# **FOLLOW THIS PATH**

TO ELECT YOUR

HCSO EMPLOYEE BENEFITS

IN MUNIS EMPLOYEE
SELF-SERVICE





# Intranet

CAU+

Pro Standards +

Misc+

Forms +

Links +

Wellness +

Quick Links Q Search ☐ IT Tips User Guides Menu Search **Phishing Emails** Agency Responsibility List Search.. Clear Be aware of emails from users outside the agency as they can be malicious, if you find Florida Statutes Aciss Report Search any, do not click on them and report them to Arrest Statutes Search. Clear Crime Analysis Group Ring: 797-3810 Quick Reports Monday-Friday 8a-5p **FOLLOW THIS LINK** Proactive Passdown Outlook Web Access (OWA) Authorized Only TO EMPLOYEE SELF-Phone Extension Lists Training Portal SERVICE TO LOG IN Jail List SO List My Wellr School Threat Portal **AN MAKE YOUR** Subdivision Maps Local Warrants Report BENEFITS Voicemail **HCSO Systems ELECTIONS.** Patrol Documents ACISS Log In Victim Services Pamphlet English Spanish MUNIS Emp Self Service (Live) UPDATE YOUR PERSONAL MUNIS Dashboard (Live) WatchGuard Evidence Library EMERGENCY CONTACT INFO) My Favorites: Count MUNIS Training Dashboard Yearly Schedule Sendio Email Spam Filter Uses Windows Credentials Employee Data Remove Favorite Remove Favorite







CAD+

Query +

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# **HCSO Employee Self Service**

Human Resources is excited to now offer employees a way to view and update personal information; view, update, and print payroll and tax information; view your employees profile; and even simulate your paycheck if you make changes to deductions.

# With the new system, you will be able to make the following changes:

- · Add and/or update your Emergency Contact information;
- · Add and/or update your Dependent information;
- Change your W-4 deductions IMPORTANT MUST READ Before modifying your W4 please review the links below: IRS W4 Guidelines will determine the proper withholding please consult a tax professional. Review HR Payroll Deadlines to ensure timely processing. If not received by deadline any changes will be refle

CLICK HERE TO LOG IN

re of the impact of changing your W4

HR Payroll Deadlines
IRS W4 Guidelines

You will be able to review your Pay and Tax Information such as:

- · View and print your pay checks from the last 12 months;
- · View your Year-to-Date earnings for the current and previous 4 years of earnings;
- View and print your W-2 for the current and previous 4 years of earnings;
- · View the Paycheck Simulator which shows your rate of pay, # of hours worked, and all of your exemptions.
- With the simulator, you can change pay cycles, tax deductions, and other benefit deductions and see what your new check would look like. This does not change your current payroll; it just shows what your new pay would be.

The HCSO continues to incorporate the newest technologies that help you, the employee, to have information at your fingertips. With this newest program, you no longer have to contact Human Resources to update certain information or obtain verification of pay. In the future, we plan on incorporating other areas that you can update, such as your address and telephone number.

#### HUMAN RESOURCES CONTACT INFORMATION

Deb Tessier- HR Asst. - ext. 53664 or <a href="mailto:dtessier@hernandosheriff.org">dtessier@hernandosheriff.org</a>
Kristy Kirchner-HR Generalist- ext. 53662 or <a href="mailto:kkirchner@hernandosheriff.org">kkirchner@hernandosheriff.org</a>
Rhonda Cantu - HR Generalist - ext. 53668 or <a href="mailto:reantu@hernandosheriff.org">reantu@hernandosheriff.org</a>
Det.Michael Junker - Background Investigator - ext. 53666 or <a href="mailto:mjunker@hernandosheriff.org">mjunker@hernandosheriff.org</a>



