



## **Instructional Guide for Qualifying Life Events Munis Employee Self-Service (ESS)**

Available 24 Hours a Day, 7 Days a Week from Home

To access the York County Munis ESS site visit: <https://yorkcountyva.munisselfservice.com/ess>  
or From the York County Intranet "Navigator", click Employee Self Service (ESS) in the top blue ribbon.

Note: This guide only instructs on navigating through ESS for Qualifying Life Events. There is a more in depth guide on using ESS that can be found here:

<https://www.yorkcounty.gov/DocumentCenter/View/22540/Employee-Instructional-Guide-ESS>

For Benefit or Enrollment questions, contact:

Human Resources

Office 757-890-3687

Or email

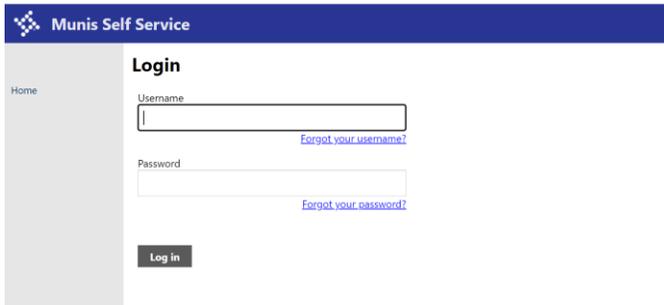
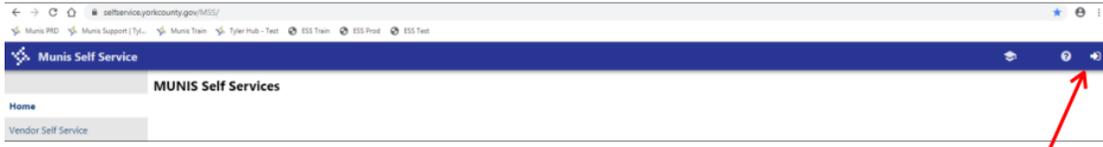
[hrmunis@yorkcounty.gov](mailto:hrmunis@yorkcounty.gov)

Please type "Life Event" in the subject line

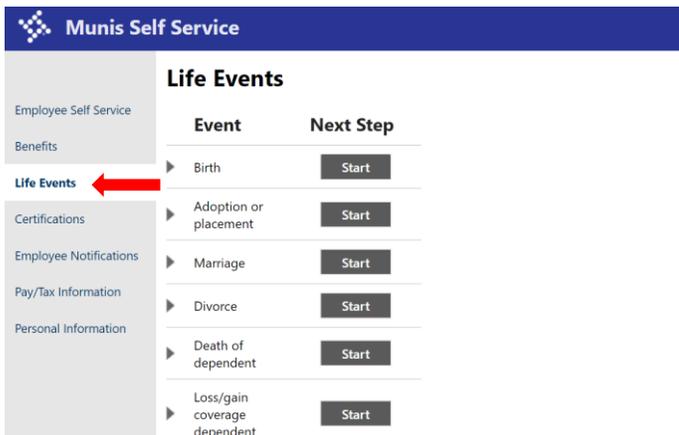
# Qualifying Life Events

## Process for Employees to Make Changes to Benefit Elections

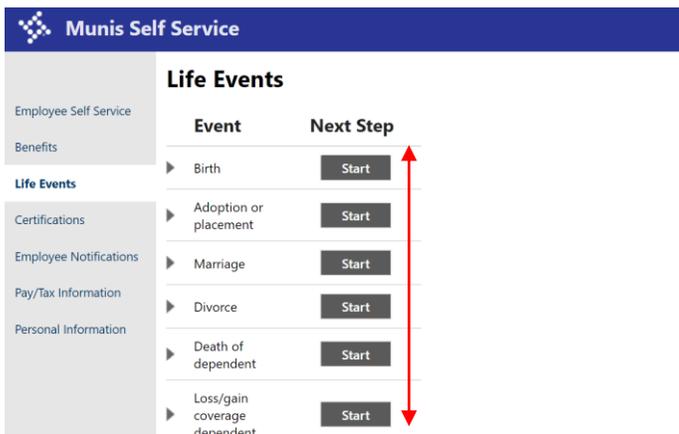
1. Log in to Munis Employee Self-Service (ESS) <https://yorkcountyva.munisselfservice.com/ess>
  - a. If you have never logged in to Munis ESS, you will be provided with instructions on the first screen with how to setup your password



2. Select Life Events



3. Click Start next to the applicable Life Event



4. Enter the **Effective Date** of the Life Event and Attach Required Documentation

Munis Self Service

### Life Events

Employee Self Service

Benefits

Life Events

Certifications

Employee Notifications

Pay/Tax Information

Personal Information

**Pending Life Events**

You have no pending life events.

