

Reviewing your Future Benefit Elections in the Engage Information Center

- 1) Employee navigates to the employee login page from www.engagepeo.com and inputs their username and password.

ENGAGE PEO
EXPECT MORE

For help with login, please use the "Lost Password" link below or contact us at 888-780-8807.

Employee Login

Username

Password

[Lost your password?](#)

- 2) Once the employee has entered their username and password they will be taken to their EIC homepage. They will then select the Inquiries menu option and then choose Benefits Summary.

Engage Information Center

Administration

Inquiries

- Employee Overview
- Memos
- Payroll Summary
- Check Stub
- Direct Deposit
- Benefits Summary
- Paid Time Off
- Flex Spending
- Mobile Check Stub
- OnHRP
- W-2 Reprint

Updates

Message Center

End of year is here! Please verify that your current address is updated in the system to ensure you receive a copy of your W-2 in the mail. You can also access your W-2 online when they become available. For more information, review the document below.

Posting for Employees W2 Tax Season 2015-2016

Service Status

Current System Health: ✔

[Service Health Details](#)

Instructions

Getting Started

On the left hand side of the screen, you will find the main menu options. Click on any item and an expanded menu of options will appear under each heading.

Highlighted Functions

- Under the Inquiries menu, look for the Mobile Check Stub item. The Mobile Check Stub function allows you to access pay stub data from your phone.
- Reprint your pay stub or just verify details online. Under the Inquiries menu, look for the Check Stub item.

Resources

New Employee Onboarding

If you are registering as a new employee and have been instructed to fill out electronic forms, choose Inquiries and OnHRP from the menus on the left.

Online Help

Look for the Help symbol as you navigate the site. Clicking the symbol will provide you with context sensitive Help.

Further Assistance

- 3) When an employee firsts navigates to the Benefits Summary view they will see their elections, rates, and enrolled dependents as of TODAY. Being able to see enrolled dependents in the Benefits Summary is a NEW feature on the EIC.

Effective Date



To view your future elections and premiums please click the calendar to your left and select the date that your coverages will be effective.

Plan Name	Coverage Level	Pre Tax?	Coverage Start Date	Coverage End Date	Employee Contribution	Company Contribution	Monthly Premium
AETNA HNO 6000-100 NFL	EMPLOYEE	Yes	01-01-2015	12-31-2015	\$92.38	\$267.95	\$360.33
AETNA LOW DPPO 1000 (Except NC & NE) R1	FAMILY	Yes	01-01-2015	None	\$104.79	\$0.00	\$104.79
AETNA EYEMED VISION NTL	FAMILY	Yes	01-01-2015	None	\$23.29	\$0.00	\$23.29
METLIFE VOL STD-S OTP1	369.12	No	01-01-2015	None	\$23.99	\$0.00	\$23.99
METLIFE VOL LTD-N OPT1	2,665.87	No	01-01-2015	None	\$22.98	\$0.00	\$22.98
METLIFE SUPP LIFE & AD_D EE	150,000.00	No	01-01-2015	None	\$38.53	\$0.00	\$38.53
...Spouse	25,000.00	No	01-01-2015	None	\$	\$	\$
...Dependent	10,000.00	No	01-01-2015	None	\$	\$	\$

Dependents

Plan Name	Name	Relationship	Coverage Level	Coverage Start Date
AETNA LOW DPPO 1000 (Except NC & NE) R1	Samantha Ducot	DAUGHTER	FAMILY	01/01/2015
	Selena Ducot	DAUGHTER	FAMILY	01/01/2015
	Colleen Ducot	WIFE	FAMILY	01/01/2015
	Skyler Ducot	DAUGHTER	FAMILY	01/01/2015
AETNA EYEMED VISION NTL	Samantha Ducot	DAUGHTER	FAMILY	01/01/2015
	Selena Ducot	DAUGHTER	FAMILY	01/01/2015
	Colleen Ducot	WIFE	FAMILY	01/01/2015
	Alexander Ducot	SON	FAMILY	01/01/2015
	Skyler Ducot	DAUGHTER	FAMILY	01/01/2015

- For an employee to view their future elections direct them to the “Effective Date” field above the plan name. The employee will want to enter the effective date of their future elections by typing in the month, day, and year in the MM/DD/YYYY format or by utilizing the calendar next to the blank box and choosing the effective date.

Employee Benefits

Effective Date To view your future elections and premiums please click the calendar to your left and select the date that your coverages will be effective.

Plan Name	Coverage Level	Pre Tax?	Coverage Start Date	Coverage End Date	Employee Contribution	Company Contribution	Monthly Premium
AETNA LOW DPPO 1000 (Except NC & NE) R1	FAMILY	Yes	01-01-2015	None	\$110.48	\$0.00	\$110.48
AETNA EYEMED VISION NTL	FAMILY	Yes	01-01-2015	None	\$23.29	\$0.00	\$23.29
METLIFE VOL STD-S OTP1	369.12	No	01-01-2015	None	\$22.15	\$0.00	\$22.15
METLIFE VOL LTD-N OPT1	2,665.87	No	01-01-2015	None	\$32.85	\$0.00	\$32.85
METLIFE SUPP LIFE & AD_D EE	150,000.00	No	01-01-2015	None	\$38.53	\$0.00	\$38.53
...Spouse	25,000.00	No	01-01-2015	None	\$	\$	\$
...Dependent	10,000.00	No	01-01-2015	None	\$	\$	\$
AETNA HNO 020-100 NFL	EMPLOYEE	Yes	01-01-2016	None	\$400.60	\$246.60	\$647.20

Dependents

Plan Name	Name	Relationship	Coverage Level	Coverage Start Date
AETNA LOW DPPO 1000 (Except NC & NE) R1	Samantha Ducot	DAUGHTER	FAMILY	01/01/2015
	Selena Ducot	DAUGHTER	FAMILY	01/01/2015
	Colleen Ducot	WIFE	FAMILY	01/01/2015
	Skyler Ducot	DAUGHTER	FAMILY	01/01/2015
AETNA EYEMED VISION NTL	Samantha Ducot	DAUGHTER	FAMILY	01/01/2015
	Selena Ducot	DAUGHTER	FAMILY	01/01/2015
	Colleen Ducot	WIFE	FAMILY	01/01/2015
	Alexander Ducot	SON	FAMILY	01/01/2015
	Skyler Ducot	DAUGHTER	FAMILY	01/01/2015

- 5) To view any FSA or HSA elections click on Flex Spending under Inquiries. You will see the following page and can choose the plan year that you wish to view.

Plan Year

Select

Summary Balances Activity

Account	Elected Amount	YTD Deduction Amount	YTD Reimbursement Amount
TRANSIT FSA PRETAX	1785.00	0.00	0.00

- 6) Any new elections, rate changes, or dependents added will then reflect on the Benefits Summary screen. If an employee is keeping the same coverage as they had previously, the "Coverage Start Date" will display the original date they enrolled in that plan, however the Employee Contribution, Company Contribution, and Monthly Premium fields will all reflect the rates for the new plan year.