Home





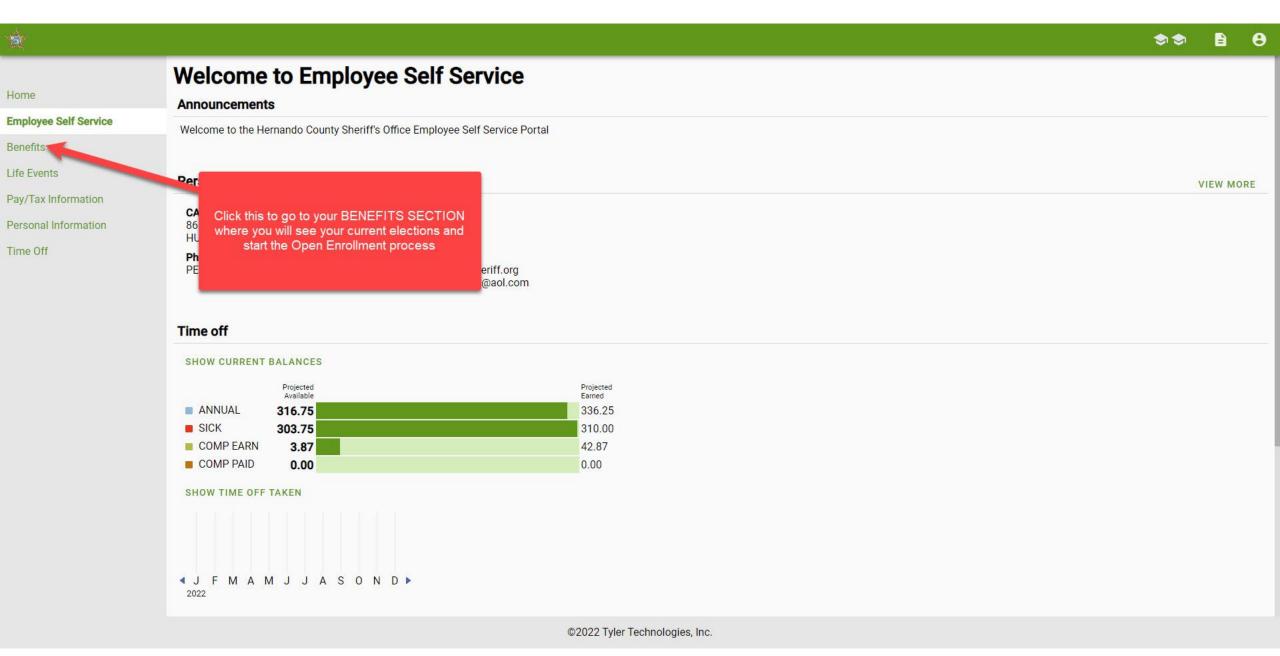


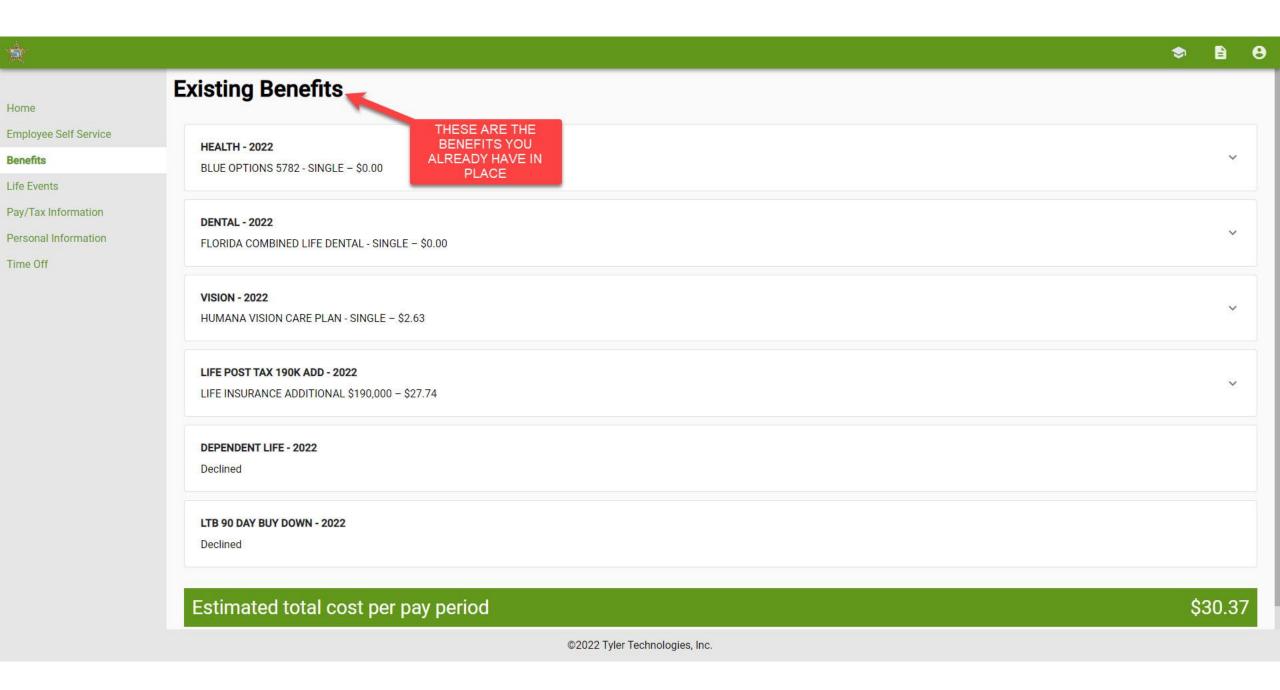
YOU CAN LOG IN HERE WITH Username YOUR HCSO LOGIN Forgot your username? Password Forgot your password? LOG IN

(EMPLOYEE ID# OR YOUR FIRST INITIAL AND LAST NAME)

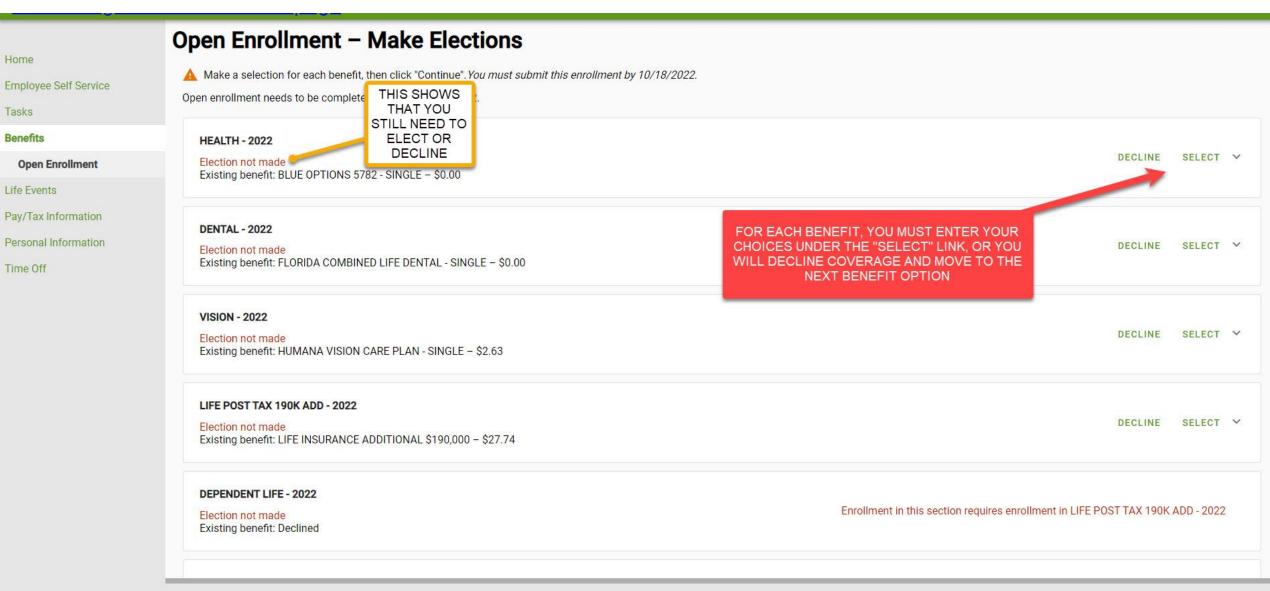
**HCSO PASSWORD HERE** 

(THE PASSWORD YOU USE TO LOGIN EVERYDAY ON AGENCY SYSTEM)

