



TEAM®

2021 OPEN ENROLLMENT INSTRUCTIONS

2021 OPEN ENROLLMENT



STEPS TO ENROLL

HURRY!! ENROLLMENT ENDS AT 6 P.M. FRIDAY, NOVEMBER 13TH

TEAM[®]

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2

2021 OPEN ENROLLMENT

Where to Start

Enrollment starts with Workday:



The link to log on to workday can be found at <https://myapps.microsoft.com/>

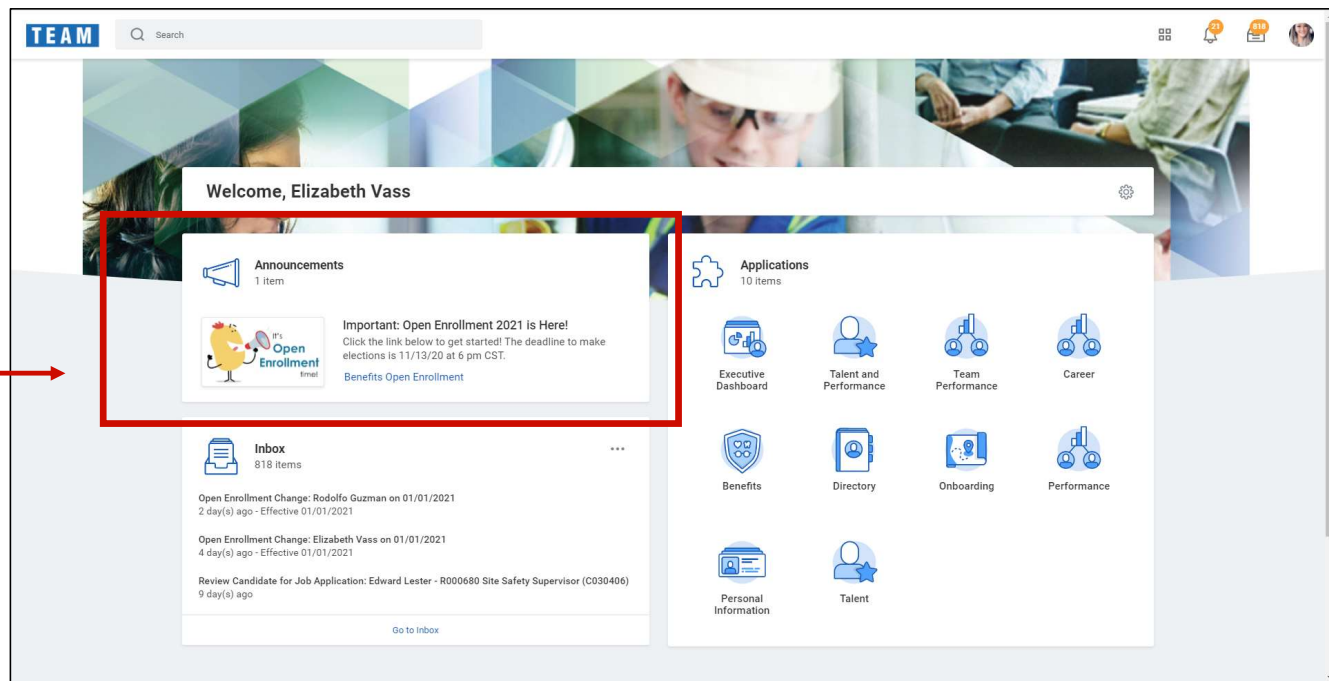
You will need 2 things:

