



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

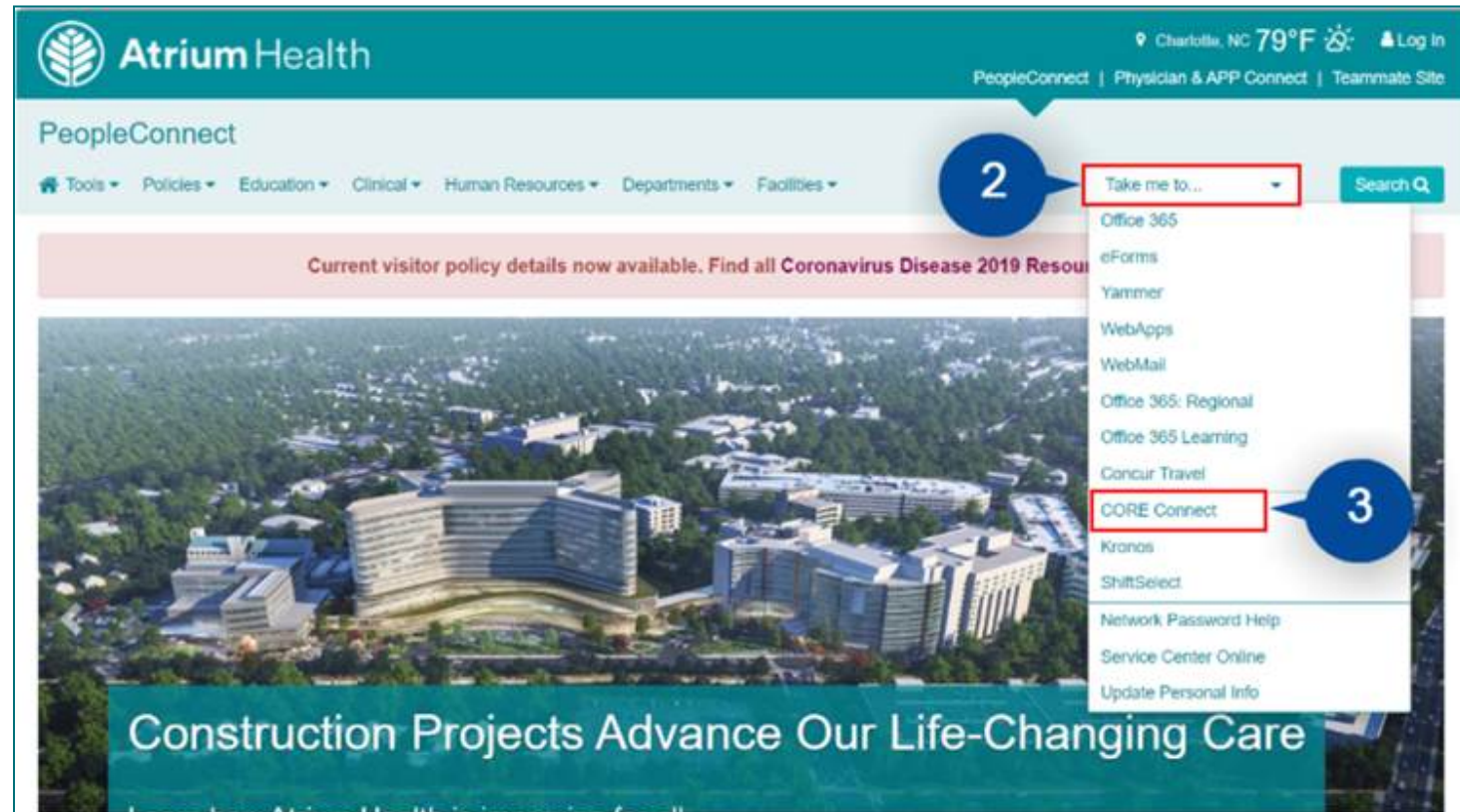
The steps to log into CORE Connect when you are in the Atrium Health network are as follows:

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:

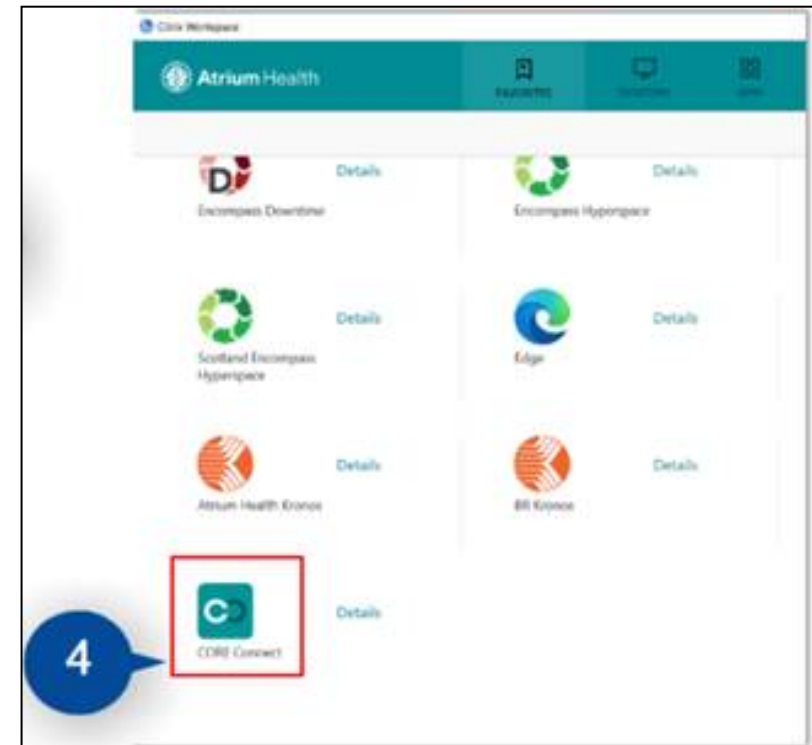
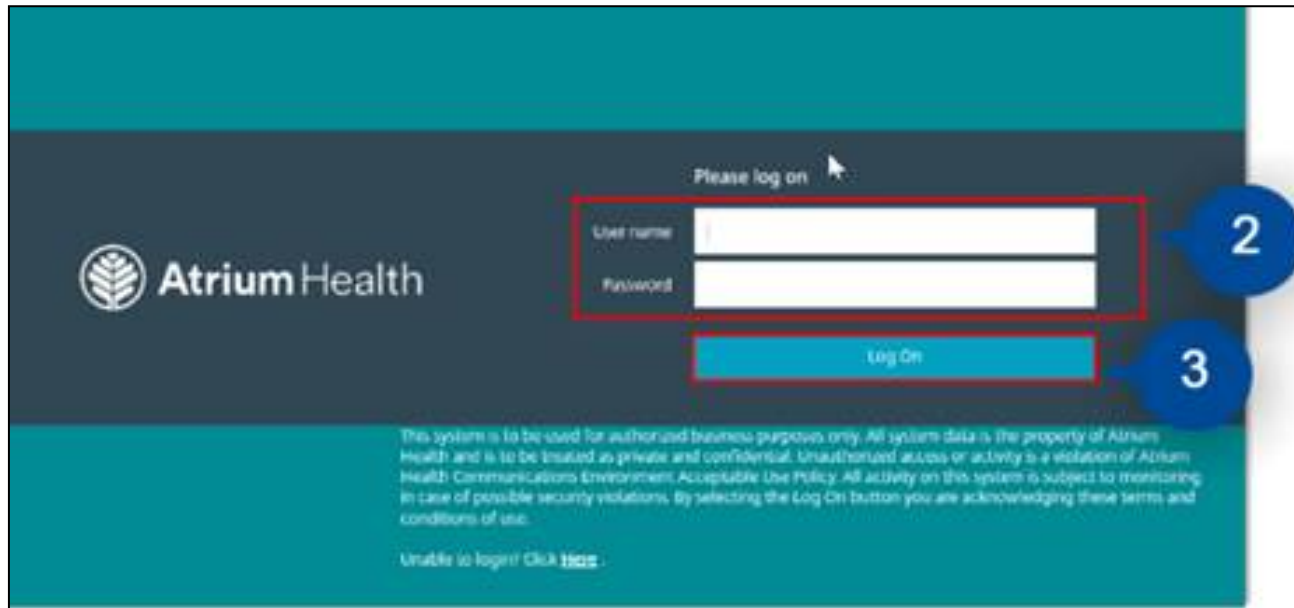
- Teammate Self-Service (TSS)
- Manager Self-Service (MSS)
- Administrative functions for HR, Finance and Supply Chain



