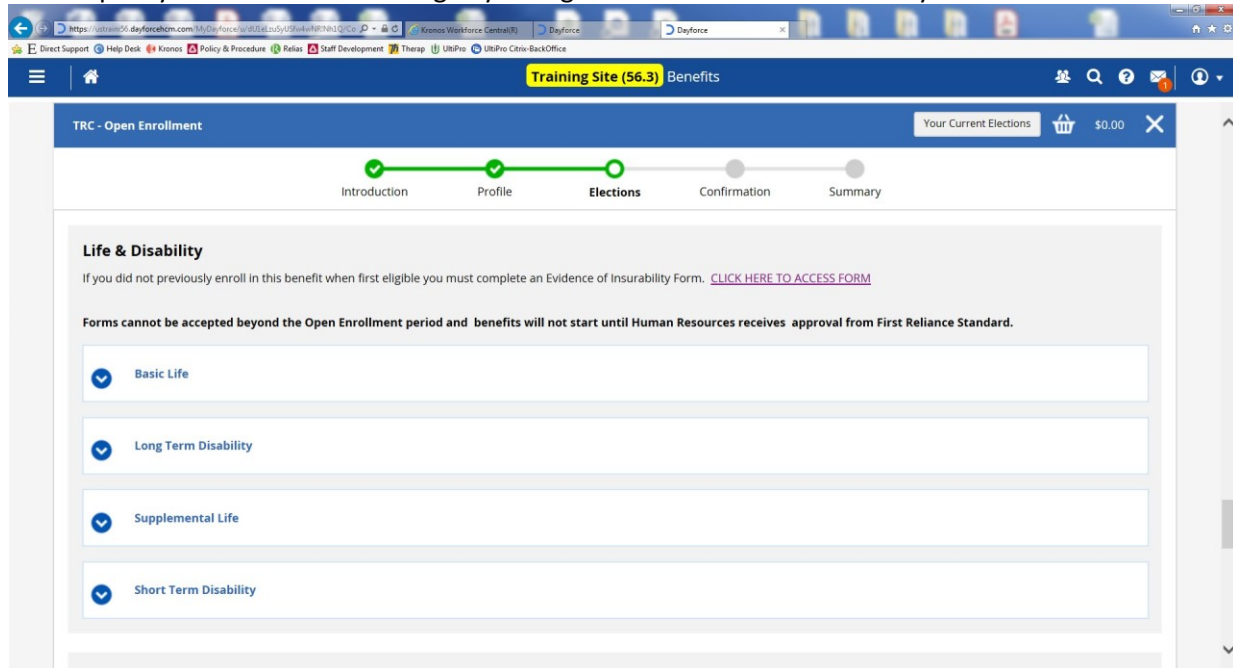


Move the slide to the amount you would like to contribute **ANNUALLY** not per pay period.