1. Access to a computer
2. TEAM IT log-in credentials

2021 OPEN ENROLLMENT

Where to Start

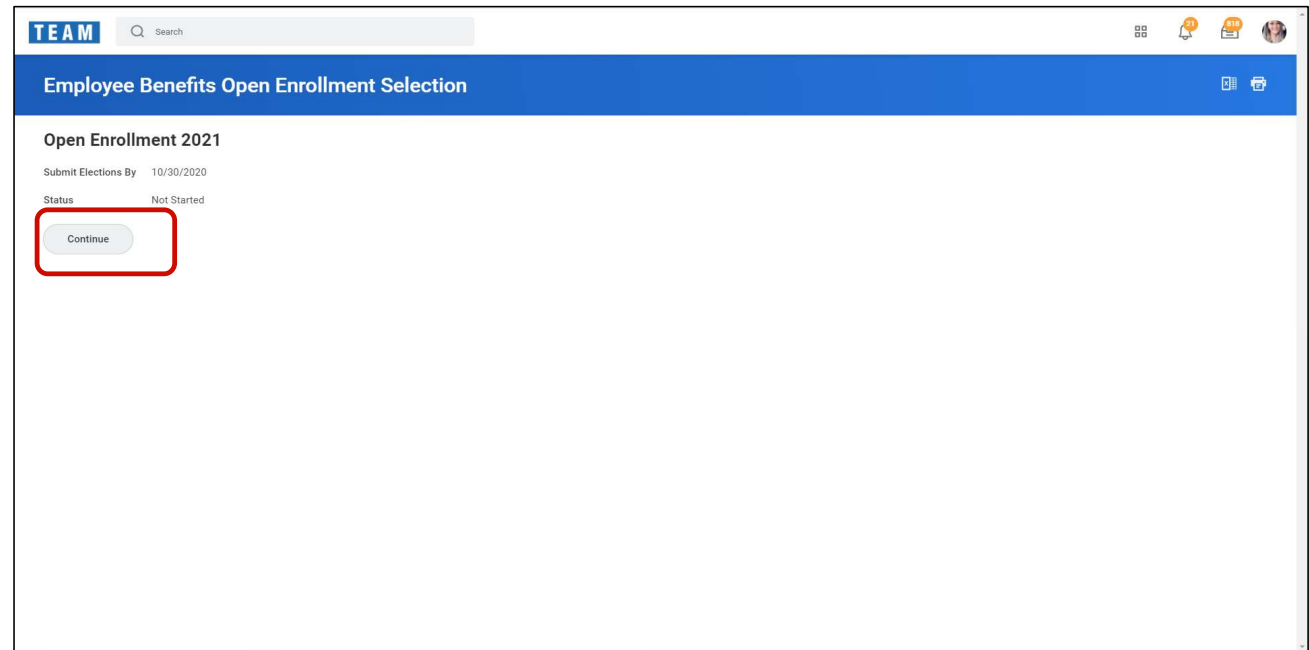
Select “Benefits Open Enrollment” in the Announcement box.



2021 OPEN ENROLLMENT

❖ Verify that you have entered into Open Enrollment Selection.

❖ Press Continue



The screenshot shows the TEAM Employee Benefits Open Enrollment Selection page. The header includes the TEAM logo, a search bar, and navigation icons. The main content area is titled "Open Enrollment 2021" and displays "Submit Elections By 10/30/2020". Below this, the status is shown as "Not Started". A "Continue" button is highlighted with a red box, and a red arrow points to it from the instruction "Press Continue".

2021 OPEN ENROLLMENT

Benefits Offered

You have the option to “[Manage](#)” (change) benefits you currently have OR “[Enroll](#)” in those that you may want to add.

The screenshot displays the TEAM Open Enrollment web application. At the top, there is a navigation bar with the TEAM logo, a search bar, and user profile icons. Below this is a blue header with the text "Open Enrollment". On the right side of the header, it shows the "Projected Total Cost Per Paycheck: \$37.41".

The main content area is titled "Health Care and Accounts" and contains six benefit cards arranged in a 2x3 grid:

- Medical** (BCBS of TX CDHP): Cost per paycheck \$22.15, Coverage Employee Only. A red box highlights the "Manage" button.
- Dental** (BCBS of TX DPO): Cost per paycheck \$12.13, Coverage Employee Only. A "Manage" button is visible.
- Vision** (BCBS of Texas - Dearborn National/Eye Med VIS): Cost per paycheck \$3.13, Coverage Employee Only. A "Manage" button is visible.
- Health Savings Account**: Waived. An "Enroll" button is visible.
- Healthcare FSA**: Waived. A red box highlights the "Enroll" button.
- Dependent Care FSA**: Waived. An "Enroll" button is visible.

