



STEP BY STEP INSTRUCTIONS TO BENEFITS ENROLLMENT

(FOR US LOCAL HIRES UPON HIRE)

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1) Update Your Demographic Information

Before you can access GESS (Global Employee Self Service) module to elect your benefits, you will need to enter your demographic information in Ultimatix.

Login to **Ultimatix** → **Employee Services** → **Employee Self Services** → Click on **Global ESS (GESS)** → **My Profile**.

a) Complete the information on the '**Basic Details**' tab.

Quick Search

My Profile > About > Basic Details

My Profile

My Details | Family Details | Emergency Contact Details

Please fill current details (if any)

Basic Details [✕](#)

Employee Name : Ms. [redacted] Preferred Name : [redacted]
Date of birth : [redacted] Gender : Female
Blood Group : --

Marriage Details [✕](#)

Marital Status : Married Date of Marriage : 21-Jun

Nationality [✕](#)

Nationality : United States of America

Communication Details [✕](#)

Home Number : 543 078 4425 Mobile Number : 543 078 4425

b) Enter your **address information** on the '**Address**' tab by clicking '**Create Base.**'

Quick Search

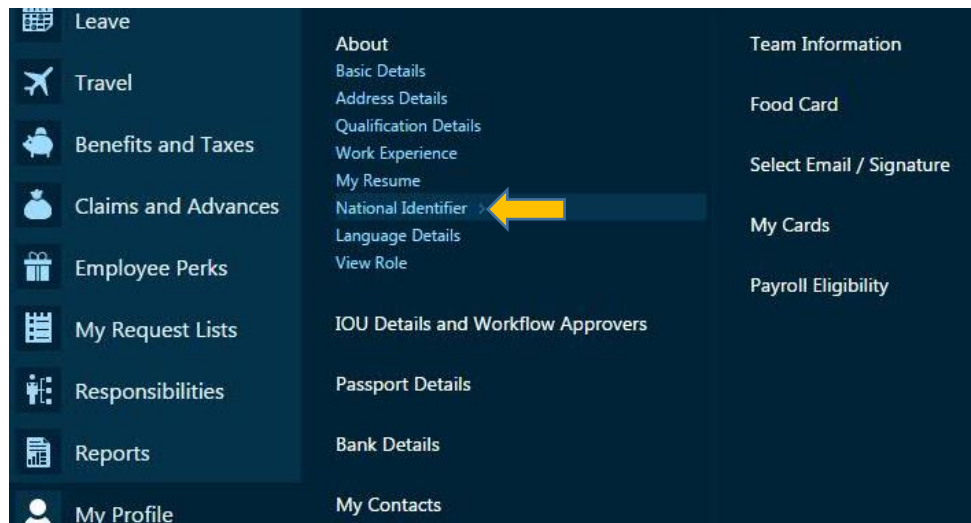
My Profile > About > Address Details

Address Details

Address type	Address Line1	Address Line2	Primary Address	Start Date	End Date	
Home Address	[redacted]		Yes	02-Feb-2016	31-Dec-9999	✕ 🗑
Home Address	[redacted]		No	01-Feb-2016	31-Dec-9999	✕ 🗑
Work Address	[redacted]		No	01-Feb-2016	31-Dec-9999	✕ 🗑

Verify Details Create Base

- c) Update Your **Social Security Number** by clicking on '**National Identifier**' under '**My Profile**.'



- Select your location from the drop down menu.
- Click on the pencil icon (edit) and enter your **Social Security Number** in **xxx-xx-xxxx format**.
- Click on the pencil icon (edit) and enter your First and Last Name as it appears on your Social Security card.