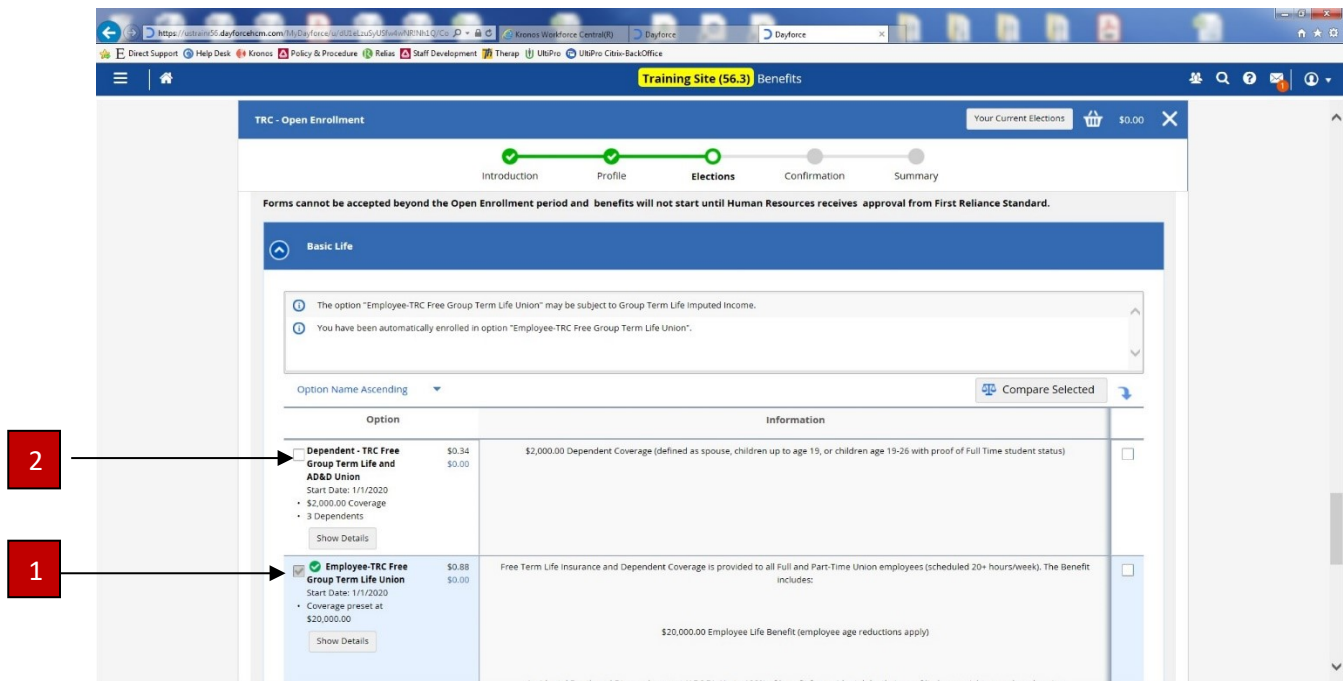


Open Enrollment Dayforce

This third section is for all Life and Disability options. You **MUST** elect a beneficiary for the Basic and Voluntary Life Products. If this coverage is new to you, don't forget to complete your Evidence of Insurability Form which can be found at our web page. <https://resourcecenter.org/open-enrollment-2023/> We cannot accept any forms after **November 11, 2022**. If you had approved coverage in the current plan year and are not making any changes the Evidence of Insurability is not needed.