Below the "Health Care and Accounts" section is an "Insurance" section with three cards:

- Basic AD&D** (Prudential (Employee))
- Short Term Disability** (Lincoln Financial (Employee))

At the bottom of the interface, there are two buttons: "Review and Sign" (highlighted in orange) and "Save for Later".

2021 OPEN ENROLLMENT

Plan Selection

- ❖ Select the plan you want for 2021.
- ❖ If you want to keep your current selection. Confirm and Continue
- ❖ If you want to change, select the plan and then Confirm and Continue.

❖ ***This is the process as you move through each benefit.***

TEAM

Search

Medical

3 Items

*Selection	Benefit Plan	You Pay (Biweekly)	Company Contribution (Biweekly)
<input checked="" type="radio"/> Select <input type="radio"/> Waive	BCBS of TX CDHP	\$22.15	\$230.44
<input type="radio"/> Select <input checked="" type="radio"/> Waive	BCBS of TX PPO Basic	\$34.62	\$221.91
<input type="radio"/> Select <input checked="" type="radio"/> Waive	BCBS of TX PPO Enhanced	\$92.31	\$193.72

Health Care Instructions

Important Information

General Instructions

When you select Medical - BCBS of TX CDHP, you must also select Health Savings Account - HSA Bank. If you waive any of these: Medical - BCBS of TX CDHP, Workday automatically waives any of these: Health Savings Account - HSA Bank.

Open Enrollment is your once-a-year opportunity to modify or enroll in the TEAM benefit plan options as well as update your dependents. This is going to be a **PASSIVE** enrollment. This means your current 2020 benefits elections will automatically carry over to 2021 except for the following two benefit plans. You must re-enroll in the Flexible Spending Accounts (healthcare and/or dependent day care) each year in order to participate. Additionally, if you elected the MetLife Accident Insurance for 2020, you must re-elect this benefit during Open Enrollment in order to maintain this coverage for 2021.

Open Enrollment will end November 13th at 6 pm CST.

For questions about your benefits, please call 1-833-TEAMRPT option 6 or email Benefits@TeamInc.com

MEDICAL

- The BCBSTX CDHP has an aggregate deductible, meaning you must pay the entire family deductible before the plan pays for services for any family member. The family deductible amount may be satisfied by one member or a combination of two or more members covered under the plan.
- When you elect the BCBSTX CDHP, you must also elect the Health Savings Account (HSA) because of the TEAM contribution to your HSA. If you do not want to contribute you must enter \$0.00. TEAM will open a Health Savings Account (HSA) on your behalf for your TEAM contribution
- When you elect the BCBSTX CDHP, you will not be able to enroll in the Health Flexible Spending Account (FSA), but you are still eligible for the Dependent Care (DC) plan.

Confirm and Continue

Cancel



2021 OPEN ENROLLMENT

Selected the CDHP Medical Plan?

When you select the CDHP Medical Plan, you must also Select Health Savings Account (HSA).

TEAM Search

Health Savings Account

Projected Total Cost Per Paycheck
\$37.41

Plans Available
Select a plan or Waive to opt out of Health Savings Account.

1 item

*Selection	Benefit Plan	You Contribute (Biweekly)	Company Contribution (Biweekly)
<input type="radio"/> Select <input checked="" type="radio"/> Waive	HSA Bank		

Health Savings Account Instructions

Important Information
You can select either of the following plans, but not both: Health Savings Account - HSA Bank or Healthcare FSA - HSA Bank. When you select one of the plans, Workday automatically waives any other plans.

When you select Medical - BCBS of TX CDHP, you must also select Health Savings Account - HSA Bank. If you waive any of these: Medical - BCBS of TX CDHP, Workday automatically waives any of these: Health Savings Account - HSA Bank.

General Instructions

Health Savings Election

- When you elect the BCBS TX CDHP, you must also elect the Health Savings Account (HSA) because of the TEAM contribution to your HSA. If you do not want to contribute you must enter \$0.00. TEAM will open a Health Savings Account (HSA) on your behalf for your TEAM contribution
- The employer contribution counts towards the total allowed IRS contributions: \$3,600 single / \$7,200 family
- TEAM contribution: \$1,000 Employee Only or Employee + Spouse and \$2,000 Employee Child(ren) or Employee + Family

Confirm and Continue **Cancel**

KEY INFORMATION



2021 OPEN ENROLLMENT

Selected the CDHP Medical Plan?

