



UNIFIED FIRE AUTHORITY

MEMORANDUM

24-097

July 5, 2024

TO: All Personnel

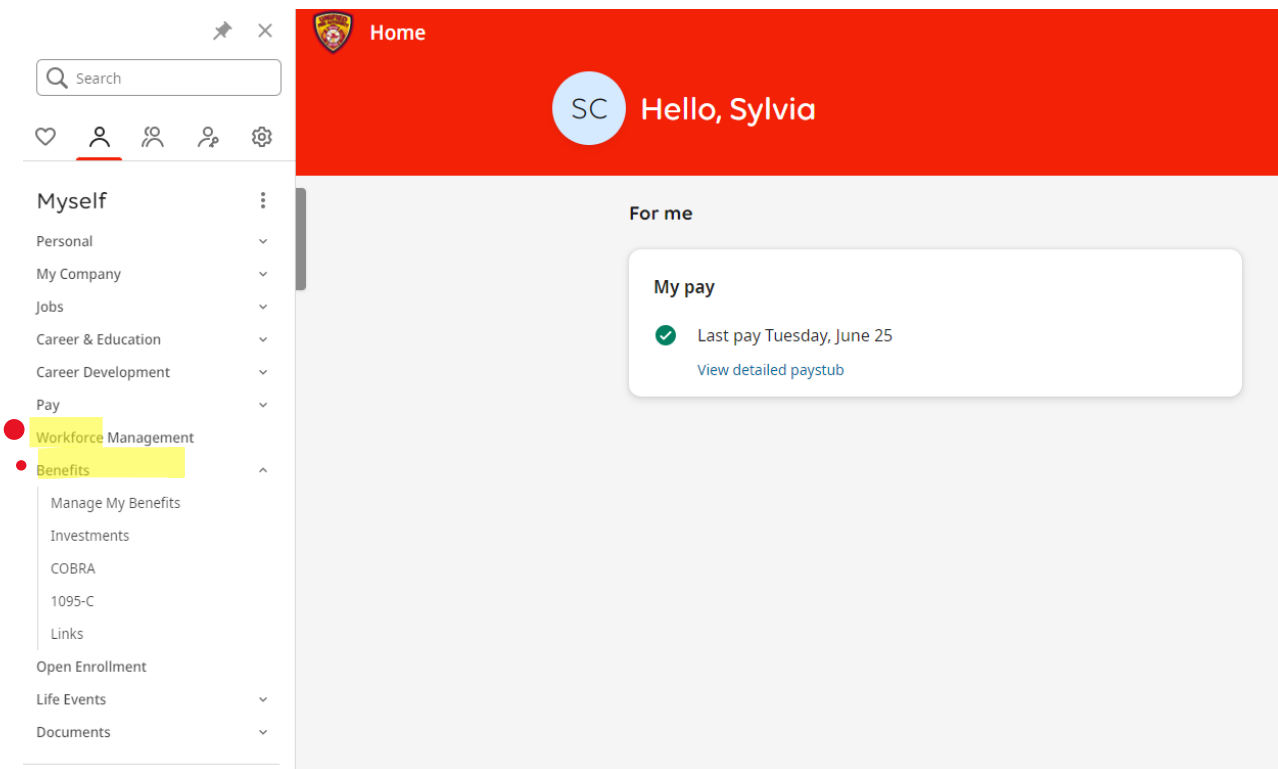
FROM: HR Analyst Cardenas

SUBJECT: UKG Pro Benefits Software Update

Now that the transition to the new payroll system (UKG Pro) has been completed, the HR Division would like to share information on the latest benefits software we will use to replace Navigate. The new software is through PlanSource, and it allows employees to change their benefits, which then will automatically flow to UKG Pro and our insurance carriers.


To ensure all your current benefits were imported correctly to UKG Pro, we need each full-time employee to log in and check. Below are instructions that employees MUST follow to login.

Login to UKG Pro. Click on Myself > Benefits > Manage My Benefits



On your Benefits page, click the link “review your current benefits.”


✕ 🛒 \$206.36
Per Pay Period



Welcome Sylvia,
Do You Need to Update Your Benefits?
Click below if you've had a qualifying life event, such as getting married or an addition to the family.

[Update My Benefits](#)

• Or you can [review your current benefits](#)

 **Need to update your current benefits?**
Have you had a qualifying life event such as a new addition to your family?
[Update your current benefits.](#)

This page will show you all current elections for the 2024/2025 plan year. Please review elections by scrolling down the page. If you click on the “+” sign on the left side of the benefit, you can verify the “coverage level”.

