Atrium Health
CORE Connect

CORE Connect Navigation - Benefits

Getting Started

Welcome to Atrium Health! We are so happy that you have joined our team!

Atrium Health cares about your physical, financial and personal well-being. Atrium Health is proud to offer a variety of benefits to meet your unique needs and those of your family.

Before you get started with enrolling in benefits, review the Atrium Health Compensation & Benefits website to learn more.

www.teammates.atriumhealth.org

Sign Into CORE Connect – On the Atrium Health Network

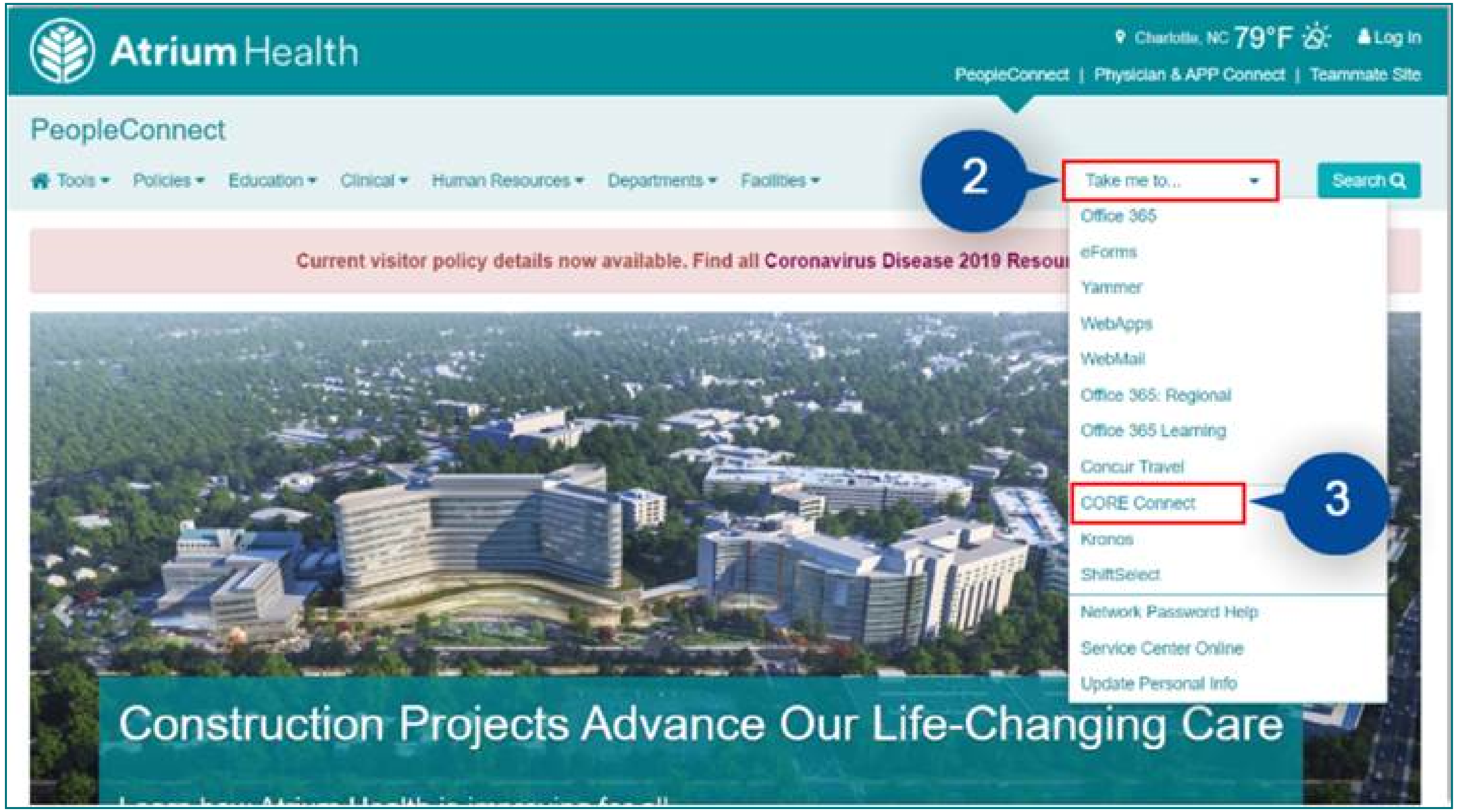
The steps to log into CORE Connect when you are in the Atrium Health network are as follows:

1. Navigate to **PeopleConnect.**
2. Click the **Take me to** dropdown menu.
3. Select the **CORE Connect** option to log into CORE Connect.

NOTE

CORE Connect log in includes:

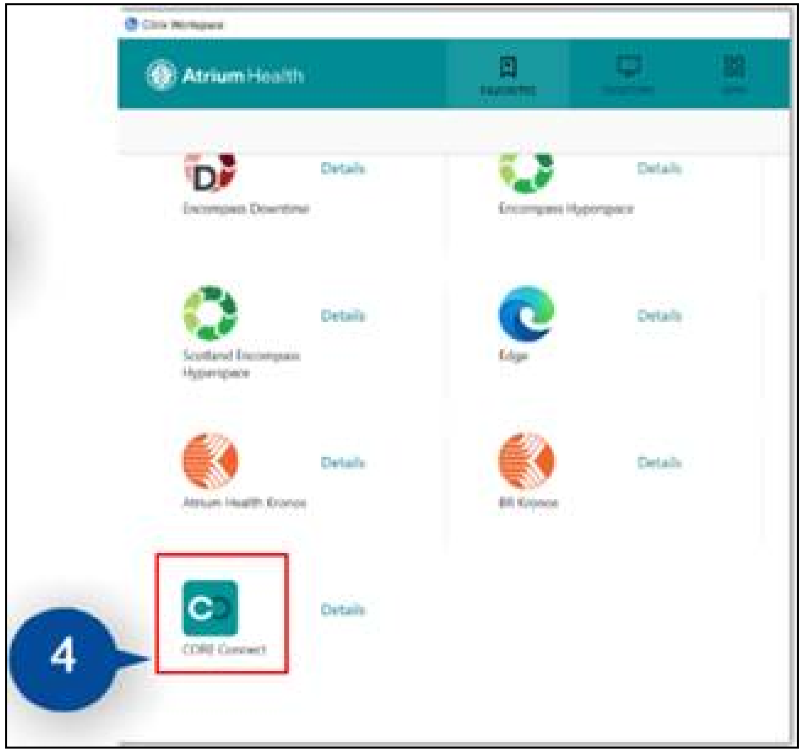
- Teammate Self-Service (TSS)
- Manager Self-Service (MSS)
- Administrative functions for HR, Finance and Supply Chain



Sign Into CORE Connect - Remote

The steps to log into CORE Connect when you are outside the Atrium Health network are as follows:

1. Enter the goremote URL into your browser: https://goremote.carolinas.org/.
2. Enter your **Username** and **Password**.
3. Click the **Log On** button.
4. From the Citrix window, select the **CORE Connect** icon to log into CORE Connect.



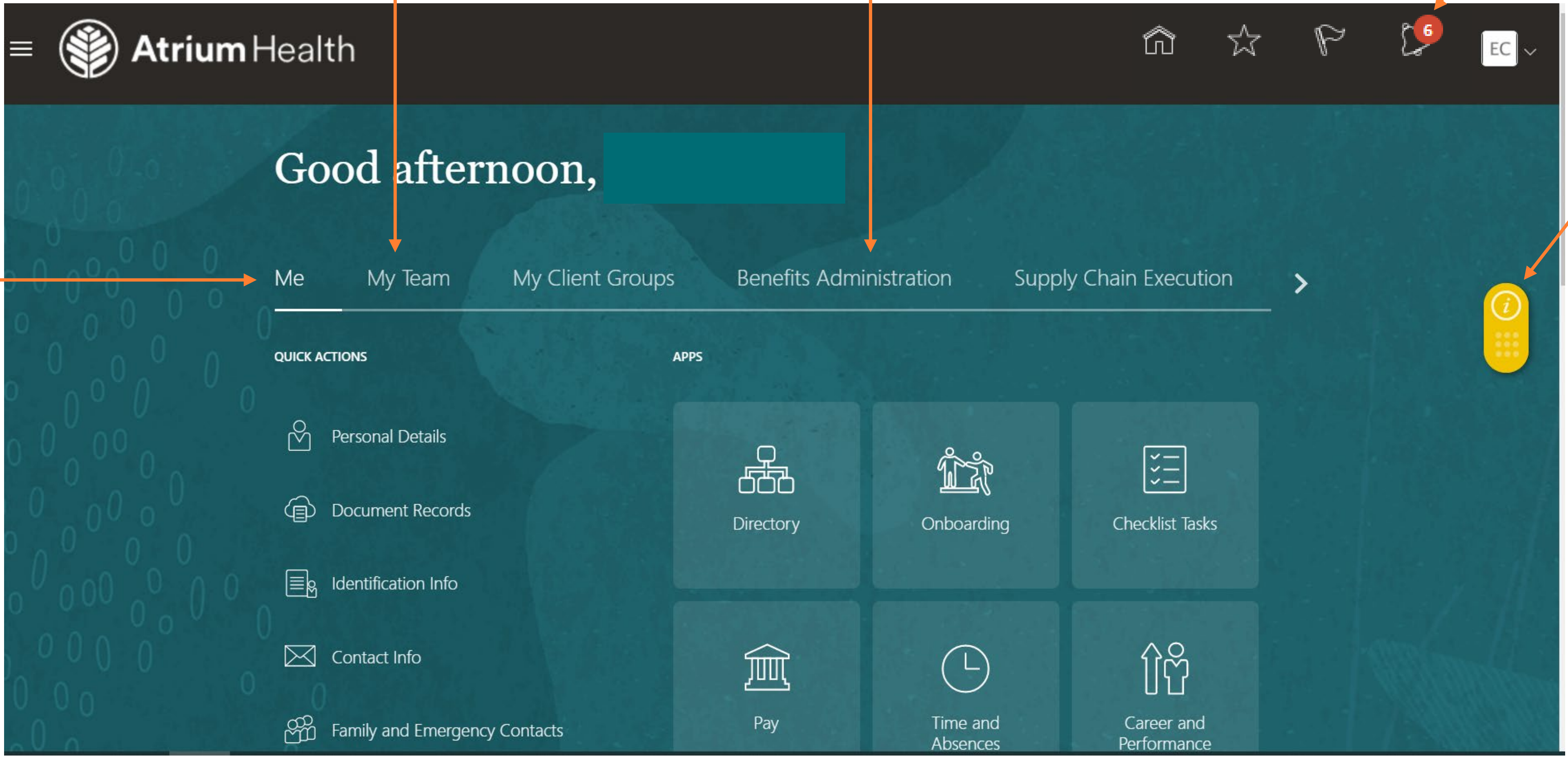
Dashboard – TSS, MSS and Administration

Leaders
Start Here (MSS)

Administrators
Start Here

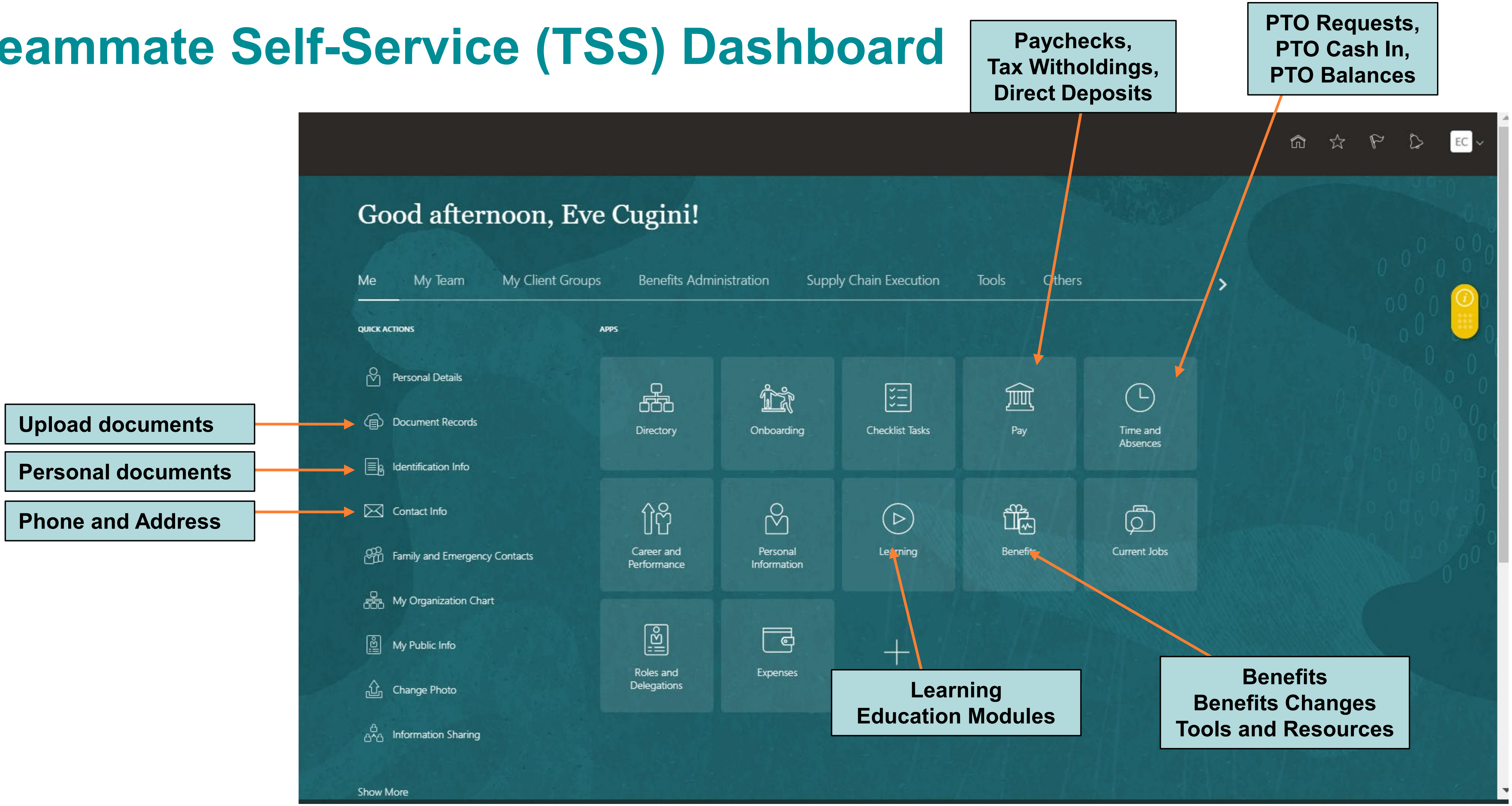
Notices,
Needing Action

Teammates
Start Here
(TSS)



