

# Choice Time Open Enrollment Reference Guide



Title: Choice Time Open Enrollment

Ministry: Service Alberta

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# Overview

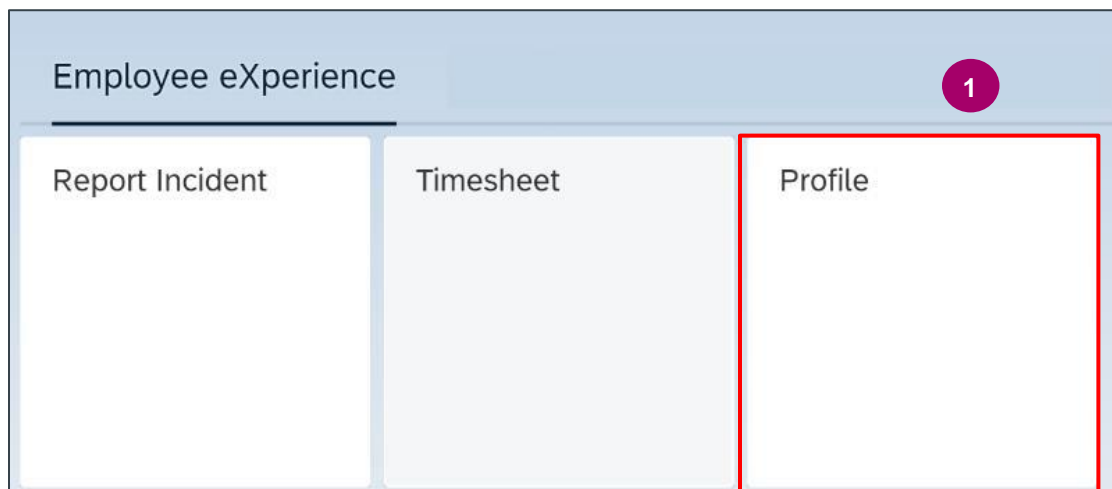
To make changes to your benefits during the annual Choice Time Open Enrollment (OE) period, you can do so through the Employee Self Service feature in 1GX. This reference guide provides instruction on how to do that.

Before starting the process, be sure to review the [benefit handbooks](#) for details on the benefit change options allowable during open enrollment.

Please also refer to the [Choice Time](#) webpage for additional information and details on open enrollment, including important timelines and deadlines for making your changes and reporting any errors.

# Getting Started

Start by logging into 1GX and accessing your Profile.

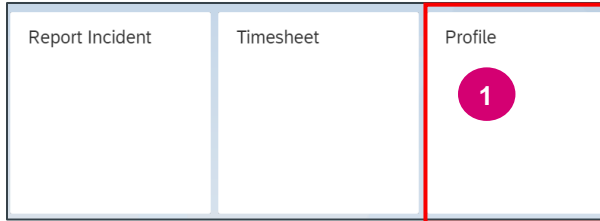


Step #	Description
1	From the 1GX launchpad, click the <b>Profile</b> tile under the <b>Employee eXperience</b> group.

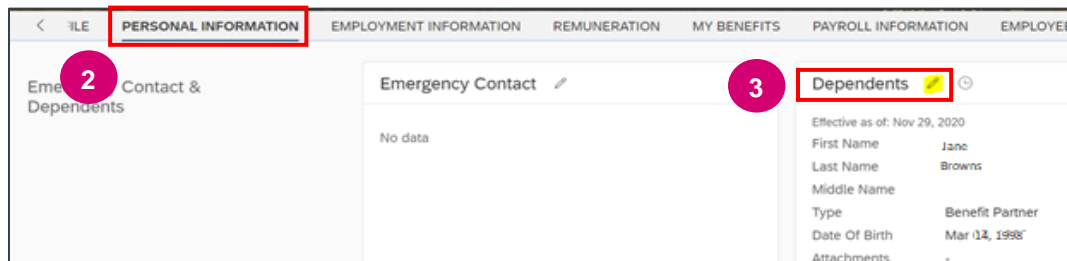
# Adding a Dependent

If you want to add eligible dependents onto your benefit plans, you will first have to add them to your “Dependents” profile in the “Emergency Contact & Dependents” section of your 1GX profile page. In order to do this, perform the steps below to add your dependents.

If you do not need to add a dependent, skip ahead to the next section ([Accessing the Open Enrollment Screen in 1GX](#)).



Step #	Description
1	From the 1GX launchpad, click the <b>Profile</b> tile under the <b>Employee eXperience</b> group.



Step #	Description
2	Find the <b>Personal Information</b> tab at the top of the page and scroll down to Emergency Contact and Dependents section.
3	In the upper right portion, there is a section labelled <b>Dependents</b> . Click on the pencil icon to begin editing.

