MUNIS SELF SERVICE INITIAL SIGN-IN AND BENEFITS ENROLLMENT

Shortcuts
- Signing into Munis
- Changing Your Password
- Review Personal Information – Very Important
- Add/Change Dependents
- Benefits Enrollment
  - Medical and Pharmacy Insurance
  - Dental Insurance
  - Vision Insurance
  - Medical Flex Spending Account
  - Dependent Care Flex Spending Account
  - Life Insurance Beneficiaries – NEW
  - Employee Supplemental Life
  - Spouse Life Insurance
  - Child Life Insurance
- Technical Assistance

1) **Signing into Munis:** [https://mss.knoxcounty.org/mss/](https://mss.knoxcounty.org/mss/)
Your user name is firstname.lastname (same as your county email address)
Default password is last 4 digits of your SSN
2) **Changing Your Password**
You must change your password the first time you log in.

Click “Home” and “Employee Self Service”
3) **Review Personal Information**

Look at the ‘Personal Information’ to check that it is accurate. Any changes besides phone number or email address must be referred to Knox County Human Resources at human.resources@knoxcounty.org or 865-215-2321.

4) **Add/Change Dependents**

Dependents can be added or updated here, and will be listed in the Benefits process:

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>Date Of Birth</th>
<th>Gender</th>
<th>Student</th>
<th>Details</th>
<th>Change</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPOUSE USER</td>
<td>SPOUSE</td>
<td>1/1/1900</td>
<td>MALE</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHILD USER</td>
<td>CHILD</td>
<td>1/1/1900</td>
<td>FEMALE</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Dependent Add/Change Screen:

Note: Insurance cards for each dependent will be sent to the address listed, not the employee’s address (unless they are the same)
5) Benefits Enrollment

New employees have 30 days after their hire date to enroll for benefits.

Life events (birth, death, divorce, marriage, adoption) allow 30 days for changing or addition of benefits. Employees may report life events through Self-Service by clicking the ‘Report/View Life Events’ link.
**Medical and Pharmacy Insurance**

Medical insurance is available in 3 options, and 3 tiers. **ALL COSTS ARE PER PAY PERIOD.**

- Options 1, 2, or 3
- Employee Only, Employee+Spouse, Employee+Child(ren) and Employee+Family

- Dependents can be added here, or selected from the drop down list.
- Click ‘Add Coverage’ next to the drop down list to add a dependent BEFORE clicking ‘Continue’
- User will be prompted to verify dependent information before adding.

**PLEASE VERIFY THAT ALL DEPENDENTS ARE LISTED FOR MEDICAL AND PRESCRIPTION COVERAGE BY HOVERING OVER THE ‘DETAILS’ OPTION UNDER ‘NEW ELECTION’**
**Dental Insurance**
Select or decline dental insurance.

**Vision Insurance**
Select or decline vision insurance.
Medical Flex Spending Account
Medical FSAs are administered by TASC, and are deducted on a PER PAY PERIOD basis. Enter the amount you wish deducted from each pay check. Maximum amount is $2,600 per year.

Dependent Care Flex Spending Account
Same deduction method as medical FSAs. Maximum of $5,000 per year.
**Life Insurance Beneficiaries**

Click “Make New Election”

<table>
<thead>
<tr>
<th>PRIMARY LIFE INS BENEFICIARIES</th>
<th>No Election Made</th>
<th>Election Not Made</th>
<th>Make New Election</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONTINGENT LIFE INS BENEF</td>
<td>No Election Made</td>
<td>Election Not Made</td>
<td>Decline benefit</td>
</tr>
</tbody>
</table>

Click the circular button next to “Primary Life Insurance Beneficiaries”

**Benefits**

**PRIMARY LIFE INS BENEFICIARIES**

Beneficiaries are EFFECTIVE ONCE SUBMITTED. These are beneficiaries for only basic life, AD&D and supplemental life insurance (if you enroll in it). Basic life and AD&D are provided at no cost to you by Knox County.

