



**REMINDER: ENROLL ONLINE
FOR 2008 BENEFITS NOW!**
Open Enrollment ends November 16

In this edition of the Ceridian Communicator, we will recap a number of important items for you to remember regarding Ceridian Benefits System, Time and Attendance, and Self-Service.

Thanks for your efforts to make Ceridian Human Resource Information System a success!

*- Rob Henken, Director
Department of Administrative Services*

BENEFITS UPDATE

All **eligible employees must re-enroll in benefits for 2008 during the open enrollment period.** Here are some tips to help guide you:

- Open Enrollment for 2008 employee benefits runs until **November 16 at 6:00 p.m.**
- Go to www.county.milwaukee.gov, click on "Milwaukee County Employees" on the bottom left, click on "Benefits Online/Open Enrollment." On the login page enter your User ID and Password. Your User ID is 1083 followed by your employee/clock number (the same number you use to log into Time & Attendance). Your password is the last four digits of your Social Security Number.
- Dedicated Ceridian computers are located at various [County sites](#) for you to use. You can also use a computer at any [public library](#) in Milwaukee County, or on any computer that has access to the Internet.
- Visit the Enrollment Center located in the lower level training rooms of the Coggs Center at 12th & Vliet from 7:30 a.m. to 5:00 p.m. Monday-Friday (Wednesdays until 6:30 p.m.).
- Contact your HR/Payroll Clerk with questions or call the Open Enrollment help desk at 1-800-586-5120 from 7:00 a.m. - 7:00 p.m.

TIME AND ATTENDANCE UPDATE

The anticipated "Go Live" date for Ceridian Time and Attendance is the pay period from November 18 – December 1, 2007. "Go Live" means paychecks will be generated from Ceridian. **For testing purposes, we need 100% participation from ALL employees in this pay period in order to "Go Live" November 18!**

- **Employees:** enter all time and **sign your online timesheet by the end of day on Sunday following payday** (Sunday, November 18 for current pay period).
- **Approvers:** validate and **approve time in Ceridian Time and Attendance by noon on Wednesday following payday** (Wednesday, November 21 for current pay period).

SELF-SERVICE UPDATE

Ceridian Self-Service is now live and available online to make changes to your W-4, Direct Deposit, and emergency contact information!

- If you are currently enrolled in Direct Deposit, your Ceridian paychecks will be automatically deposited in your bank account. For employees that are NOT enrolled, if you **sign up for Direct Deposit by November 17, 2007** your first Ceridian paycheck will be deposited directly into your bank account. If you do not enroll in Direct Deposit your paycheck will be mailed to your home, not distributed at work.

BENEFIT VENDOR SESSIONS

- Open Enrollment Benefit Vendor Sessions will be held on November 13 at the Behavioral Health Division library from 1-5pm and November 15 at the Sheriff's Department gym from 8am to 12pm. Flu shots will be available.

TO ACCESS CERIDIAN WEBSITES AND INSTRUCTIONAL DOCUMENTS, GO TO:

- <http://www.county.milwaukee.gov/>
- Click on "Milwaukee County Employees"

Email Questions/Comments To:
ceridiancommunicator@milwcnty.com