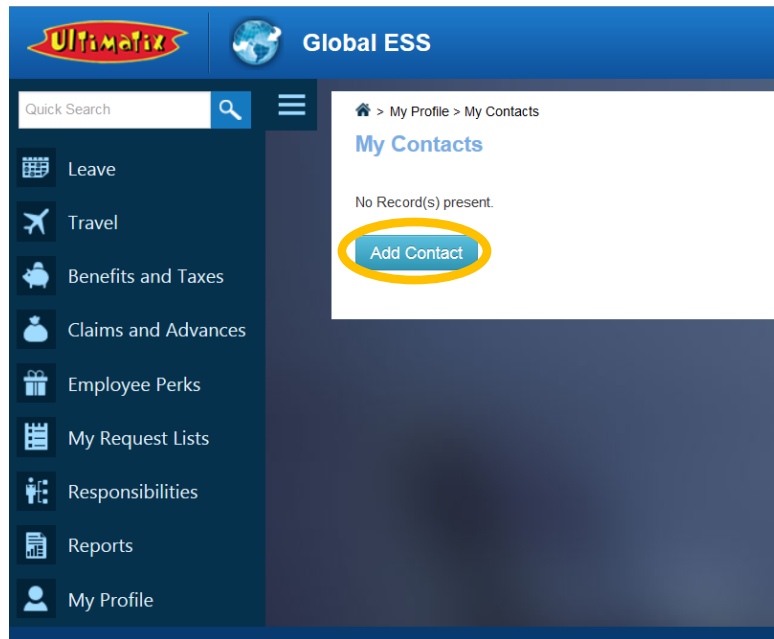


- The '**Start Date**' field will default to the current date. **Change** this to your **date of hire**. You do not need to enter an End Date.
- Click '**Save**,' this may take a few moments to process.
- If all details are correct, click 'Confirm.' You will see a pop-up window telling you to update your Social Security Number. You can just close this window, then click 'Close.'

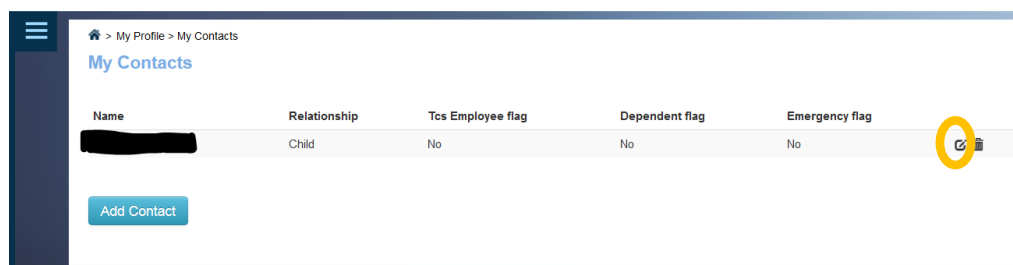
2) Update Dependent Details

Log in to Ultimatrix → Click on GESS (Global Employee Self Service) → My Profile → My Contacts

- a) Add your dependents' demographic information.
- b) Your dependents' details will update and appear on your 'My Contacts' page.



- c) Click on the Edit icon on the right hand side and once the window opens, click the Edit option and select 'Yes,' under 'Dependent Flag'.



🏠 > My Profile > My Contacts

My Contacts

Basic Details [✎](#)

Employee Name : [REDACTED] Preferred Name : --
Date of birth : [REDACTED] Gender : Male
Blood Group : --

Emergency Dependent Details [✎](#)

Dependent Flag : No Emergency Flag : No

Nationality [✎](#)

Nationality : --

Communication Details [✎](#)

No Record(s) present.

Disability Details [✎](#)

No Record(s) present.

Emergency Dependent Details [X]

Emergency: [No] Dependent: [No] [Yes] [No]

[Save] [Close]

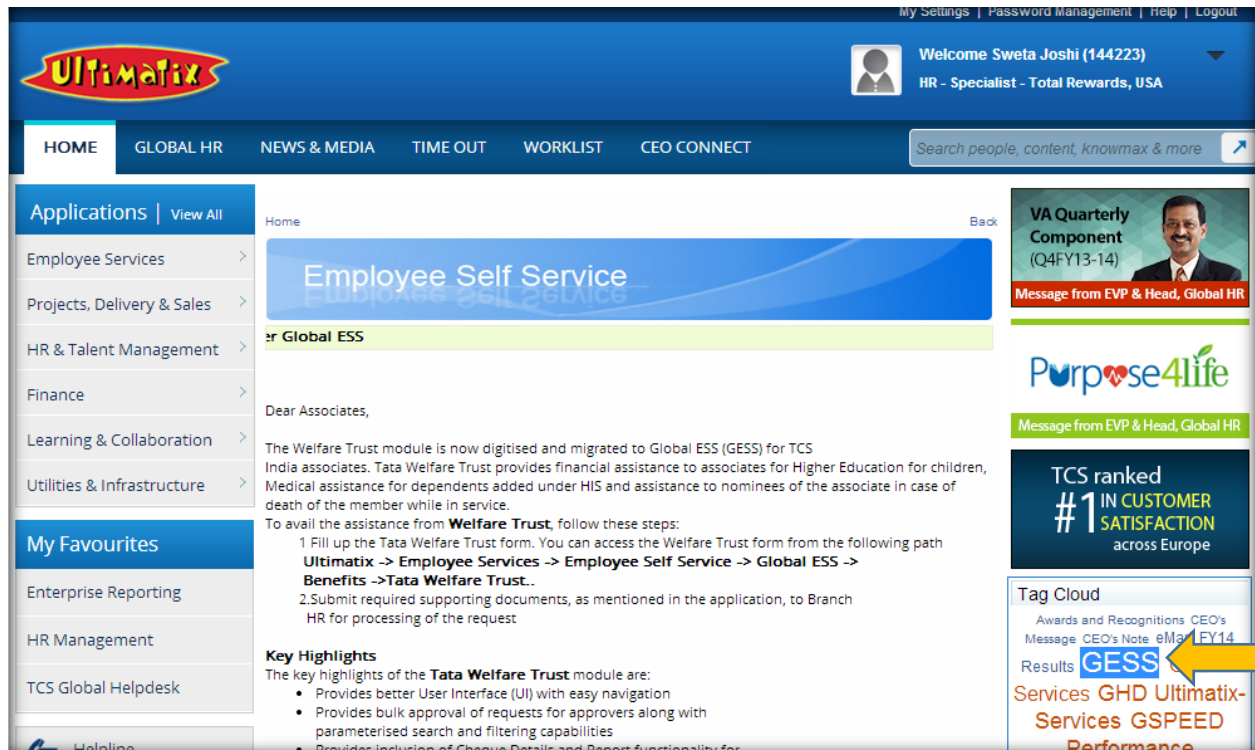
d) Click 'Save,' and repeat the above steps for each of your dependents.