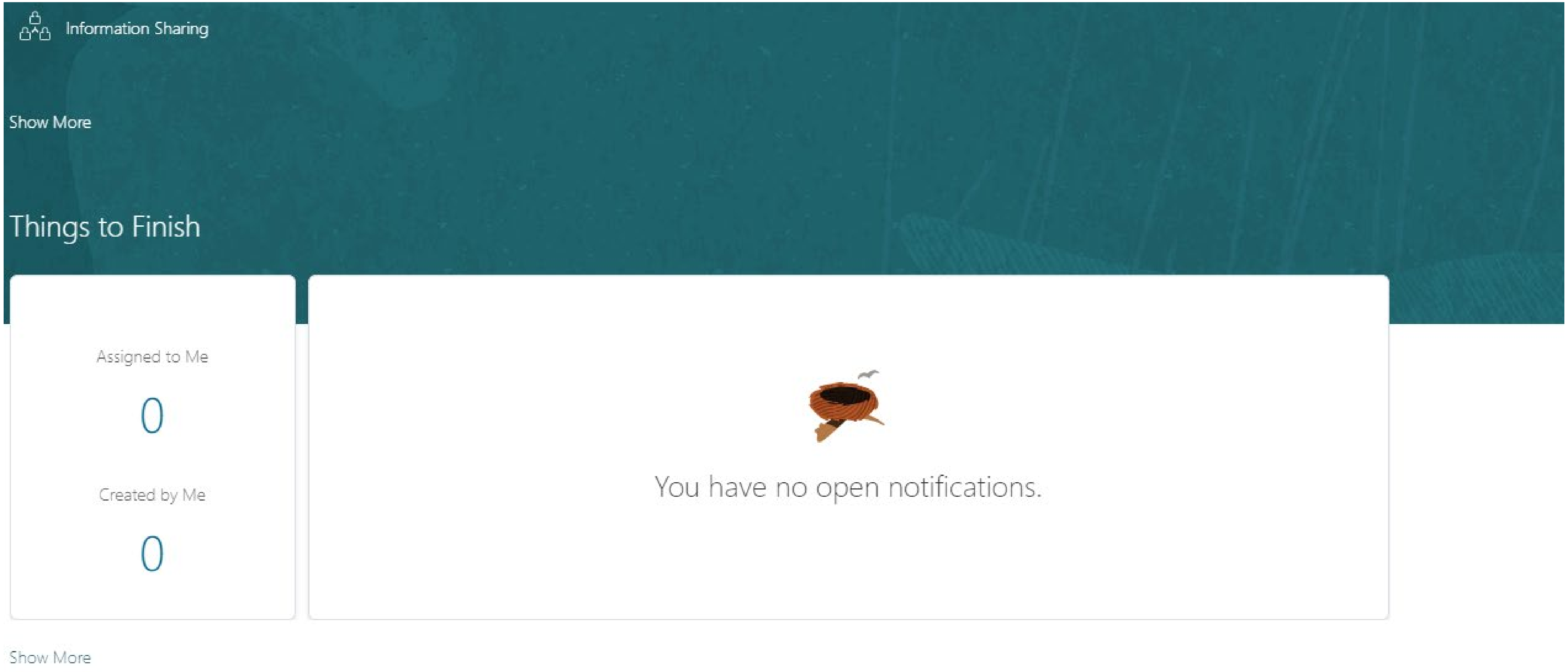
Guided
Learning:
Job Aides
for some
functions

Teammate Self-Service (TSS) Dashboard



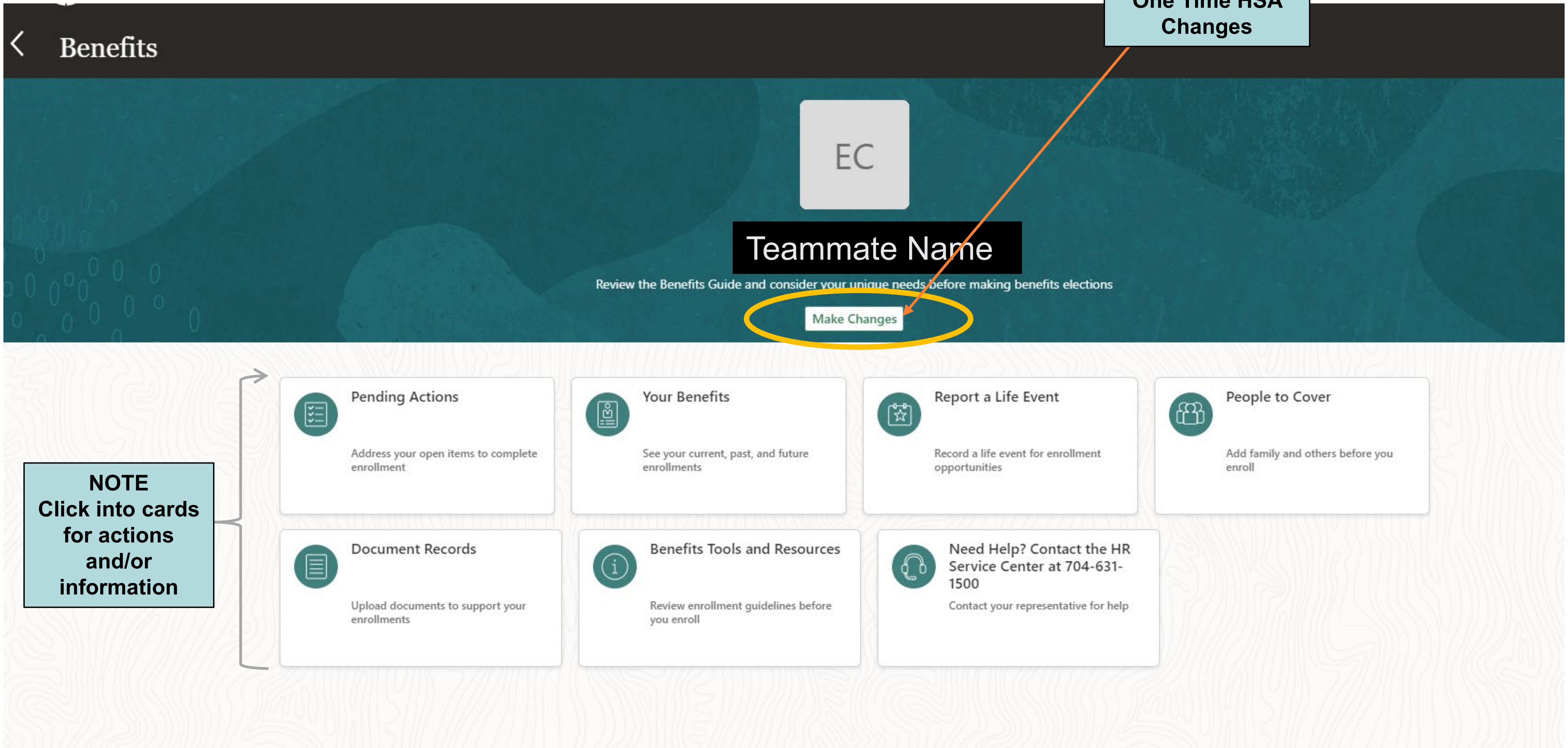
TSS Dashboard

- Teammates scroll to the bottom of the dashboard to complete any open items



Benefits - TSS

Make Benefits Elections and One Time HSA Changes



NOTE
Click into cards for actions and/or information

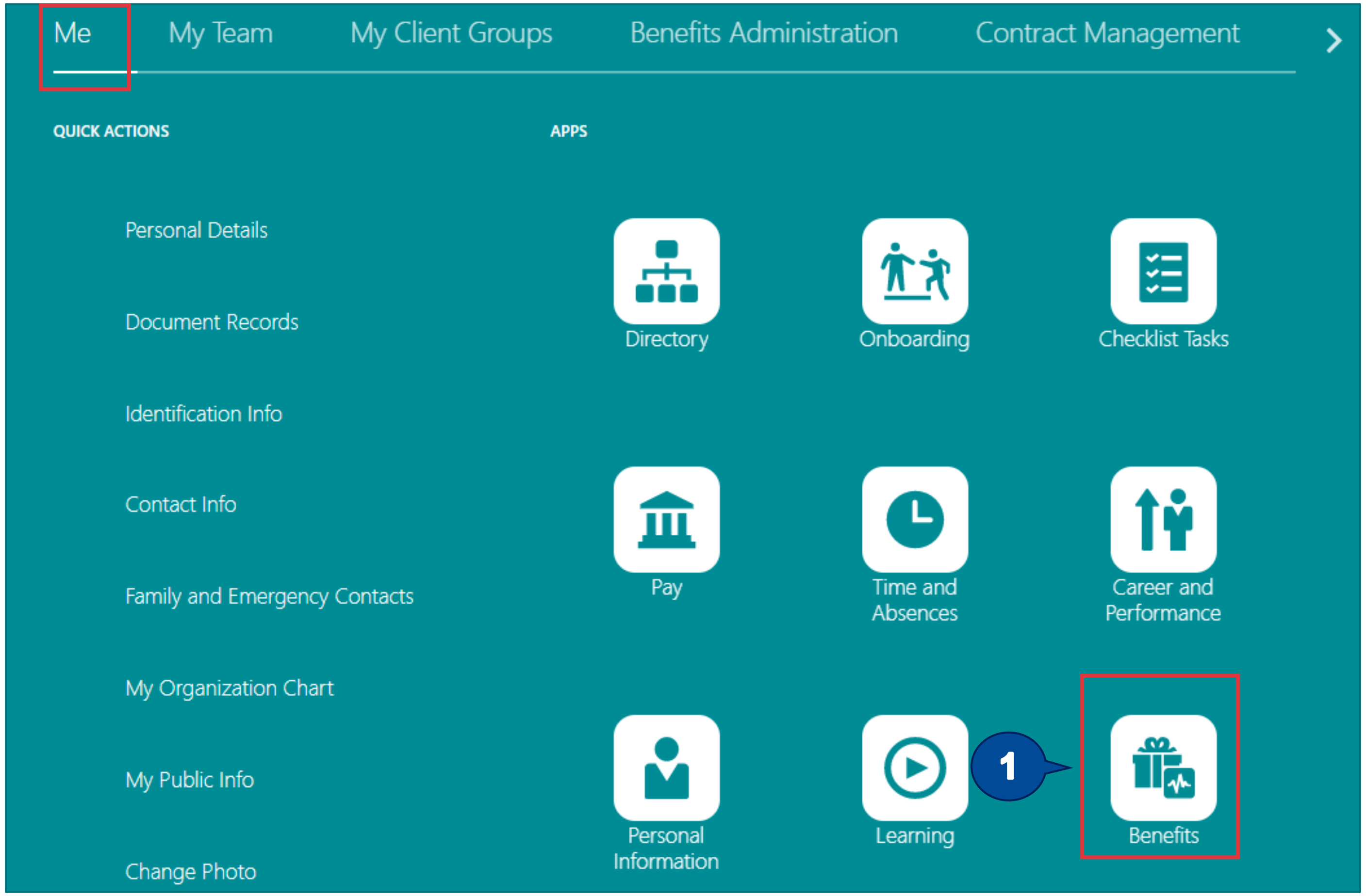
Benefits Enrollment - Add Dependents (Contacts)

Before enrolling in Benefits, add dependents you will cover.

The 16 steps to add a contact (dependent) are:

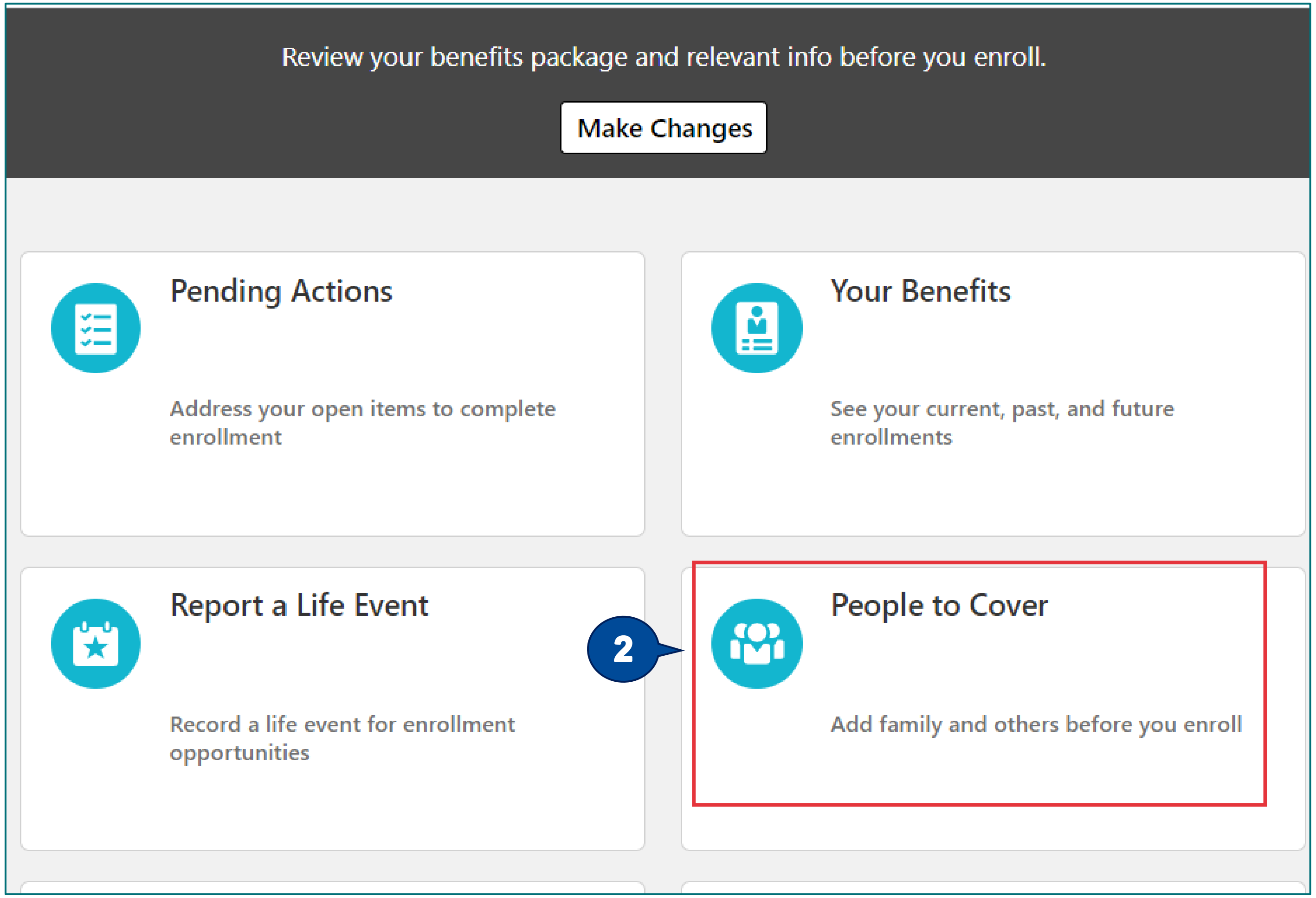
1 of 16 - Click the **Benefits** tile under the **Me** tab on your CORE Connect homepage.

CORE Connect NOTE
Dependents are called CONTACTs



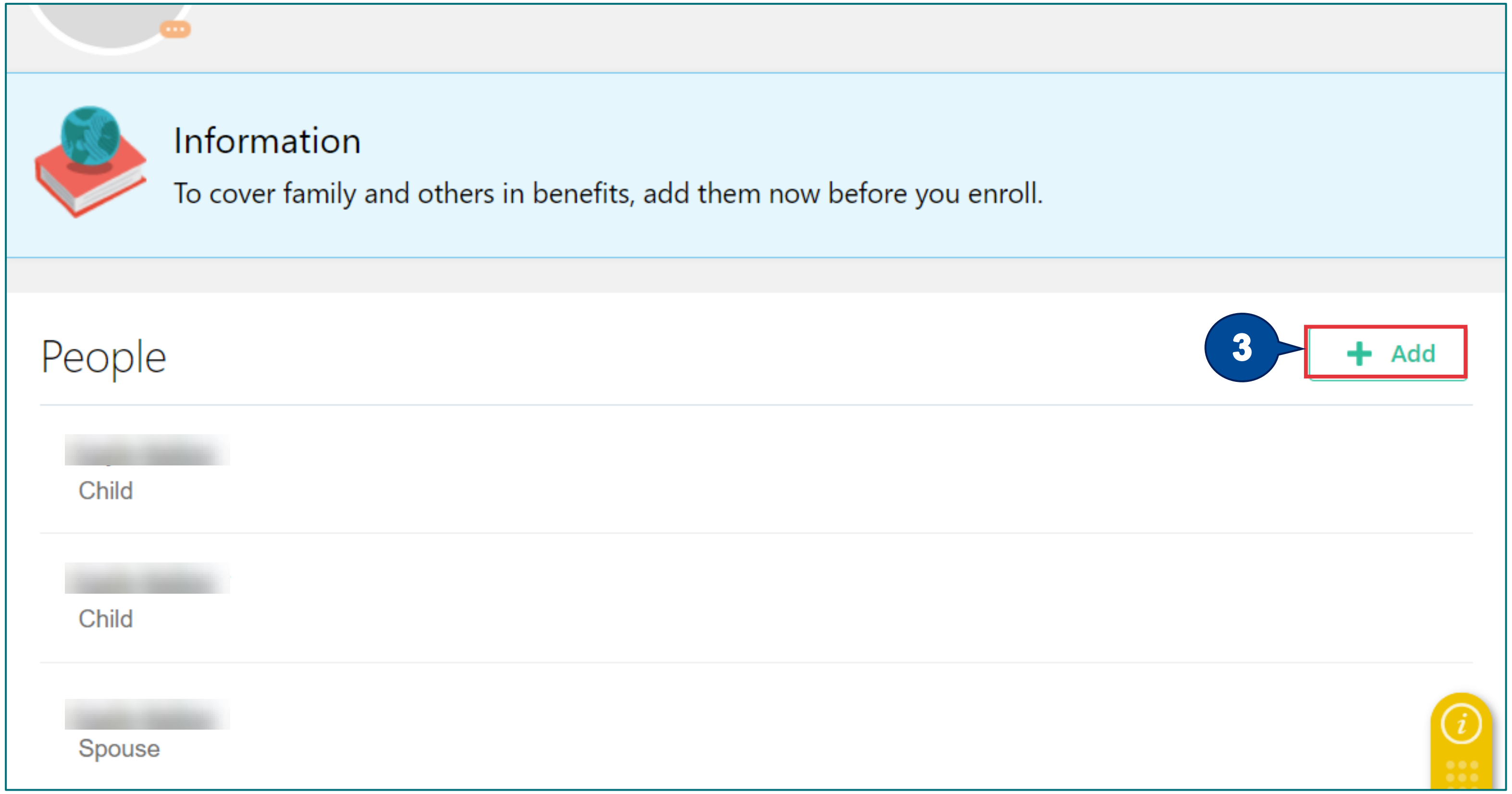
Benefits Enrollment – Add a Dependent (Contacts)

2 of 16 - Click the **People to Cover** tile.



