



3650 N.E. 12th Avenue • Oakland Park, Florida 33334 • 954.630.4200 • www.oaklandparkfl.org

The City will be using our Tyler Munis system for a dual open enrollment this year. Each employee will easily access and update your plan enrollment by logging on to the Employee Self Service website.

Tyler Munis Open Enrollment Instructions:

- Log on to oaklandpark.munisselfservice.com
- Enter **your Username** (your employee ID) and **Password** (this is the same username and password you use to access your paystubs online).
- Click on **Employee Self Service**.
- Click on **Benefits**.
- Click on **Open Enrollment**.
- **Go through each benefit by clicking “make new election” and make your election or decline coverage for that benefit by clicking “Decline benefit”.**
- When all of your elections are made **click continue**.
- **Be sure to click “Submit”** to confirm your elections.
- Your enrollment is complete!

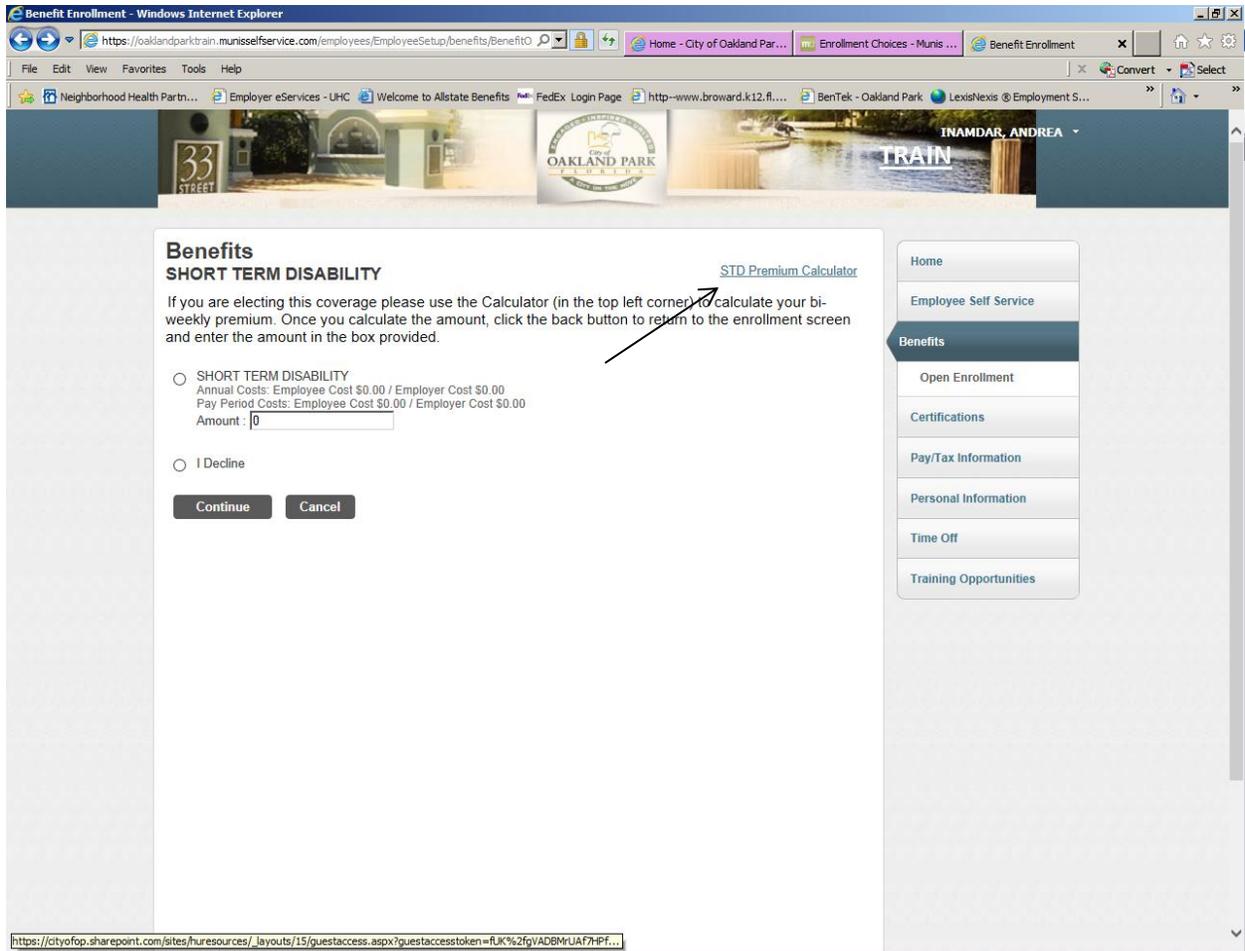
You will receive an email (at the email address you have in your profile) with your election choices.

Please note: For those enrolling in Short Term & Long Term Disability to determine your amounts you will need to use the calculator in the top right of the screen. The following are instructions for how to calculate the Short and Long Term Disability.

Instructions to calculate and record amounts for your Long Term and Short Term Disability.