IMPORTANT NOTE: Once you enter your demographic and dependent information, you will **need to wait until the system refreshes**. The Ultimatix system updates **every 6 hours**. Then you will be able to access the benefits module.

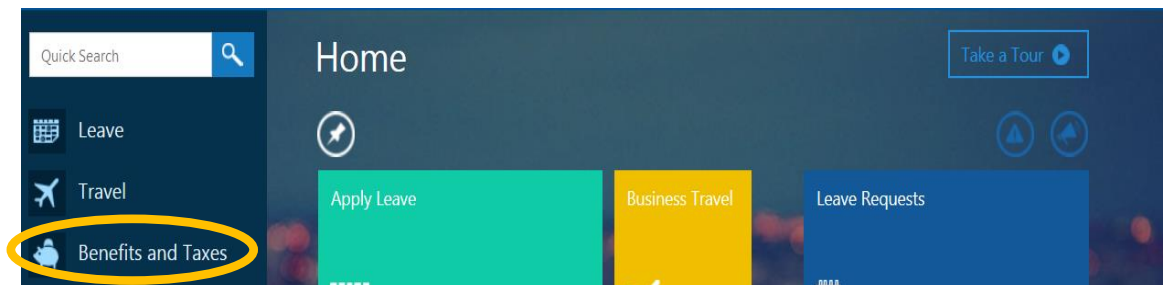
3) Benefits Enrollment Process (Medical, Dental, etc.)

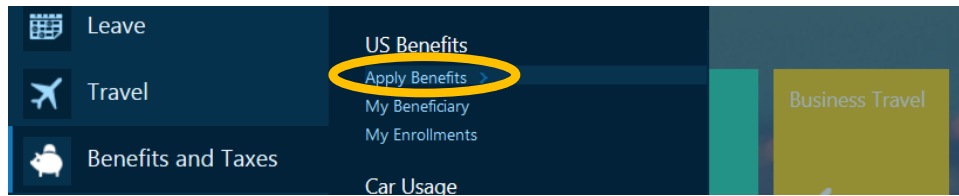
IMPORTANT NOTE: If you need to stop in the middle of enrollment, click the 'Save as Draft' button. If the system times out, or to resume a Draft, go to: Benefits Tab → US Benefits → My Request List, then click on the Request number.

- a) Go to Ultimatix → Click on GESS (Global Employee Self Service)

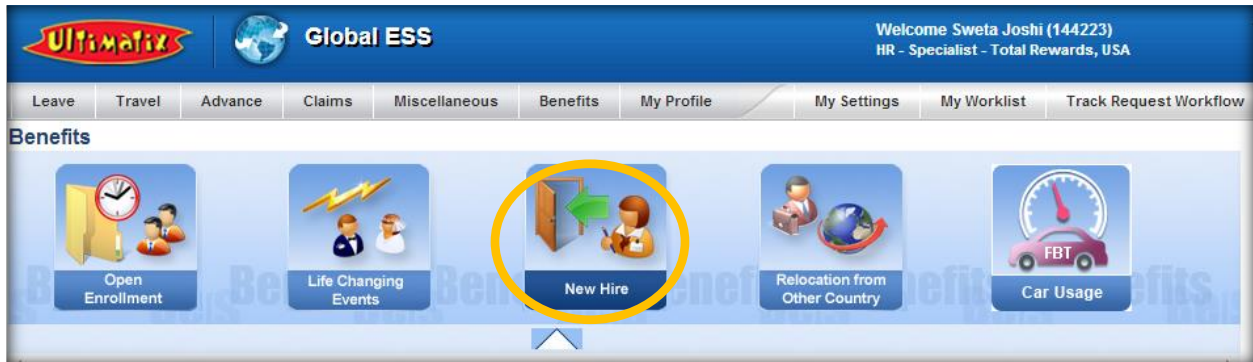


- b) Click on **Benefits and Taxes**, which will give you the option under US Benefits to select 'Apply for Benefits.'