Benefits Enrollment – Add Dependent (Contacts)

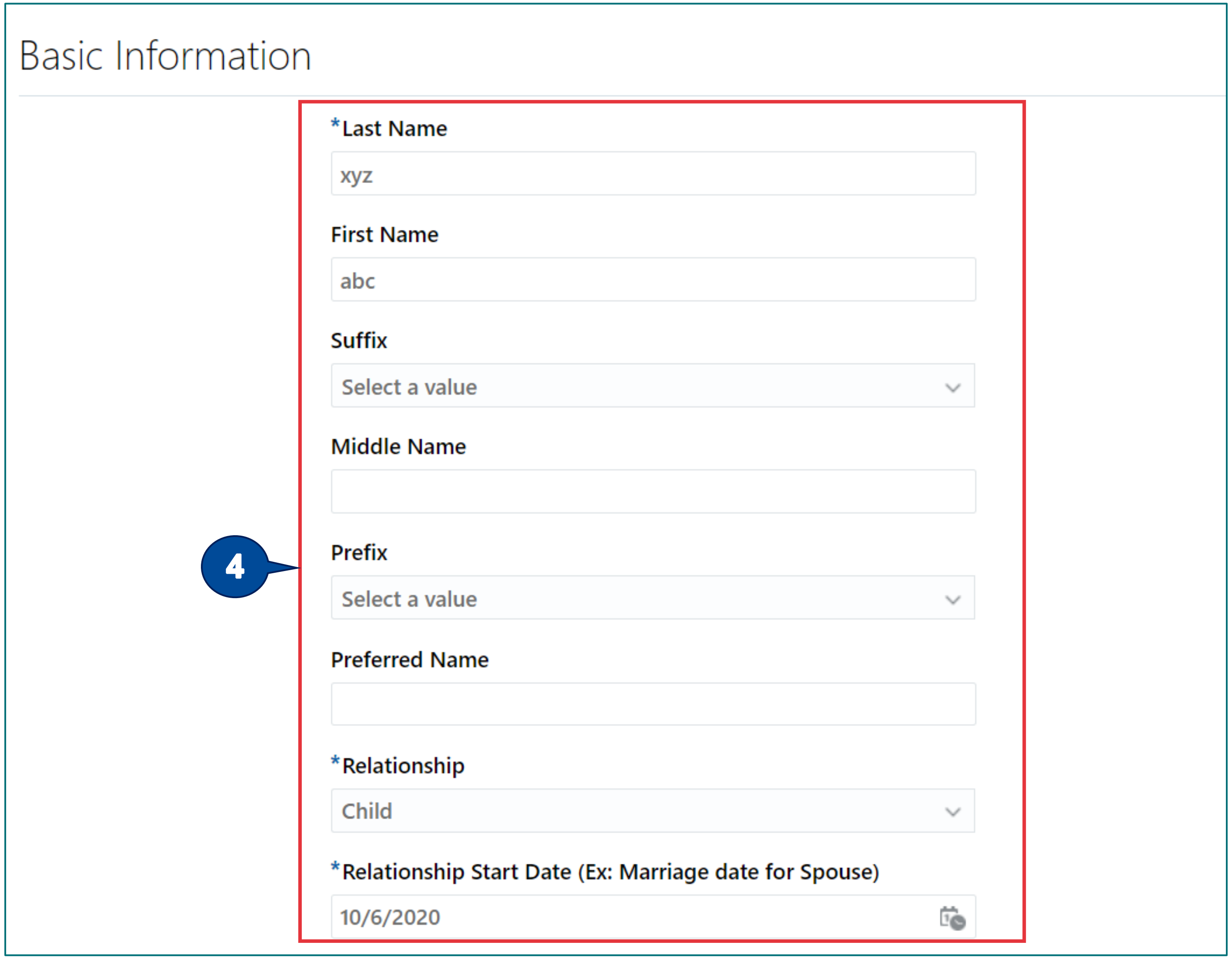
3 of 16 - Click **Add** corresponding to the **People** section.



Benefits Enrollment – Add Dependents (Contacts)

4 of 16 - Enter the basic information of the contact you need to add.

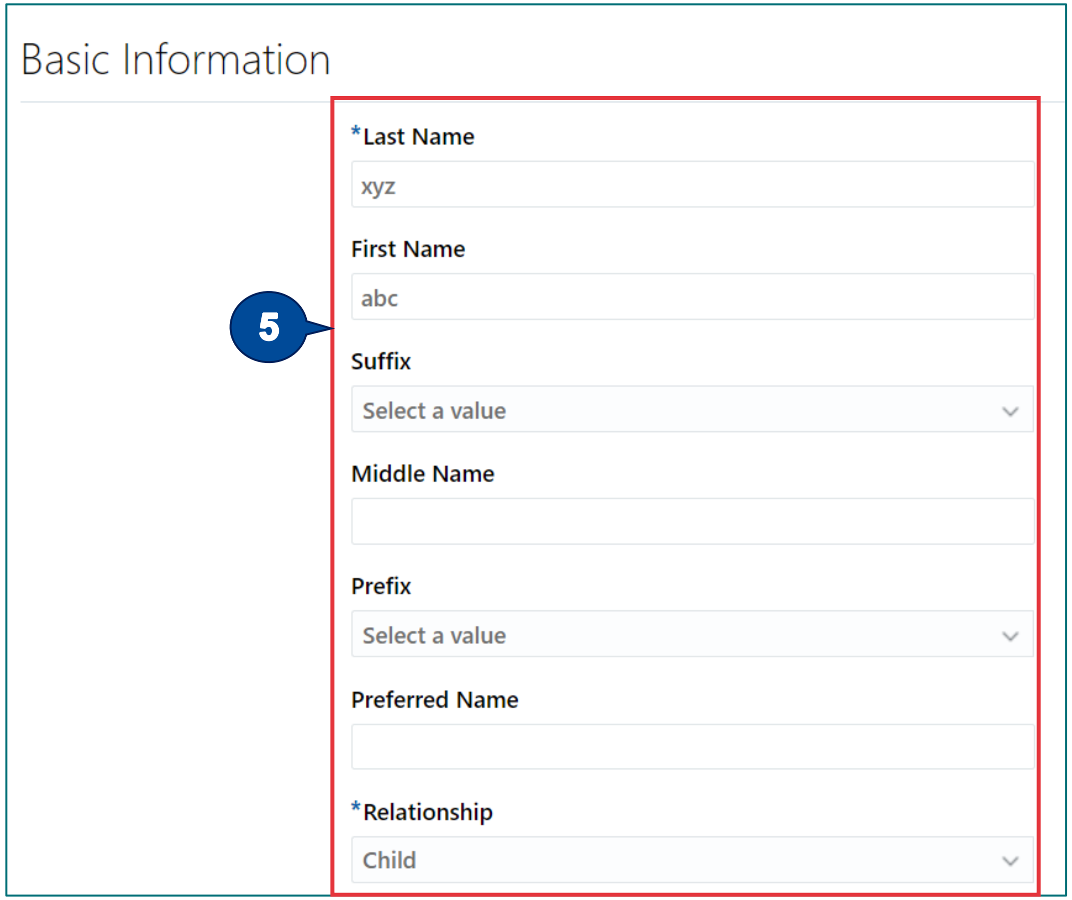
Note: The age of the contact should be under 26 years in order to be eligible for a child contact.

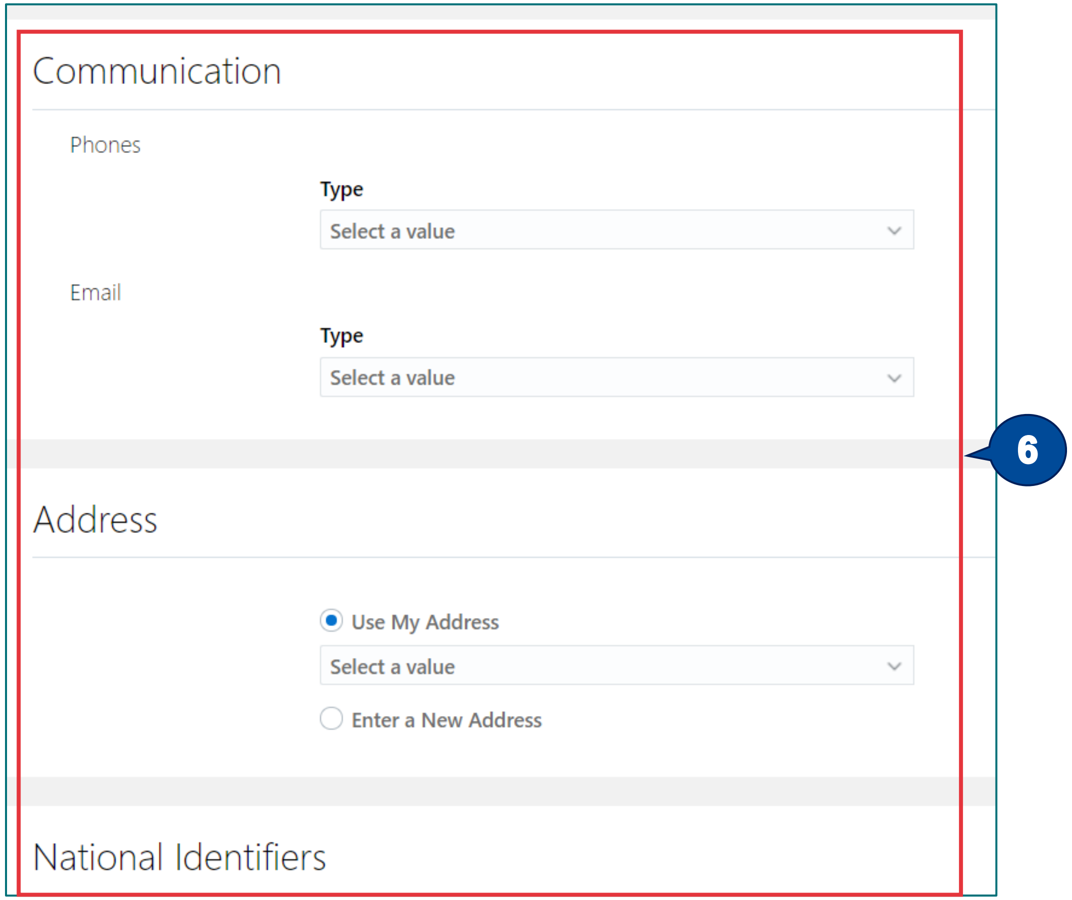


Benefits Enrollment – Add Dependent (Contacts)

5 of 16 - Enter the basic information of the contact you need to add.

6 of 16 - Enter the details of the contact in the **Communication, Address** and **National Identifiers** sections, as applicable.

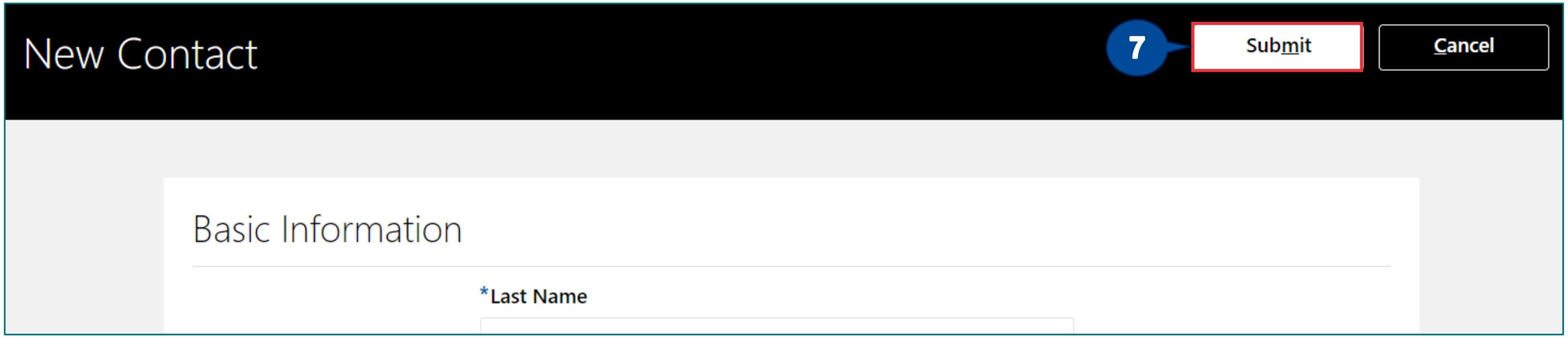


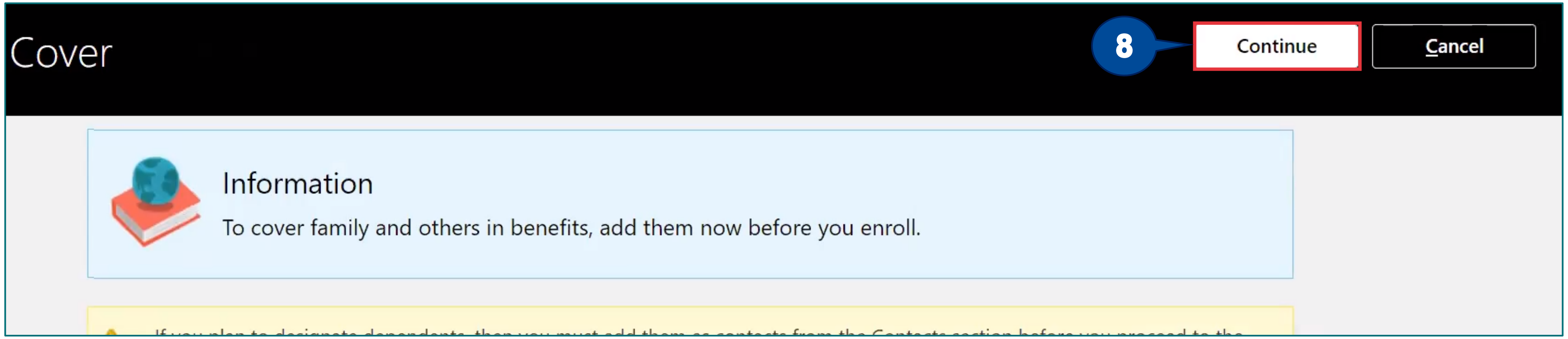


Benefits Enrollment – Add Dependent (Contacts)

7 of 16 - Click the **Submit** button. **Note**: Follow these steps for adding dependents, such as Spouse and Child.

