



Benefits Enrollment – PTO Sell

Quick Reference Guide

1. Log in to infor

a. Start your web browser by clicking **Start, Programs, Microsoft Edge**.



b. From the Munson intranet home page using a Munson network connected computer, click the SharePoint Home page

(<https://sharepoint16.mhc.net/Pages/home.aspx>). Then click  and then click on the **my>HR icon**.



At this point, you should automatically be logged in to enroll.

c. **From home or outside the Munson network:** Enter web address: <http://www.munsonhealthcare.org>, press **Enter**. At the bottom right corner of the page click on For Employees button.



Then navigate to Quick Links and select my>HR Self-Service.



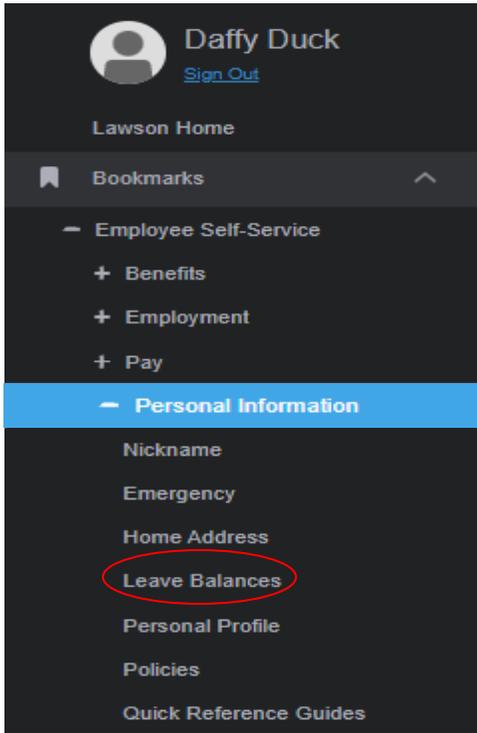
If the Citrix Access Gateway Plug-in is not installed and you do not have multi-factor authentication set up, please read the Log In from Home section and follow the guides listed ([Accessing Employee Self-Service Remotely](#) and [Multi-Factor Authentication Guide for StoreFront](#)). For technical assistance, please contact the Help Desk at (231) 935-6053.

After completing the installations find the **my>HR_SelfService link**, click it and with your network ID, you should automatically be logged in to enroll.

2. Prepare for Election

It is important to verify your available PTO balance to determine hours that are eligible for the PTO Sell election. Key balance considerations include: A maximum of up to 56 hours may be sold and will be paid at 90% of your current hourly rate. You must have 40 hours remaining in the bank after the sale.

a. Click **Bookmarks**, then click on **Employee Self-Service** to expand menus. Click on **Personal Information** and then click on **Leave Balances**.



b. Click on the **Paid Time Off** tab to display your available PTO balance.

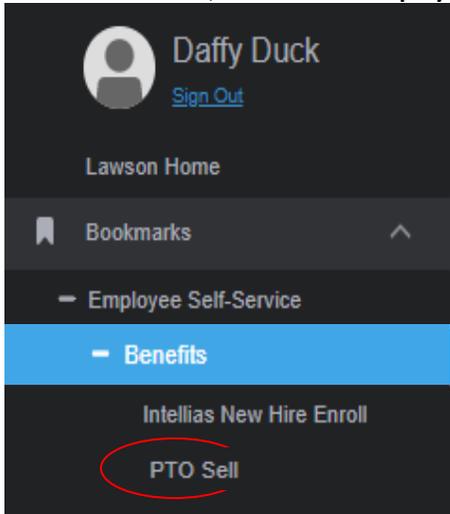
Leave Balances



3. Elect PTO Sell Benefit

NOTE: If you exit part way through enrollment you will lose your work. You can change your elections at any time during the enrollment window. **After the window closes, your election becomes irrevocable and your next opportunity to sell PTO will be the following year.**

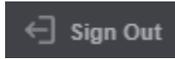
a. Click **Bookmarks**, then click on **Employee Self-Service** to expand menus. Click on **Benefits** and then click on **PTO Sell**.



b. Be sure to use Continue and Previous buttons of your web page selections to navigate. WARNING -- DO NOT use the back and forward buttons on your browser to move between pages.



Application is not designed for browser arrow navigation.
If you accidentally click the back button, log out and log back in to refresh your session.



c. If you ever need to exit, click on the Sign Out icon in the upper-right corner.
NOTE: Your elections are not saved, unless you complete the full enrollment process and receive a confirmation.

d. Make sure to read the welcome page and note all of the message bullets. Click Continue.

Benefits Enrollment x

Welcome to Benefits Enrollment

Welcome to PTO Sell Open Enrollment 2021

This is your annual window of opportunity to cash in PTO hours. The window will be open from Wednesday, November 3, 2021 at 9:00 am to Tuesday, November 16, 2021 at 4:00 pm. You may revisit this page and change your PTO Sell election as many times as you would like, until the deadline.