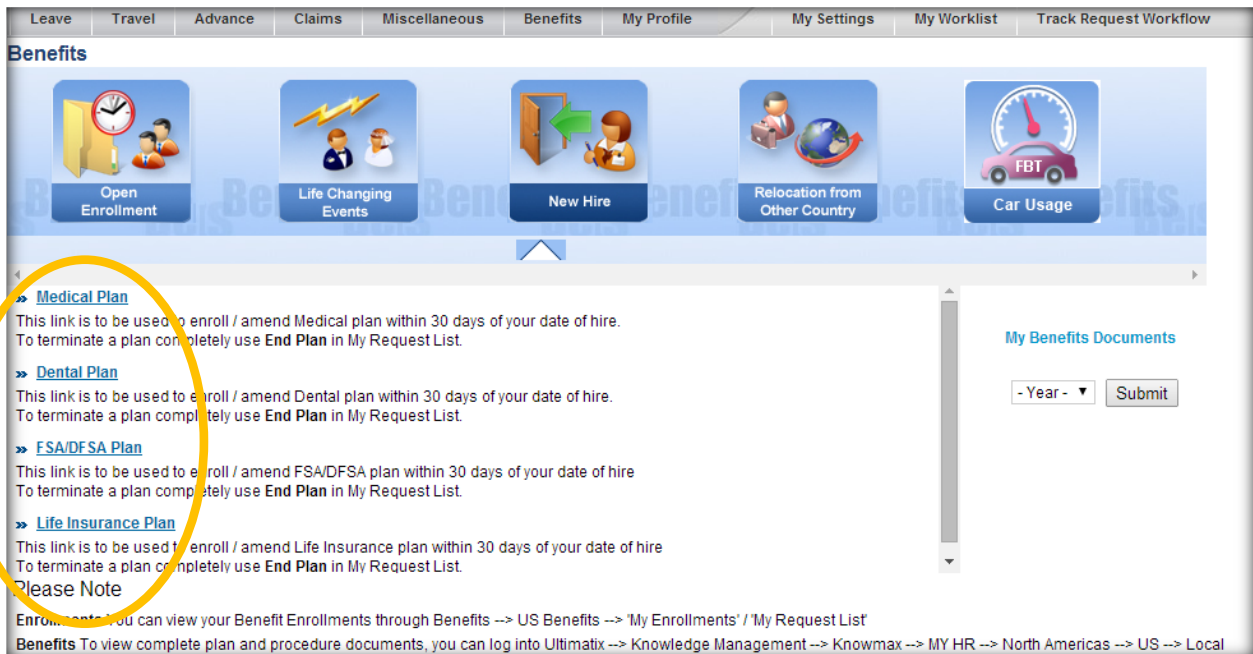




c) Click on the 'New Hire' tab.



d) After you click the 'New Hire' tab, you will see different options to choose from. Please select the benefit you want to elect.



- e) The next screen will ask you to verify your home address. If your address is correct, select 'Yes', if not, you can make the corrections in Ultimatix before continuing (Ultimatix → Click on GESS (Global Employee Self Service) → My Profile → Address).

The screenshot shows the 'Global ESS' interface. At the top, there's a blue header with the 'Ultimatix' logo and a globe icon. Below the header is a navigation bar with tabs: Leave, Travel, Advance, Claims, Miscellaneous, Benefits, My Profile, My Settings, My Worklist, and Track Request Workflow. The 'Benefits' section is active, and within it, the 'Address Details' tab is selected. The page displays a form for address verification with fields for Employee Number, Contact Number, Alternate Contact Number, Address Line 1, Address Line 2, City, State, and Zip Code. Below the form, there is a question: 'Are the above home address details correct?' with two radio button options: 'Yes' and 'No'. The 'Yes' radio button is circled in yellow.

- f) Next, click the box to choose from the available plan(s).
- a. If you choose the Medical HSA option, you can elect an annual contribution of pre-tax dollars to be deposited into your PayFlex health savings bank account.

The screenshot shows the 'Plan Details' section of the Global ESS interface. It features a table with three columns: Selection, Plan Name, and Company. The table lists two options: 'Medical - Traditional' and 'Medical - HSA'. The 'Medical - HSA' option is selected, indicated by a checked checkbox. Below the table, there is a section for 'HSA Annual Contribution (Optional)' with a label 'Enter Pre-Tax Amount :'. A text input field next to the label contains the value '\$ 0.0', which is circled in yellow.

- g) You and your dependents' details (if applicable) will populate. Your personal details will automatically be selected. If you wish to include your dependents, select the box by each dependent's name and then click 'Proceed.'