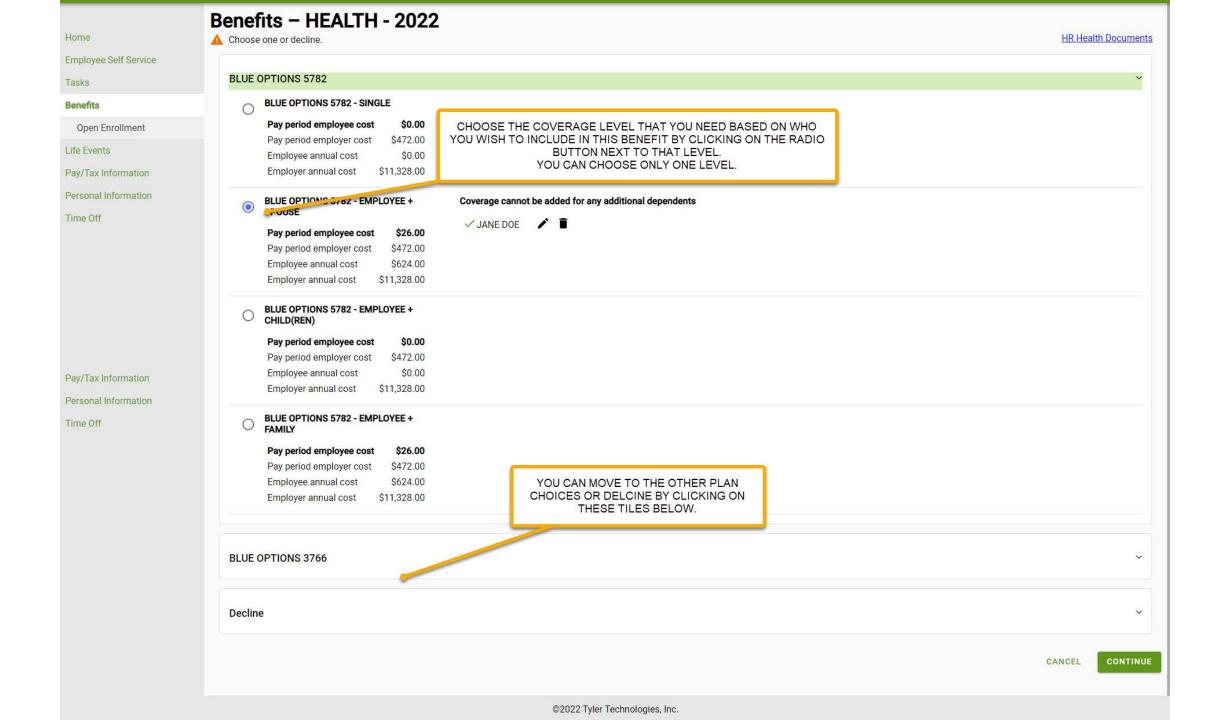


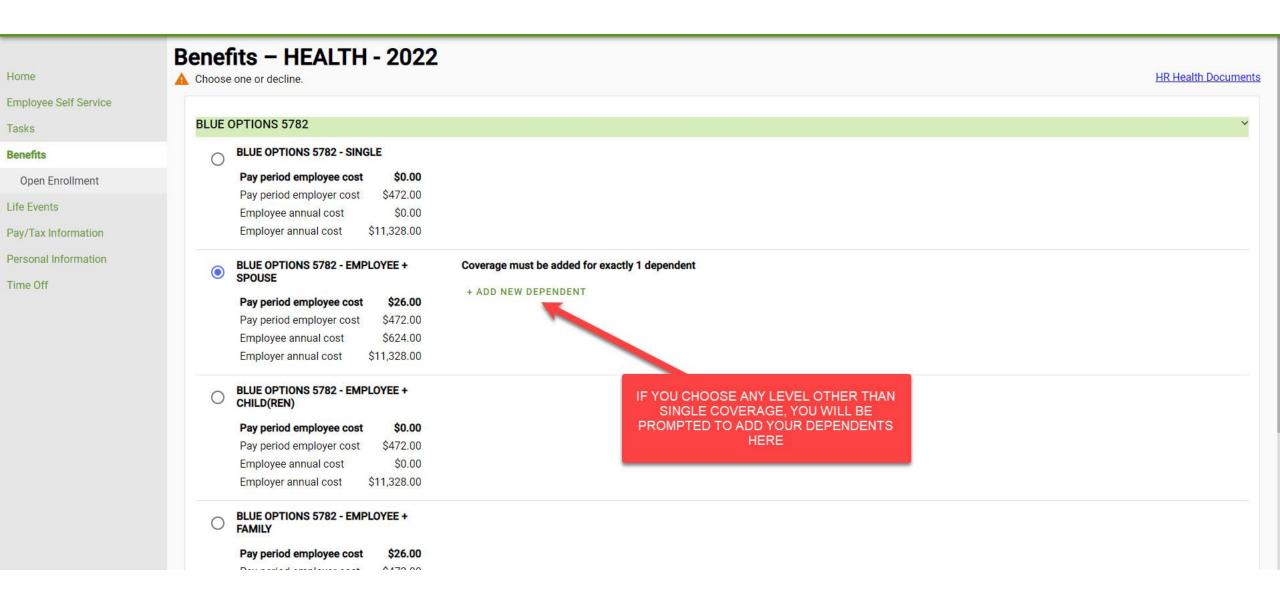


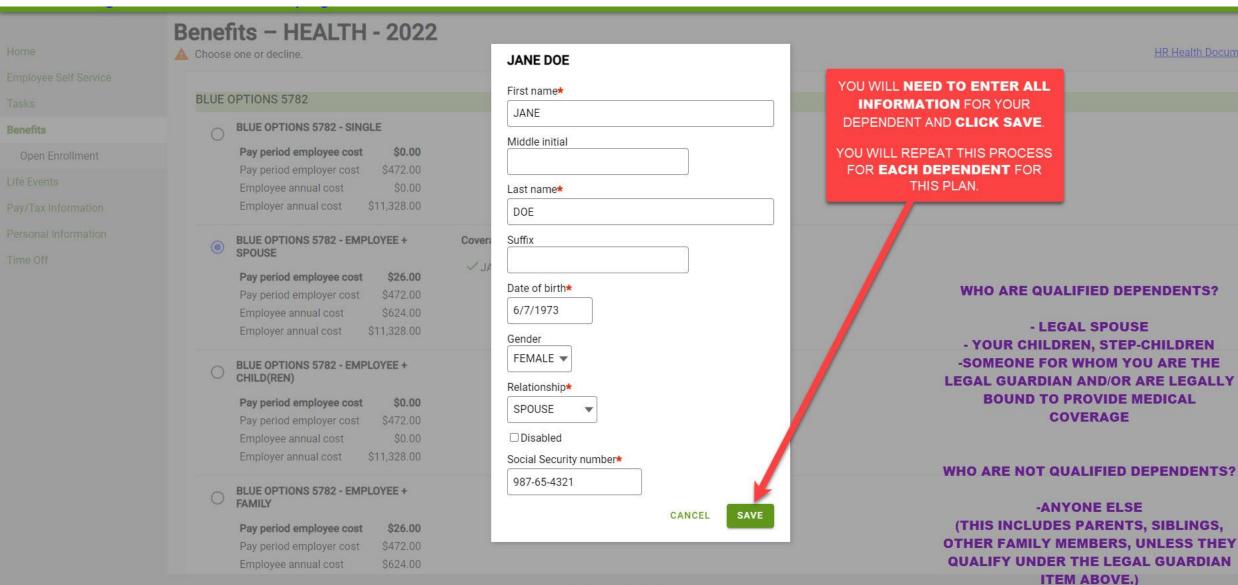
# **Existing Benefits** Home You must complete your open enrollment before 10/18/2022. Employee Self Service Tasks HEALTH - 2022 Benefits BLUE OPTIONS 5782 - SINGLE - \$0.00 Open Enrollment CLICK THIS LINK TO ENTER YOUR ENROLLMENT Life Events **ELECTIONS DENTAL - 2022** Pay/Tax Information FLORIDA COMBINED LIFE DENTAL - SINGLE - \$0.00 Personal Information Time Off **VISION - 2022** HUMANA VISION CARE PLAN - SINGLE - \$2.63 LIFE POST TAX 190K