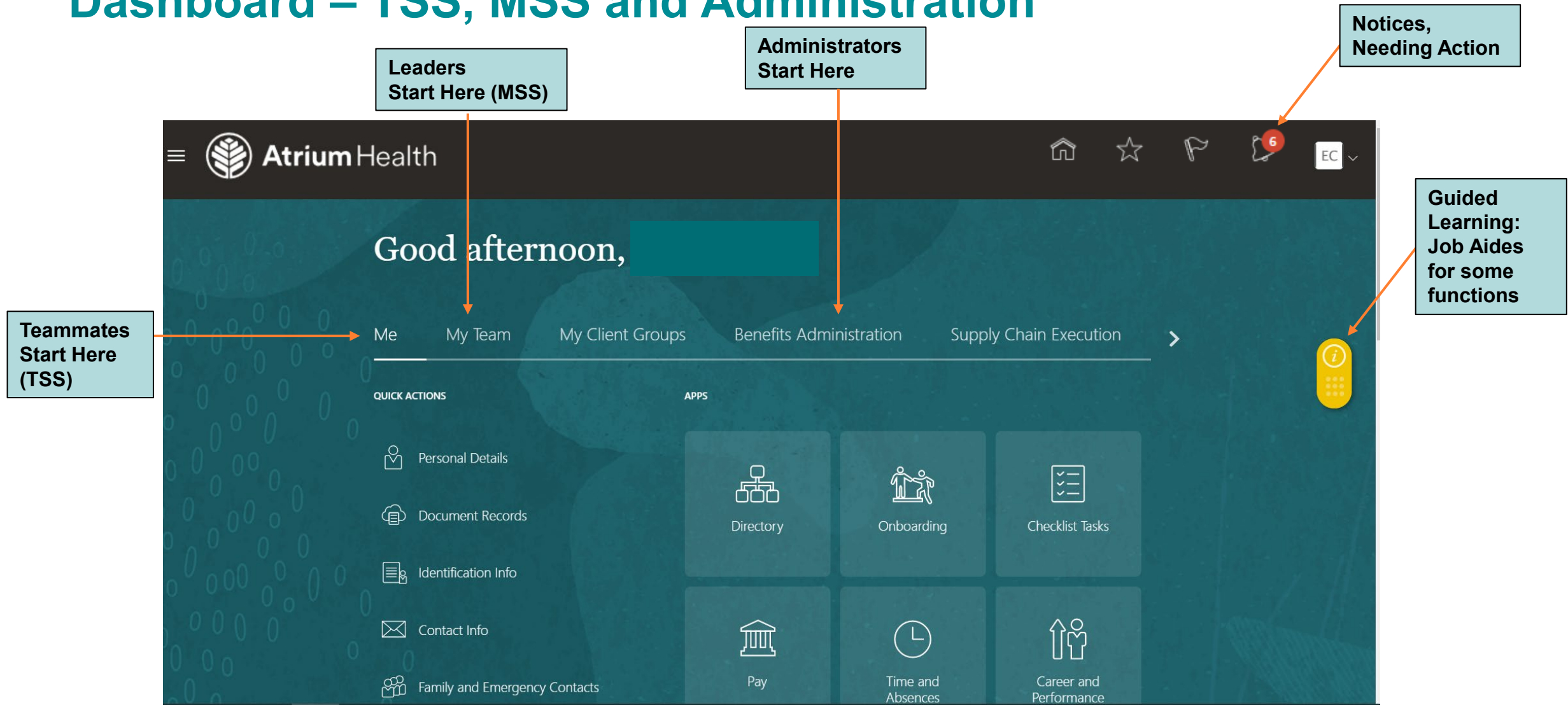
Sign Into CORE Connect - Remote

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



Teammate Self-Service (TSS) Dashboard

The screenshot displays the Teammate Self-Service (TSS) Dashboard. At the top, a dark header bar contains navigation links: Me, My Team, My Client Groups, Benefits Administration, Supply Chain Execution, Tools, and Others. A user greeting "Good afternoon, Eve Cugini!" is shown. Below the header, the dashboard is divided into two main sections: QUICK ACTIONS on the left and APPS in the center. The QUICK ACTIONS section lists: Personal Details, Document Records, Identification Info, Contact Info, Family and Emergency Contacts, My Organization Chart, My Public Info, Change Photo, and Information Sharing. The APPS section features a grid of icons for: Directory, Onboarding, Checklist Tasks, Pay, Time and Absences, Career and Performance, Personal Information, Learning, Benefits, Current Jobs, Roles and Delegations, and Expenses. A plus sign icon is located below the Learning and Benefits tiles. Callout boxes with arrows point to specific features: "Upload documents", "Personal documents", and "Phone and Address" point to the first three items in the QUICK ACTIONS list. "Paychecks, Tax Withholdings, Direct Deposits" points to the Pay tile. "PTO Requests, PTO Cash In, PTO Balances" points to the Time and Absences tile. "Learning Education Modules" points to the Learning tile. "Benefits Benefits Changes Tools and Resources" points to the Benefits tile.