Dependents

When would you like your changes to take effect? \*

Feb 01, 2021

Dependents

First Name\* Last Name\* Middle Name

Jennifer Wall Michel

Date Of Birth \*

Mar 05, 1992

Attachments

4

Add Dependents

Step #	Description
4	Click the <b>Add Dependents</b> button to add dependent information.

**Note:** Changes made to your dependents will flow through to your Benefits enrollment pages once the workflow is approved by Pay and Benefits.

Dependents

Dependents

First Name\* Last Name\* Middle Name

Date Of Birth \*

MMM dd, yyyy

Attachments

Type\*

No Selection

Benefit Partner

Benefit Partner Child

Dependent child

Disability Dependent

Full-Time Student Age 21 to 24

Guardian Child

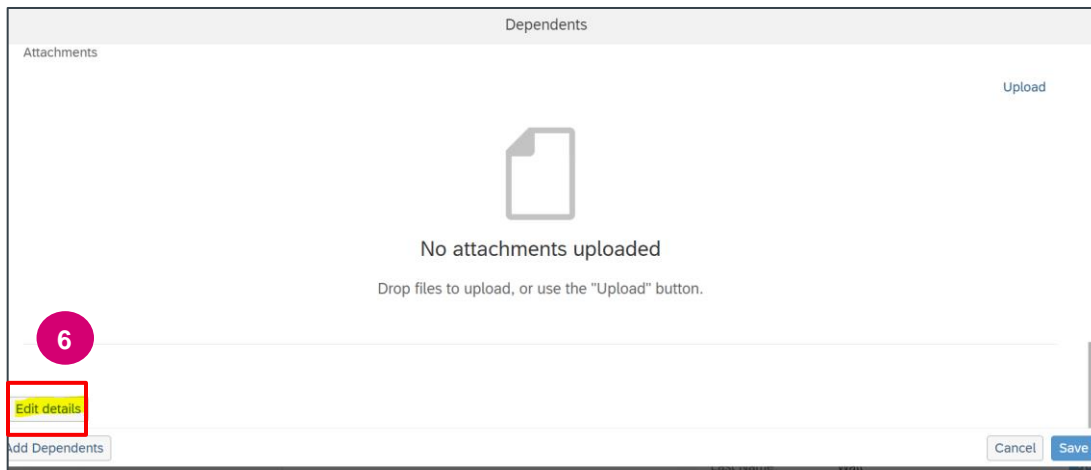
Spouse

5

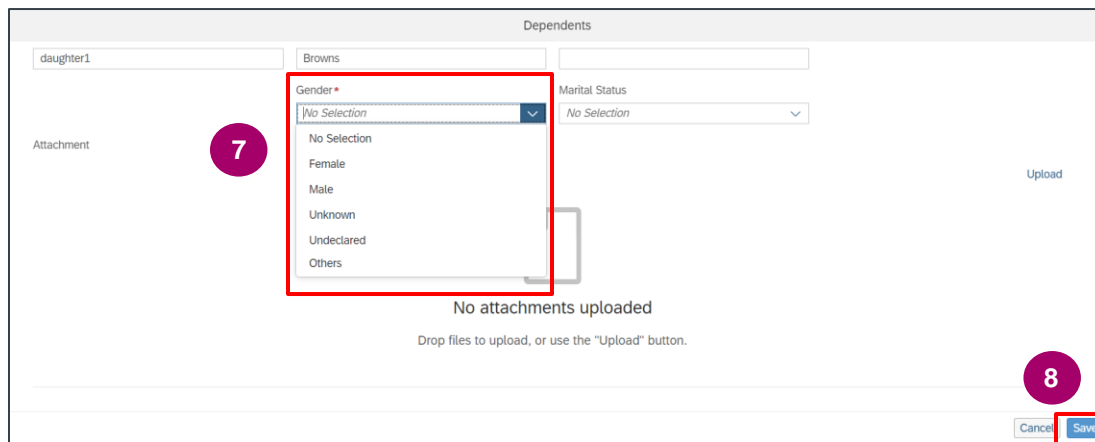
Add Dependents

Cancel Save

Step #	Description
5	Fill in the dependent's information (First, Last Name, and Date of Birth) and choose the correct dependent type from the drop-down list. In this example, we will choose Spouse.