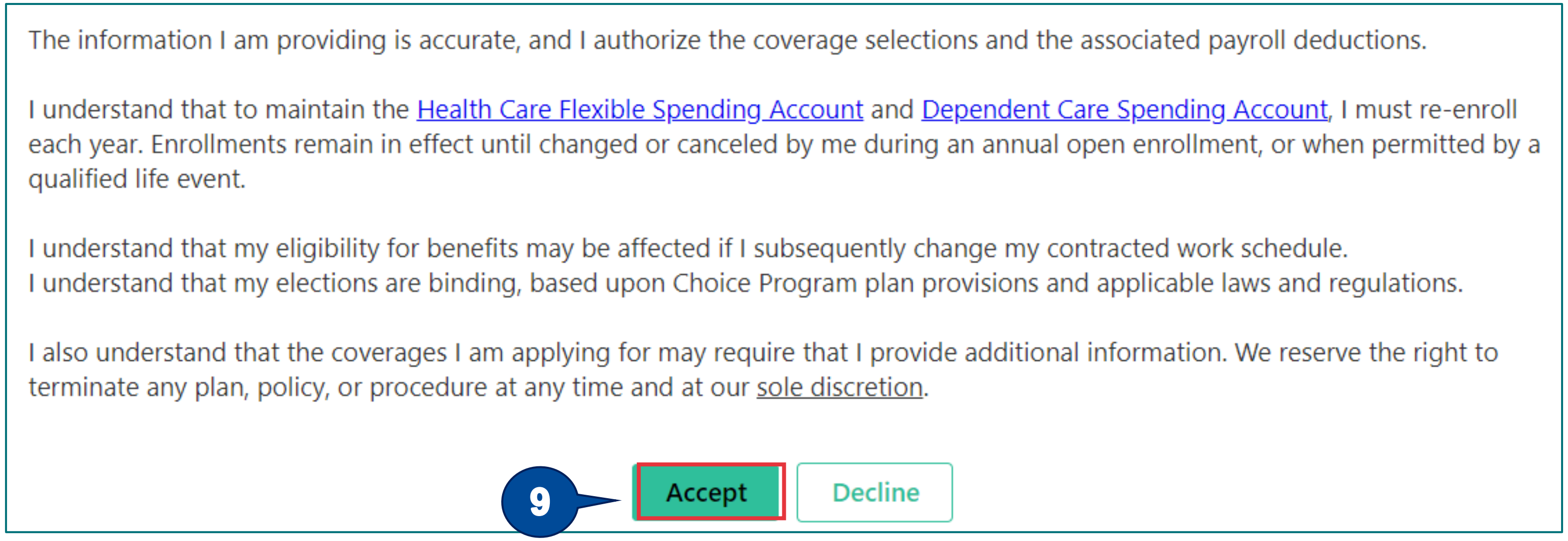
8 of 16 - Click **Continue**.





Benefits Enrollment – Add Dependents (Contacts)

9 of 16 - Click the **Accept** button to accept the **Authorization** to start the enrollment.

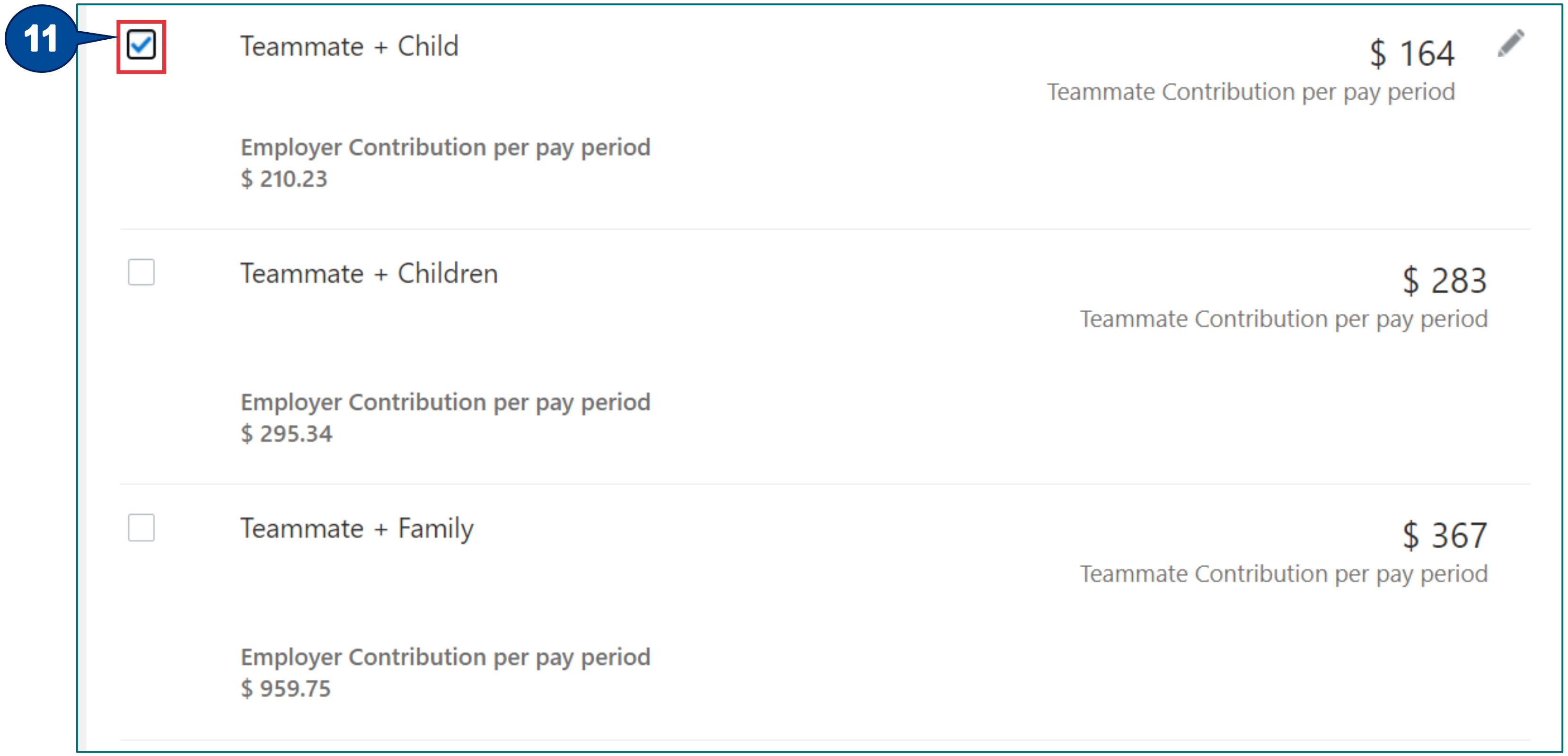


Benefits Enrollment – Add Dependents (Contacts)

10 of 16 - Click **Edit** to select the contact for enrollment.

Benefits Enrollment – Add Dependents (Contacts)

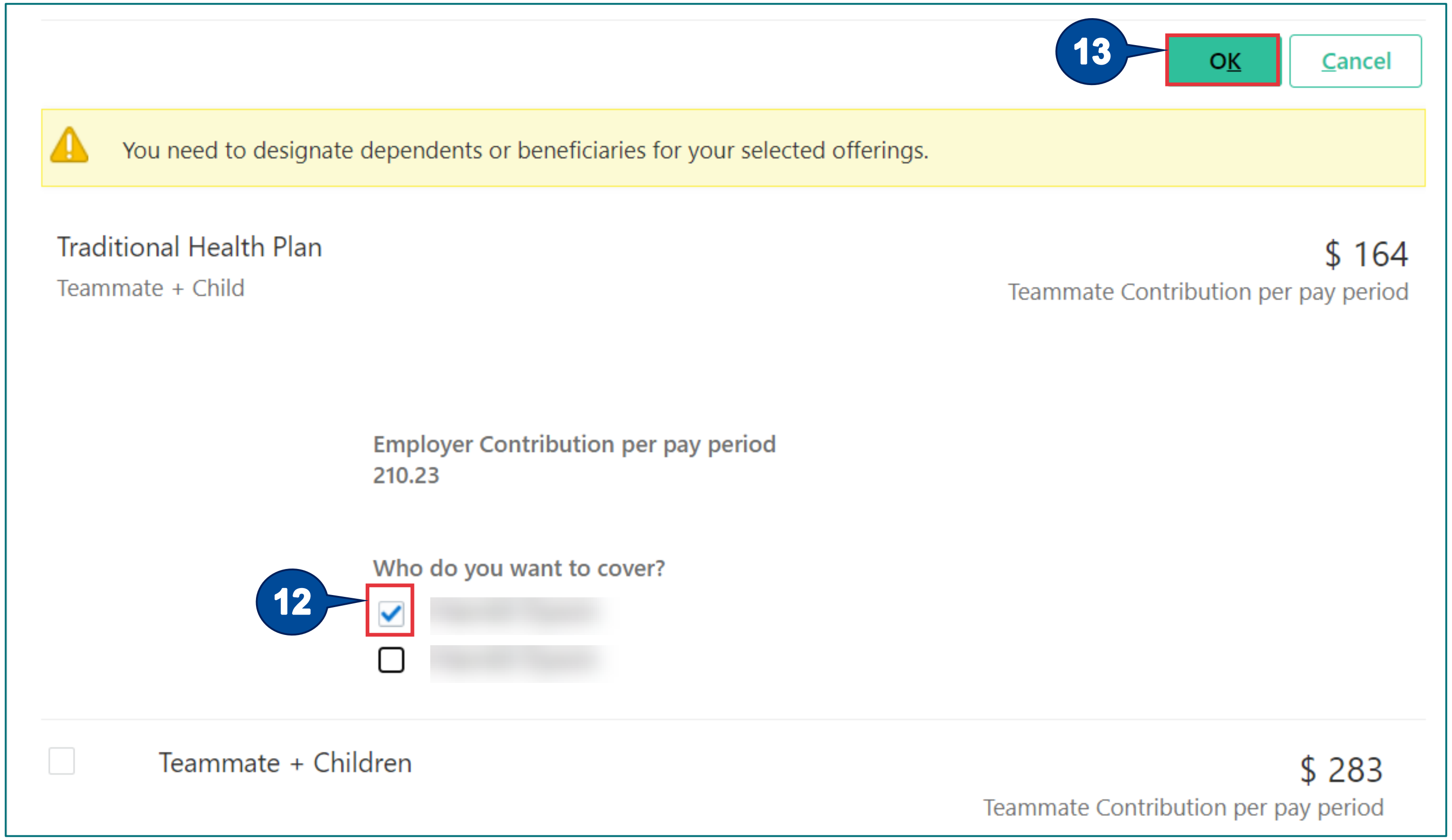
11 of 16 - Select the relevant option for the health plan.



Benefits Enrollment – Add Dependents (Contacts)

12 of 16 - Select the relevant child checkbox.

13 of 16 - Click **OK**.

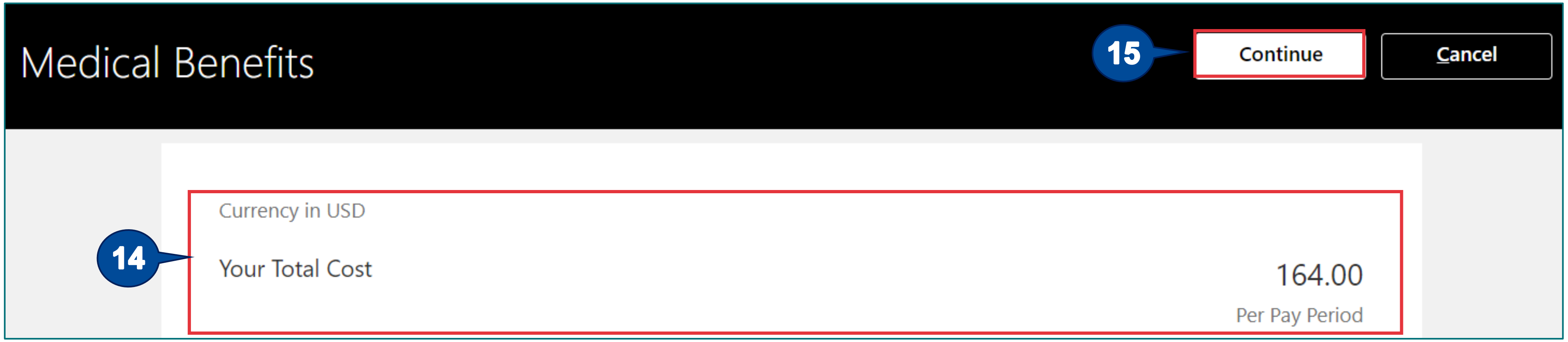


Benefits Enrollment – Add Dependent (Contacts)

14 of 16- Review the total per pay period cost of the benefit.

15 of 16 - Click **Continue**.

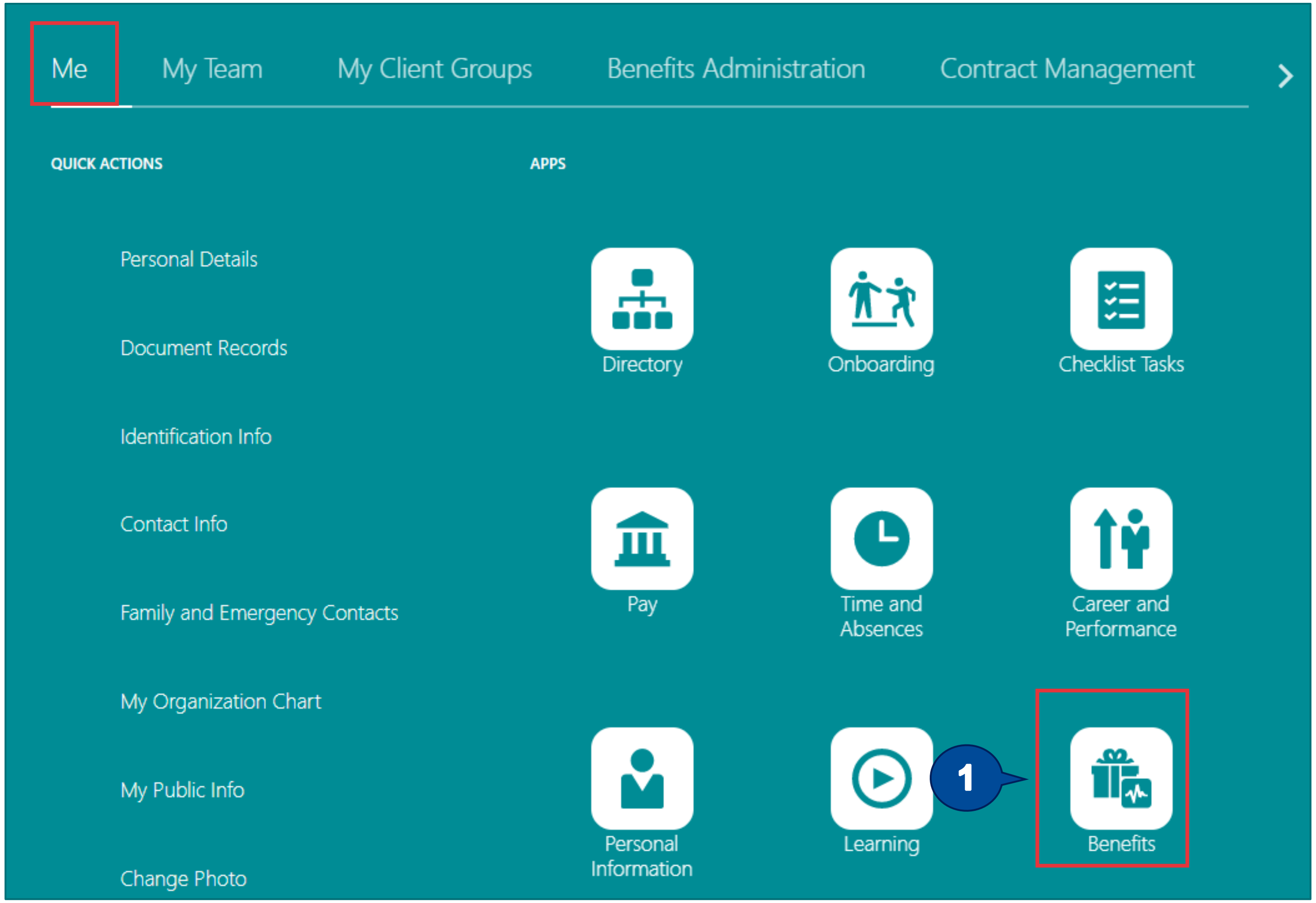
16 of 16 - Click **Submit** to enroll the contact in **Benefits**.