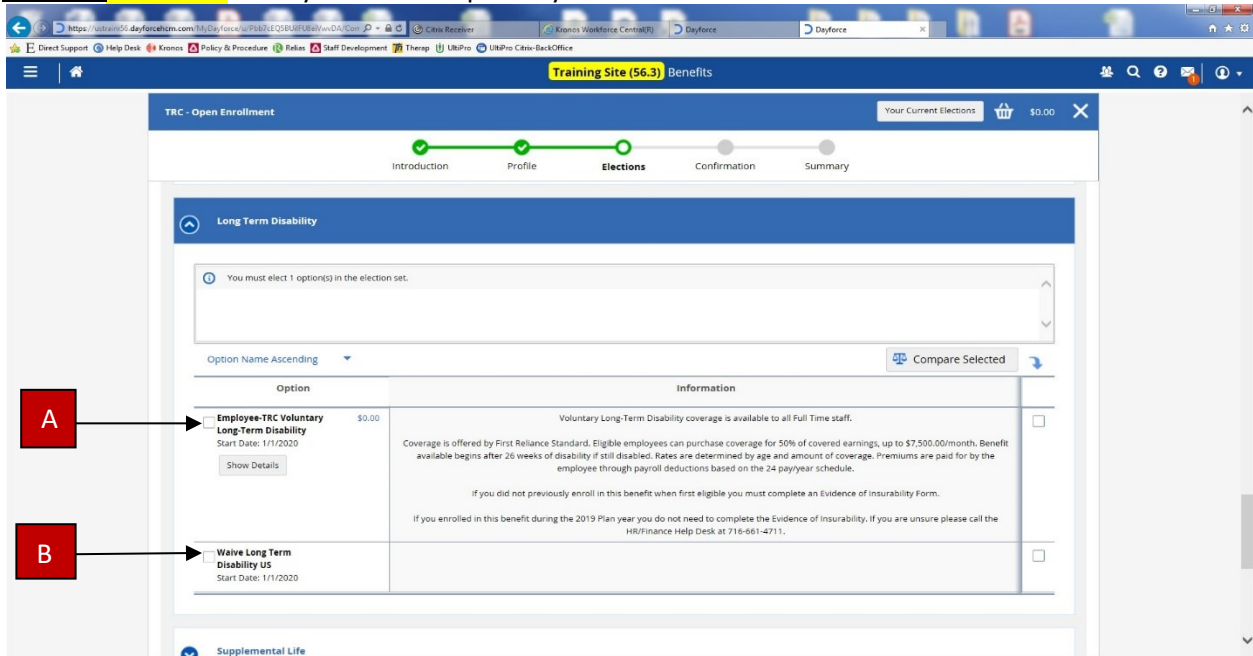


Basic Life is provided by TRC at no cost to the employee. Please click on the Plan box to open the selection and elect your beneficiary (1). Once that is completed you can enroll dependents in this Free benefit (2).

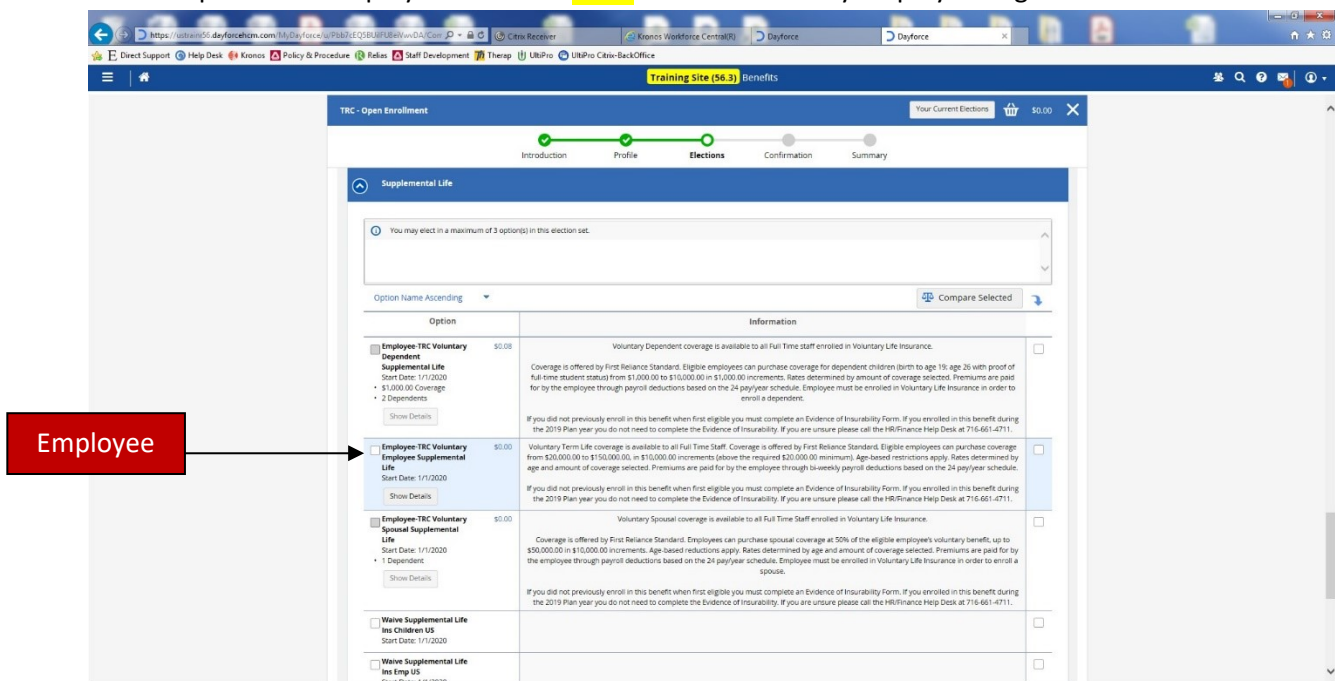


Open Enrollment Dayforce

If you want to enroll in the Long Term Disability benefit **click** in the Plan box next to the benefit (A) or **click** in the Waive box (B) to decline. If this coverage is new to you, don't forget to complete your Evidence of Insurability Form which can be found on our web page. <https://resourcecenter.org/open-enrollment-2023/> We cannot accept any forms after **November 11, 2022**. If you had approved coverage in the current plan year and are not making any changes the Evidence of Insurability is not needed. **Click save** when you have completed your selections.