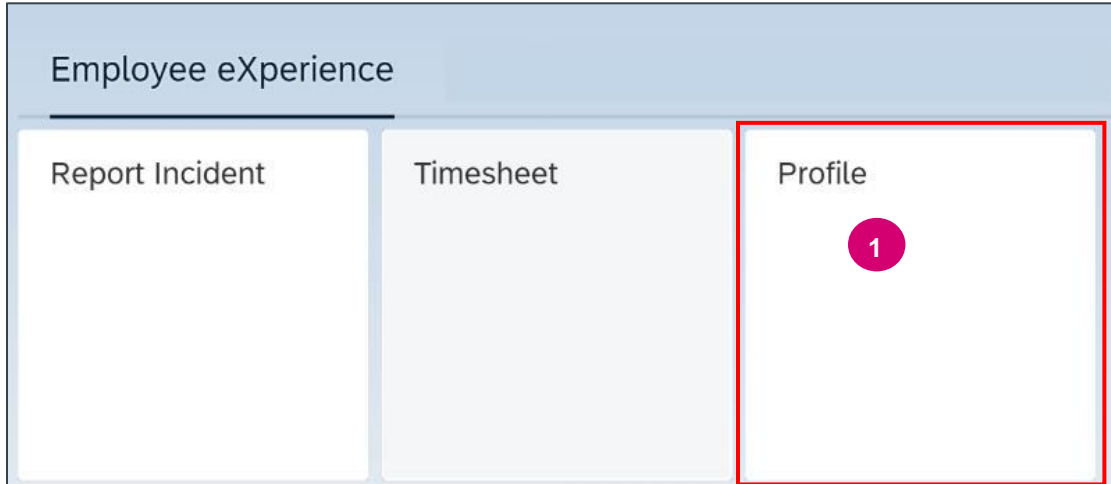
Step #	Description
6	Scroll down the page and click <b>Edit details</b> to access further mandatory fields.



Step #	Description
7	Scroll down further on the page and continue to enter known information about the dependent, including gender which is a <b>mandatory</b> field.
8	Click on <b>Save</b> to finalize dependent's information.

Clicking “save” will create a workflow to Pay and Benefits to approve (within 1-2 business days). Once the workflow is approved, you will receive a message letting you know that your dependent has been successfully added in 1GX. You can then proceed to enroll the dependent in your benefit plan(s). For instructions, proceed through the next sections of this reference guide.

# Accessing the Open Enrollment Screen in 1GX



Step #	Description
1	From the 1GX launchpad, click the <b>Profile</b> tile under the <b>Employee eXperience</b> group.



Step #	Description
2	The home page will display.
3	On the header, locate and Click on <b>My Benefits</b> .

## View Benefit Panel

REMUNERATION MY BENEFITS PAYROLL INFORMATION

4

### My Active Enrollments

1st Choice Dependent Life Insurance	1.38 CAD (Bi-weekly)	Insurance
1st Choice Long Term Disability Income Continuation Plan	No Costs	Insurance
1st Choice Extended Medical Benefits Plan	42.51 CAD (Bi-weekly)	Insurance
1st Choice Prescription Drug Plan	29.77 CAD (Bi-weekly)	Insurance
1st Choice Dental Plan	24.45 CAD (Bi-weekly)	Insurance
1st Choice AD&D Insurance	0.57 CAD (Bi-weekly)	Insurance

Go to Benefits > 5

View Benefits Confirmation Statement

**Important Links**  
Employee Benefits

Step #	Description
4	The Benefits Panel will display.
5	Click on <b>Go to Benefits</b> .



## View Benefits Page


The screenshot shows a web interface for viewing benefits. At the top, there are tabs for ENROLLMENTS, BENEFITS, and PENSIONS. A shopping cart icon with the number 6 is in the top right corner. Below the tabs, the text "Open Enrollment [an end date will be displayed]" is shown. A red box highlights the text "Benefits: 2022 Open Enrollment" with a callout bubble containing the number 6 and the text "Current year will display". Below this, there are three numbered steps: Step 1 (Instructions), Step 2 (Check Dependent Details), and Step 3 (Note and instructions). A red box highlights the "4 Days Remaining" section with a callout bubble containing the number 10. The text "Open Enrollment ends on May 21, 2022 [applicable date will appear]" is also visible.

Step #	Description
6	The Title will have been updated to reflect “Benefits: 2022 Open Enrollment”. Each year, the current year will display.
7	Step 1 – Review the text and click on the instructions.
8	Step 2 – Allows you to verify dependent details if applicable. NOTE: if you want to add new dependents to any of your plans, you will first need to add them to the “Emergency Contact & Dependents” panel on your profile. Refer to the <a href="#">Adding a Dependent</a> section for details.
9	Step 3 – Provides instructions on how to make your Open Enrollment selections.
10	This identifies how many days the employee has to modify benefit selections.