Benefits Enrollment – Answer Enrollment Details

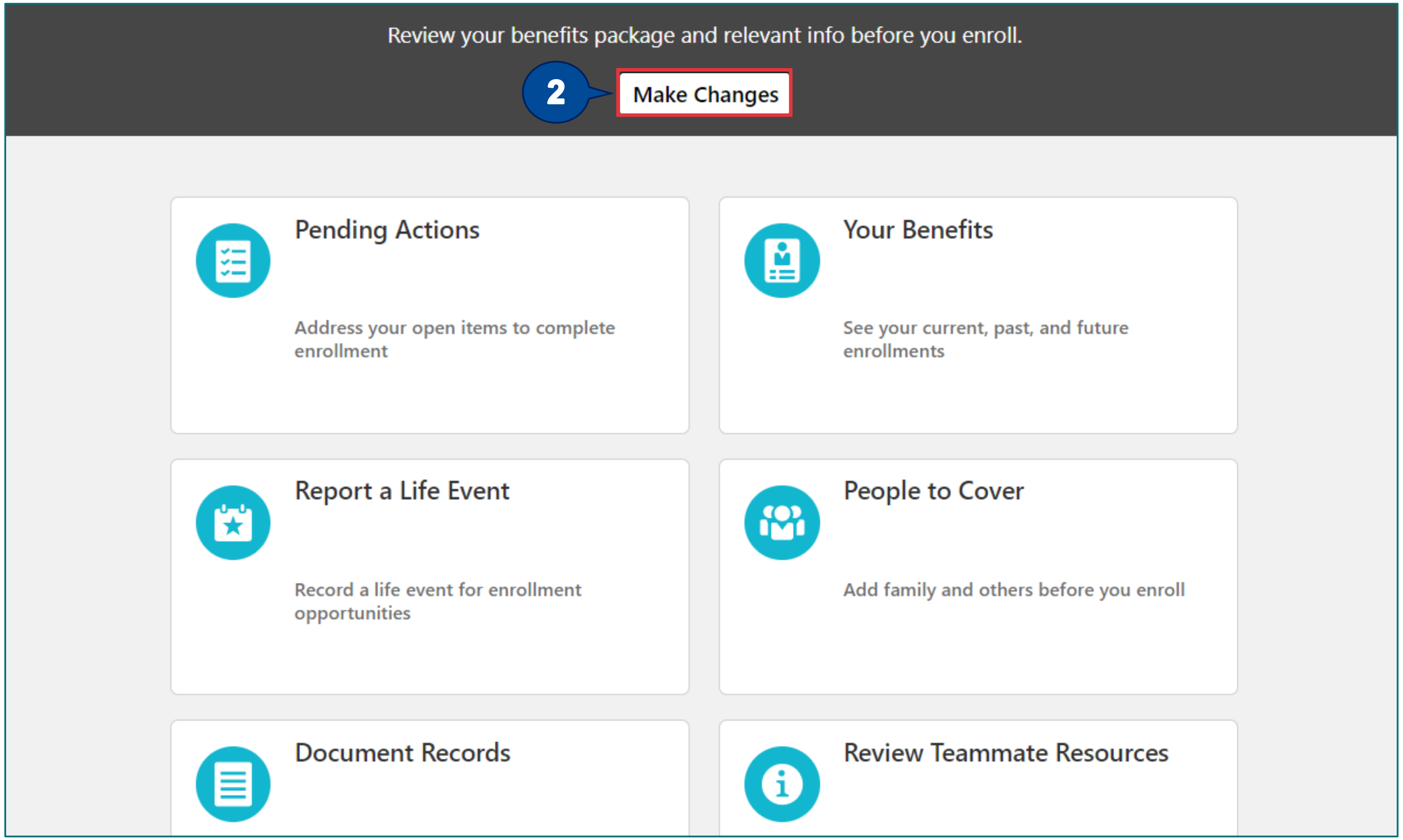
The 8 steps to answer the benefits enrollment details of the dependent are:

1 of 8 - Click the **Benefits** tile under the **Me** tab on your CORE Connect homepage.



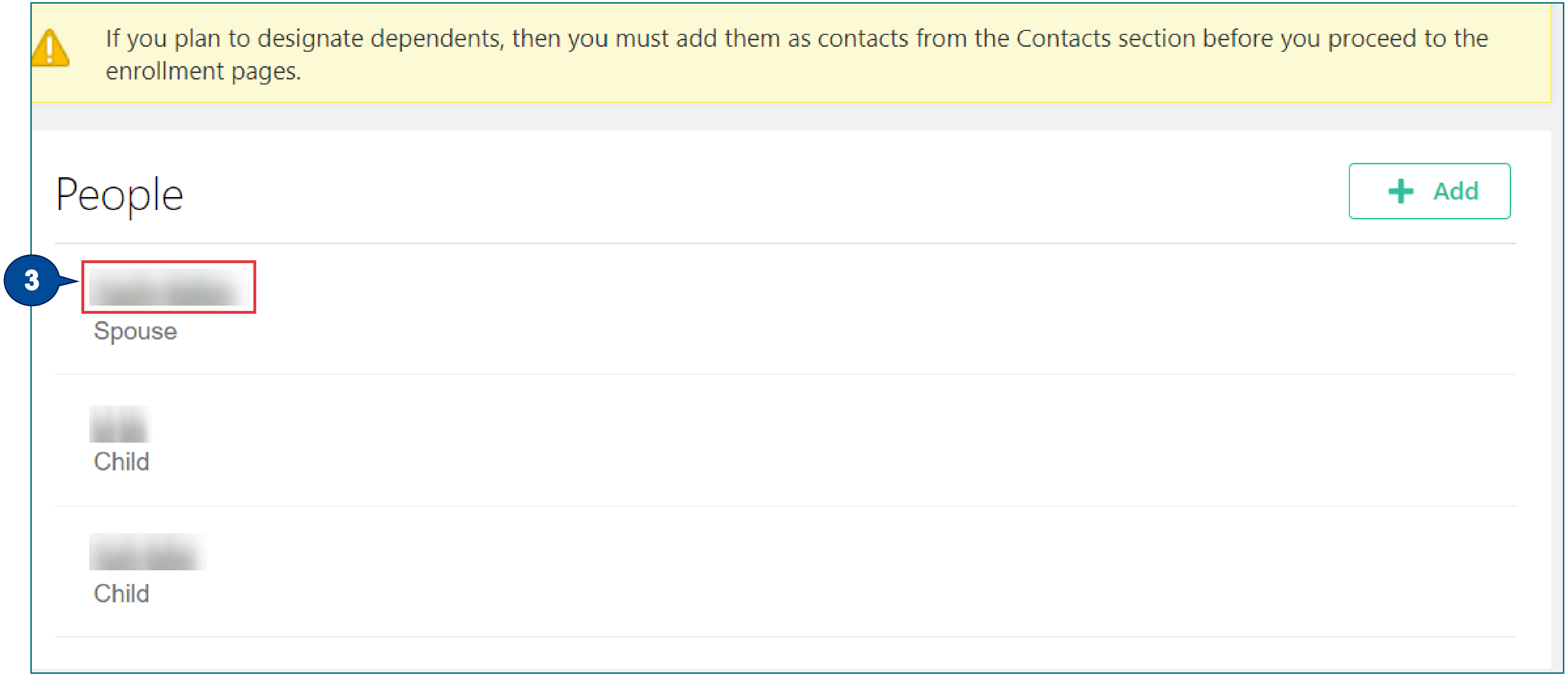
Manage Benefits Enrollments – Answer Enrollment Details

2 of 8 - Click **Make Changes**.



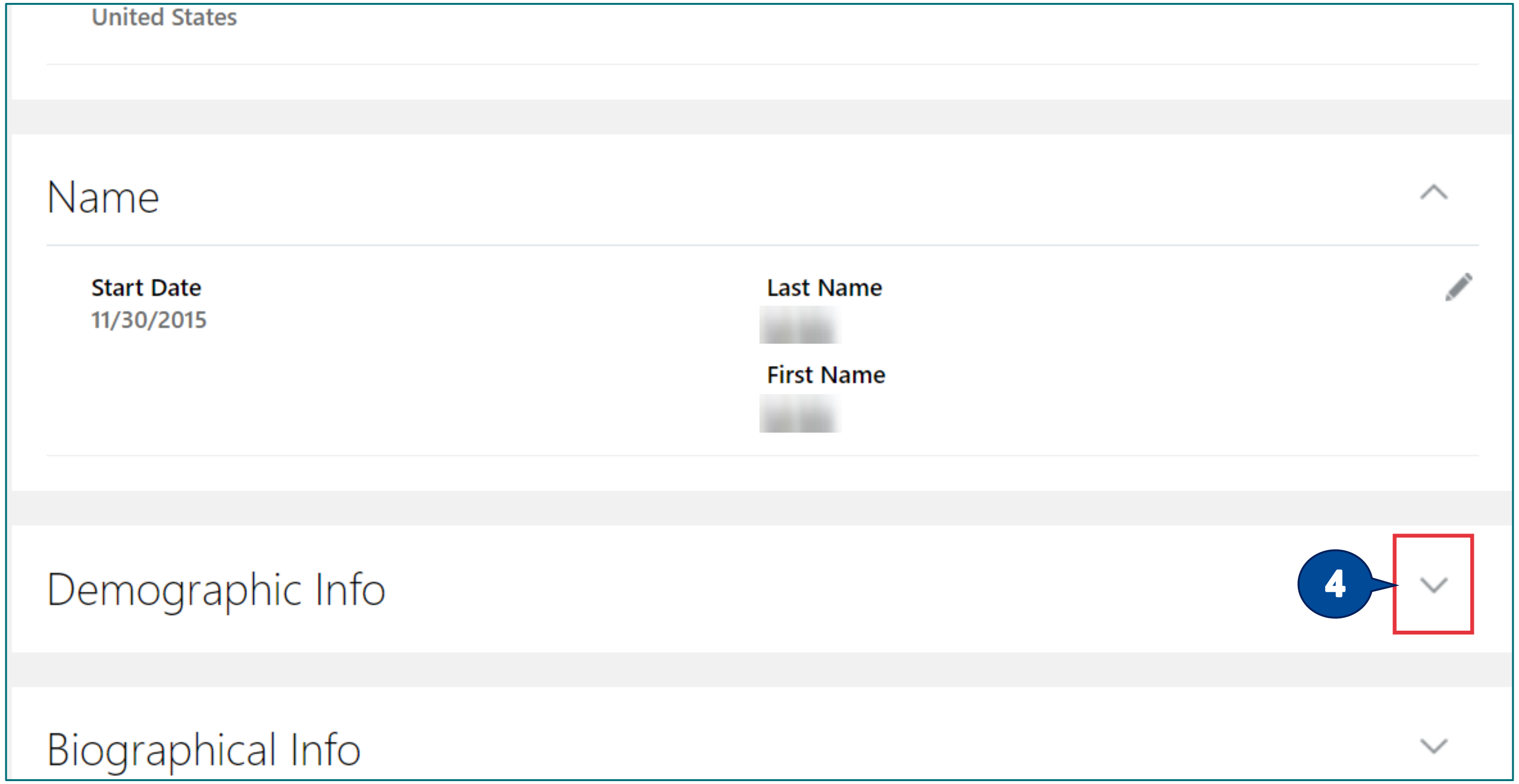
Manage Benefits Enrollments – Answer Enrollment Details

3 of 8 - Click the **contact name** link.



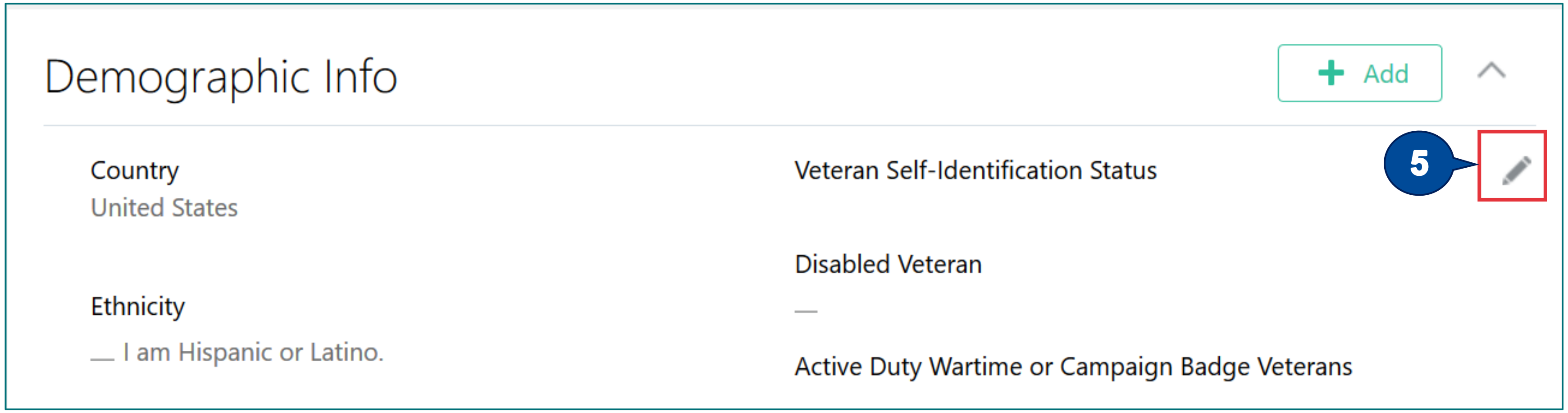
Manage Benefits Enrollments – Answer Enrollment Details

4 of 8 - Click the **expand** icon corresponding to the **Demographic Info** section .