ADD - 2022 LIFE INSURANCE ADDITIONAL \$190,000 - \$27.74 **DEPENDENT LIFE - 2022** Declined LTB 90 DAY BUY DOWN - 2022 Declined

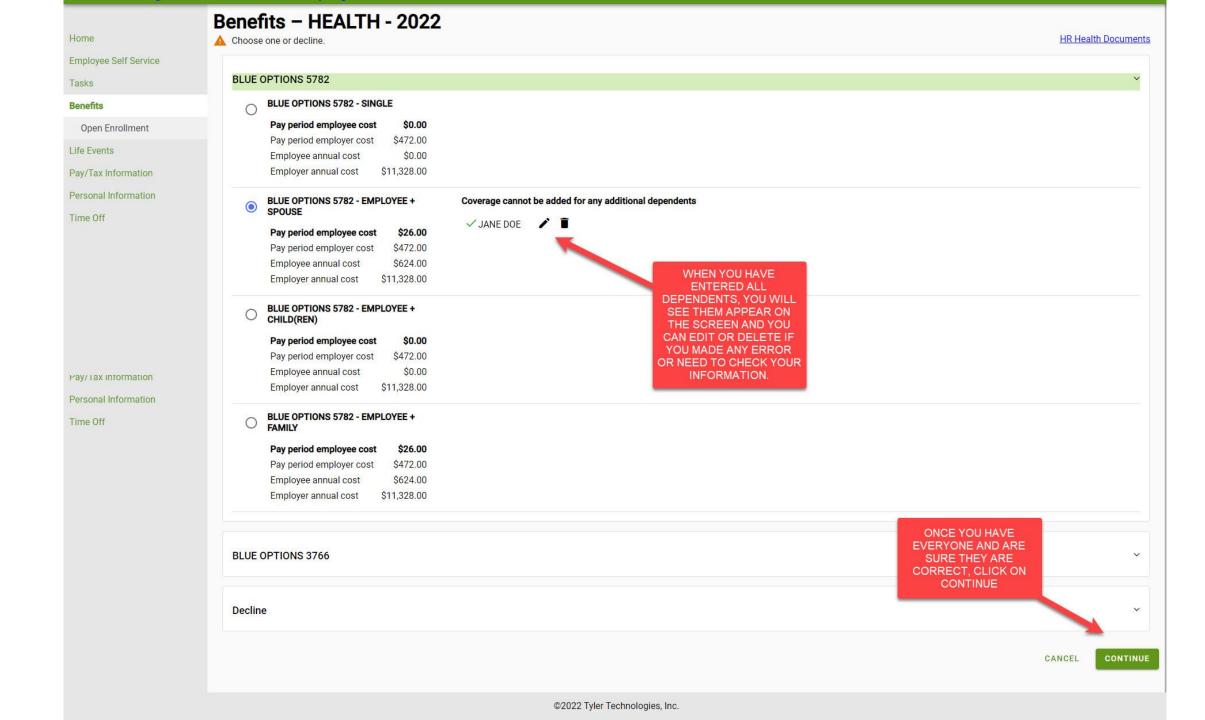












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Employee Self Service

Tasks

# **Benefits**

### Open Enrollment

Life Events

Pay/Tax Information

Personal Information

Time Off

# Open Enrollment - Make Elections

Make a selection for each benefit, then click "Continue". You must submit this enrollment by 10/18/2022.

Open enrollment needs to be completed by October 15th 2022.