Home ✕ 🛒 \$206.36
Per Pay Period

Home

Profile >

Benefits ▾

Current Benefits

Past Benefits

Current Benefit Elections

The coverage details listed below are the current active elections on file for you and your dependents.

- To change an election, click directly on the name of the benefit.
- To complete enrollment, click continue at the bottom of the page.
 - If you believe there is an error in your statement, please contact Human Resources.
 - If you need to make changes due to a qualifying life event, please click on the Life Event link.



Click on the icons below to print your confirmation statement or generate a PDF file.

Current Benefits


[DOWNLOAD](#) | [EMAIL](#) | [PRINT](#)

Below are your new elections. Benefit elections may be changed during your company's Open Enrollment or if you've had a [Qualifying Life Event](#).

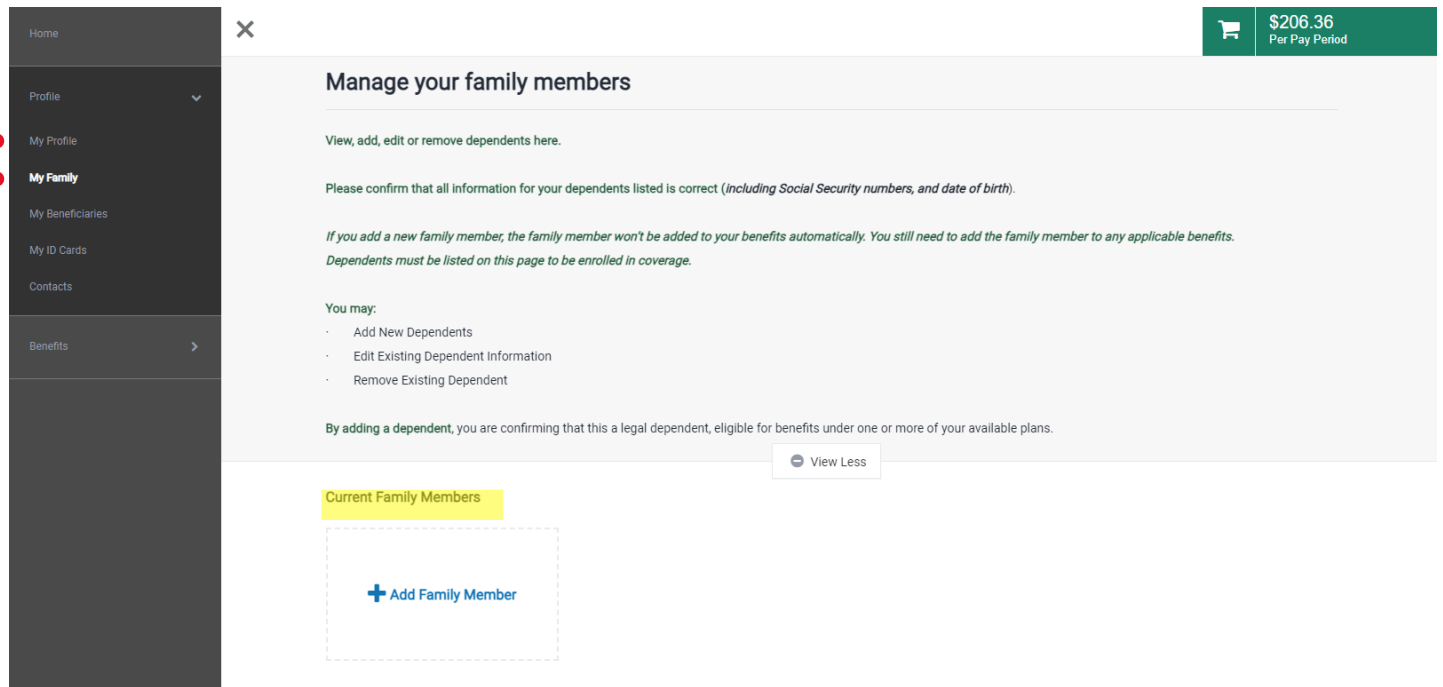
Medical

•			selecthealth SelectHealth Med	\$52.54 Per Pay Period	View or Change
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Flexible Spending Account

•		ATA Benefits Flexible Spending Account	\$133.33 Per Pay Period	View or Change
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Once you have verified benefits, you will click on Profile > My Family to verify that all eligible dependents are on your “My Family” page. If a dependent is missing an SSN or birth date, you MUST add it. If you do not add it, dependents will not be carried over to the insurance carriers correctly.



Please compare your 2024/2025 benefits with your deductions on the 7/10 paycheck to ensure that everything is being deducted correctly. If you have any questions, please get in touch with the Human Resources Division.