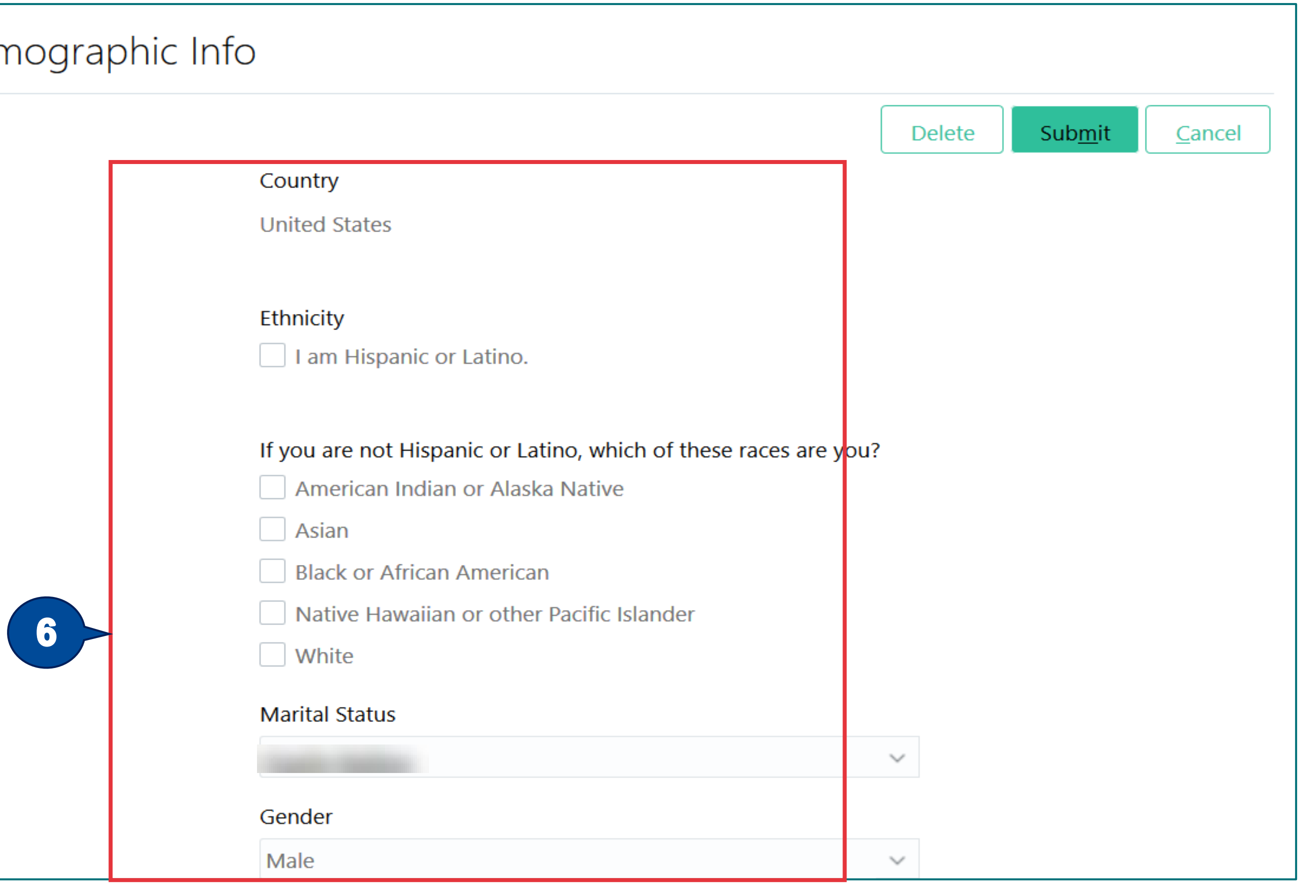
Manage Benefits Enrollments – Answer Enrollment Details

5 of 8 - Click the **Edit** icon.



Manage Benefits Enrollments – Answer Enrollment Details

6 of 8 - Fill in the **Demographic Info** details of the contact as required.

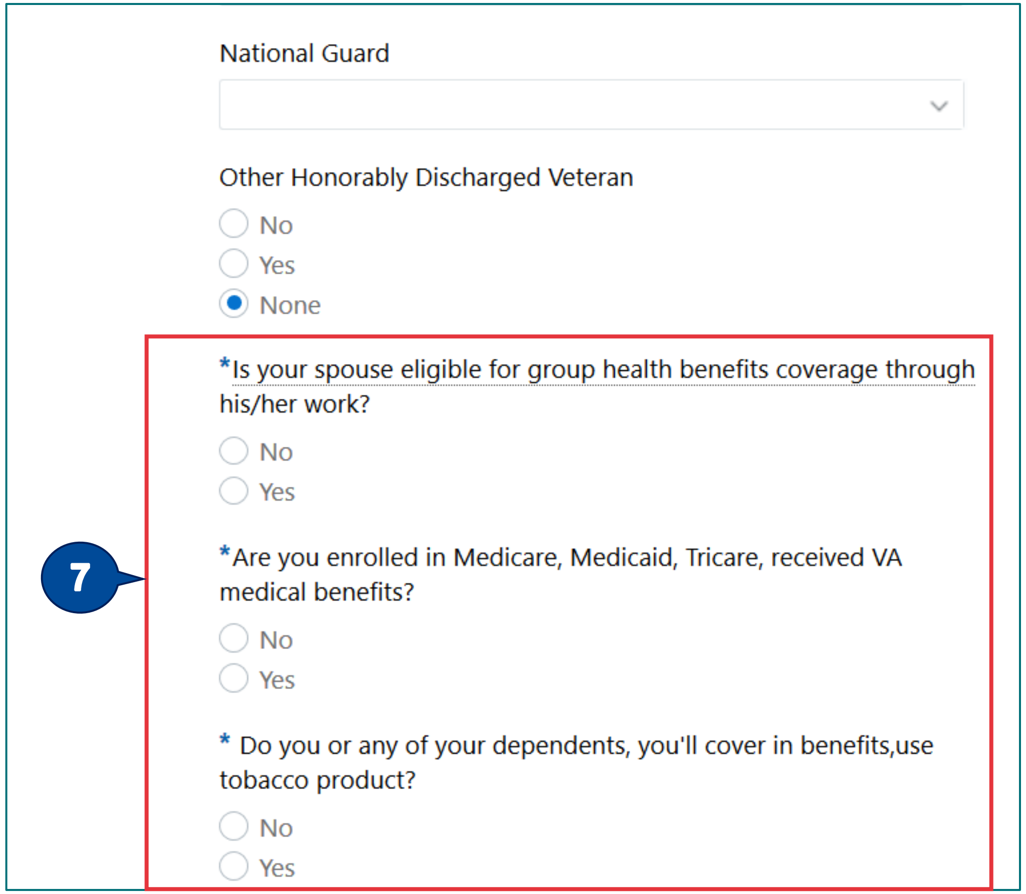


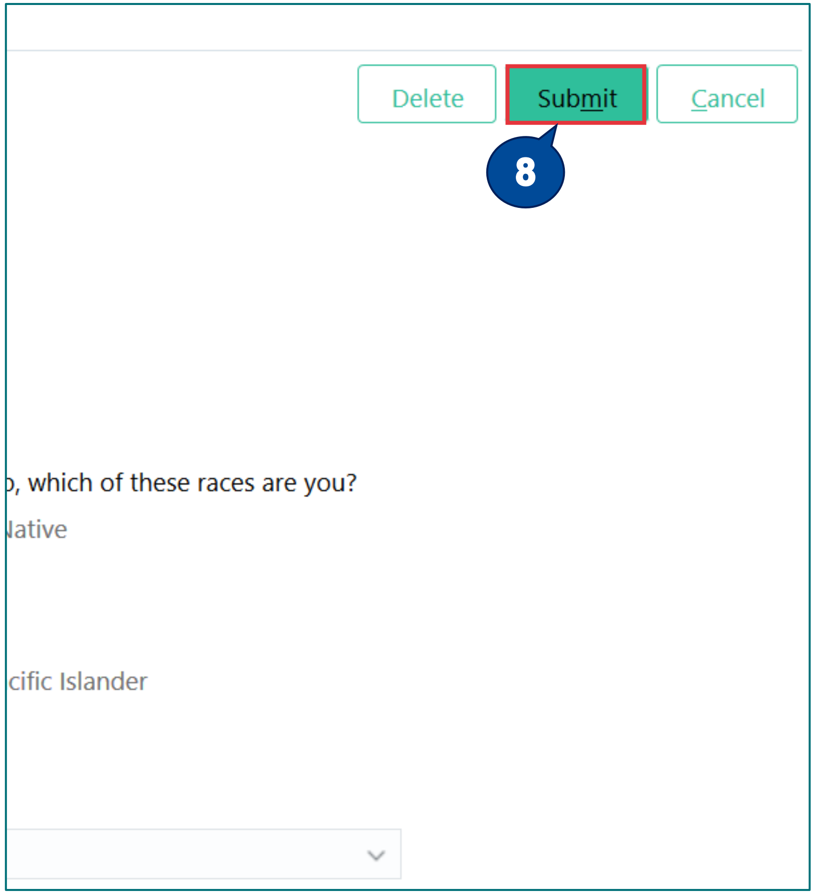
Note: The ethnicity question is not required for those who prefer not to answer.

Manage Benefits Enrollments – Answer Enrollment Details

7 of 8 - Fill in the **Health** details of the contact as required.

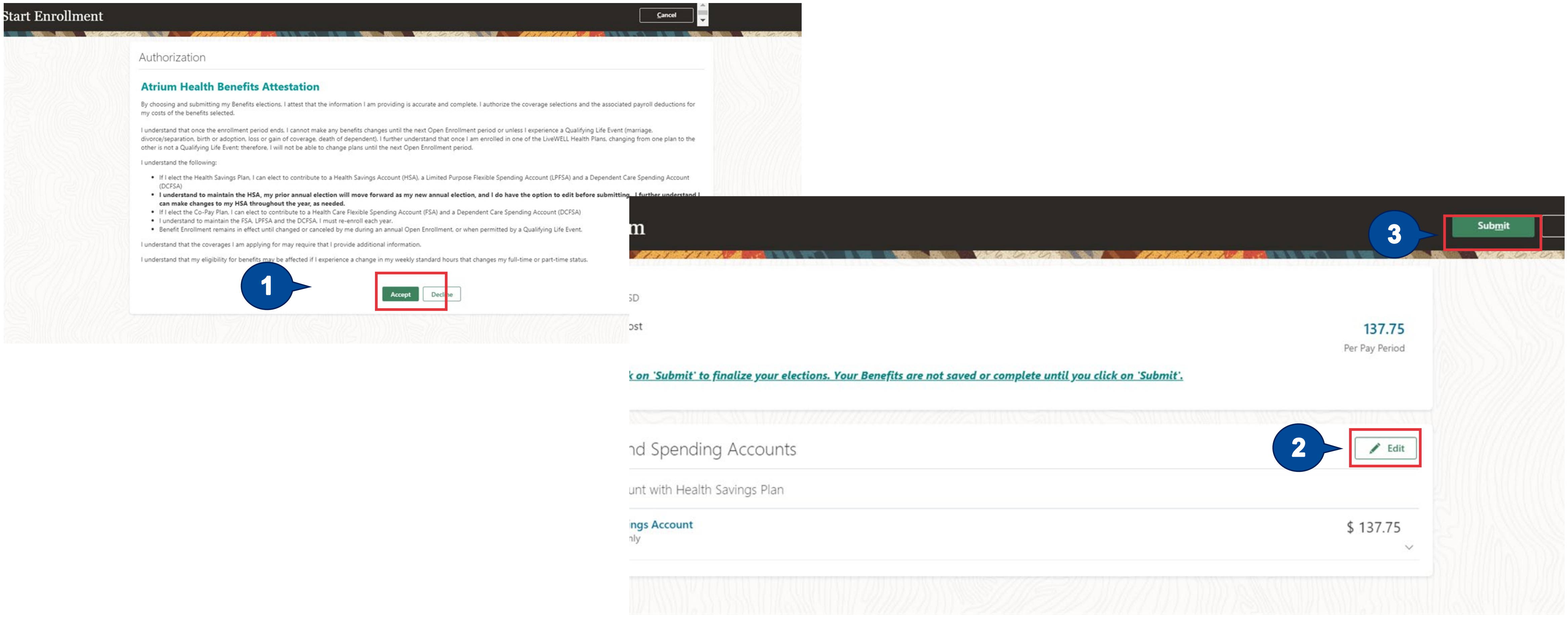
8 of 8 - Click **Submit**.





Choose Benefits Plans

Step 1 of 3: Read and accept Benefits Attestation
Step 2 of 3: Click pencil to choose plans
Step 3 of 3: Click Submit



Benefits Elections Confirmations

Confirmation

Atrium Health Benefits Program

Your benefit elections were submitted.

Last day of enrollment for this event is 11:59 PM EST, 1/4/2021

Confirmation

Currency in USD

Your Total Cost Each Pay Period 327.73

Medical Coverage

Health Savings Plan $ 130

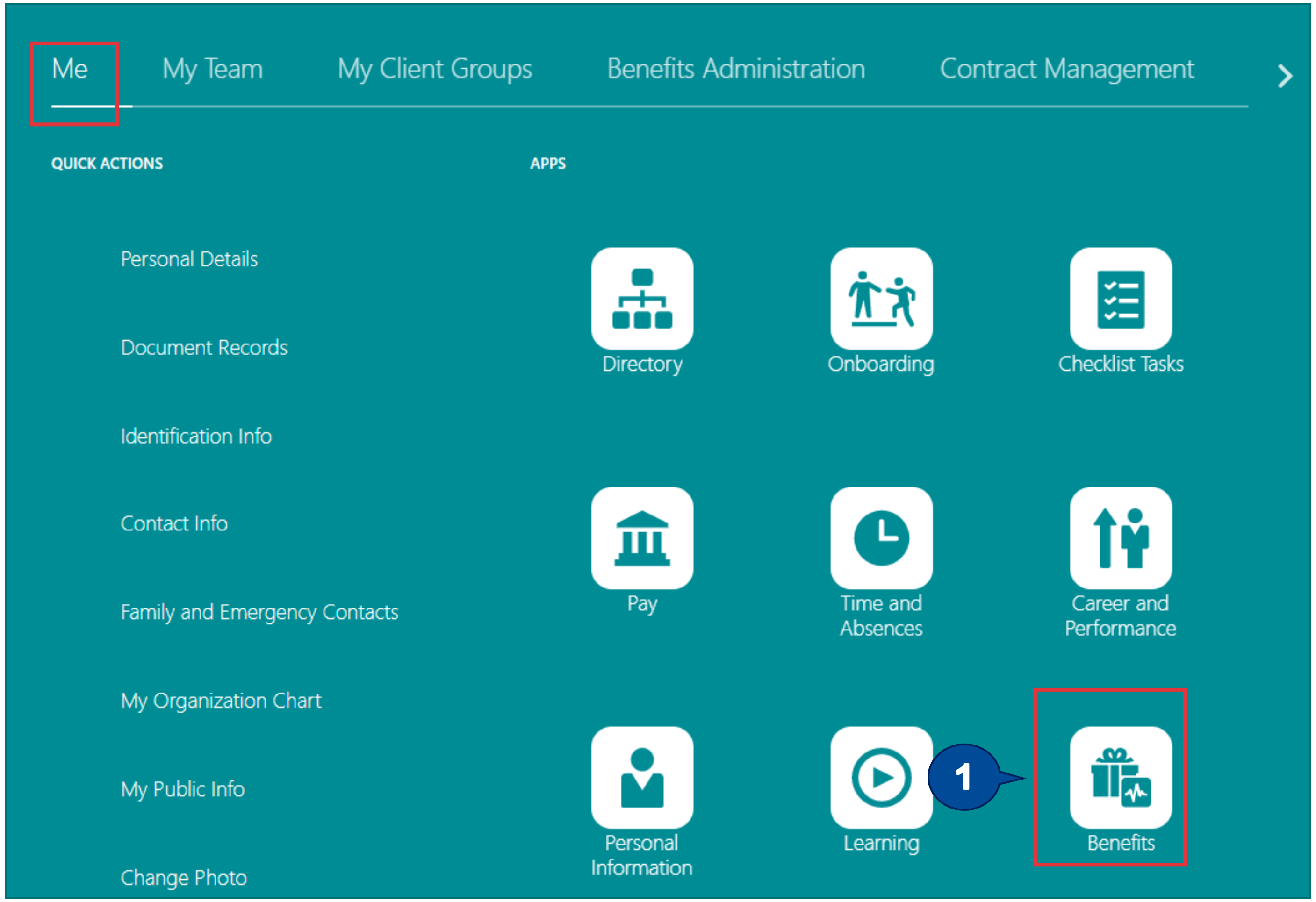
Teammate + Spouse

Who's covered?