# Benefits that can be Edited or Selected

All benefit plans will be listed with the option to “Edit Details” (for plans you are currently enrolled in) or “Select Benefit” (for plans you are not currently enrolled in). **Be sure to review the [Benefit Handbooks](#) for a list of the change options allowable during Choice Time open enrollment.**





**Dental**

1st Choice Dental Plan   
24.45 CAD Bi-weekly

1st Choice Dental Plan Handbook  
Premium Rate Sheet  
Choice Time open enrollment information


**Edit Details** 

**Life**

1st Choice AD&D Insurance  0.57 CAD Bi-weekly	1st Choice Dependent Life Insurance  1.38 CAD Bi-weekly
1st Choice Group Life Insurance Plan Premium Rate Sheet Choice Time open enrolment information	1st Choice Group Life Insurance Plan Premium Rate Sheet Choice Time open enrolment information
<b>Edit Details</b> 	<b>Edit Details</b> 

1st Choice Enhanced Life Insurance 	1st Choice Group Life Insurance 
1st Choice Group Life Insurance Plan Premium Rate Sheet Choice Time open enrollment information	3.68 CAD Bi-weekly 1st Choice Group Life Insurance Plan Premium Rate Sheet Choice Time open enrolment information
<b>Select Benefit</b> 	<b>Edit Details</b> 

**Medical**


1st Choice Extended Medical Benefits Plan 

42.51 CAD Bi-weekly

Extended Medical Benefits Handbook  
Premium Rate Sheet  
Choice Time open enrollment information

**Edit Details** 1

**Prescription**

1st Choice Prescription Drug Plan 

29.77 CAD Bi-weekly

Prescription Drug Benefits Handbook  
Premium Rate Sheet  
Choice Time open enrollment information

**Edit Details** 1

Step #	Description
1	<p>Click on <b>Edit Details</b> or <b>Select Benefit</b>.</p> <ul style="list-style-type: none"> <li>Edit Benefit: Benefit employee currently enrolled in.</li> <li>Select Benefit: Benefit employee is not enrolled in.</li> </ul>

For further instruction on editing a benefit (including enrolling new dependents), proceed to the [Editing an Existing Benefit](#) section.

For further instruction on selecting a new benefit (and enrolling dependents if applicable), proceed to the [Selecting a New Benefit](#) section.

## Editing an Existing Benefit

The steps below outline what to do when editing the details for a benefit you are currently enrolled in (ex: You are currently enrolled in Core Dental coverage but want to increase to the Enhanced level).

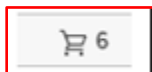
The screenshot shows the 'Enrollment into 1st Choice Dental Plan' form. It includes sections for General Information, Insurance Enrollment, Contribution Amounts, and Upload Attachment. Numbered callouts indicate the following steps:

- 1:** Select Event Reason and Reason for Change: Open Enrollment.
- 2:** Select Plan – click on drop down arrow for list of the benefits.
- 3:** Select Enrolling For – click on drop down arrow for available selections.
- 4:** Select Coverage.
- 5:** Click on Add Enroll Dependents if adding a new dependent. Click the Garbage Can icon next to a dependent if removing a dependent.
- 6:** Click on Add to Cart.

Step #	Description
1	Select <b>Event Reason</b> and <b>Reason for Change: Open Enrollment</b> .
2	Select <b>Plan</b> – click on drop down arrow for list of the benefits.
3	Select <b>Enrolling For</b> – click on drop down arrow for available selections.
	<b>NOTE:</b> For Enhanced Life Insurance, you will need to choose “Yes” or “No” in the <b>Smoking</b> field if reducing your coverage. You will need to select “Not Relevant” if opting out of the Enhanced Life Insurance coverage.
4	Select <b>Coverage</b> .
5	Click on <b>Add Enroll Dependents</b> if adding a new dependent. Click the <b>Garbage Can</b> icon next to a dependent if removing a dependent. <b>NOTE:</b> If you are <b>opting out of a benefit</b> , you must click the <b>Garbage Can</b> icon next to each dependent currently enrolled in the coverage before adding the change to the cart.
6	Click on <b>Add to Cart</b> .

## View Shopping Cart

1



Benefits Selection					
Benefit / Plan	Employee Contribution	Frequency	Employer Contribution	Frequency	Remove
1st Choice Extended Medical Benefits Plan	42.51 CAD	Bi-weekly	15.62 CAD	Bi-weekly	
1st Choice Prescription Drug Plan	21.32 CAD	Bi-weekly	21.32 CAD	Bi-weekly	
1st Choice Dental Plan	0 CAD	Bi-weekly	50.93 CAD	Bi-weekly	
1st Choice Group Life Insurance	3.39 CAD	Bi-weekly	6.77 CAD	Bi-weekly	
1st Choice AD&D Insurance	0.52 CAD	Bi-weekly	1.04 CAD	Bi-weekly	
<b>Estimated Employee Contribution</b>			69.12 CAD	Bi-weekly	<input type="button" value="Close"/> <input type="button" value="Enroll"/>


Step #	Description
1	Click on <b>Cart</b> (top right-hand corner).
2	<p>Cart will show the “Edited” benefit.</p> <p>Cart will show the new rate if applicable.</p> <p>Cart will show the <b>Estimated Employee Contribution</b>.</p> <p>You WILL NOT need to click “Enroll” after adding these changes to the cart. Edits to an existing benefit will automatically be applied and you will be able to view the change in the “Benefits – Insurances” section of your Benefit Panel.</p>

Once you have made all your desired benefit changes and added them to cart, proceed to the [View your Benefits Confirmation Statement](#) section of this reference guide, to verify that your changes were applied. If there are any errors or you change your mind, you can re-edit that benefit through 1GX until the end of the open enrolment period. Refer to the section on [Making further edits to a Benefit](#) for instructions.