BLUE OPTIONS 5782 - EMPLOYEE + SPOUSE - \$26.00 Existing benefit: BLUE OPTIONS 5782 - SINGLE - \$0.00

#### **DENTAL - 2022**

FLORIDA COMBINED LIFE DENTAL - SINGLE - \$0.00 Existing benefit: FLORIDA COMBINED LIFE DENTAL - SINGLE - \$0.00

#### **VISION - 2022**

Declined

Existing benefit: HUMANA VISION CARE PLAN - SINGLE - \$2.63

#### LIFE POST TAX 190K ADD - 2022

LIFE INSURANCE ADDITIONAL \$150,000 - \$21.90 Existing benefit: LIFE INSURANCE ADDITIONAL \$190,000 - \$27.74

#### **DEPENDENT LIFE - 2022**

Declined

Existing benefit: Declined

## IF YOU DECLINE THE BENEFIT. THE "SELECT" OR "DECLINE" OPTIONS ARE REPLACED WITH

AN "EDIT" OPTION.

YOU CAN CHANGE BACK TO SELECT BY CLICKING THE EDIT OPTION ANYTIME BEFORE YOU COMPLETE YOUR ENROLLMENT

DECLINE

DECLINE

DECLINE

EDIT

EDIT Y

EDIT V

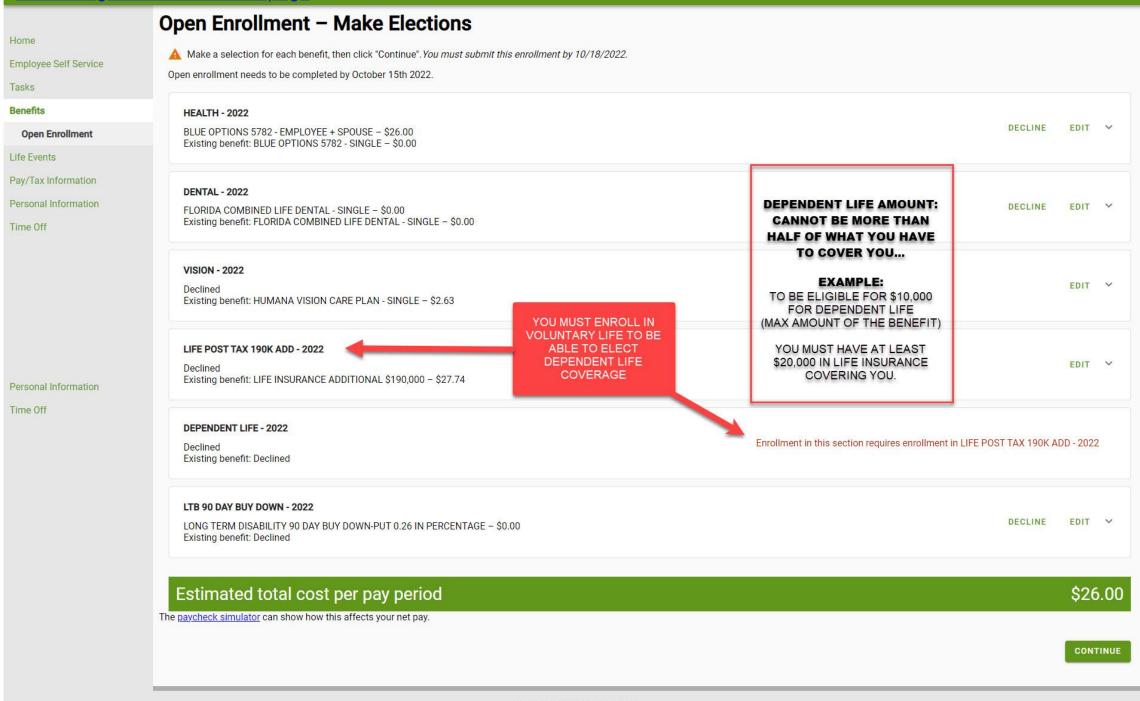
EDIT Y

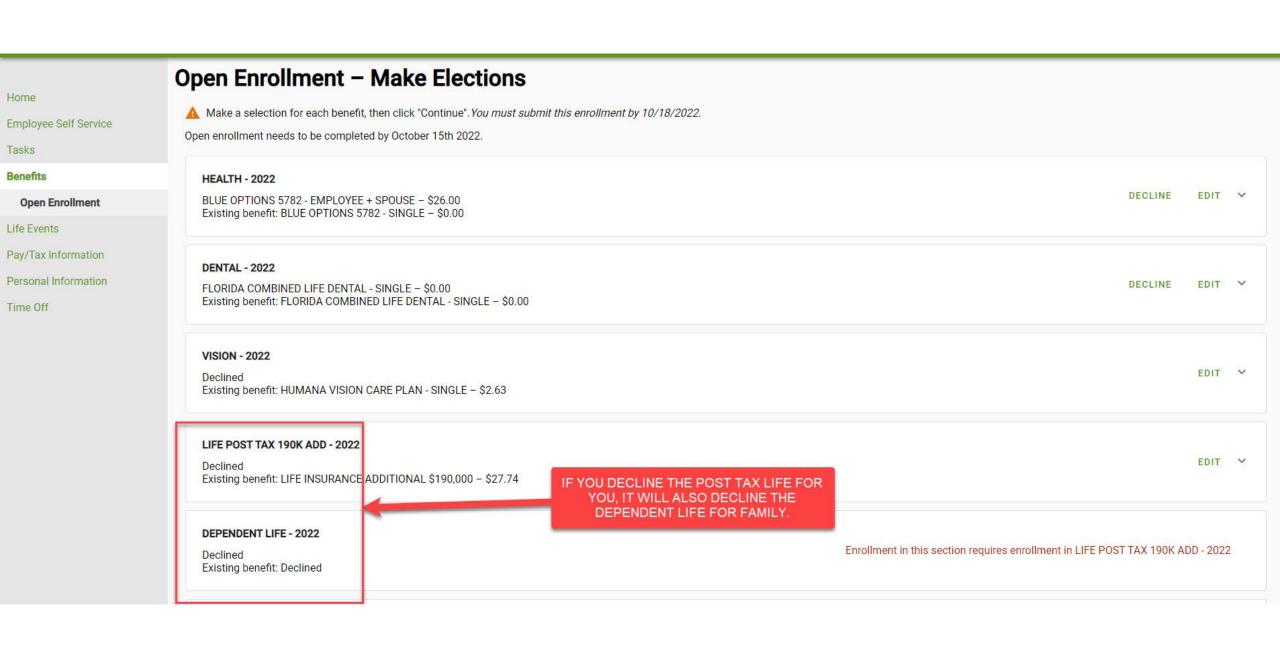
DECLINE

WILL

APPEAR UNDER THE

PLAN









Evidence of Insurability Form



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#### Life Events

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# Benefits - LIFE POST TAX 190K ADD - 2022

YOU CAN ELECT UP TO \$190,000 COVERAGE.