Manage Benefits Enrollments – Review Action Items

The 3 steps to review the action items are:

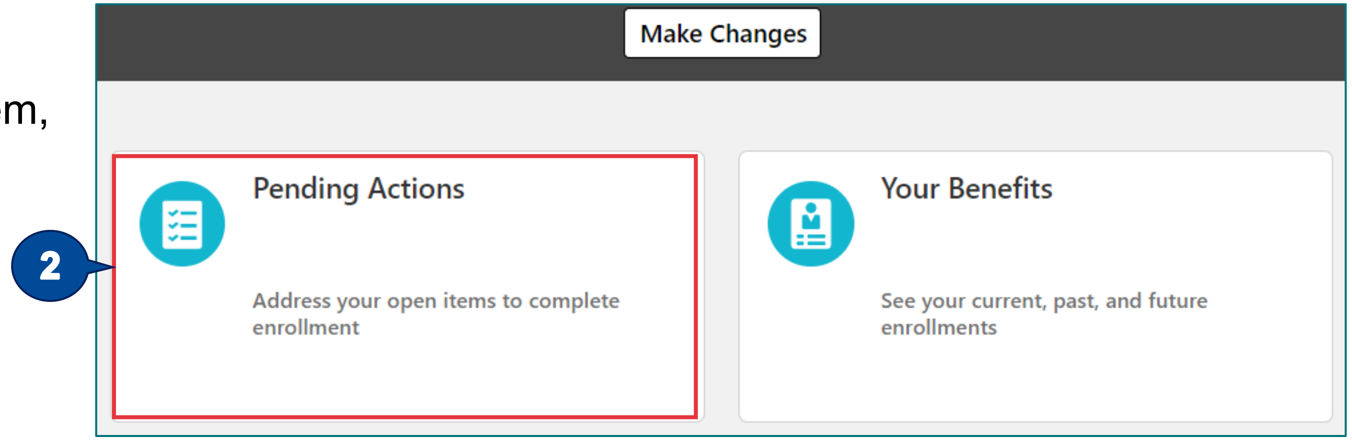
1 of 3 - Click the **Benefits** tile under the **Me** tab on your CORE Connect homepage.

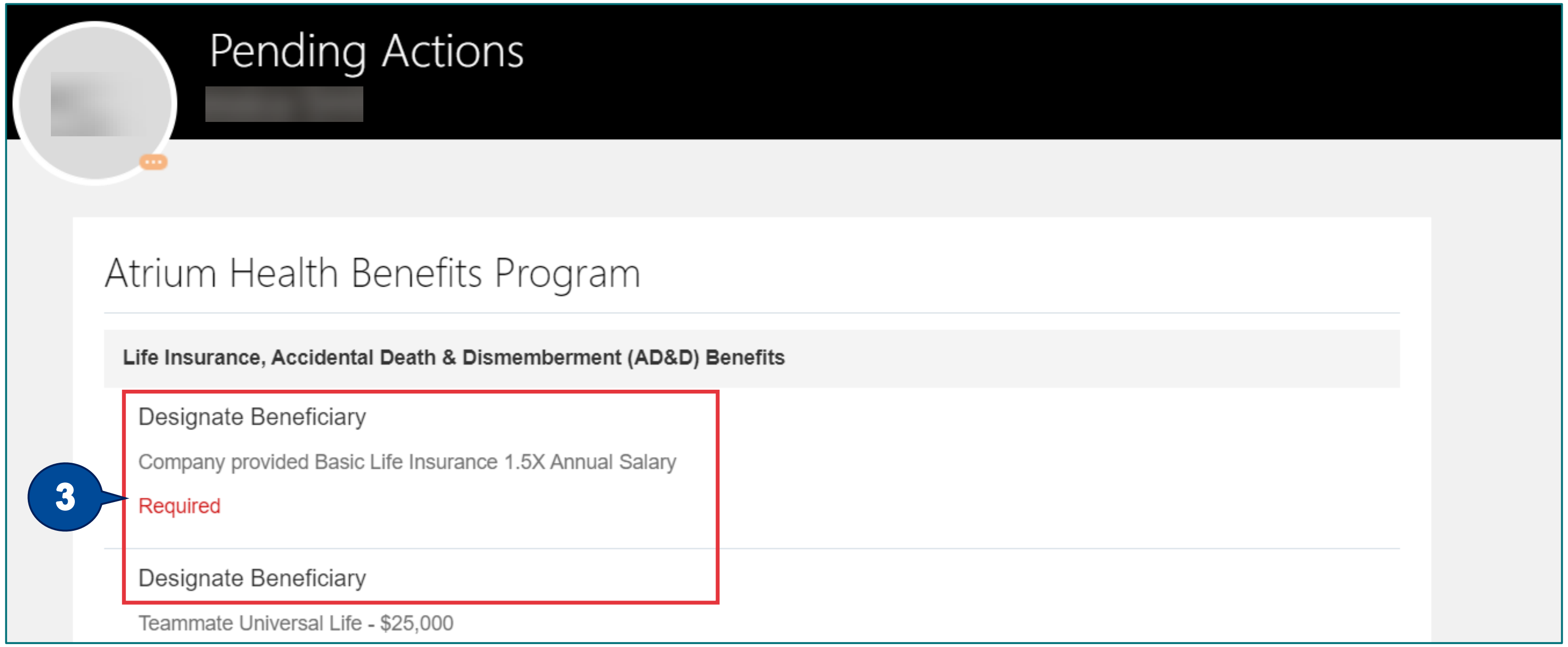


Manage Benefits Enrollments

2 of 3 - Click the **Pending Actions** tile.

3 of 3 - Review the **Pending Actions** and close them, as required.