Paychecks, Tax Withholdings, Direct Deposits

PTO Requests, PTO Cash In, PTO Balances

Upload documents

Personal documents

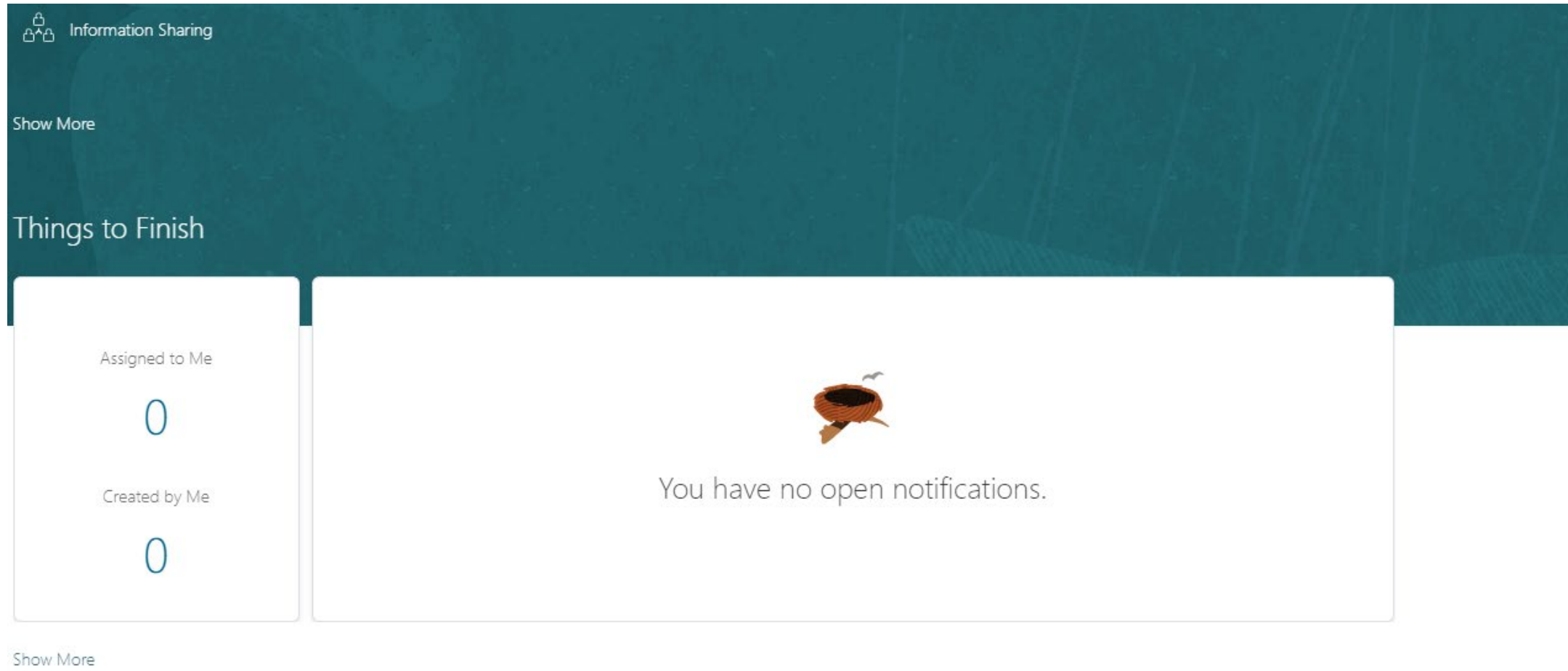
Phone and Address

Learning Education Modules

Benefits Benefits Changes Tools and Resources

TSS Dashboard

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



Benefits - TSS

< Benefits

EC

Teammate Name

Review the Benefits Guide and consider your unique needs before making benefits elections

Make Changes

Make Benefits Elections and One Time HSA Changes

NOTE

Click into cards for actions and/or information

Pending Actions

Address your open items to complete enrollment

Your Benefits

See your current, past, and future enrollments

Report a Life Event

Record a life event for enrollment opportunities

People to Cover

Add family and others before you enroll

Document Records

Upload documents to support your enrollments

Benefits Tools and Resources

Review enrollment guidelines before you enroll

Need Help? Contact the HR Service Center at 704-631-1500

Contact your representative for help

8

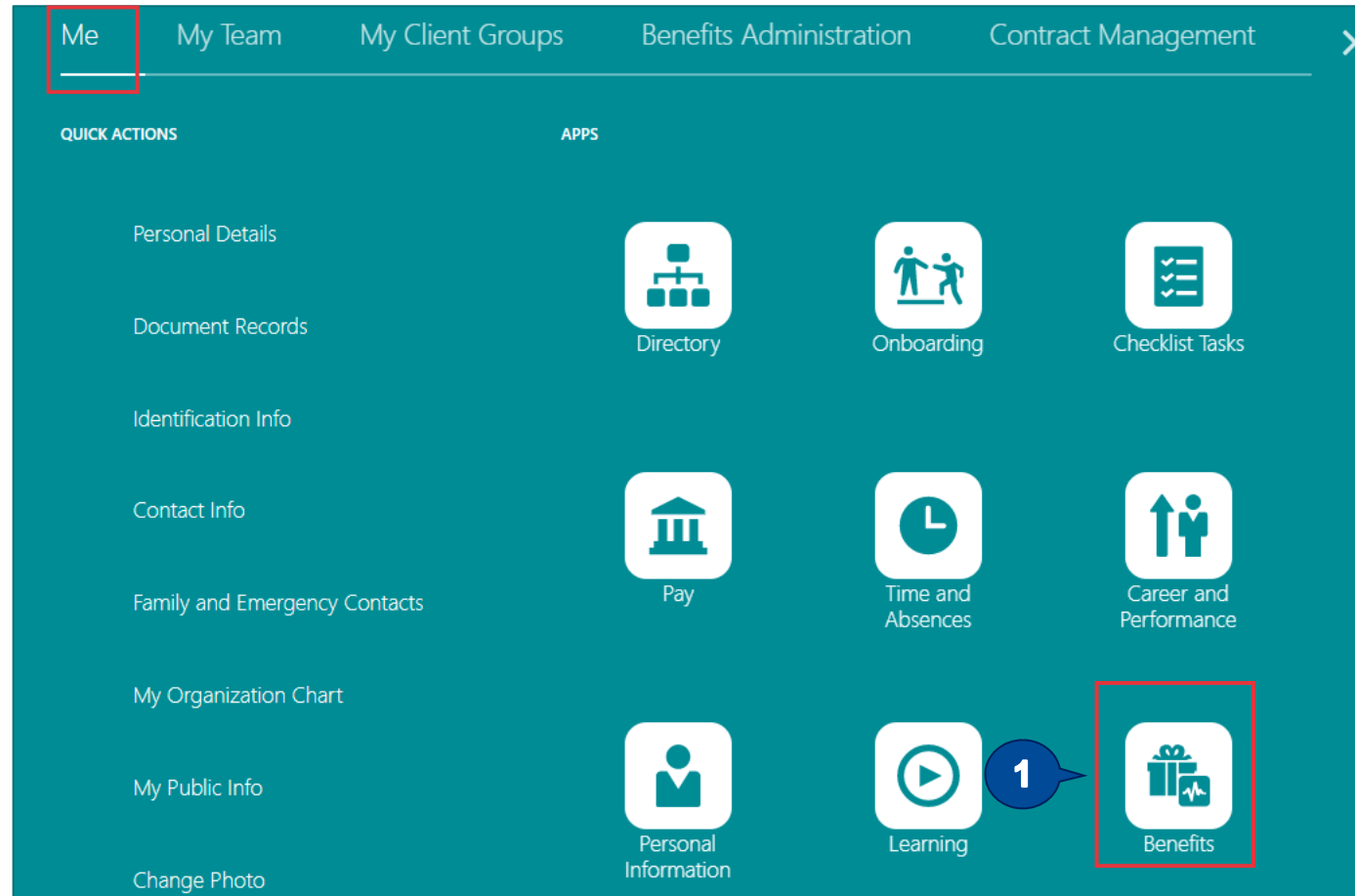
Benefits Enrollment - Add Dependents (Contacts)

Before enrolling in Benefits, add dependents you will cover.