IF YOU ELECT \$160,000 OR MORE, AND IT IS MORE THAN YOU CARRIED LAST YEAR, YOU WILL NEED TO COMPLETE AN EVIDENCE OF INSURABILITY FORM.

USE THE LINK TO THE RIGHT TO DOWNLOAD THIS FORM.

LIFE INSURANCE ADDITIONAL \$10,000

Pay period employee cost\$1.46Pay period employer cost\$0.00Employee annual cost\$35.04Employer annual cost\$0.00

LIFE INSURANCE ADDITIONAL \$20,000

FOR 2023 ONLY:

Pay period employee cost \$2.92
Pay period employer cost \$0.00
Employee annual cost \$70.08
Employer annual cost \$0.00

YOU MAY ELECT UP
TO \$150,000 IN
COVERAGE WITHOUT
ANY NEED FOR AN
EVIDENCE OF

LIFE INSURANCE ADDITIONAL \$30,000

Pay period employee cost\$4.38Pay period employer cost\$0.00Employee annual cost\$105.12Employer annual cost\$0.00

OR CARRIED LESS IN THE
PAST, YOU CAN GET UP TO
\$150,000 IN COVERAGE

GUARANTEED.

INSURABILITY.

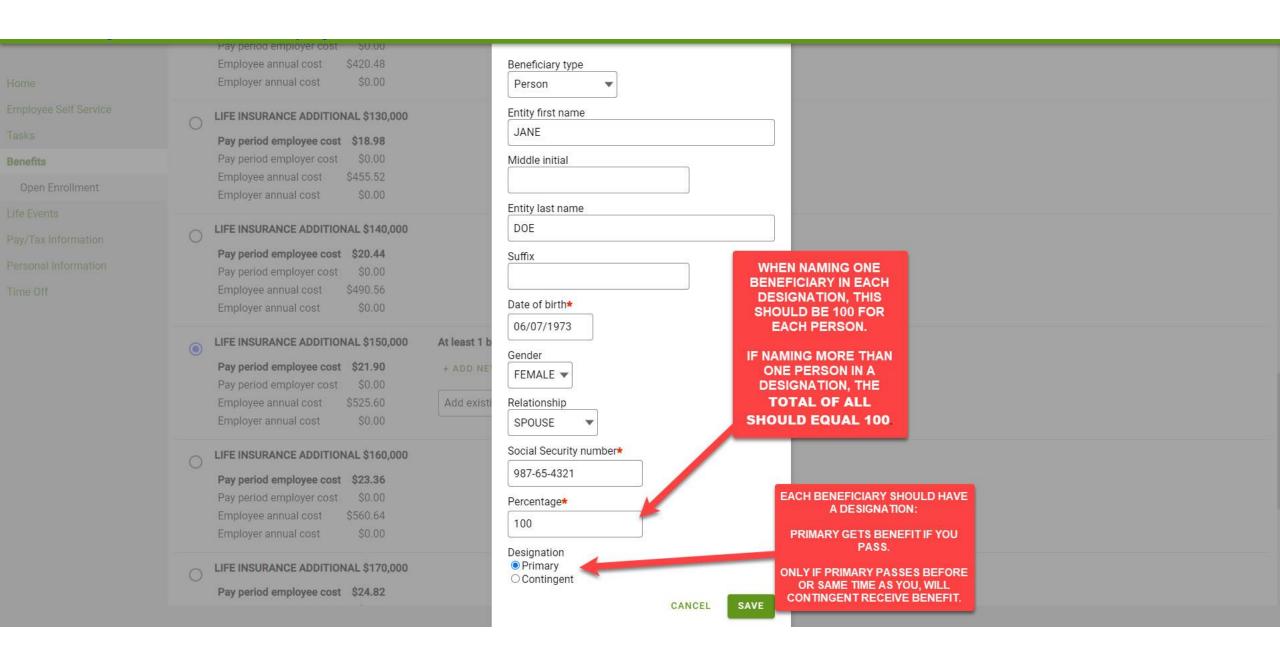
LIFE INSURANCE ADDITIONAL \$40,000

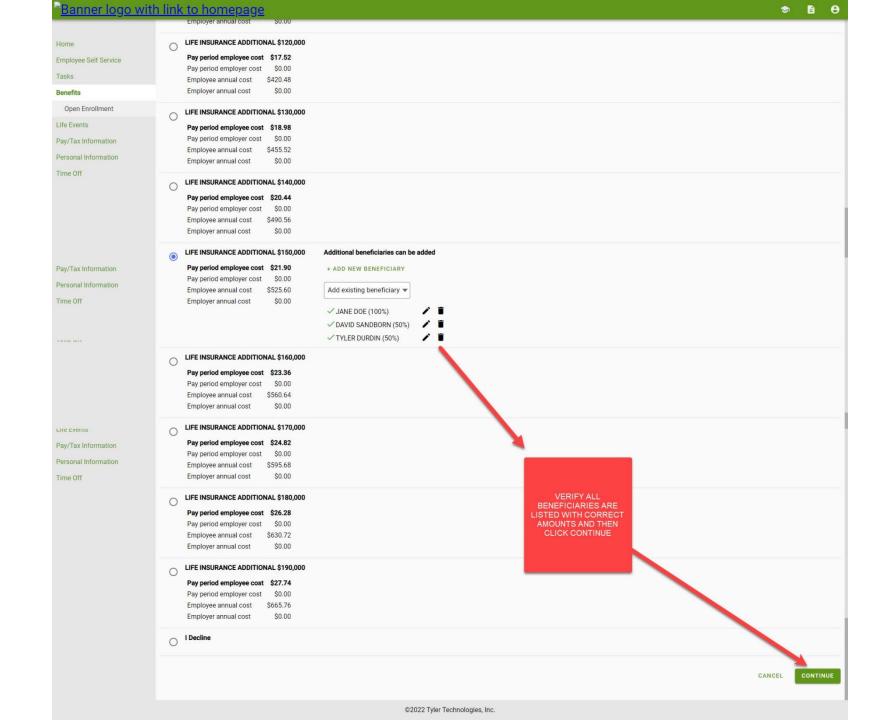
Pay period employee cost\$5.84Pay period employer cost\$0.00Employee annual cost\$140.16Employer annual cost\$0.00