Benefits - Dental Plan

Employee Details | Address Details

Employee Number	Address Line 1	State	LOUISIANA
Contact Number	Address Line 2	Zip Code	70809
Alternate Contact Number	City	Baton Rouge	

Are the above home address details correct? ☒ Yes ☐ No

Plan Details

Selection	Plan Name	Company
<input checked="" type="checkbox"/>	Dental HMO	CIGNA Health Care
<input type="checkbox"/>	Dental PPO	CIGNA Health Care

Individual Details

Selection	Relationship	Gender	Age	Name	Date Of Birth	Dependent Address *	Full Time Student / Handicapped **	Upload Proof
<input checked="" type="checkbox"/>	Self	M			Jan		<input checked="" type="radio"/> NA <input type="radio"/> Full Time Student <input type="radio"/> Handicapped	<input type="text"/> Browse...
<input type="checkbox"/>	Child	F		Karik Sharma	Oct-01-1996		<input checked="" type="radio"/> NA <input type="radio"/> Full Time Student <input type="radio"/> Handicapped	<input type="text"/> Browse...

* If Dependent address is different than employee address.
** If full time student age is 19 yrs or more.

Click on Proceed button to view the coverage details based on plan selection:

- h) The plan details and per paycheck contribution amount will be shown. You must agree to the Disclaimer Details by selecting the box and then click 'Submit.'

<input checked="" type="checkbox"/>	Self	M	32				<input checked="" type="radio"/> NA <input type="radio"/> Full Time Student <input type="radio"/> Handicapped	<input type="text"/> Browse...
<input checked="" type="checkbox"/>	Child						<input checked="" type="radio"/> NA <input type="radio"/> Full Time Student <input type="radio"/> Handicapped	<input type="text"/> Browse...

* If Dependent address is different than employee address.
** If full time student age is 19 yrs or more.

Click on Proceed button to view the coverage details based on plan selection:

Coverage Details

Plan Name	Coverage Type	Per Pay Period Contribution	Coverage Start Date
Dental HMO	Employee + 1 Dependent	\$ 10.75	Jan-01-2010

Disclaimer Details

I certify that all information is true to the best of my knowledge and belief. I authorize the company to make the necessary deductions from my salary or wages to pay the premiums for the elections I have chosen. I understand that these elections will remain in effect until the next Open Enrollment period or until I experience a change in family status.

2) If you are terminating coverage, please note that your coverage will terminate at the end of the month in which your change event occurs. You will be responsible for all premiums for the remainder of the month in which you terminate coverage.

☐ I declare that I have read and agree to the above terms and conditions.

Fraud Notice

Any person who knowingly, and with intent to injure, defraud or deceive any insured, makes an application for insurance or a statement of claim containing any false, incomplete or misleading information is guilty of a felony.

- i) You will see a confirmation that your request has been submitted successfully. Please make a note of the request number. You can then click to go back to the homepage to select another benefit.

The screenshot displays the 'Global ESS' interface. At the top, a blue header bar contains the 'Global ESS' logo on the left and the 'TATA CONSULTANCY SERVICES' logo on the right. Below the header, a navigation bar lists various options: Leave, Travel, Advance, Claims, LTA, TRLP Medical, Benefits, My Profile, My Settings, My Worklist, and Track Request Work. The main content area is titled 'Benefits Summary Page'. A red-bordered box contains the message: 'Your Benefit request No.2643 has been submitted successfully.' Below this, a blue-bordered box states: 'Your benefit request No 2643 has been approved by system. You have been enrolled in Dental plan.' A 'Please Note:' section follows, providing instructions on cancellation and plan termination. At the bottom, three blue-bordered boxes each contain a 'Click here' link followed by an action: 'to view your active plans.', 'to check the status of your submitted benefit request.', and 'to raise another benefit request.' A large white arrow with a black outline points to the third link.

Global ESS

TATA CONSULTANCY SERVICES

SAWON: Supervisor: Current Location: Login Date and time: NOV-10-2009 01:59:52 AM [IST]

Leave Travel Advance Claims LTA TRLP Medical Benefits My Profile My Settings My Worklist Track Request Work

Benefits Summary Page

Your Benefit request No.2643 has been submitted successfully.

Your benefit request No 2643 has been approved by system. You have been enrolled in Dental plan.

Please Note:
Request approved by system can not be cancelled.
If request goes to approval by benefit specialist then it can be cancelled until it is approved by benefit specialist .
You can end/terminate the plan only if it is approved or System Approved.
You can end/terminate a plan whose coverage start date is future dated from My Request list within the enrollment period.