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

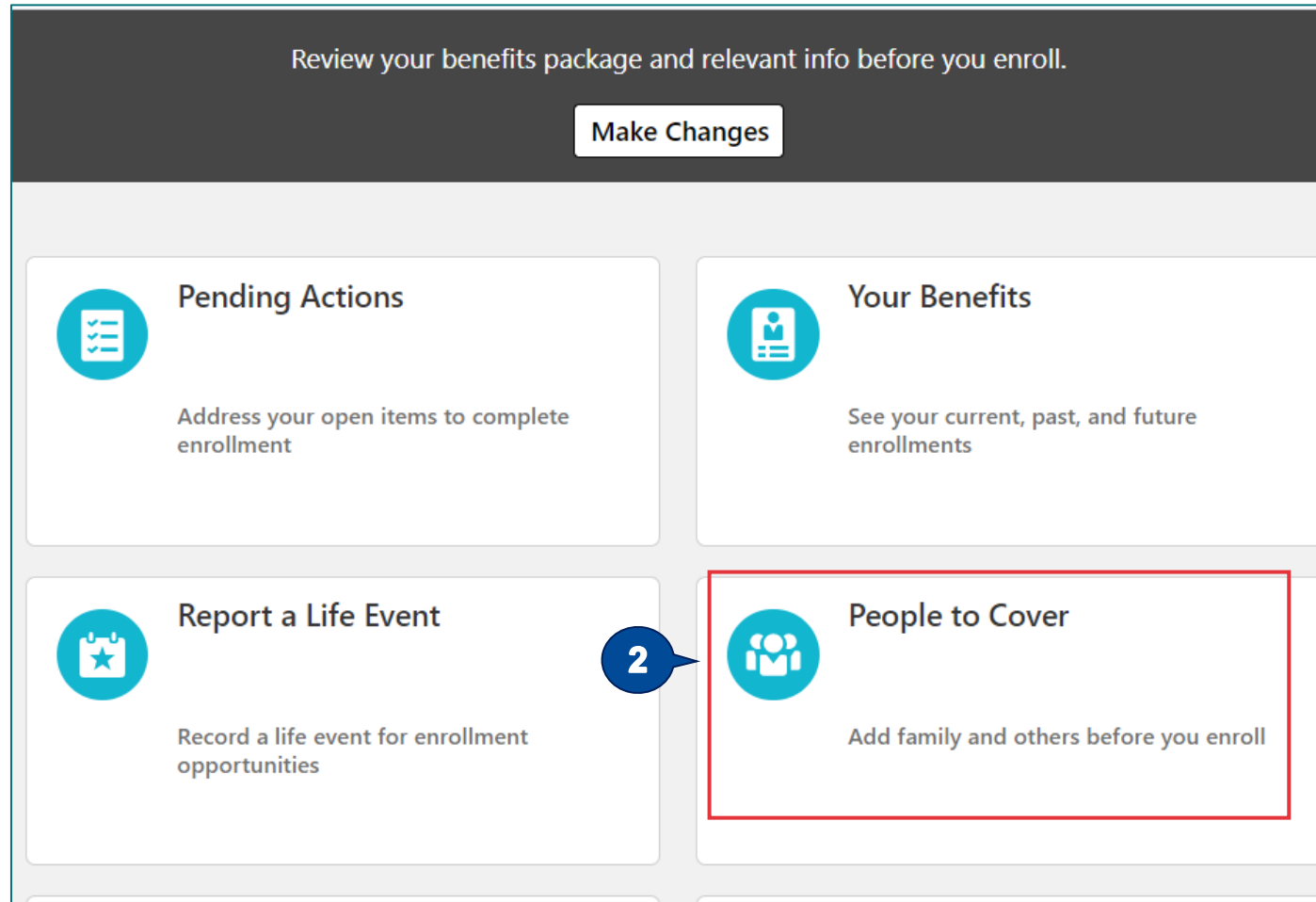
1 of 16 - Click the **Benefits** tile under the **Me** tab on your CORE Connect homepage.

**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.

The screenshot shows a web interface for Benefits Enrollment. At the top, there is a light blue header bar with a globe icon and the text "Information". Below this, a message states: "To cover family and others in benefits, add them now before you enroll." The main section is titled "People" and contains a list of three entries: "Child", "Child", and "Spouse". Each entry has a blurred placeholder image. In the top right corner of the "People" section, there is a blue circular badge with the number "3" and a red-bordered button with a green plus sign and the text "Add". A yellow information icon is located in the bottom right corner of 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.

Basic Information

4

*Last Name

xyz

First Name

abc

Suffix

Select a value

Middle Name

Prefix

Select a value

Preferred Name

*Relationship

Child

*Relationship Start Date (Ex: Marriage date for Spouse)

10/6/2020

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.