LIFE INSURANCE ADDITIONAL \$50,000

Day paried amplayed aget 67 20

ne e	Employee annual cost \$420.48 Employer annual cost \$0.00	
loyee Self Service	LIFE INSURANCE ADDITIONAL \$130,000 Pay period employee cost \$18.98	
Denefits Open Enrollment Life Events Pay/Tax Information Personal Information Time Off	Pay period employer cost \$0.00 Employee annual cost \$455.52 Employer annual cost \$0.00	
	LIFE INSURANCE ADDITIONAL \$140,000  Pay period employee cost \$20.44  Pay period employer cost \$0.00  Employee annual cost \$490.56  Employer annual cost \$0.00  ADD YOUR BENEFICIARY (IES)	
	© LIFE INSURANCE ADDITIONAL \$150,000  Pay period employee cost \$21.90 Pay period employer cost \$0.00  Employee annual cost \$525.60 Employer annual cost \$0.00  Employer annual cost \$0.00	
	LIFE INSURANCE ADDITIONAL \$160,000  Pay period employee cost \$23.36  Pay period employer cost \$0.00  Employee annual cost \$560.64  Employer annual cost \$0.00	
	LIFE INSURANCE ADDITIONAL \$170,000	





### **VISION - 2022**

Declined

Existing benefit: HUMANA VISION CARE PLAN - SINGLE - \$2.63

### LIFE POST TAX 190K ADD - 2022

LIFE INSURANCE ADDITIONAL \$150,000 - \$21.90 Existing benefit: LIFE INSURANCE ADDITIONAL \$190,000 - \$27.74

Your new election:		Y
LIFE INSURANCE ADDITIONAL \$	150,000	L
DAVID SANDBORN	50%	Δ
JANE DOE	100%	Δ
TYLER DURDIN	50%	P
Pay period employee cost	\$21.90	P
Pay period employer cost	\$0.00	Δ
Annual employee cost	\$525.60	Δ
Annual employer cost	\$0.00	

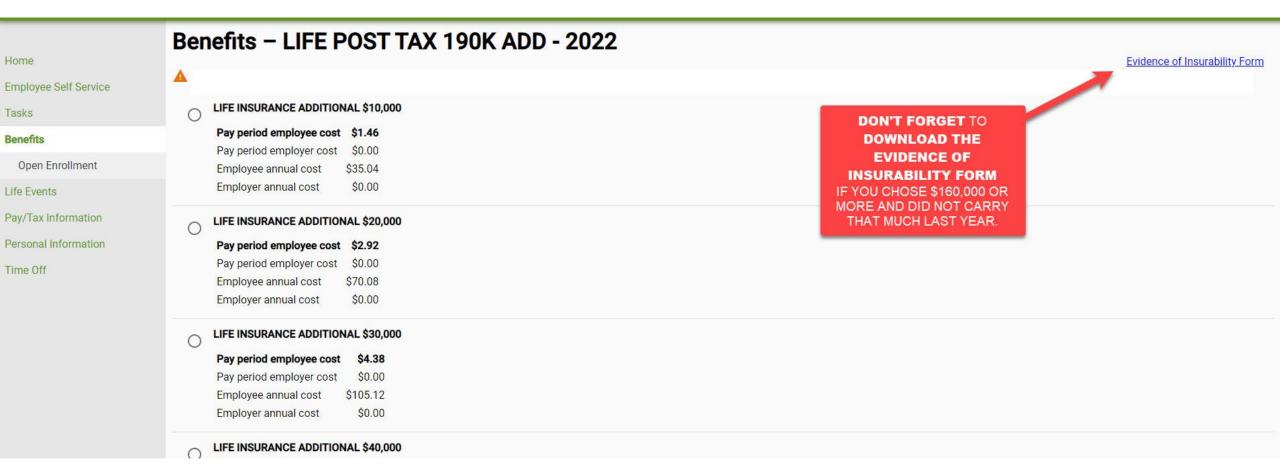
Your existing benefit:

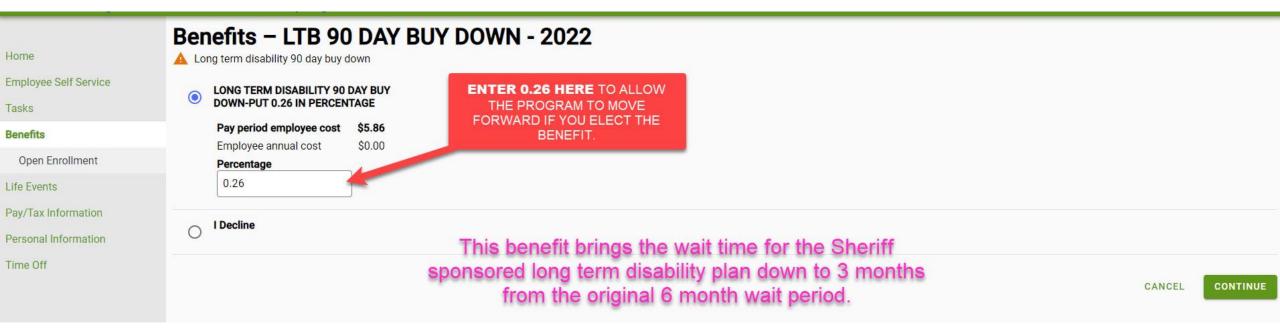
LIFE INSUKANCE ADDITIONAL	\$190,000
ALLIE HACKNEY	50%
ANTHONY CANTU	50%
Pay period employee cost	\$27.74
Pay period employer cost	\$0.00
Annual employee cost	\$665.76
Annual employer cost	\$0.00

