



Uplift Oregon

Delivered by RISE Partnership

Seasonal Employee Registration Kit

This informational kit is intended to help managers guide their seasonal employees through the process of registering for “Understanding Your Seasonal Benefits Package” in Workday. This workshop, provided by Uplift Oregon, will help seasonal workers make the most of the benefits available to them.

We have included a calendar of the Workday courses available for seasonal employees, a FAQ, Tech Tips for Zoom, and information on how employees can register in Workday.

Our goal is to provide all the information you’ll need to help your employees successfully register for the Understanding Your Seasonal Benefits Package workshop.

(503) 305-5148 • UpliftOregon.org

Uplift.Oregon@RISEpartnership.com

Understanding Your Seasonal Benefits Package

Workshop schedule & registration

Uplift Oregon is pleased to offer the following schedule for “Understanding Your Seasonal Benefits Package,” a two-hour workshop that helps new on-season state employees make the most of their benefits package.

All workshops are offered through Workday. Please note that if fewer than five state employees are registered 24 hours prior to a workshop, that session will be canceled and registrants will be notified via email.

April	June	June (cont)
Monday, April 22 8:00-10:00 a.m.	Thursday, June 6 3:00-5:00 p.m.	Monday, June 24 3:00-5:00 p.m.
Tuesday, April 23 8:00-10:00 a.m.	Thursday, June 13 3:00-5:00 p.m.	Tuesday, June 25 8:00-10:00 a.m.
	Monday, June 17 8:00-10:00 a.m.	Thursday, June 27 8:00-10:00 a.m.
May		July
Thursday, May 2 3:00-5:00 p.m.	Tuesday, June 18 8:00-10:00 a.m.	
Thursday, May 16 8:00-10:00 a.m.	Friday, June 21 9:00-11:00 a.m.	Monday, July 15th 8:00-10:00 a.m.

[Click here to register on Workday](#)

You can also register on Workday by visiting UpliftOregon.org/Seasonal2024, or by following the QR code on this page. For more detailed instructions on registration, see page 3 of this document.



Understanding Your Seasonal Benefits Package

How to Register and What You Can Expect

- The fastest way to register for “Understanding Your Seasonal Benefits” is to follow the QR code below, or visit UpliftOregon.org/Seasonal2024. You can also log into Workday and enter “Understanding Your Seasonal Benefits Package” in the search bar.
- Register for the workshop that best fits your schedule. You’ll receive an email confirmation that you’re registered. You will also receive email reminders seven days, one day, and 30 minutes prior to the workshop with a link to Zoom.
- Click on the Zoom link at least five minutes before the scheduled workshop start time. You will fill out a registration form asking for information such as your name, OR number, and agency. This information helps the Uplift Oregon team confirm your attendance and provide you with credit for attending.
- **MULTIPLE EMPLOYEES SHARING A DEVICE:** Have one person enter their information on the Zoom registration form. When you enter the workshop, send a chat message listing the names and agencies of everyone attending on that device. An Uplift Oregon team member may reach out if they need additional information, like OR numbers. This is a crucial step for getting everyone credit in Workday for attending the training.
- During the event, you will be asked to complete some polls and activities. If you are sharing a device, you can all take turns putting your responses in the chat and one person can fill out the polls.
- Toward the end of the workshop, you will be asked to complete a survey. If you’re sharing a device, each person should complete their own survey.
- You will receive Workday credit within two days of completing the workshop.



Understanding Your Seasonal Benefits Package

Preparing ahead for a successful workshop

- ❑ Confirm you have a working Zoom account for the device you will be using on the day of the workshop. If you need to, you can install the Zoom Desktop Client at Zoom.us/download
- ❑ If you already have Zoom installed, check to make sure it's up to date by signing into Zoom and clicking your profile picture. Then click "Check for Updates." If there is a newer version, Zoom will download and install it.
- ❑ Visit Support.Zoom.com for troubleshooting information, including how to adjust and test your audio settings (microphone and video are not required for this event)
- ❑ If possible, please plan to join the meeting a few minutes early to get signed in and ensure the technology is working for you.
- ❑ If possible, come to the training prepared to access QR codes for resources, informational webpages, and tools.
- ❑ Presentation slide deck and other resources can be found on our website. UpliftOregon.org.

Please note that if you log into the workshop 15 minutes late (or later), you will not be admitted into the workshop and will need to enroll in a future session.



Understanding Your Seasonal Benefits Package

Benefits Enrollment Checklist 2024

1. Review The 2024 Summary Of Benefits. You know what you need out of your healthcare plans. Compare the available plans to find the best fit.

 UpliftOregon.org/PEBB-Summary-of-Benefits

2. Find details for plans and healthcare vendors in the 2024 PEBB Enrollment Guide. Research and choose a healthcare plans for yourself and your family. You can find the details for plans and services.

 UpliftOregon.org/PEBB-Enrollment-Guide

3. Get The Details On Your Costs. Now that you have a better idea of what you and your family need for plans and services, it's time to find out how much this may cost. Visit the Premium Estimator tool to get a customized estimate.

 PEBBpremiumestimator.com

4. Overwhelmed? Need a guide? You have so many benefits to consider that it might be helpful to learn about your benefits using PEBB's Explore Your Benefits online tool. Benefit information is set up in a simple game format where you can earn badges as you explore more information about your benefit options.

 PEBBExploreYourBenefits.com

5. Want to save money? Look into FSAs (Flexible Spending Accounts)! Check out the ASI flex savings calculator to see how much you can save on doctor visits, prescription drugs, dental, vision, and over-the-counter healthcare expenses. While you're on the ASI Flex page, you can also explore more information about the Dependent Care FSA and the Commuter FSAs.

 UpliftOregon.org/ASICALculator



Understanding Your Seasonal Benefits Package

Benefits Enrollment Checklist 2024

6. Still have questions on some specifics? Contact PEBB with any detailed questions that you have between 8:00 a.m.-5:00 p.m, Monday-Friday.

 PEBB@dhsoha.state.or.us  503-373-1102.

7. Setup/login in to your PEBB account. If you're new to PEBB, use your OR number or employee number to setup your PEBB account. If you already have a PEBB account, verify you can login into your account.

 Oregon.gov/oha/pebb/pages/index.aspx

8. Make your selections & review before you submit. Select each of the benefits you want to enroll in. Review all your selections and any dependent information for accuracy before submitting your enrollment or changes.