Basic Information

5

*Last Name
xyz

First Name
abc

Suffix
Select a value

Middle Name

Prefix
Select a value

Preferred Name

*Relationship
Child

Communication

Phones
Type
Select a value

Email
Type
Select a value

Address

☒ Use My Address
Select a value

☐ Enter a New Address

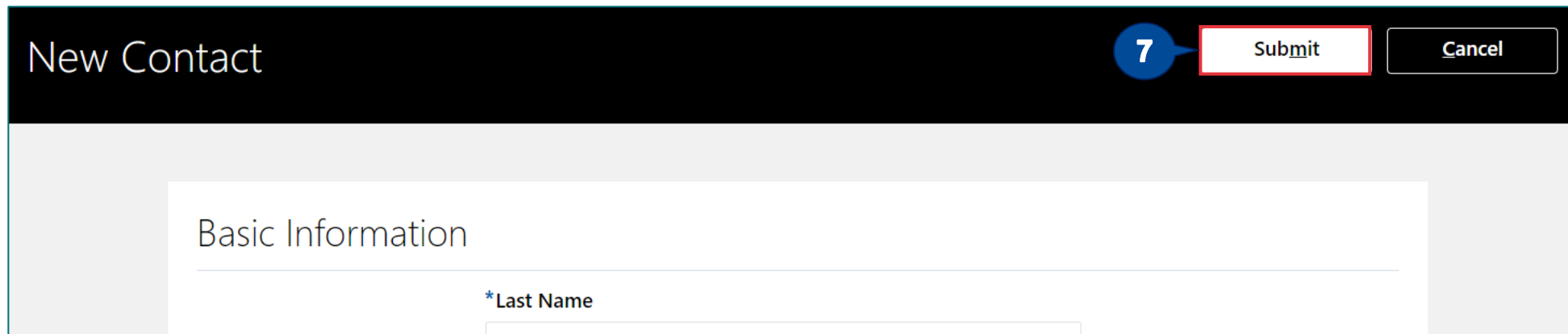
National Identifiers

6

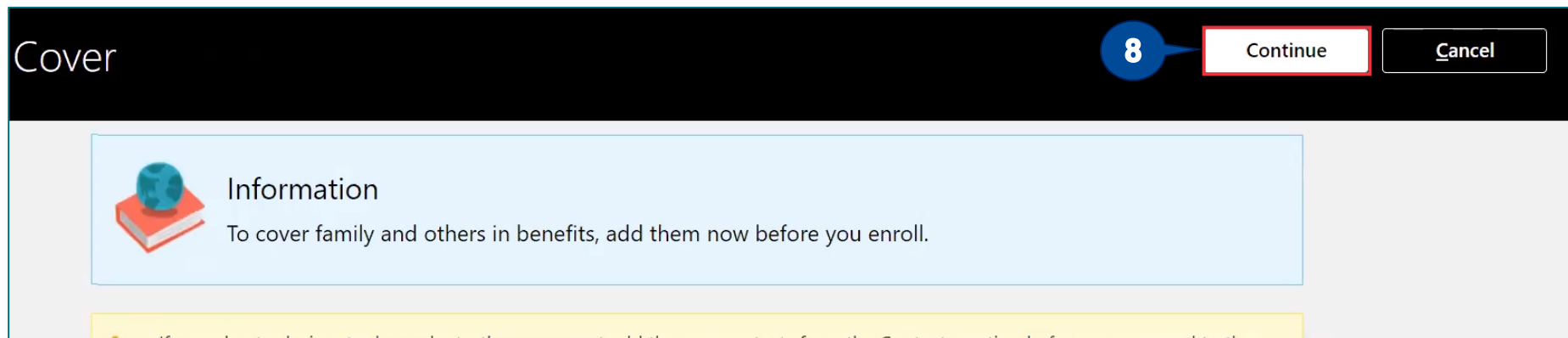
Benefits Enrollment – Add Dependent (Contacts)

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

8 of 16 - Click **Continue**.



This screenshot shows the 'New Contact' form at step 7 of 16. The header bar is black with the title 'New Contact' on the left and a blue circle with the number '7' on the right. In the top right corner, there are two buttons: 'Submit' (highlighted with a red border) and 'Cancel'. The main content area is light gray and contains a white box titled 'Basic Information'. Inside this box, there is a text input field with the label '*Last Name' below it.



This screenshot shows the 'Cover' screen at step 8 of 16. The header bar is black with the title 'Cover' on the left and a blue circle with the number '8' on the right. In the top right corner, there are two buttons: 'Continue' (highlighted with a red border) and 'Cancel'. The main content area is light gray and features a light blue box with a red book icon and a globe. The text inside the box reads 'Information' followed by 'To cover family and others in benefits, add them now before you enroll.' Below this box, there is a yellow banner with text that is partially cut off at the bottom of the slide.

Benefits Enrollment – Add Dependents (Contacts)

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

The information I am providing is accurate, and I authorize the coverage selections and the associated payroll deductions.

I understand that to maintain the [Health Care Flexible Spending Account](#) and [Dependent Care Spending Account](#), I must re-enroll each year. Enrollments remain in effect until changed or canceled by me during an annual open enrollment, or when permitted by a qualified life event.

I understand that my eligibility for benefits may be affected if I subsequently change my contracted work schedule.

I understand that my elections are binding, based upon Choice Program plan provisions and applicable laws and regulations.

I also understand that the coverages I am applying for may require that I provide additional information. We reserve the right to terminate any plan, policy, or procedure at any time and at our sole discretion.

9

Accept


Decline

Benefits Enrollment – Add Dependents (Contacts)

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

Medical Benefits

10

 Edit

Medical

Traditional Health Plan
Teammate + Spouse

\$ 351

Who's covered?
You,

Spousal Surcharge

Is your spouse eligible for coverage through his/her employer but elects not to enroll?
No-Spousal Surcharge Does Not Apply

Benefits Enrollment – Add Dependents (Contacts)

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

11

☒

Teammate + Child

\$ 164

Teammate Contribution per pay period

Employer Contribution per pay period
\$ 210.23

☐

Teammate + Children

\$ 283

Teammate Contribution per pay period

Employer Contribution per pay period
\$ 295.34

☐

Teammate + Family

\$ 367

Teammate Contribution per pay period

Employer Contribution per pay period
\$ 959.75

Benefits Enrollment – Add Dependents (Contacts)

12 of 16 - Select the relevant child checkbox.

13 of 16 - Click **OK**.

The screenshot shows a web-based benefits enrollment interface. At the top right, there are two buttons: 'OK' (highlighted with a red border and a blue callout bubble labeled '13') and 'Cancel'. Below the buttons is a yellow warning banner with a triangle icon and the text: 'You need to designate dependents or beneficiaries for your selected offerings.' The main content area displays two plan options. The first option is 'Traditional Health Plan' with a 'Teammate + Child' selection. To its right, the cost is '\$ 164' and the label 'Teammate Contribution per pay period' is shown. Below this, the 'Employer Contribution per pay period' is listed as '210.23'. A blue callout bubble labeled '12' points to a checkbox that is checked, with the text 'Who do you want to cover?' above it. Below the checked checkbox is another unchecked checkbox. The second plan option is 'Teammate + Children' with a cost of '\$ 283' and the label 'Teammate Contribution per pay period'.

13 OK Cancel

You need to designate dependents or beneficiaries for your selected offerings.

Traditional Health Plan \$ 164
Teammate + Child Teammate Contribution per pay period

Employer Contribution per pay period
210.23

12 Who do you want to cover?
☒ ☐

☐ Teammate + Children \$ 283
Teammate Contribution per pay period

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**.