Once the open enrolment period has ended, you are responsible to review your benefits again and report any further errors to the GoA Time and Benefits Help Desk ([GoA.TimeandBenefits@gov.ab.ca](mailto:GoA.TimeandBenefits@gov.ab.ca)) within the specified timeframes. Details on timeframes to report errors will be available on the [Choice Time](#) webpage during the open enrolment period.

## Selecting a New Benefit


If you want to enroll in a benefit plan you are not currently enrolled in, you will click “Select Benefit” for the plan you want to enroll in, in the Open Enrollment section of your Benefits page (ex: you are currently opted out of Prescription Drug coverage and would now like to enroll in it now).

MyChoice Extended Medical Benefits Plan 

No Cost

[Extended Medical Benefits Handbook](#)  
[Premium Rate Sheet](#)  
[Choice Time Open Enrollment Information](#)

Select Benefit

MyChoice Prescription Drug Plan 

No Cost

[Prescription Drug Benefits Handbook](#)  
[Premium Rate Sheet](#)  
[Choice Time open enrollment information](#)

Select Benefit

Dependents  	
Effective as of: Aug 21, 2021	
First Name	Minnie
Last Name	Mouse
Middle Name	-
Type	Spouse
Date Of Birth	May 23, 1979
Attachments	-
<a href="#">Details</a> 	

Once you have clicked “Select Benefit”, the Enrollment screen (below) appears. Detailed steps are provided below.

Enrollment into MyChoice Extended Medical Benefits Plan

When would you like your changes to take effect?\*

May 17, 2022

**General Information**

**General**

Request Date: May 17, 2022

Effective From\*: May 19, 2022

Event Reason: No Selection

Reason for Change: No Selection

**Insurance Enrollment**

**Select Plan**

Plan\*: MyChoice Employee Not Selected (PLA900750)

Enrolling For\*: Employee (961)

Coverage\*: MyChoice Employee ...

> Rounded Coverage / Salary

**Contribution Amounts**

Your Contribution: 0

Employer Contribution: 0

Premium Payment Frequency\*: Bi-weekly (BWK)

**Enroll Dependents**

+ Add Enroll Dependents

**Upload Attachment**

Attachment

Upload

Cancel Add to Cart

Step #	Description
1	Select <b>Event Reason: Open Enrollment</b> .
2	Select <b>Reason for Change: Open Enrollment</b> .
3	Select <b>Plan</b> .
4	Select <b>Enrolling For</b> .
5	Select <b>Coverage</b> .
6	Click on <b>Add Enroll Dependents</b> if adding a dependent.  NOTE: if you want to add a new dependent to your plans, you will first need to add that person as a dependent on the "Emergency Contact & Dependents" panel on your profile. Refer to the section <a href="#">Adding a Dependent</a> for details.
7	Click on <b>Add to Cart</b> .

## View Shopping Cart

Benefit / Plan	Employee Contribution	Frequency	Employer Contribution	Frequency	Remove
MyChoice Dental Plan	0 CAD	Bi-weekly	53.8 CAD		
MyChoice AD&D Insurance	0.39 CAD	Bi-weekly	0.79 CAD		
MyChoice Group Life Insurance	5.54 CAD	Bi-weekly	11.1 CAD		
MyChoice Extended Medical Benefits Plan	23.33 CAD	Bi-weekly	10.48 CAD		
Estimated Employee Contribution		29.26 CAD	Bi-weekly		

Step #	Description
1	Click on <b>Cart</b> (top right-hand corner)
2	Cart will show the “Selected” benefit with the option to Remove. Cart will show the <b>new rate</b> if applicable. Cart will show the <b>Estimated Employee Contribution</b> .
3	Can remove the benefit if chosen in error by clicking on the <b>garbage can</b> .
4	Click <b>Enroll</b> to complete your enrollment into the new benefit plan.

Once you completed enrollment in your desired benefit plans, proceed to the [View your Benefits Confirmation Statement](#) section of this reference guide, to verify that your changes were applied. If there are any errors or you change your mind, you can re-edit that benefit through 1GX until the end of the open enrolment period. Refer to the section on [Making Further Edits to a Benefit](#) for instructions.