You will notice on the Supplemental Life options that the only one you can choose first is the Employee coverage. The other choices are based on the employee enrollment and will become available once you have completed the employee selection. **Click** on the Plan box by Employee to get started.



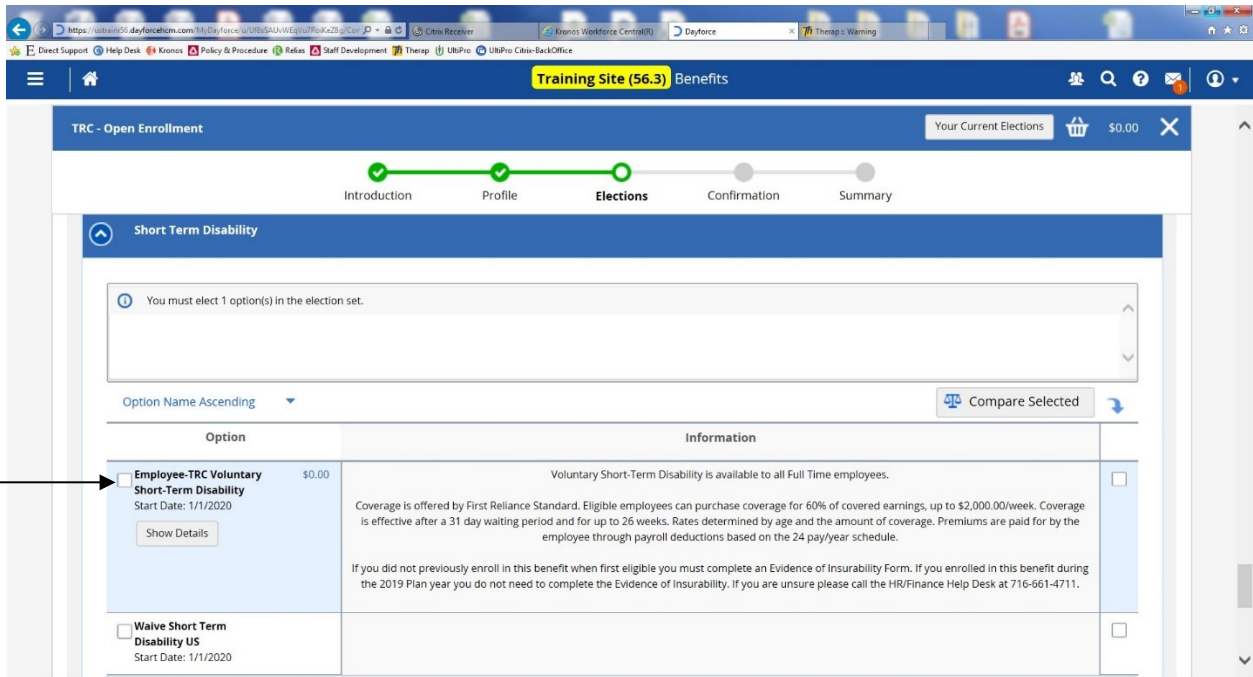
Open Enrollment Dayforce

The Option Details page will pop up. Here you can select the amount of coverage you are enrolling in by using the slider or the +/- buttons. After making your selection for amount of coverage **click** on the + Add to select your beneficiaries. **Click save** when you have completed your selections.