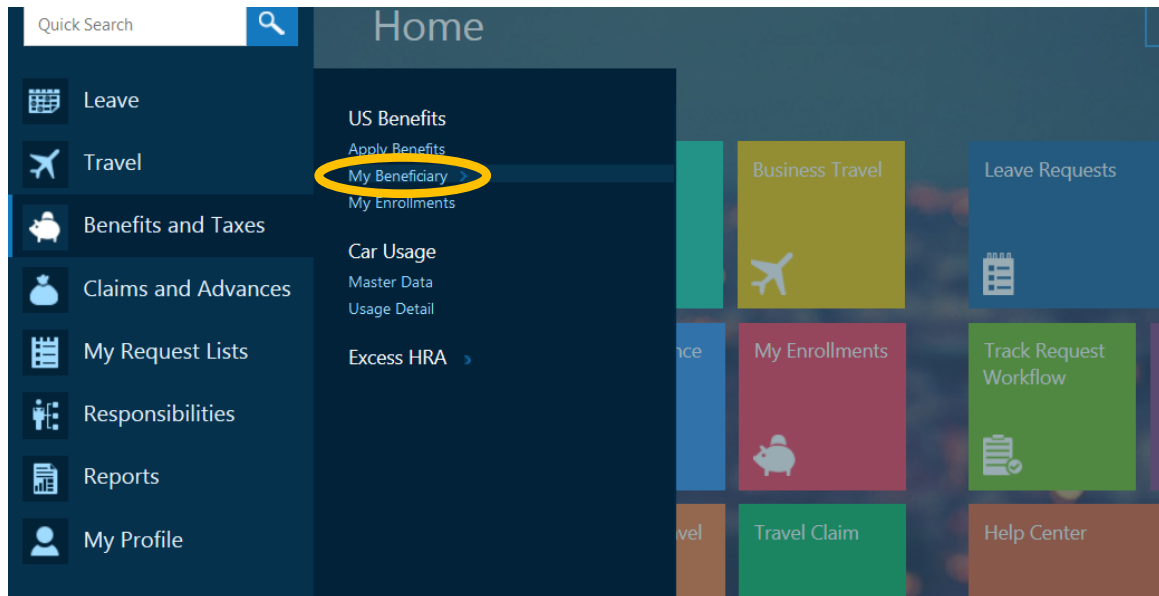
[Click here](#) to view your active plans.

[Click here](#) to check the status of your submitted benefit request.

[Click here](#) to raise another benefit request.

4) Update Your Beneficiary

- a) You can update your Beneficiary information by hovering over Benefits and Taxes. You will see a drop down titled 'My Beneficiary.'



- b) On this page, you will be able to define your beneficiary/ies and also allocate percentages.

The screenshot displays the 'Benefits - My Beneficiary' form. At the top, there are tabs for 'Employee Details' and 'Address Details'. The 'Employee Details' tab is active, showing fields for Employee Number, Contact Number, Alternate Contact Number, Address Line 1, Address Line 2, City, State, and Zip Code. Below this, the 'Primary Beneficiary Details' section contains a table with columns for First Name, Middle Name, Last Name, Relationship Name, Date of Birth, Address, and Share. The first row of the table is filled with the following information: First Name (Ganesh), Middle Name (), Last Name (Gupta), Relationship Name (Brother), Date of Birth (), Address (), and Share (100). The 'Share' field is highlighted with a yellow circle. At the bottom of the form, there are 'Add' and 'Delete' buttons.

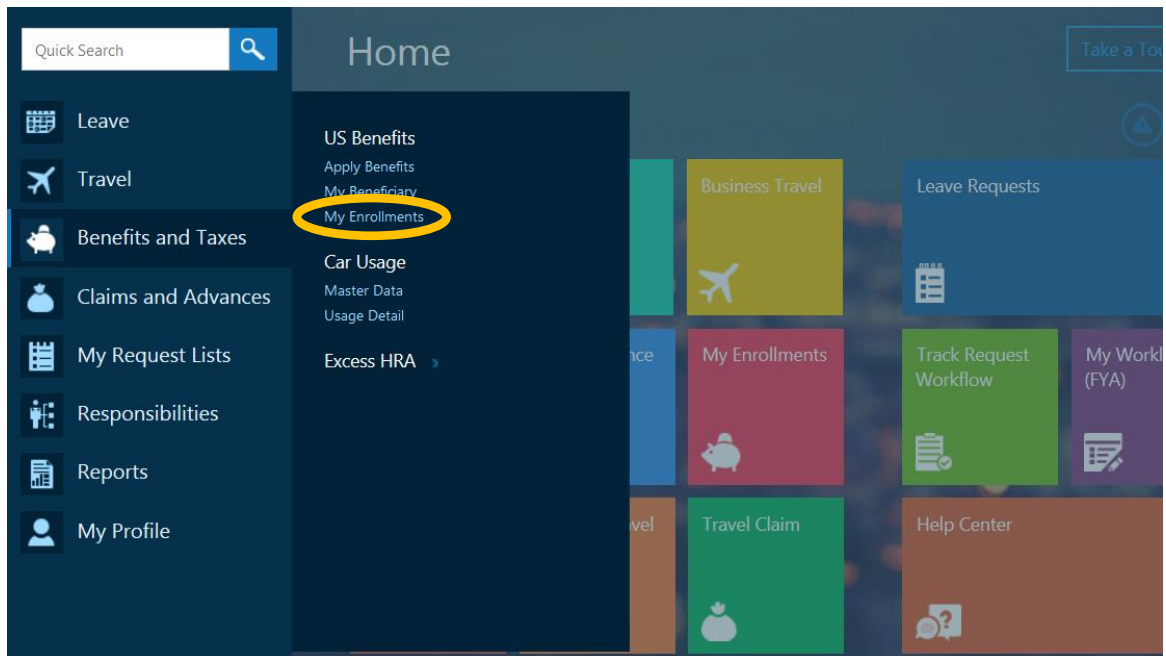
	*First Name	Middle Name	*Last Name	*Relationship Name	*Date of Birth	Address**	*Share
<input checked="" type="checkbox"/>	Ganesh		Gupta	Brother			100
<input type="checkbox"/>							