- PRIMARY LIFE INSURANCE BENEFICIARIES

   [Continue] [Cancel]

Click “Add new beneficiary”

**Benefits**

**PRIMARY LIFE INS BENEFICIARIES**

Beneficiaries are EFFECTIVE ONCE SUBMITTED. These are beneficiaries for only basic life, AD&D and supplemental life insurance (if you enroll in it). Basic life and AD&D are provided at no cost to you by Knox County.

- PRIMARY LIFE INSURANCE BENEFICIARIES

Add new beneficiary

At least 1 beneficiary must be added.

There are no dependents to display.

[Continue] [Cancel]

Enter information for your primary beneficiary and click “OK.” You can have one or multiple beneficiaries. Click “Add new beneficiary” to add another beneficiary. The total percentage must equal 100% (DO NOT USE THE PERCENT SIGN WHEN YOU ENTER THE PERCENT). When all primary beneficiaries have been added, click “Continue.”
You can name or decline to name contingent life insurance beneficiaries. If you want to name contingent beneficiaries, follow the same process as you followed to add primary beneficiaries.
**Employee Supplemental Life**
Supplemental Life insurance is available up to $150,000. Amount desired must be one of the amounts listed at the top of the page. DO NOT ENTER THOUSAND-SEPARATING COMMA OR DECIMAL.

**Spouse Life Insurance**
A $10,000 spouse life insurance policy is available to all county employees. If desired, please enter ‘10000’ into the box without commas.

**Child Life Insurance**
A $5,000 child life insurance policy is available to all county employees. If desired, please enter ‘5000’ into the box without commas. The premium covers all dependent children.
The total cost per pay period will be listed at the bottom of the page:

- Child life insurance coverage is $5,000 per child. The premium of $45 per paycheck covers all children insured. All life insurance premiums are deducted from the first 2 paychecks of each month (24 times per year). No EOI Life Form required.

- Child Life: $5,000 Coverage Per Child
  - Annual Costs: Employee Cost $517.78
  - Pay Period Costs: Employee Cost $20.73
  - Amount: 5000.00
  - Decline

- Continue
- Cancel

All costs are per pay period. Your estimated total cost per pay period is $248.52. The paycheck simulator can show how this affects your net pay.
After clicking ‘Continue’, a full review of the elected choices is available:

### Review your enrollment

#### MEDICAL PLAN

**ELECTION - PLAN 2 EMP+1 1880 - HEALTH PT**

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Period Employee Cost</td>
<td>$86.00</td>
</tr>
<tr>
<td>Pay Period Employer Cost</td>
<td>$457.98</td>
</tr>
<tr>
<td>Annual Employee Cost</td>
<td>$2,336.00</td>
</tr>
<tr>
<td>Annual Employer Cost</td>
<td>$11,997.40</td>
</tr>
</tbody>
</table>

**ADDITIONAL BENEFIT - CVS CAREMARK PRESCRIPTION DRUG COVERAGE**

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHILD USER</td>
<td></td>
</tr>
</tbody>
</table>

#### DENTAL PLANS

**ELECTION - DELTA DENTAL EMP+1 PRE-TAX**

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHILD USER</td>
<td></td>
</tr>
<tr>
<td>Pay Period Employee Cost</td>
<td>$30.92</td>
</tr>
<tr>
<td>Annual Employee Cost</td>
<td>$803.52</td>
</tr>
</tbody>
</table>

#### VISION PLANS

**ELECTION - Declined**

#### MEDICAL FLEXIBLE SPENDING

**ELECTION - MEDICAL FLEXIBLE SPENDING ACCOUNT**

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Period Employee Cost</td>
<td>$50.00</td>
</tr>
</tbody>
</table>
If the choices are correct, click ‘Submit Choices’ to make elections. Otherwise, click ‘Modify’ to make corrections. Changes can be made after submission up to the end of the 30 day window.

Please print a copy of this screen for your records.

For Technical Assistance:

Username/technical errors:
Knox County Help Desk: 215-4200

Benefits Questions or Password Reset:
Benefits: benefit@knoxcounty.org or 215-3800