Medical Benefits

15

14

Currency in USD

Your Total Cost

164.00

Per Pay Period

Benefits Program

16

Currency in USD

Your Total Cost

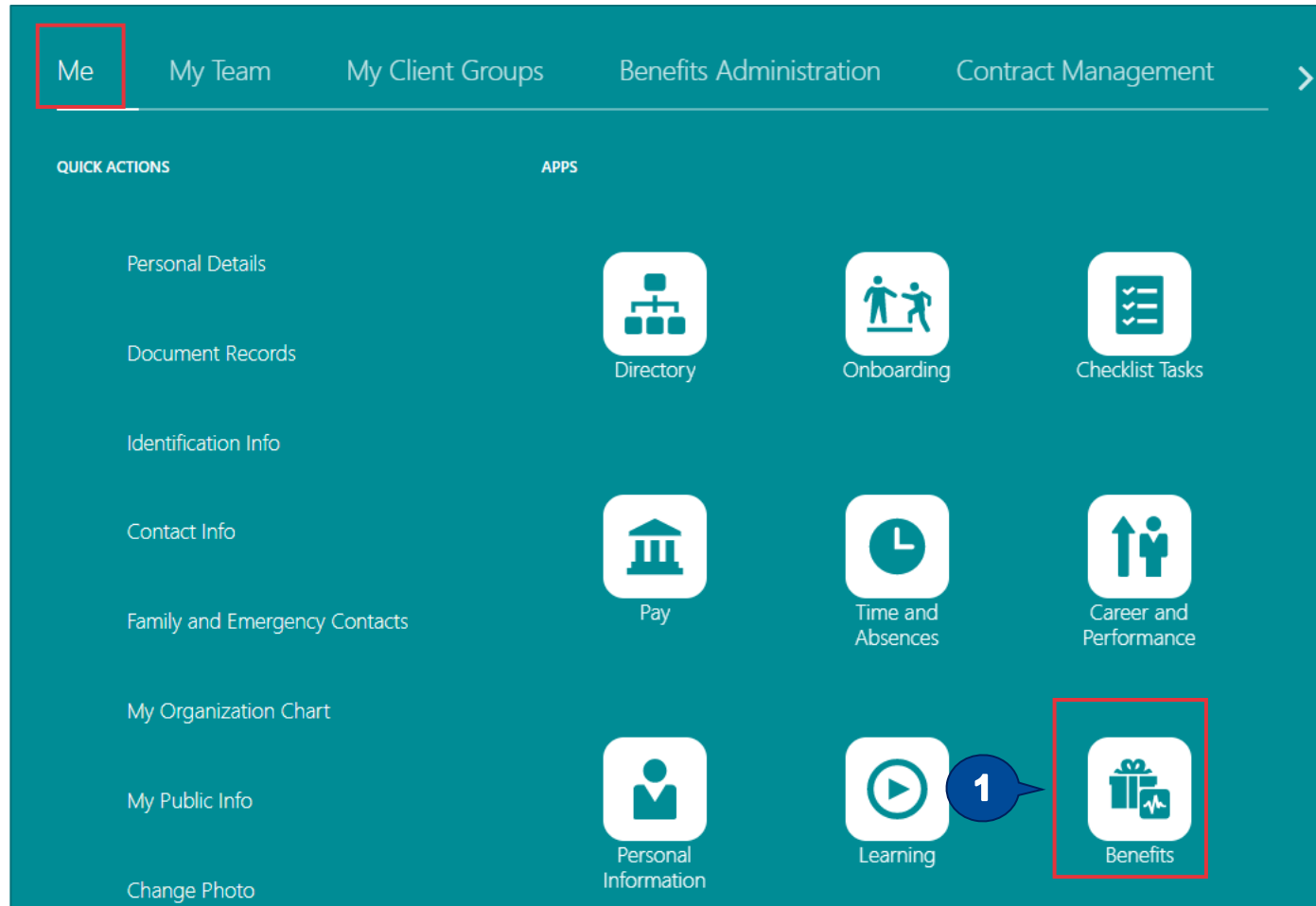
237.07

Per Pay Period

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**.


Review your benefits package and relevant info before you enroll.

2 **Make Changes**

 <h3>Pending Actions</h3> <p>Address your open items to complete enrollment</p>	 <h3>Your Benefits</h3> <p>See your current, past, and future enrollments</p>
 <h3>Report a Life Event</h3> <p>Record a life event for enrollment opportunities</p>	 <h3>People to Cover</h3> <p>Add family and others before you enroll</p>
 <h3>Document Records</h3>	 <h3>Review Teammate Resources</h3>

Manage Benefits Enrollments – Answer Enrollment Details


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


 If you plan to designate dependents, then you must add them as contacts from the Contacts section before you proceed to the enrollment pages.


People

+ Add

3


Spouse


Child


Child

Manage Benefits Enrollments – Answer Enrollment Details

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

The screenshot displays a web form titled "United States" at the top. Below the title is a horizontal line. The form is divided into sections by horizontal lines and light gray background bars. The first section is labeled "Name" and contains a "Start Date" field with the value "11/30/2015", a "Last Name" field, and a "First Name" field. To the right of the "Name" section is an upward-pointing chevron icon. The second section is labeled "Demographic Info" and has a downward-pointing chevron icon to its right. A blue callout bubble with the number "4" points to this chevron icon, which is also enclosed in a red rectangular box. The third section is labeled "Biographical Info" and has a downward-pointing chevron icon to its right.


Manage Benefits Enrollments – Answer Enrollment Details

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

Demographic Info

+ Add

^

Country United States	Veteran Self-Identification Status	<div>5</div> <div></div>
Ethnicity — I am Hispanic or Latino.	Disabled Veteran —	
	Active Duty Wartime or Campaign Badge Veterans	

Manage Benefits Enrollments – Answer Enrollment Details

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

Demographic Info

Delete

Submit

Cancel

Country

United States

Ethnicity

☐ I am Hispanic or Latino.

If you are not Hispanic or Latino, which of these races are you?

☐ American Indian or Alaska Native

☐ Asian

☐ Black or African American

☐ Native Hawaiian or other Pacific Islander

☐ White

Marital Status

▼

Gender

Male

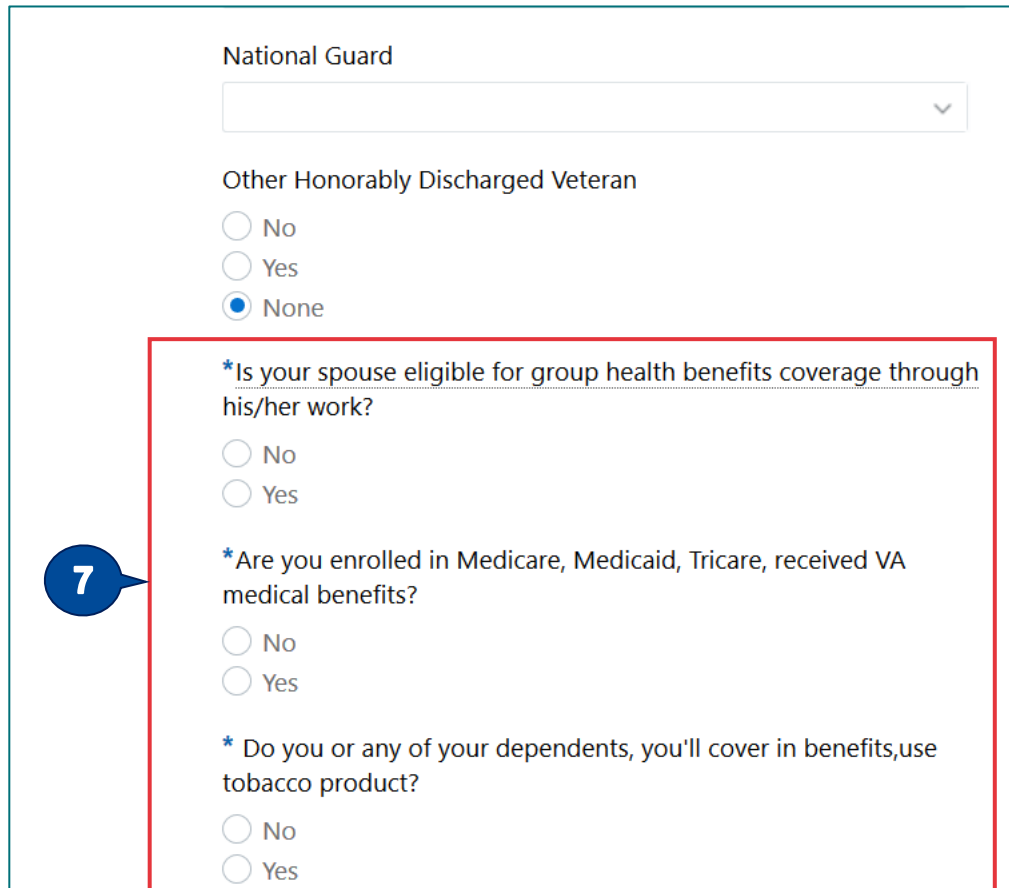
▼

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**.