* Payment will be made in equal shares or all to the survivor unless otherwise indicated. Sum of all shares should be 100.
**Fill if the employee and the dependent address are different.

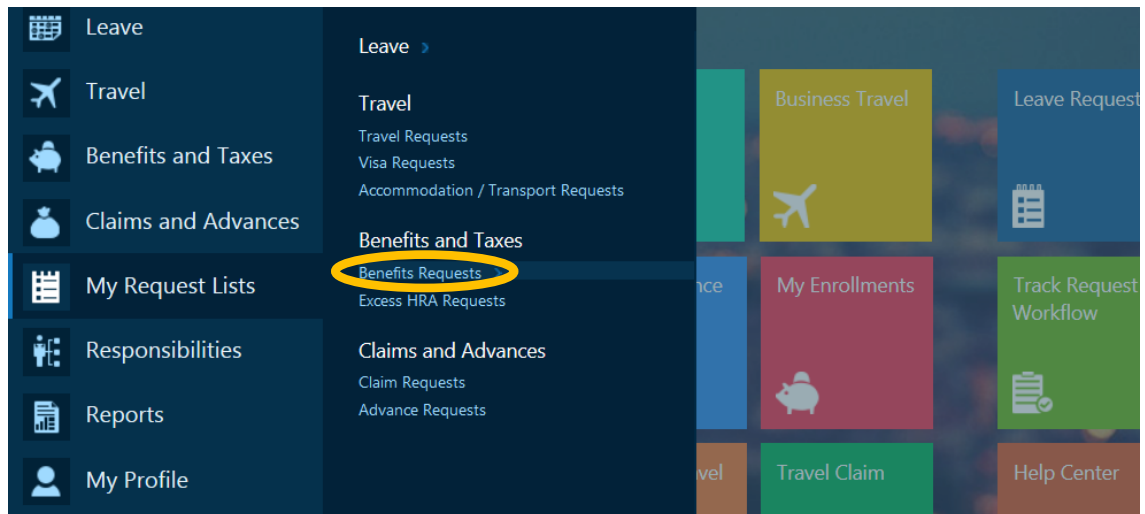
Add Delete

5) View Your Requests

a) You can view your current enrollments under 'My Enrollments.'



b) You can see or track the status of the requests you have submitted through 'My Request List.'