Some Reminders:

- All employees with at least 90 days of service and more than 40 hours of PTO are eligible to participate with the exception of physicians and residents
- Up to 56 hours may be sold and will be paid at 90% of your current hourly rate
- You must have 40 hours remaining in your bank after the sale
- The amount you will receive is shown as a negative because it is earnings, the opposite of a payroll deduction
- Hours sold will be taxed at the regular payroll tax withholding rates and included in the December 3rd pay check
- The hours sold may be adjusted if your PTO balance on pay end date of November 27 does not cover the sale for the December 3rd pay check and leave behind 40 hours
- After the window closes, your election becomes irrevocable and your next opportunity to sell PTO will be in November 2022

[Continue](#)

e. The Address Update window will appear. Here you have an opportunity to Review or Update your Mailing & Home addresses. You may also add a Spouse's phone number at this time as well (see section encircled in red).

Address Update

Your home address on file with Human Resources / Payroll is listed below.

- If your address information is correct, simply click the **Continue** button.
- If you need to update your address, enter the correct information and click **Save**.

Enter the mailing address below.

Mailing Address	
*Address:	820 Red Drive
* City:	Traverse City
* State:	Michigan
* Zip:	49684
County:	
Country:	United States
Other Phone:	231 - 935 - 8938
Personal Email:	
Spouse Phone (if applicable):	[] - [] - []

Home Address

Is the Home Address the same as the Mailing Address above: Yes No

*Address:	820 Red Drive
* City:	Traverse City
* State:	Michigan
* Zip:	49684
County:	
Country:	United States
Home Phone:	231 - 935 - 8938

f. An Enrollment Order window will appear displaying your eligible benefits for enrollment. Click **Continue**.

Benefits Enrollment

Enrollment Order

You will enroll in benefits in the following order.

Plan Type
PTO SELL

Continue Exit

g. The Benefit Elections page will appear on the screen. Click on the **PTO Sell** radio button. Click **Continue**.

Benefits Enrollment

Benefit Elections - PTO SELL

Select the plan in which you would like to enroll.

Select Plan

PTO Sell

Continue Start Over Exit

h. On the next Benefit Elections window, **enter the number of hours you want to sell**. Employees can sell up to 56 hours and must retain a balance of 40 hours. Click **Continue**.

Benefits Enrollment

Benefit Elections - PTO SELL

You have selected PTO Sell. Your company provides this benefit.

Maximum Hours
56.00

Enter the number of hours you want to sell.

Continue Previous Exit

i. Your selected election will appear listing the number of hours you have elected to sell and the corresponding 90% dollar amount of your election. Hours sold are paid at 90% of your current hourly rate. The amount is shown as a negative during the PTO Sell enrollment process, but will appear as a positive amount of earnings on your check stub. Carefully review your choice. If you would like to change your election, click **Do Not Process – Go Back and Make Changes** and you will be able to go through enrollment again to enter a different election of hours. If you are satisfied with your choice, click on the confirmation box to check that you have read the disclaimer and then click **Save Enrollment and Process**.

Benefit Elections As Of 11/27/2021

2021 PTO Sell Verification

Please verify that your PTO Sell election is listed correctly below.

Click [Do Not Process - Go Back and Make Changes](#) if you would like to make changes to your election.Click [Save Enrollment and Process](#) if the information below is correct.After you click [Save Enrollment and Process](#), you will be asked if you want to print and/or e-mail your election. Be sure to print and keep your elections for future reference.

Plan	Coverage	Your Cost
PTO Sell	24 Hours	-871.1280

Annual Summary		Cost
Total pretax contributions		0.00
Total aftertax contributions		0.00

Your deductions may differ slightly due to rounding.

[Do Not Process - Go Back and Make Changes](#) [Exit](#)

By checking this box, I understand that if I have less than or equal to 40 hours in my PTO balance as of 11/27/2021 when my election is processed, my PTO Sell election will be reduced to the maximum allowable amount in order to leave behind the 40 hour minimum. This box must be checked before you can save your enrollment.

[Save Enrollment and Process](#)

j. On the Enrollment Elections page, click **Yes** to print a copy of your election. Select the printer you want to use and click the **Print** button. The system is defaulted to email your confirmation to your works email address. Save this email for future reference. **Your election may be adjusted if at the time of processing your sale would not leave behind 40 hours.**

Dialog ✕

Do you want to print these elections for your reference?

Yes

No

Do you want to send these elections to your email address on file?

Yes

No

[Continue](#)

k. After your benefit election has printed, click **Continue** to navigate to the Congratulations window.

l. After receiving you email confirmation and/or print copy, you can logout or Sign Out of the application.

[Logout](#)

To exit the program, click the **Logout** link

or the **Sign Out** icon



in the upper-right corner.