Please note: These instructions apply for both Long and Short Term Disability

Click on the STD Premium Calculator



Once in the excel spreadsheet, Click edit workbook

The screenshot shows an Excel Online spreadsheet titled "Calculator" with the following content:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Short Term Disability Calculation													
2	To calculate your bi-week premium amount, enter your annual salary in column "A".													
3	Annual Salary	Bi-weekly Premium												
4	0.00	\$	-											
5	Long Term Disability Calculation													
6	To calculate the bi-weekly long-term disability amount, enter your annual salary in column "A" below.													
7	Annual Salary	Bi-weekly Premium												
9	\$	-	\$	-										

Click edit in Excel Online

Human Resources Calculator

Short Term Disability Calculation	
To calculate your bi-week premium amount, enter your annual salary in column "A".	
Annual Salary	Bi-weekly Premium
	0.00 \$

Long Term Disability Calculation	
To calculate the bi-weekly long-term disability amount, enter your annual salary in column "A" below.	
Annual Salary	Bi-weekly Premium
\$ -	\$ -

Enter your current annual salary in the annual salary box

Calculator.xlsx - Windows Internet Explorer

https://cityofop.sharepoint.com/sites/huresources/_layouts/15/WopiFrame.aspx?sourcedoc=...

Home - City of Oakland Par... Enrollment Choices - Munis... Calculator.xlsx

Excel Online Human Resources Calculator Share Andrea Inamdar

FILE HOME INSERT DATA REVIEW VIEW Tell me what you want to do OPEN IN EXCEL

Clipboard Font Alignment Number Tables Cells Editing

25000

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Short Term Disability Calculation													
2	To calculate your bi-week premium amount, enter your annual salary in column "A".													
3	Annual Salary	Bi-weekly Premium												
4	25000	\$	-											
5														
6	Long Term Disability Calculation													
7	To calculate the bi-weekly long-term disability amount, enter your annual salary in column "A" below.													
8	Annual Salary	Bi-weekly Premium												
9	\$	-	\$	-										
10														
11														
12														
13														
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27														

Calculator HELP IMPROVE OFFICE

Record your bi-weekly premium

Calculator.xlsx - Windows Internet Explorer

https://cityofop.sharepoint.com/sites/huresources/_layouts/15/WopiFrame.aspx?sourcedoc=...

Excel Online Human Resources Calculator

25000

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	
1	Short Term Disability Calculation														
2	To calculate your bi-week premium amount, enter your annual salary in column "A".														
3	Annual Salary	Bi-weekly Premium													
4	25,000.00	\$	6.78												
5															
6	Long Term Disability Calculation														
7	To calculate the bi-weekly long-term disability amount, enter your annual salary in column "A" below.														
8	Annual Salary	Bi-weekly Premium													
9	\$	-	\$	-											
10															
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Calculator

HELP IMPROVE OFFICE

Click the back button to go back to Benefits – Short Term Disability screen.

The screenshot shows a web browser window displaying an Excel Online spreadsheet. The browser's address bar shows a URL from a SharePoint site. The spreadsheet is titled 'Calculator' and is divided into two main sections: 'Short Term Disability Calculation' and 'Long Term Disability Calculation'. The 'Short Term Disability Calculation' section includes a table with columns for 'Annual Salary' and 'Bi-weekly Premium'. The 'Annual Salary' is entered as 25,000.00, and the 'Bi-weekly Premium' is calculated as 6.78. The 'Long Term Disability Calculation' section includes a similar table with 'Annual Salary' and 'Bi-weekly Premium' columns, both currently showing a dash (-). The browser's back button is highlighted with an arrow.

Short Term Disability Calculation	
Annual Salary	Bi-weekly Premium
25,000.00	\$ 6.78

Long Term Disability Calculation	
Annual Salary	Bi-weekly Premium
\$ -	\$ -

Please fill in the bi-weekly premium in the box provided and click continue.

Benefit Enrollment - Windows Internet Explorer

https://oaklandparktrain.muniselfservice.com/employees/EmployeeSetup/benefits/BenefitO

Home - City of Oakland Par... Enrollment Choices - Munis... Benefit Enrollment

File Edit View Favorites Tools Help

Neighborhood Health Partn... Employer eServices - LHC Welcome to Allstate Benefits FedEx Login Page http-www.broward.k12.fl... BenTek - Oakland Park LexisNexis Employment S...

33 STREET

CITY OF OAKLAND PARK

TRAIN

INAMDAR, ANDREA

Benefits

SHORT TERM DISABILITY

STD Premium Calculator

If you are electing this coverage please use the Calculator (in the top left corner) to calculate your bi-weekly premium. Once you calculate the amount, click the back button to return to the enrollment screen and enter the amount in the box provided.

SHORT TERM DISABILITY
Annual Costs: Employee Cost \$0.00 / Employer Cost \$0.00
Pay Period Costs: Employee Cost \$0.00 / Employer Cost \$0.00
Amount:

I Decline

- Home
- Employee Self Service
- Benefits**
- Open Enrollment
- Certifications
- Pay/Tax Information
- Personal Information
- Time Off
- Training Opportunities