TEAM Search

Health Savings Account - HSA Bank

Projected Total Cost Per Paycheck: \$37.41

Contribute

Per Paycheck: Annual:

Total Paychecks: 26

Maximum Annual Amount: \$3,600.00

Summary

Annual Company Contribution	\$1,000.00
Total Annual HSA Contribution	\$1,000.00

Health Savings Account Instructions

General Instructions

- When you elect the BCBSTX CDHP, you must also elect the Health Savings Account (HSA) because of the TEAM contribution to your HSA. If you do not want to contribute you must enter \$0.00. TEAM will open a Health Savings Account (HSA) on your behalf for your TEAM contribution
- The employer contribution counts towards the total allowed IRS contributions: \$3,600 single / \$7,200 family
- TEAM contribution: \$1,000 Employee Only or Employee + Spouse and \$2,000 Employee Child(ren) or Employee + Family

Save **Cancel**

KEY INFORMATION
You must contribute,
even if it is \$0.

2021 OPEN ENROLLMENT SUMMARY OF SELECTIONS

- ❖ Review your selections
- ❖ Remember to Submit

TEAM

Search

21

818

View Summary

Projected Total Cost Per Paycheck
\$37.41

Selected Benefits 11 items

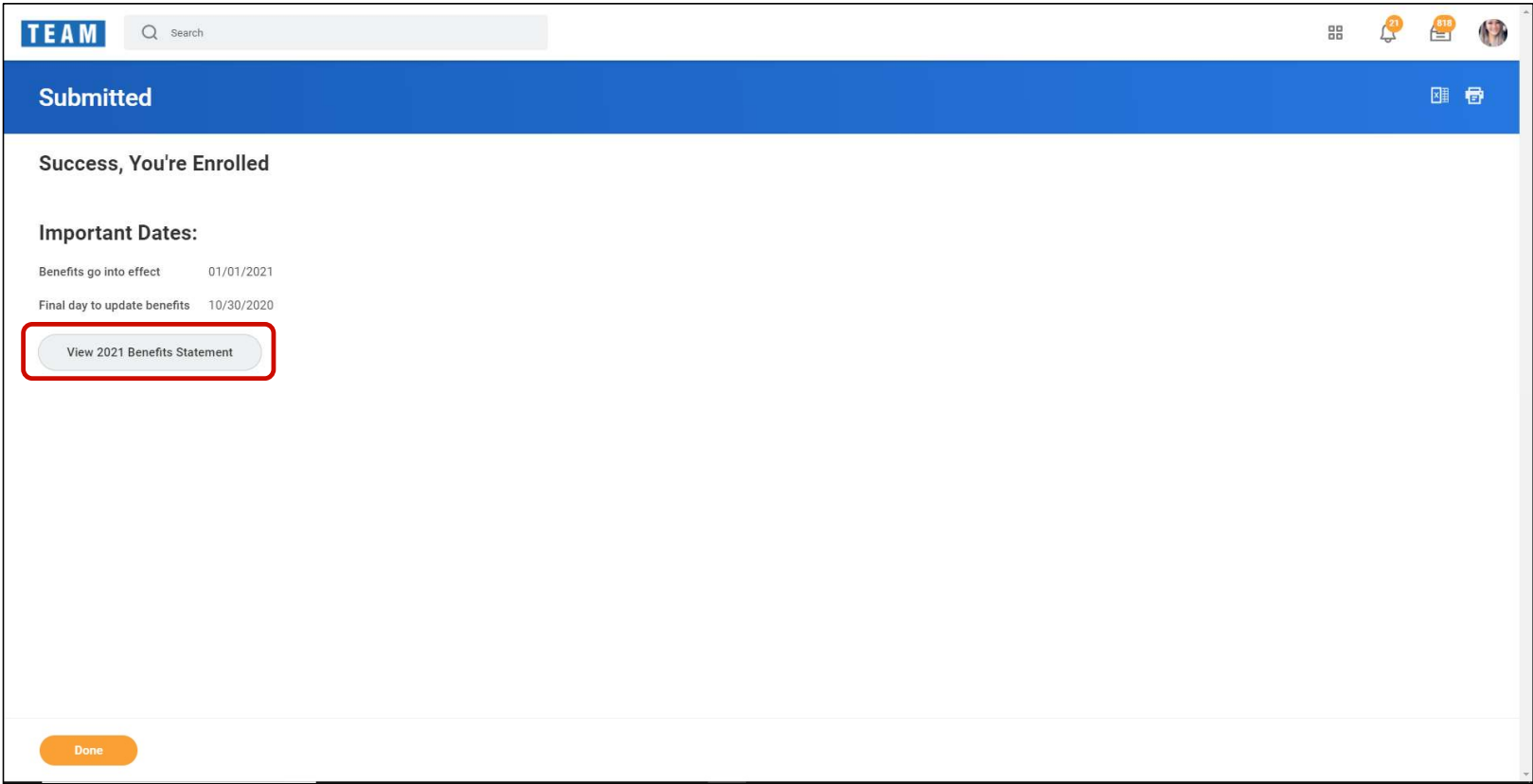
Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Dependents	Beneficiaries	Cost
Medical	02/01/2020	02/01/2020	Employee Only			\$22.15
BCBS of TX CDHP						
Dental	02/01/2020	02/01/2020	Employee Only			\$12.13
BCBS of TX DPO						
Vision	02/01/2020	02/01/2020	Employee Only			\$3.13
BCBS of Texas - Dearborn National/Eye Med VIS						
Health Savings Account	02/01/2020	02/01/2020	\$0.00 Annual			Included
HSA Bank						
Basic Life	02/01/2020	02/01/2020	1 X Salary			Included
Prudential (Employee)						
Basic AD&D	02/01/2020	02/01/2020	1 X Salary			Included
Prudential (Employee)						
Short Term Disability	02/01/2020	02/01/2020	60% of Salary			Included
Lincoln Financial (Employee)						
LTD	02/01/2020	02/01/2020	60% of Salary			Included