Once the open enrolment period has ended, you are responsible to review your benefits again and report any further errors to the GoA Time and Benefits Help Desk ([GoA.TimeandBenefits@gov.ab.ca](mailto:GoA.TimeandBenefits@gov.ab.ca)) within the specified timeframes. Details on timeframes to report errors will be available on the [Choice Time](#) webpage during the open enrolment period.

## Make Further Edits to a Benefit

After you have made an edit to a plan or enrolled in a new plan, that change will now be viewable in the “Benefit - Insurances” section in your Benefit Panel in 1GX. You will be able to make further edits to this benefit, if required, up until the Open Enrollment period ends.

To access the Benefits – Insurance section in your Benefit Panel, follow the same instructions in the section [Accessing the Open Enrollment screen in 1GX](#), but click on “Benefits” tab at the top instead of “Enrollments” (or scroll down the page to the Benefits – Insurances section).

The screenshot shows the 'Benefits - Insurances' section in the 1GX system. It displays two entries for the 'MyChoice Prescription Drug Plan'. The left entry, marked with a red circle '2', is the original benefit with a contribution of 23.20 CAD. The right entry, marked with a red circle '4', is the edited benefit with a contribution of 28.76 CAD. A red circle '1' highlights the 'Benefits' tab at the top, and a red circle '3' highlights the edit icon (pencil) on the right entry.

Step #	Description
1	From your Benefits Panel, scroll down to <b>Benefits – Insurances</b> .
2	If you edited an existing benefit, notice the <b>original benefit</b> (and coverage) level) will be listed, but you cannot Edit ( <b>no pencil</b> ).
3	Notice the <b>same benefit</b> will be listed again, reflecting the change you submitted under Open Enrollment – there will be an <b>Edit pencil</b> visible.  If you enrolled in a new benefit, you will only see the benefit listed once and it will have the <b>Edit pencil</b> visible.  The “Effective From” date is the date the changes will take effect, which is always at the beginning of the pay period that includes July 1st.
4	Click on <b>Pencil</b> .

Enroll into MyChoice Prescription Drug Plan

When would you like your changes to take effect?\*

May 17, 2022

**5**

**General Information**

*General*

Request Date: May 17, 2022

Effective From\*: May 19, 2022

Event Reason: Open Enrolment (OE)

Reason for Change: Open Enrolment (OE:OE)

**Insurance Enrollment**

*Select Plan*

Plan\*: MyChoice Prescription Drug Plan - Enhanced Prescription Drug Plan Family (PLA900840)

Enrolling For\*: Employee and Family...

Coverage\*: MyChoice Prescriptio ...

> Rounded Coverage / Salary

*Contribution Amounts*

Your Contribution: 34.6

Employer Contribution: 27.9

Premium Payment Frequency\*: Bi-weekly (BWK)

**Enroll Dependents**

Name\*

Cancel Save

**6**

Step #	Description
5	The above screen will display. Make any further changes required.
6	Click on <b>Save</b> on the bottom right corner.
	Check on the <b>Benefit Insurance</b> section of the Benefit Panel for changes, or view your Benefit Confirmation Statement to ensure the change is reflected. See <a href="#">View your Benefits Confirmation Statement</a> section for details.

## Editing Life Insurance enrollment details

Life Insurance coverage can be changed anytime, including during open enrollment; however, only certain changes are allowable through employee self-service.

### Decrease coverage:

- If you want to **decrease** your **Basic (Core) group life insurance** coverage down to the mandatory 1x level, you can do so through employee self-service, through a 3-step process (outlined below).
- If you want to **decrease** your **Enhanced life insurance**, you can also do that through employee self-service, but you will not need to follow the 3-step process below. You can simply reduce the coverage through the steps outlined in the [Editing an Existing Benefit](#) section of this document.

### Increase coverage:

- If you want to **increase** your life insurance (including enrolling in Enhanced Life insurance for the first time), you will be required to submit an Evidence of Insurability application to Canada Life for approval.

Please review the [benefit handbooks](#) for further details on making changes to your life insurance, including where to access the Evidence of Insurability application form if you want to increase your coverage or enroll in Enhanced life insurance.

### 3-step process to decrease your Basic (Core) life insurance during Open Enrollment:

**Step 1: Edit your AD&D coverage:** Under the Open Enrollment section, click “Edit Details” for your AD&D Plan, and adjust the coverage to “premium waived”.

The screenshot shows the 'Enrollment into MyChoice AD&D Insurance' form. It includes sections for 'General Information', 'Insurance Enrollment', and 'Upload Attachment'. Numbered callouts indicate the following steps:

- 1:** Select 'Open Enrolment (OE)' for the Event Reason.
- 2:** Select 'Open Enrolment (OE:OE)' for the Reason for Change.
- 3:** Select 'MyChoice AD&D Insurance Plan x1 Premium Waived (PLA900240)' for the Plan.
- 4:** Select 'Employee (961)' for the Enrolling For.
- 5:** Select 'MyChoice AD&D Insu...' for the Coverage.
- 6:** Click on the 'Add to Cart' button.