National Guard

Other Honorably Discharged Veteran

☐ No

☐ Yes

☒ None

7

*Is your spouse eligible for group health benefits coverage through his/her work?

☐ No

☐ Yes

*Are you enrolled in Medicare, Medicaid, Tricare, received VA medical benefits?

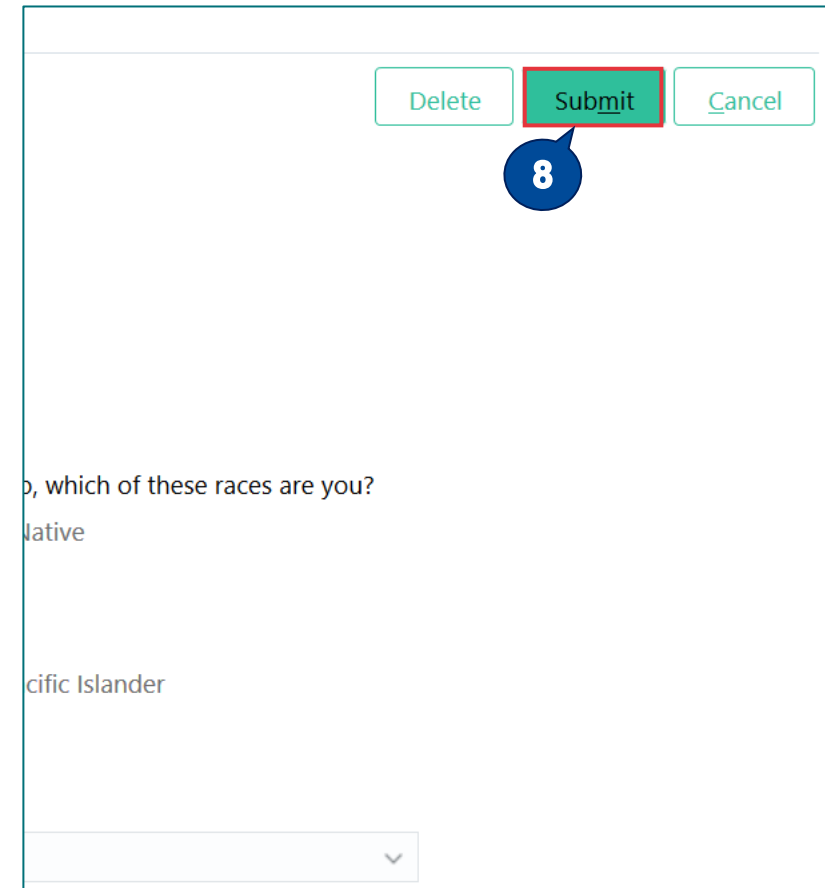
☐ No

☐ Yes

* Do you or any of your dependents, you'll cover in benefits, use tobacco product?

☐ No

☐ Yes



Delete Submit Cancel

8

p, which of these races are you?

Native

cific Islander

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

Start Enrollment

Cancel

Authorization

Atrium Health Benefits Attestation

By choosing and submitting my Benefits elections, I attest that the information I am providing is accurate and complete. I authorize the coverage selections and the associated payroll deductions for my costs of the benefits selected.

I understand that once the enrollment period ends, I cannot make any benefits changes until the next Open Enrollment period or unless I experience a Qualifying Life Event (marriage, divorce/separation, birth or adoption, loss or gain of coverage, death of dependent). I further understand that once I am enrolled in one of the LiveWELL Health Plans, changing from one plan to the other is not a Qualifying Life Event; therefore, I will not be able to change plans until the next Open Enrollment period.

I understand the following:

- If I elect the Health Savings Plan, I can elect to contribute to a Health Savings Account (HSA), a Limited Purpose Flexible Spending Account (LPFSA) and a Dependent Care Spending Account (DCFSA)
- I understand to maintain the HSA, my prior annual election will move forward as my new annual election, and I do have the option to edit before submitting. I further understand I can make changes to my HSA throughout the year, as needed.
- If I elect the Co-Pay Plan, I can elect to contribute to a Health Care Flexible Spending Account (FSA) and a Dependent Care Spending Account (DCFSA)
- I understand to maintain the FSA, LPFSA and the DCFSA, I must re-enroll each year.
- Benefit Enrollment remains in effect until changed or canceled by me during an annual Open Enrollment, or when permitted by a Qualifying Life Event.

I understand that the coverages I am applying for may require that I provide additional information.

I understand that my eligibility for benefits may be affected if I experience a change in my weekly standard hours that changes my full-time or part-time status.

1

Accept

Decline

3

Submit

SD

Cost

137.75

Per Pay Period

Click on 'Submit' to finalize your elections. Your Benefits are not saved or complete until you click on 'Submit'.