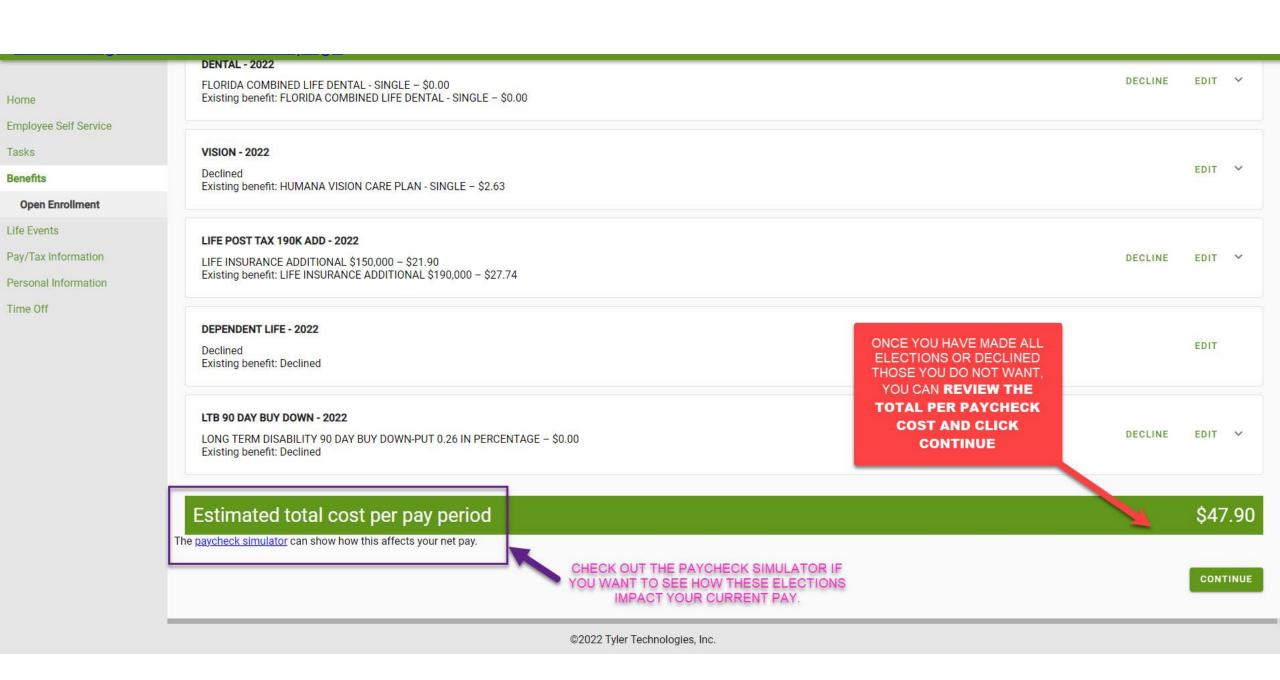
IF YOU CLICK ON
ANY TILE ONCE
ELECTION IS
ENTERED, YOU
CAN REVIEW THE
CURRENT VS NEW
TO VERIFY
INFORMATION.

EDIT Y

DECLINE EDIT ^

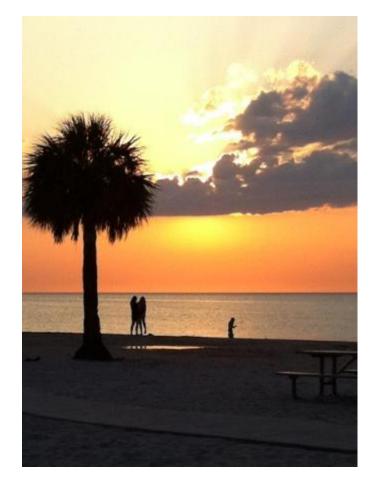






	Review your enrollment		
Home Employee Self Service Tasks Benefits Open Enrollment	HEALTH - 2022 BLUE OPTIONS 5782 - EMPLOYEE + SPOUSE JANE DOE Pay period employee cost Pay period employer cost Annual employee cost Annual employer cost	\$47	<b>226.00</b> 172.00 124.00 128.00
Life Events Pay/Tax Information Personal Information Time Off	Pay period employee cost Pay period employee cost Annual employee cost Annual employer cost Annual employer cost  VISION - 2022 Declined  LIFE POST TAX 190K ADD - 2022 Declined	\$1 	\$0.00 614.49 \$0.00 647.76
Personal Information Time Off	DEPENDENT LIFE - 2022 Declined  LTB 90 DAY BUY DOWN - 2022 LONG TERM DISABILITY 90 DAY BUY DOWN-PUT 0.26 IN PERCENTAGE Pay period employee cost Annual employee cost Election amount	CLICK SUBMIT.  YOU WILL RECEIVE A CONFIRMATION IN YOUR WORK EMAIL - SAVE THE CONFIRMATION EMAIL!!  IF YOU NEED TO MAKE ANY CHANGES AFTER YOU HAVE	<b>\$0.00</b> \$0.00 0.26%
	ANNUAL AMOUNTS TOTAL EMPLOYEE COST  PERIOD AMOUNTS TOTAL EMPLOYEE COST TOTAL EMPLOYER COST	\$2	24.00 226.00 \$0.00

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**NOW YOU CAN RELAX!** 

YOUR BENFITS ARE ALL READY FOR THE YEAR.

**GOOD WORK!**