Step #	Description
1	Select <b>Event Reason: Open Enrollment.</b>
2	Select <b>Reason for Change: Open Enrollment.</b>
3	Select <b>Plan: AD&amp;D Insurance Plan x1 Premium Waived.</b>
4	Select <b>Enrolling For: Employee.</b>
5	Select <b>Coverage: AD&amp;D Insurance Plan x1 Premium Waived.</b>
6	Click on <b>Add to Cart.</b>

**Step 2: Edit your Life Group Life Insurance plan to reduce the coverage:** Under the Open Enrollment section, click “Edit Details” for your Group Life insurance Plan, and reduce the coverage level from 2.5x to 1x.

Enrollment into MyChoice Group Life Insurance

When would you like your changes to take effect?\*

May 17, 2022

**General Information**

*General*

Request Date: May 17, 2022

Effective From\*: May 19, 2022

Event Reason: Open Enrolment (OE)

Reason for Change: Open Enrolment (OE:OE)

**Insurance Enrollment**

Select Plan: MyChoice Group Life Insurance Plan x1 (PLA900110)

Enrolling For\*: Employee (961)

Coverage\*: MyChoice Group Life ...

> Rounded Coverage / Salary

*Contribution Amounts*

Your Contribution: 2.78

Employer Contribution: 5.56

Premium Payment Frequency\*: Bi-weekly (BWK)

Enroll Dependents

+ Add Enroll Dependents

**Upload Attachment**

Attachment

Upload

Cancel Add to Cart

Step #	Description
1	Select <b>Event Reason: Open Enrollment.</b>
2	Select <b>Reason for Change: Open Enrollment.</b>
3	Select <b>Plan: Group Life Insurance Plan x1.</b>
4	Select <b>Enrolling For: Employee.</b>
5	Select <b>Coverage: Group Life Insurance Plan x1.</b>
6	Click on <b>Add to Cart.</b>

**Step 3: Go back and edit your AD&D coverage to match your life insurance selection:** Under Benefits - Insurances, edit your AD&D to be the 1X Plan.

The screenshot shows the 'Enroll into MyChoice AD&D Insurance' form. It includes sections for 'General Information' and 'Insurance Enrollment'. Numbered callouts indicate the following steps:

- 1:** Event Reason dropdown menu.
- 2:** Reason for Change dropdown menu.
- 3:** Plan\* dropdown menu.
- 4:** Enrolling For\* dropdown menu.
- 5:** Coverage\* dropdown menu.
- 6:** Save button.

Step #	Description
1	Select <b>Event Reason: Open Enrollment</b> .
2	Select <b>Reason for Change: Open Enrollment</b> .
3	Select <b>Plan: AD&amp;D Insurance Plan x1</b> .
4	Select <b>Enrolling For: Employee</b> .
5	Select <b>Coverage: AD&amp;D Insurance Plan x1</b> .
6	Click on <b>Save</b> .

Once you have made all your desired changes and added them to cart, proceed to the [View your Benefits Confirmation Statement](#) section of this reference guide, to verify that your changes were applied. If there are any errors or you change your mind, you can re-edit that benefit through 1GX until the end of the open enrolment period. Refer to the section on [Making further edits to a Benefit](#) for instructions.

Once the open enrolment period has ended, you are responsible to review your benefits again and report any further errors to the GoA Time and Benefits Help Desk ([GoA.TimeandBenefits@gov.ab.ca](mailto:GoA.TimeandBenefits@gov.ab.ca)) within the specified timeframes. Details on timeframes to report errors will be available on the [Choice Time](#) webpage during the open enrolment period.