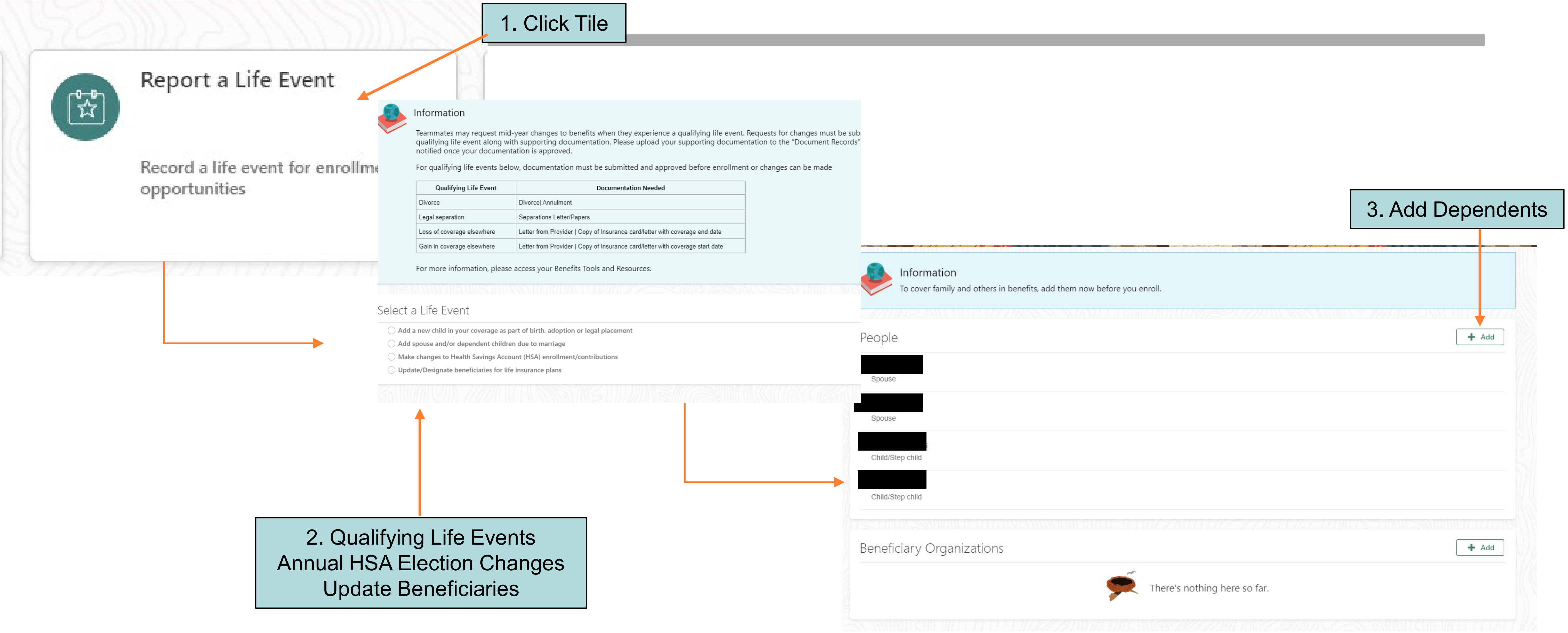


Benefits

Screen Shots and Navigation

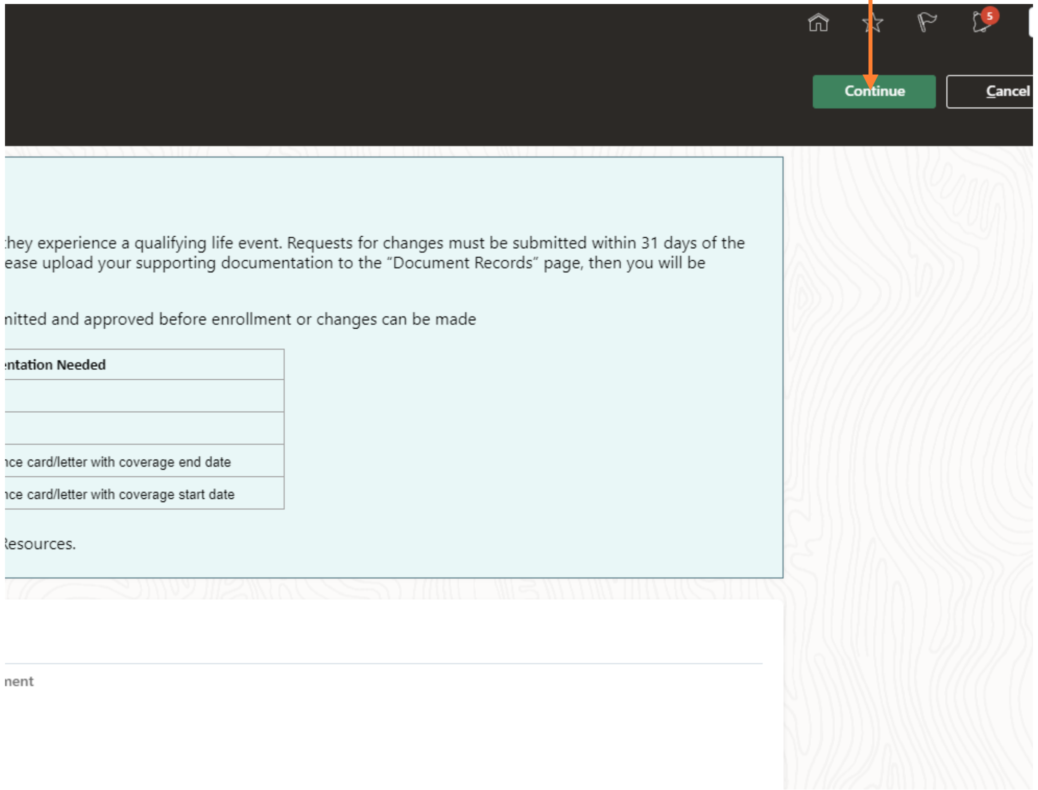
Report a Life Event

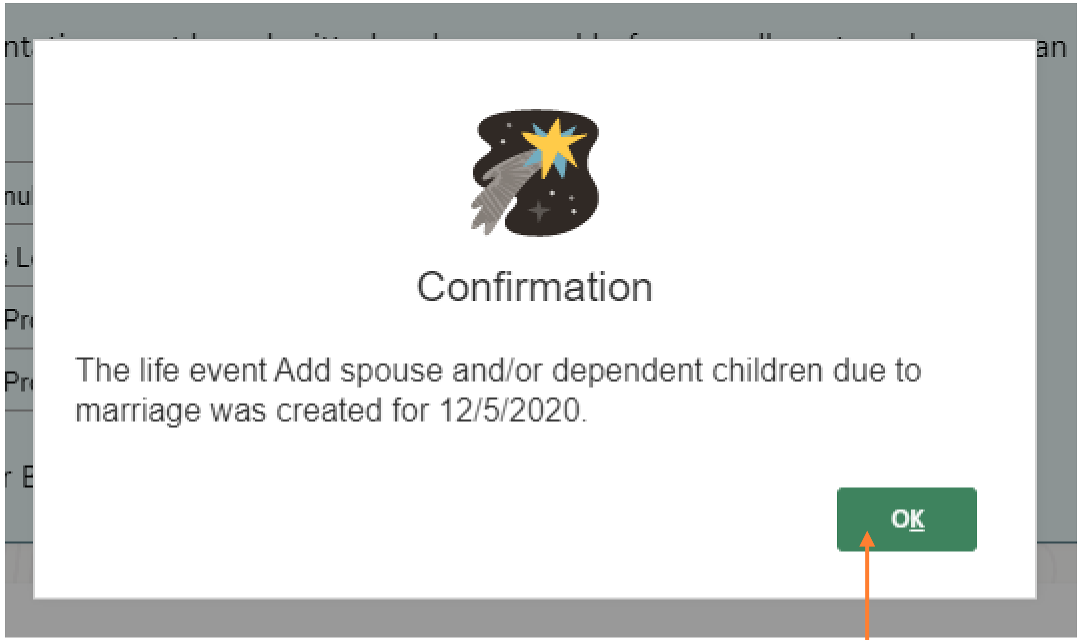
Make Benefits Changes



Making Benefit Changes

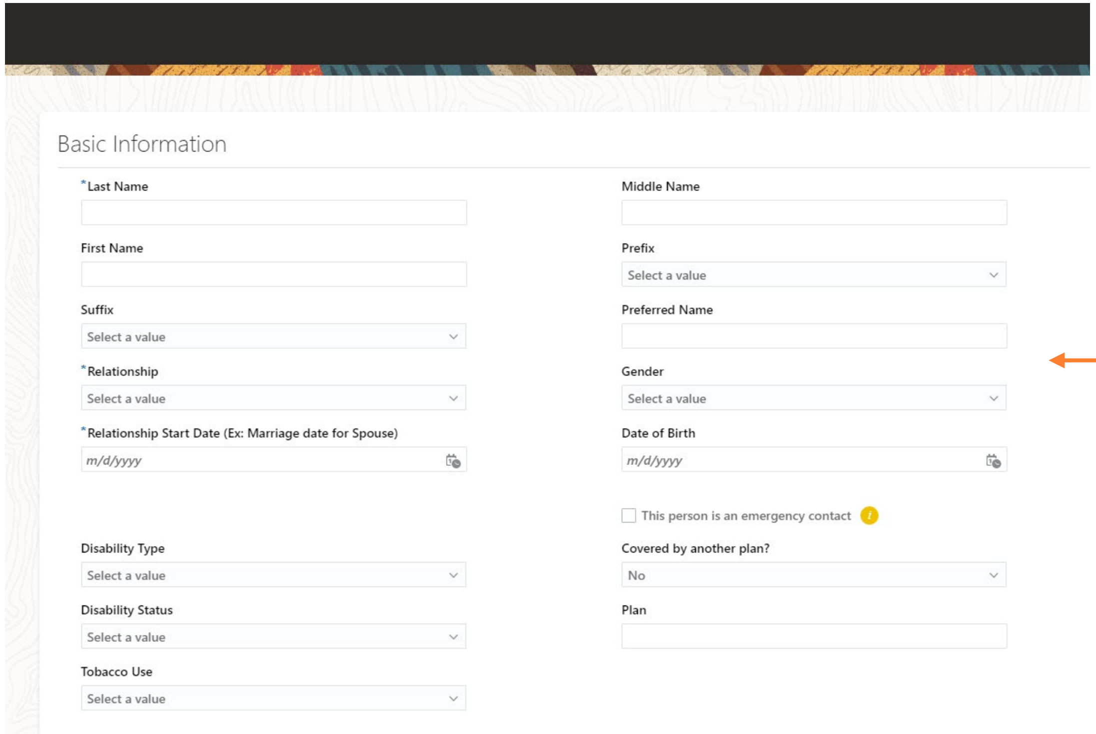
4. Click Continue





5. Click OK

Make Benefits Changes

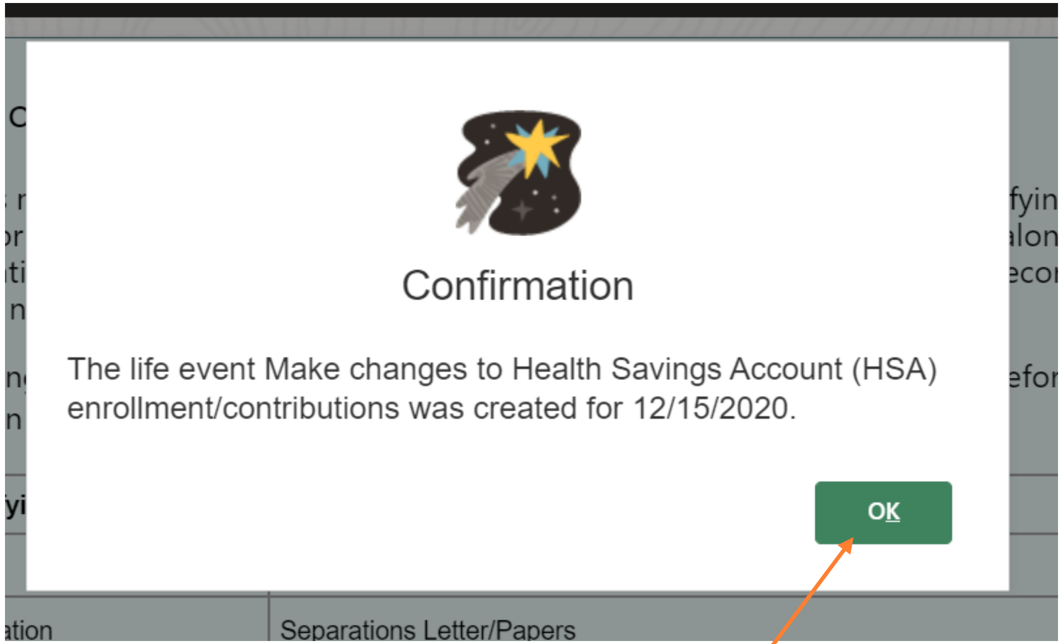


NOTE

Dependents are called Contacts in CORE Connect

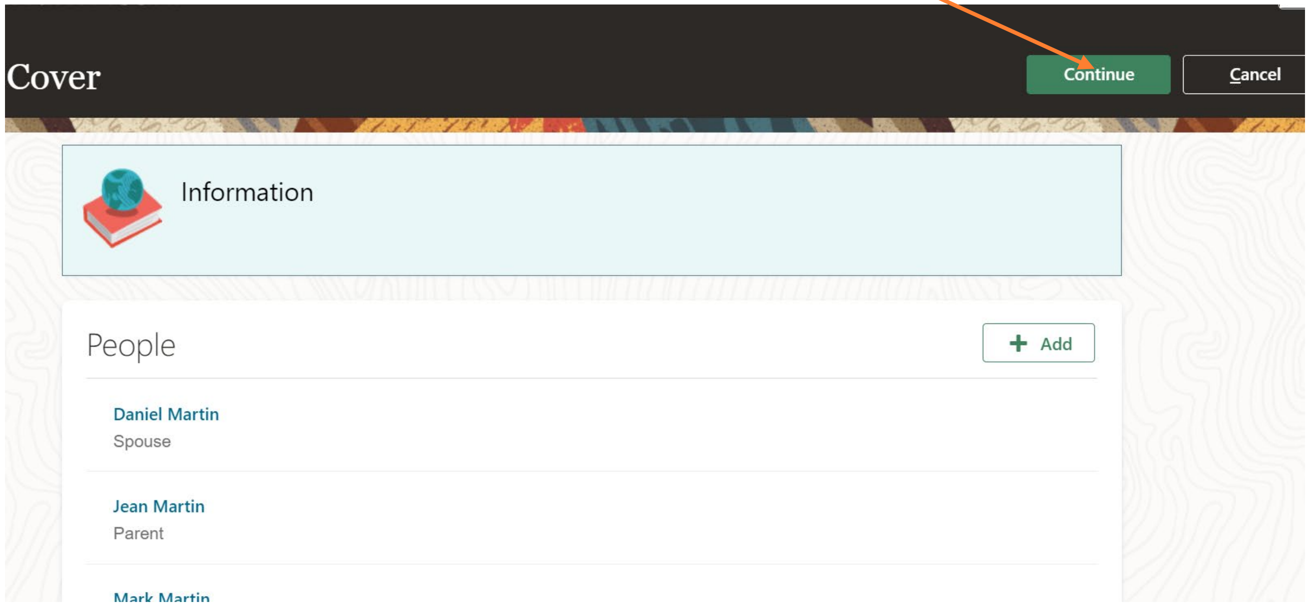
6. Update Dependent Information

Benefits Changes



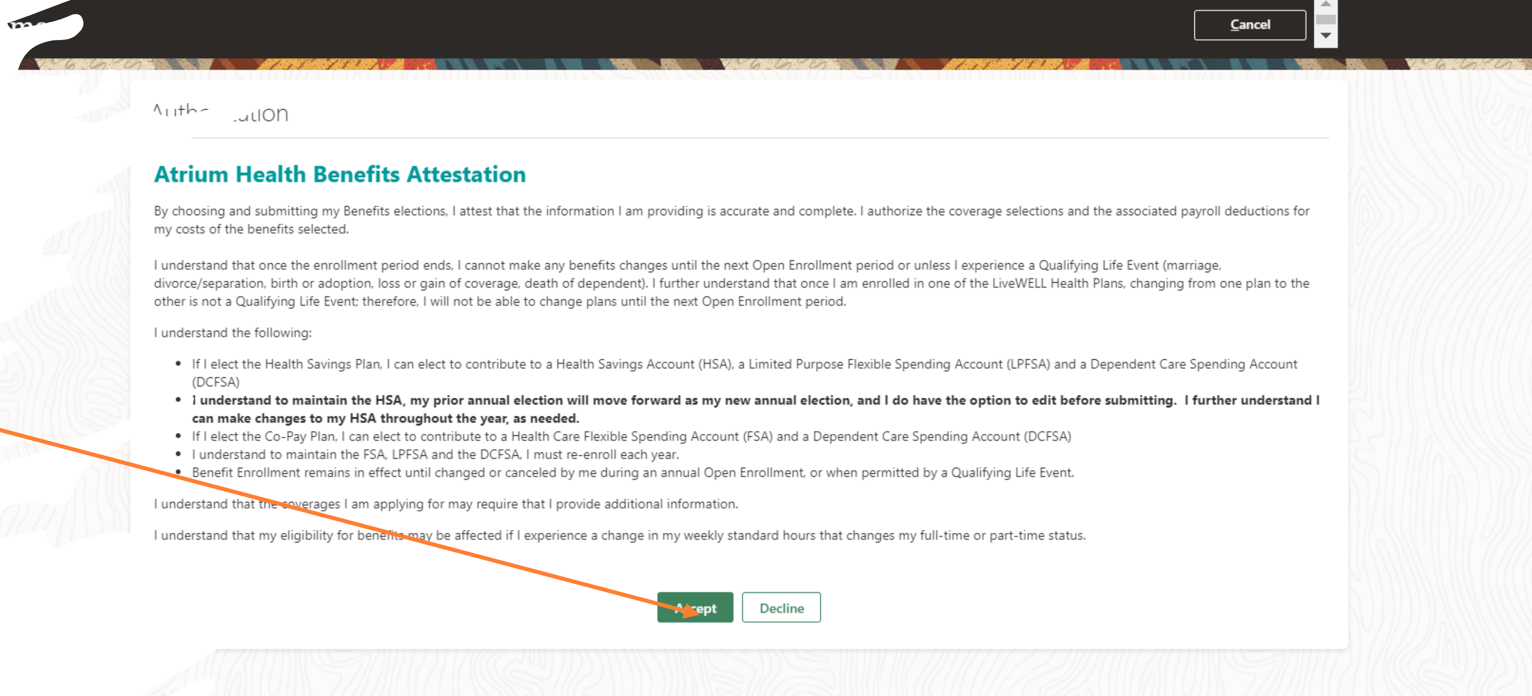
4. Click OK

5. Click Continue

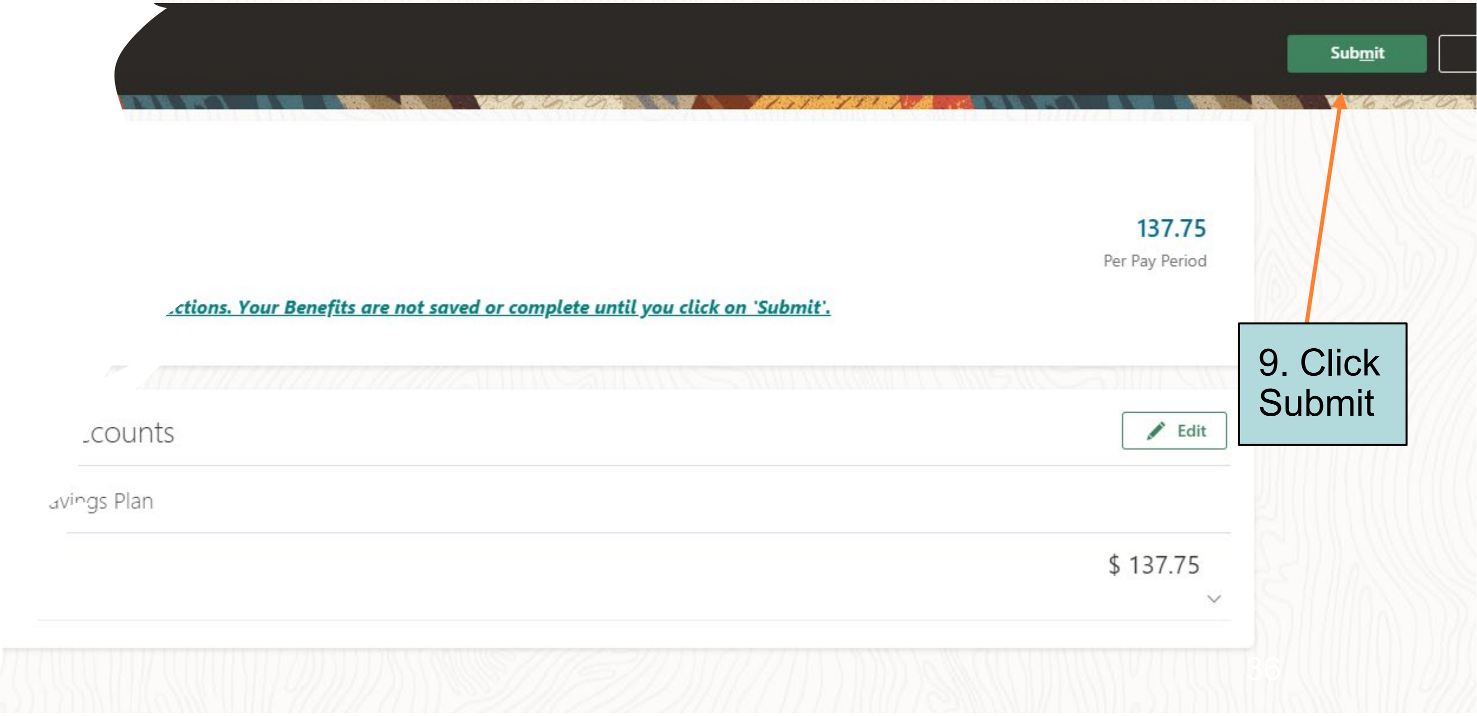


Benefits Changes

7. Click Accept

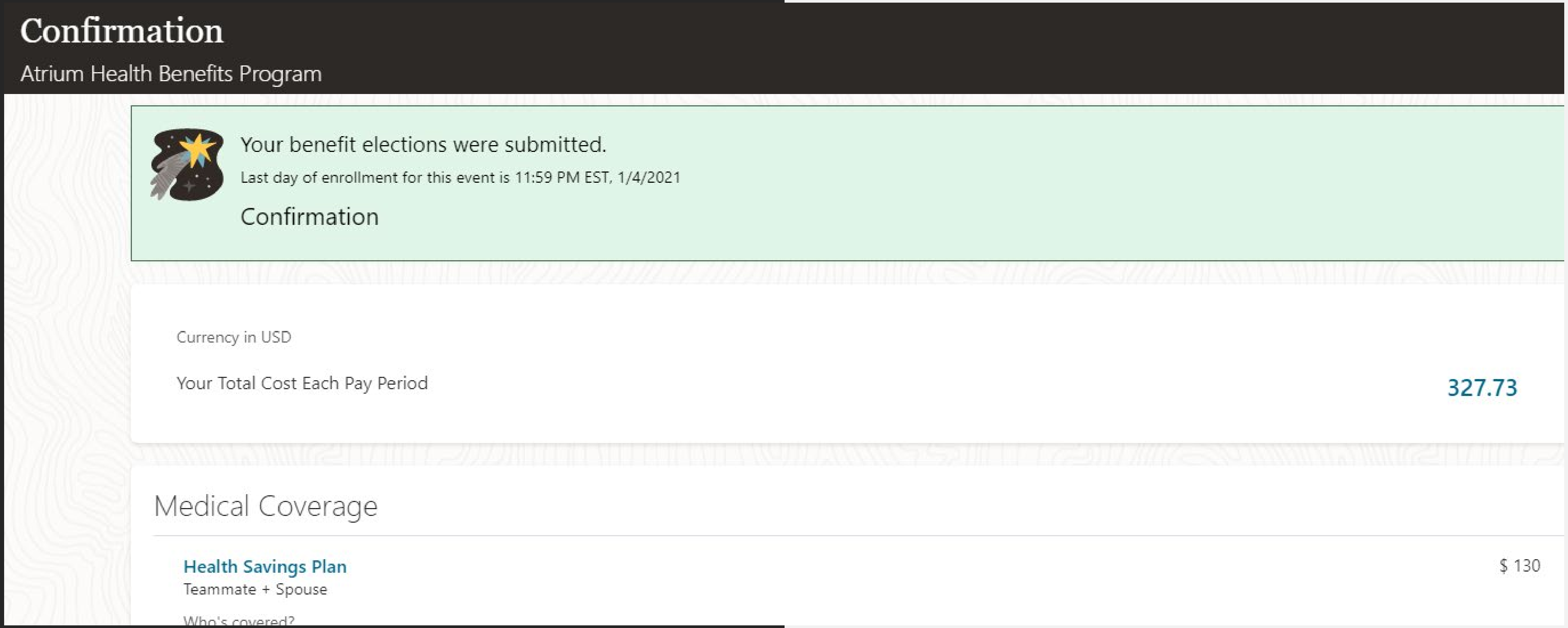


8. Update Benefits Using Edit Button



9. Click Submit

Confirmation



CORE Connect Navigation Chart

- **To begin the navigation steps, log into CORE Connect and select "Me" to find core Teammate Self-Service Activities.**

How Do I Manage My Information?	
I Want To:	Go Here:
View Personal Information	Personal Information Tile > Personal Details
View Contact Information	Personal Information Tile > Contact Info
View Family and Emergency Contacts	Personal Information Tile > Family and Emergency Contacts
View Employment History	Personal Information Tile > Employment Info
View Direct Reports/Search for Other Teammates	My Organization Chart > Organization Chart

How Do I View and Make Changes to My Benefits?	
I Want To:	Go Here:
View Current Benefits	Benefits Tile > Your Benefits
Print Benefits Confirmation Summary	Benefits Tile > Your Benefits
Add/Update Beneficiaries	Benefits Tile > People to Cover
Add/Change HSA Contributions	Benefits Tile > Report a Life Event
Make Changes due to Qualifying Life Event (QLE)	Benefits Tile > Report a Life Event
View/Upload Document for QLE	Benefits Tile > Document Records

How Do I Submit/Edit Time Off Requests?	
I Want To:	Go Here:
Review PTO Balance, PTO Taken and PTO Requested	Time and Absences Tile > Absence Balance
Submit PTO Request	Time and Absences Tile > Add Absence
Submit Bereavement Leave	Time and Absences Tile > Add Absence
Submit Jury Duty Leave	Time and Absences Tile > Add Absence
Submit Time Out for Prevention	Time and Absences Tile > Add Absence
Submit PTO Cash-Ins (in December for the following May and November)	Time and Absences Tile > Cash Disbursements
Submit PTO Donation	Time and Absences Tile > Donations

How Do I View My Payslip and Update My Payroll Information?	
I Want To:	Go Here:
View Payslip	Pay Tile > Payslips
Update Direct Deposit	Pay Tile > Payment Methods
View/Update Federal and State Tax Withholding	Pay Tile > Tax Withholding

THANK YOU