Effective date

Marriage Certificate  No file chosen

 **Helpful to Know:**

*You have 31 days from the actual life event date to make changes to your benefits.*

*Examples of Required Documentation: Hospital Proof of Birth Letter/Birth Certificate, Marriage License, Divorce Decree, etc.*

*If this is a future dated life event, such as a spouse losing group coverage from previous employer, you will need to enter today's date as the effective date. This **should not** be done for other life events.*

*If you are adding dependent(s), please be prepared to enter all dates of birth, and social security number(s) (SSN). For Newborns who may not have SSN at the time of change, please enter all zeros (example: 000-00-0000), and notify Human Resources once you have the SSN.*

5. Click **Submit** to notify Human Resources of your life event request

 **Helpful to Know:**

*You will receive an email from Human Resources once your benefit options are generated and you can make changes to your elections.*

6. After email is received from Human Resources, log back in to Munis ESS, and select **Benefits**

Munis Self Service

### Benefits - Life Event Changes

Employee Self Service

Benefits

Life Events

Certifications

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Pay/Tax Information

Personal Information

**Benefits**

**Life Events**

**Certifications**

**Employee Notifications**

**Pay/Tax Information**

**Personal Information**

**Benefits - Life Event Changes**

Because of a qualifying life event, you can make changes to your benefits until 7/24/2022. If you make any changes, please click "Continue" to review and submit them.

**HEALTH**  
Election not made

**DENTAL**  
Election not made

**HEALTH SAVINGS ACCOUNT**  
Election not made **Enrollment in this section requires enrollment in HEALTH**

**HEALTH SAVINGS ACCOUNT 55-ONLY**  
Election not made **Enrollment in this section requires enrollment in HEALTH**

**FLEX SPENDING ACCOUNT MEDICAL**  
Election not made

**FLEX SPENDING ACCT DEPENDENT**  
Election not made

Estimated total cost per pay period **\$0.00**

7. Review each section to either click SELECT to make changes, NO CHANGES, or DECLINE

**Benefits – Life Event Changes**

Because of a qualifying life event, you can make changes to your benefits until 7/24/2022. If you make any changes, please click "Continue" to review and submit them.

HEALTH	Election not made	SELECT
DENTAL	Election not made	DECLINE SELECT
HEALTH SAVINGS ACCOUNT	Election not made	Enrollment in this section requires enrollment in HEALTH
HEALTH SAVINGS ACCOUNT 55-ONLY	Election not made	Enrollment in this section requires enrollment in HEALTH
FLEX SPENDING ACCOUNT MEDICAL	Election not made	DECLINE SELECT
FLEX SPENDING ACCT DEPENDENT	Election not made	DECLINE SELECT
Estimated total cost per pay period		\$0.00

**CONTINUE**

**Benefits – HEALTH**

Make your elections below. Depending on your election, additional documents may be required.

[GBP Summary Benefit Coverage](#) | [GBP Plan Booklet](#) | [Medical/Dental Overview](#)

**PRE-TAX HSA**

- PRE-TAX HSA - EMPLOYEE ONLY**  
Pay period employee cost \$0.00  
Employee annual cost \$0.00  
Monthly cost \$0.00
- PRE-TAX HSA - EMPLOYEE + CHILD**  
Pay period employee cost \$72.50  
Employee annual cost \$1,740.00  
Monthly cost \$145.00
- PRE-TAX HSA - EMPLOYEE + SPOUSE**  
Pay period employee cost \$108.50  
Employee annual cost \$2,604.00  
Monthly cost \$217.00
- PRE-TAX HSA - FAMILY**  
Pay period employee cost \$141.50  
Employee annual cost \$3,396.00  
Monthly cost \$283.00

**Helpful to Know:**

After selecting an option, you may see hyperlinks in upper right hand corner of page which will provide you with more details about each benefit.

**Recommendation on Hyperlinks:** right click to open link in new tab/window to prevent losing your benefits enrollment screen.

**IMPORTANT:** When adding spouse or dependents for insurance coverage, you will be prompted to enter the relationship. **Select only SPOUSE or CHILD, any other selection will not be recognized by the system and the person will not be added to the insurance.**

Health Savings Account Enrollment form must be filled out if in the HSA/Choice Fund Medical plan.

If enrolling in the FSA medical/dependent care plan(s), enrollment and deposit forms are required.

You may also visit the [Benefits Portal](#) on the Navigator to review more details about your benefit options or to download forms.

8. Once you have made all changes to your elections, click Continue to review your enrollment

9. Click Submit to finalize your life event elections

10. Please print your confirmation page for your records → **Process is complete!**