



EMPLOYMENT &
HUMAN SERVICES

MEMORANDUM

Kathy Gallagher, Director

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To: All Staff, Code 2A

Date: October 18, 2021

From: Personnel Services

Subject: Open Enrollment for Plan Year 2022

The 2022 Benefits Open Enrollment for eligible employees of Contra Costa County is currently **open through Friday, November 5, 2021 at 5:00 PM**. The Open Enrollment Guide and 2022 rate sheets are available online at the link below.

<https://www.contracosta.ca.gov/6268/2022-NonPERS-Active-Open-Enrollment>

As a reminder, benefits enrollment will be completed online, through our PeopleSoft eBenefits system. Here are the PeopleSoft Employee Self Services (ESS) login instructions:

- On a web browser, enter <https://selfservice2.cccounty.us> in the address bar.
- Enter your User ID – This is your 5-digit employee ID number. (Do not enter a prefix of “CCC”)
- Enter your Password – If you have not logged into ESS your new password is made up of your 4-digit birth year + the last four digits of your Social Security number.
- Example: User ID = 12345 (numeric only – 5-digits), Password = 19651234 (no spaces)
- If you forgot your password, use the “Forgot your Password?” feature. A temporary password will be emailed to you.

The elections you make during this Open Enrollment period are effective for the Plan year of January 1, 2022 through December 31, 2022. **If you do not wish to make any changes to your current medical, dental or vision plans or those who are covered, your enrollments will remain the same.** If you are changing plans, adding or deleting dependents, or participating in the HCSA or DCAP, you will need to complete the online enrollment process and provide the **required documentation** during the Open Enrollment period of October 18, 2021, through November 5, 2021. Because federal regulations require our health plans to report the social security number for the members as well as the member’s dependents for the IRS 1095 forms, you will be required to provide a social security number for newly enrolled dependents.

Remember participants in the Health Care Spending account (HCSA) and Dependent Care Assistance Program (DCAP) must re-enroll each year. Additional information on these plans may be found on-line at:

<https://www.contracosta.ca.gov/1354/Health-Care-Spending-Account> or
<https://www.contracosta.ca.gov/1353/Dependent-Care-Assistance-Program>

Computer Kiosks are available in the lobby of the Human Resources Benefits Division on the 2nd floor of the County Administration Building at 1025 Escobar Street, if you need assistance completing the online enrollment.

NOTE: If you do not wish to make a change to your current plan, no action is necessary.

If you have any questions, please contact the Human Resources Department, Employee Benefits Services at (925) 655-2100 or send your questions to Benefits@hrd.cccounty.us.