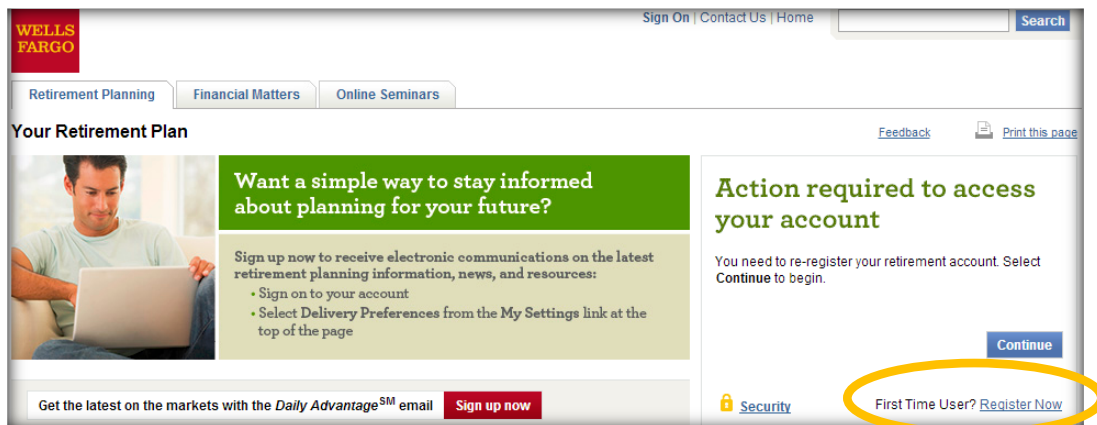


6) Medical and Insurance Coverage Status

- a) Once you enter all of your elections in GESS, it will take up to **2 weeks** for your medical coverage to appear on Aetna's system.
- b) After your information has been added to the Aetna system, you can access your medical account on the Aetna website: www.aetna.com
- c) You can set up a username and password, and **print off a temporary ID card(s)** that you can use until you receive the permanent ID cards in the mail.

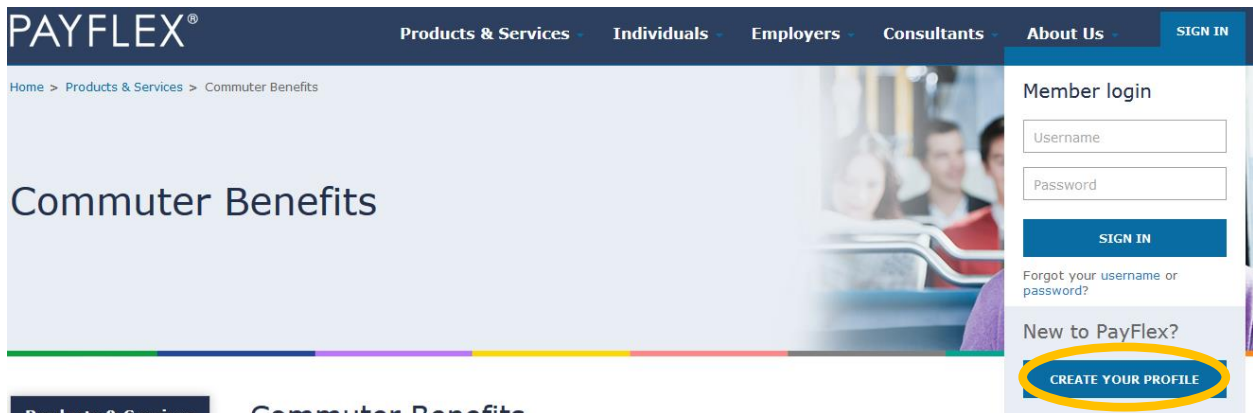
7) 401K Enrollment

- a) You must wait **one week after receiving your first paycheck** to enroll for 401K.
- b) Go to <https://www.wellsfargo.com/retirementplan>
- c) Click on **'Register Now'** against **First Time User**.
- d) Enter your Social Security Number, then follow directions to create your Unique User Name and Password.
- e) Log in and choose your contribution percentage and your investment elections.



8) Commuter Benefit Enrollment

- You must wait **40 days from your hire date** to enroll for Commuter Benefits.
- Go to www.payflex.com.
- Click '**Products & Services**' and then click '**Commuter Benefits.**'
- Then click 'Sign In,' and go to '**Create Your Profile.**'



9) Detailed Benefit Plan Documents

- a) Detailed Benefit Plan Documents are available in: **Ultimatix → 'Home' Tab → Applications → Learning & Collaboration → Knowledge Management → Knowmax → MyHR → North America → US → Health, Safety and Wellness → Health & Insurance**
- b) For 401(k) documents follow the path: **Knowmax → MyHR → North America → US → Benefits → Retirals**

> US

United States

<h3>TIME OFF</h3> <ul style="list-style-type: none">LeaveHoliday List	<h3>WORKING HOURS</h3> <ul style="list-style-type: none">Working HoursTimesheets	<h3>HEALTH, SAFETY & WELLNESS</h3> <ul style="list-style-type: none">Health & InsuranceSafety guidelinesPrevention of Sexual HarassmentEmployee Wellness	<h3>ETHICS & CONDUCT</h3> <ul style="list-style-type: none">ConductSocial MediaDiversity & Inclusion
<h3>BENEFITS</h3> <ul style="list-style-type: none">B4UAllowances, Entitlements & ClaimsChildcareCommuter AdvancesRetiralsInfrastructure & Communication	<h3>MOBILITY</h3> <ul style="list-style-type: none">Local ConveyanceDomestic Deputation/TravelDomestic Transfer/RelocationInternational TravelVisa & ImmigrationOrientation	<h3>HR PROCESSES</h3> <ul style="list-style-type: none">Talent AcquisitionTalent EngagementTalent ManagementResource ManagementTotal RewardsVolunteeringSeparation	<h3>PROFESSIONAL DEVELOPMENT</h3> <ul style="list-style-type: none">Learning ProgrammesSeminars & ConferencesCertification & Professional Membership

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