Submit

Save for Later

Cancel

2021 OPEN ENROLLMENT



2021 OPEN ENROLLMENT

TEAM

Search

21

818

Submit Elections Confirmation

Open Enrollment for Elizabeth Vass

Actions

Initiated On

10/21/2020

Submit Elections By

10/30/2020

Event Date

01/01/2021

Total Employee Cost/Credit

\$37.41 Biweekly Cost

You have successfully submitted your benefits enrollment. Select Print to launch a printable version of this summary for your records.

Elected Coverages

11 Items

Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Calculated Coverage	Dependents	Beneficiaries	Employee Cost (Biweekly)	Employer Contribution (Biweekly)
Medical - BCBS of TX CDHP	02/01/2020	02/01/2020	Employee Only				\$24.19	\$230.44
Dental - BCBS of TX DPO	02/01/2020	02/01/2020	Employee Only				\$12.13	
Vision - BCBS of Texas - Dearborn National/Eye Med VIS	02/01/2020	02/01/2020	Employee Only				\$3.13	
Health Savings Account - HSA Bank	02/01/2020	02/01/2020	\$0.00 Annual					\$38.46
Basic Life - Prudential (Employee)	02/01/2020	02/01/2020	1 X Salary					\$3.46
Basic AD&D - Prudential (Employee)	02/01/2020	02/01/2020	1 X Salary					\$0.42
Short Term Disability - Lincoln Financial (Employee)	02/01/2020	02/01/2020	60% of Salary					\$2.43
	02/01/2020	02/01/2020	60% of Salary	\$5,000.00				\$5.42

Print



2021 OPEN ENROLLMENT

Things to Remember

- ❖ Remember to review the 2021 Guide.
- ❖ Check the videos and brochures available at teamincbenefits.com for detailed information about the benefits.
- ❖ If you select the CDHP Medical Plan, decide the amount you want to contribute to your HSA Account. (This amount can be \$0.)
- ❖ Review, Sign & Submit

Questions?

Contact Benefits at benefits@Teaminc.com or (281) 388-4090 option 1.

OR

Contact your HR Business Partner.



2021 OPEN ENROLLMENT Questions

Contact Benefits at benefits@Teaminc.com or (281) 388-4090 option 1.

OR

Contact your HR Business Partner.