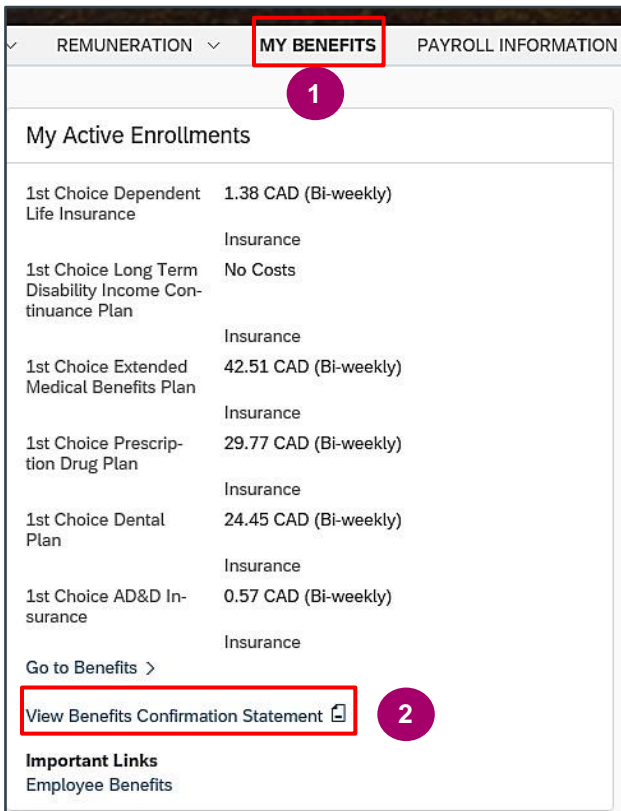
# View Benefits Confirmation Statement

Once you have made your allowable benefit changes, you will be able to view them immediately on your Benefit Confirmation Statement, by viewing the statement “as of” the date the changes will take effect (which is always the first of the pay period following the open enrollment period).

**If you make changes to your benefits during open enrollment, you are responsible to view your Benefit Confirmation Statement to ensure the changes were applied correctly.**

**If there are errors, you must to report those errors to the GoA Time and Benefits Support Line at (780) 644-8114 or [goa.timeandbenefits@gov.ab.ca](mailto:goa.timeandbenefits@gov.ab.ca) before the reporting deadline.**

For details on the timeline for verifying your changes and reporting errors, please refer to the “Choice Time Employee Report” available on the [Choice Time](#) webpage.




Step #	Description
1	From your Employee Profile page, click on <b>My Benefits</b> .
2	Click on <b>View Benefits Confirmation Statement</b> .



Benefits Confirmation Statement

View Benefits Statement As Of: May 23, 2022 4



Issue Date: 05/17/2022

Benefits Confirmation Statement As of 05/23/2022 3

Employee Name:  
Employee Id:  
Address:  
Date Of Birth:

5

Benefit Name	Benefit Type	Start Date	End Date	Insurance Plan	Enrolled For	Coverage
MyChoice Group Life Insurance	Insurance	05/23/2021	06/30/9999	MyChoice Group Life Insurance Plan x1	Employee	MyChoice Group Life Insurance x1
MyChoice Long Term Disability Income Continuation Plan	Insurance	11/29/2020	06/30/9999	MyChoice Long Term Disability Income Continuation Plan	Employee	MyChoice Long Term Disability Income Continuation Plan Permanent Salary LTT
MyChoice AD&D Insurance	Insurance	05/23/2021	06/30/9999	MyChoice AD&D Insurance Plan x1	Employee	MyChoice AD&D Insurance x1
MyChoice Dependent Life	Insurance	11/29/2020	06/30/9999	MyChoice Dependent Life	Employee	MyChoice Dependent Life
Public Service Pension Plan	Pension Retirement Savings Plan	11/29/2020	06/30/9999	-	-	-
MyChoice Dental Plan	Insurance	11/29/2020	06/30/9999	MyChoice Dental Plan - Enhanced Dental Family	Employee and Family	MyChoice Dental Plan - Enhanced Dental Family
MyChoice Extended Medical Benefits Plan	Insurance	11/29/2020	06/30/9999	MyChoice Extended Medical Benefits Plan - Core Medical Family	Employee and Family	MyChoice Extended Medical Benefits Plan - Core Medical Family
MyChoice Prescription Drug Plan	Insurance	05/23/2021	06/30/9999	MyChoice Prescription Drug Plan - Enhanced Prescription Drug Plan Family	Employee and Family	MyChoice Prescription Drug Plan - Enhanced Prescription Drug Plan Family

\* The term "Employee Contribution" can mean different for each Benefit type: Allowance Reimbursement->Enrollment Amount / Pension->Plan sub type: Savings plan-> Pre tax Amount Regular  
\*\* Dependent Beneficiaries are not applicable for all Benefit types

Step #	Description
3	The statement opens to current date and shows the start date of your current benefit selections.
4	Top left-hand corner: <b>View Benefits Statement As Of:</b> Change date to will display the beginning of the pay period that July 1 <sup>st</sup> falls.
5	The <b>Start Date</b> will now reflect the date of the benefit changes you made during Open Enrollment.

If there are any errors on your Benefit Confirmation Statement or you changed your mind, you can re-edit that benefit through 1GX until the end of the open enrollment period. Refer to the section on [Making further edits to a Benefit](#) for instructions.

If the open enrollment period has ended, you are responsible to review your benefits again and report any further errors to the GoA Time and Benefits Help Desk ([GoA.TimeandBenefits@gov.ab.ca](mailto:GoA.TimeandBenefits@gov.ab.ca)) within the specified timeframes for reporting errors. Details on timeframes to report errors will be available on the [Choice Time](#) webpage during the open enrollment period.