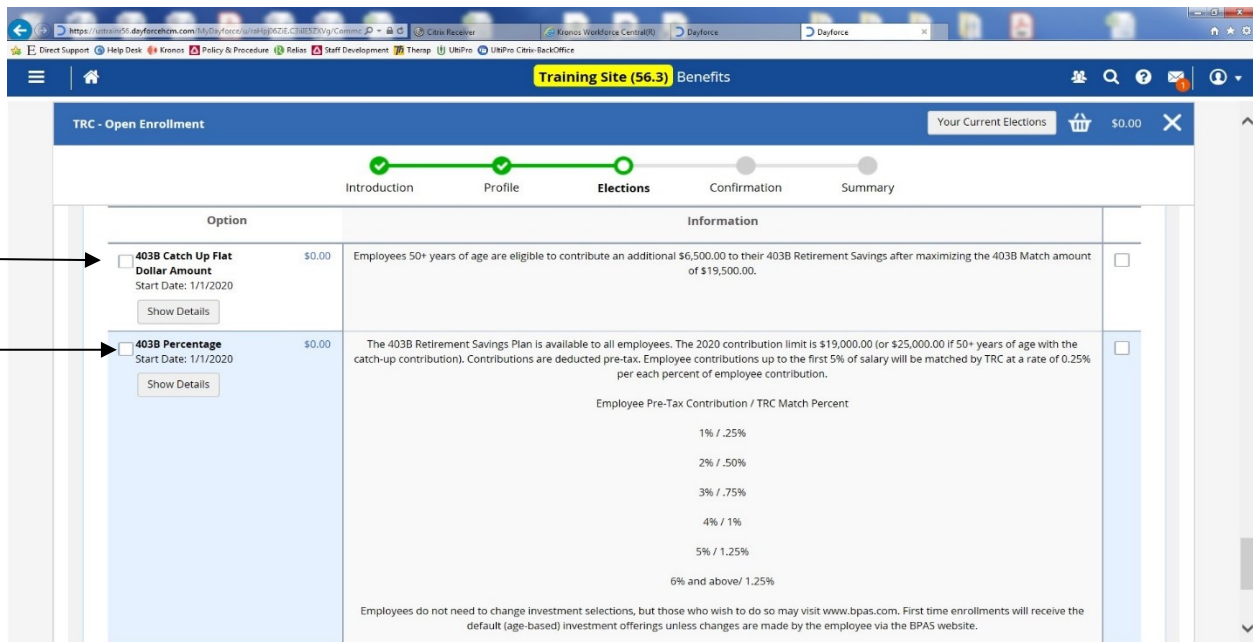
After enrolling in the Voluntary Employee Supplemental Life you can then enroll in the Dependent Life or the Spousal Life if that is a coverage you wish to purchase. Once you **click** on the plan box the Option Detail box will open for you to select the amount of coverage. **Click save** when you have completed your selections. Please click on Waive if you want to decline these benefit options.

Open Enrollment Dayforce

If you want to purchase Short Term Disability please click on the Plan box and the Option Detail box will open for you to complete your selection. Click **save** when you have completed your selection. Click on the Waive box if you do not want this option.

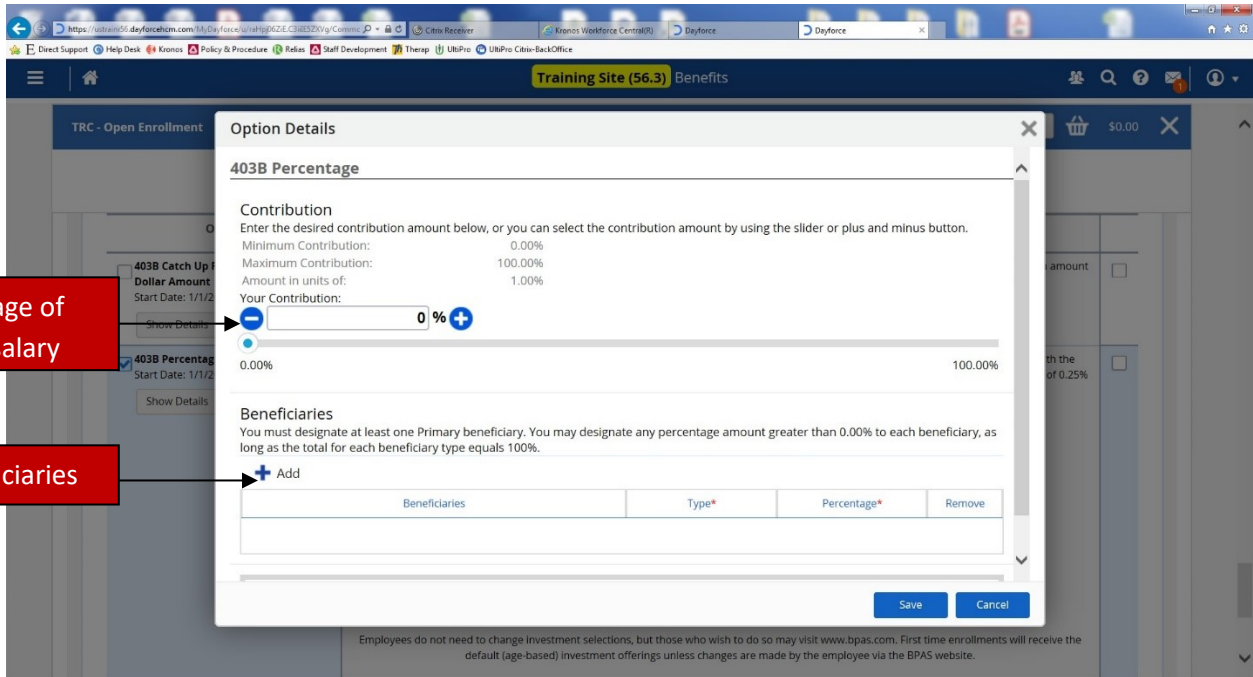


Retirement Plans: TRC offers a 403B Match Retirement Savings Plan (Pre-Tax), 403B Catch-up Retirement Savings Plan (age restrictions apply), 403B Roth Retirement Savings Plan (Post-Tax). All employees are eligible to enroll in a Retirement Savings Account. To be eligible for the TRC Match employees must be 21 years of age and employed with the company for 1 year. **Click** on the Plan box that you are enrolling in.



Open Enrollment Dayforce

Once you **click** on a Plan the Option Details box opens up. Here using the slider or +/- buttons you can select the percentage of income you want deducted through payroll. After selecting your percentage **click** on the add button under Beneficiaries to complete the beneficiary selection. If you are married and are not selecting your spouse as the beneficiary you MUST complete a Designation of Beneficiary Form found on our web page. <https://resourcecenter.org/open-enrollment-2023/> **Click save** when you have completed your selection.



IMPORTANT: Please check all your elections **before clicking submit**. Once you submit your enrollment you cannot go back to make changes. During the Open Enrollment Period you can save your work to return to but once you have submitted your selections the enrollment can't be re-opened. If you have any problems with your Open Enrollment please attend one of the Open Enrollment sessions or call the HR/Finance Help Desk at 716-661-4711. **Please see Site and Zoom sessions on the next page.**

If you are required to complete any forms for your enrollment please send them to Human Resources. Forms must be submitted by **November 11, 2022 at 5:00pm**. You can Fax forms to 716-485-4679 or 716- 485-4647. You can also scan forms and email them to: Alda.brown@resourcecenter.org.

Open Enrollment Dayforce

Week of 10.24.22	Monday 10.24.22	Tuesday 10.25.22	Wednesday 10.26.22	Thursday 10.27.22	Friday 10.28.22
HR On-Site	Jackson Avenue 9:00a - 11:00a CAPPA 12:30p-3:30p	Dunham 8:00a -11:00a 2:00p-6:00p	Chestnut 9:00a-11:00a Lakeshore 11:30a-4:00p	Foote Avenue 7:00a-9:30a 1:30p-4:30p	Allied 7:30a-11:30a MJRC 1:00p - 3:00p
Live OE Zoom with HR Reps			8:00p-9:00p (Rhonda Howard)	11:00p-Midnight (Rhonda Howard)	
Q&A with Independent Health					9:00a-11:00a 2:00p-4:00p
HR Help Desk 24/7	HR Help Desk 24/7	HR Help Desk 24/7	HR Help Desk 24/7	HR Help Desk 24/7	HR Help Desk 24/7
Week of 11.4.21	Monday 10.31.22	Tuesday 11.1.22	Wednesday 11.2.22		
HR On-Site					
Live OE Zoom with HR Reps	Office Hours with HR by Zoom 8:00a-9:00a 3:00p-5:00p	Morning Office Hours with HR by Zoom 7:30a - Noon 2:30p-3:30p (TBD) 8:00p-9:00p (TBD)	Office Hours with HR by Zoom 10a-2p		
Q&A with Independent Health			2:00p-4:00p		
HR Help Desk 24/7	HR Help Desk 24/7	HR Help Desk 24/7	HR Help Desk 24/7		

Open Enrollment Dayforce