Flexible Spending Accounts

2

Edit

Account with Health Savings Plan

Health Savings Account

\$ 137.75

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
Teammate + Spouse

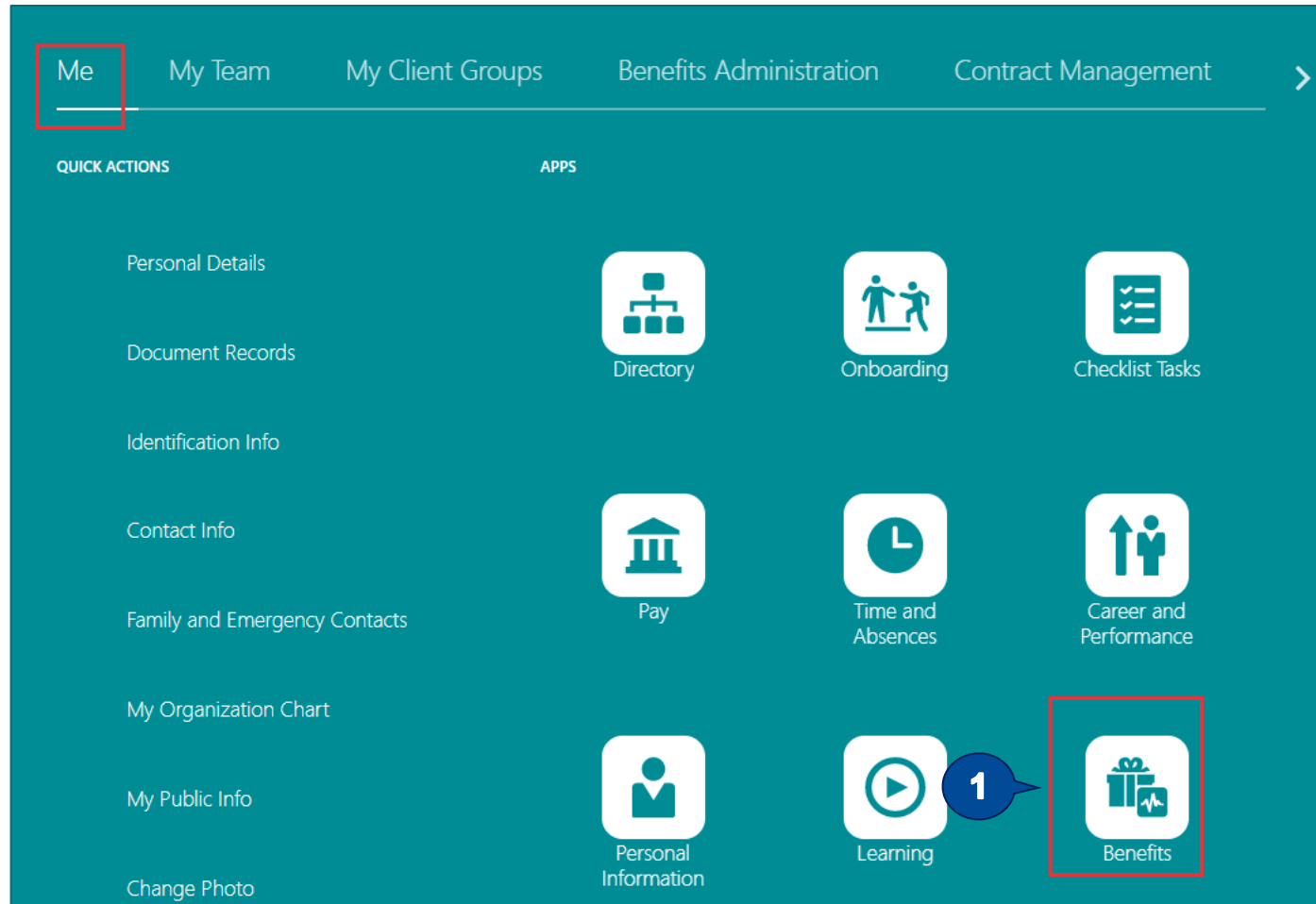
Who's covered?

\$ 130

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.

Make Changes

Pending Actions

Address your open items to complete enrollment

Your Benefits

See your current, past, and future enrollments

Pending Actions

Atrium Health Benefits Program

Life Insurance, Accidental Death & Dismemberment (AD&D) Benefits

Designate Beneficiary

Company provided Basic Life Insurance 1.5X Annual Salary

Required

Designate Beneficiary

Teammate Universal Life - \$25,000

30



Benefits

Screen Shots and Navigation

Report a Life Event

Make Benefits Changes

1. Click Tile



Report a Life Event

Record a life event for enrollment opportunities



Information

Teammates may request mid-year changes to benefits when they experience a qualifying life event. Requests for changes must be submitted along with supporting documentation. Please upload your supporting documentation to the "Document Records" notified once your documentation is approved.

For qualifying life events below, documentation must be submitted and approved before enrollment or changes can be made

Qualifying Life Event	Documentation Needed
Divorce	Divorce/Annulment
Legal separation	Separations Letter/Papers
Loss of coverage elsewhere	Letter from Provider Copy of Insurance card/letter with coverage end date
Gain in coverage elsewhere	Letter from Provider Copy of Insurance card/letter with coverage start date

For more information, please access your Benefits Tools and Resources.

Select a Life Event

- ☐ Add a new child in your coverage as part of birth, adoption or legal placement
- ☐ Add spouse and/or dependent children due to marriage
- ☐ Make changes to Health Savings Account (HSA) enrollment/contributions
- ☐ Update/Designate beneficiaries for life insurance plans

2. Qualifying Life Events
Annual HSA Election Changes
Update Beneficiaries

3. Add Dependents



Information

To cover family and others in benefits, add them now before you enroll.

People

Spouse

Spouse

Child/Step child

Child/Step child

+ Add

Beneficiary Organizations

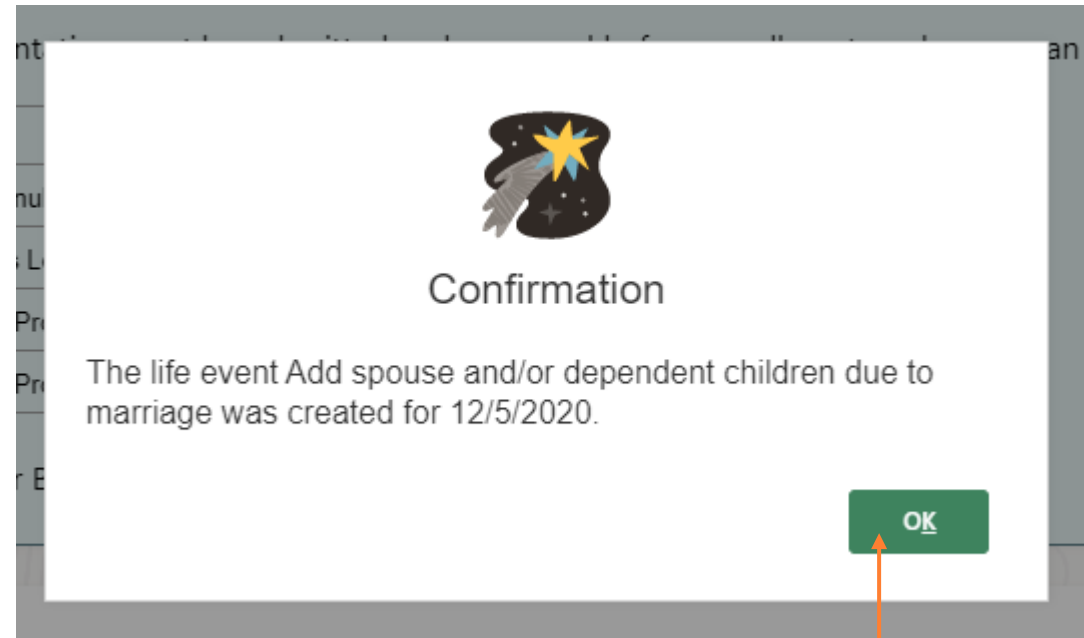
+ Add



There's nothing here so far.

Making Benefit Changes

4. Click Continue

[illegible]

5. Click OK

Make Benefits Changes

Basic Information

*Last Name

First Name

Suffix

Select a value

*Relationship

Select a value

*Relationship Start Date (Ex: Marriage date for Spouse)

m/d/yyyy

Disability Type

Select a value

Disability Status

Select a value

Tobacco Use

Select a value

Middle Name

Prefix

Select a value

Preferred Name

Gender

Select a value

Date of Birth

m/d/yyyy

☐ This person is an emergency contact

Covered by another plan?

No

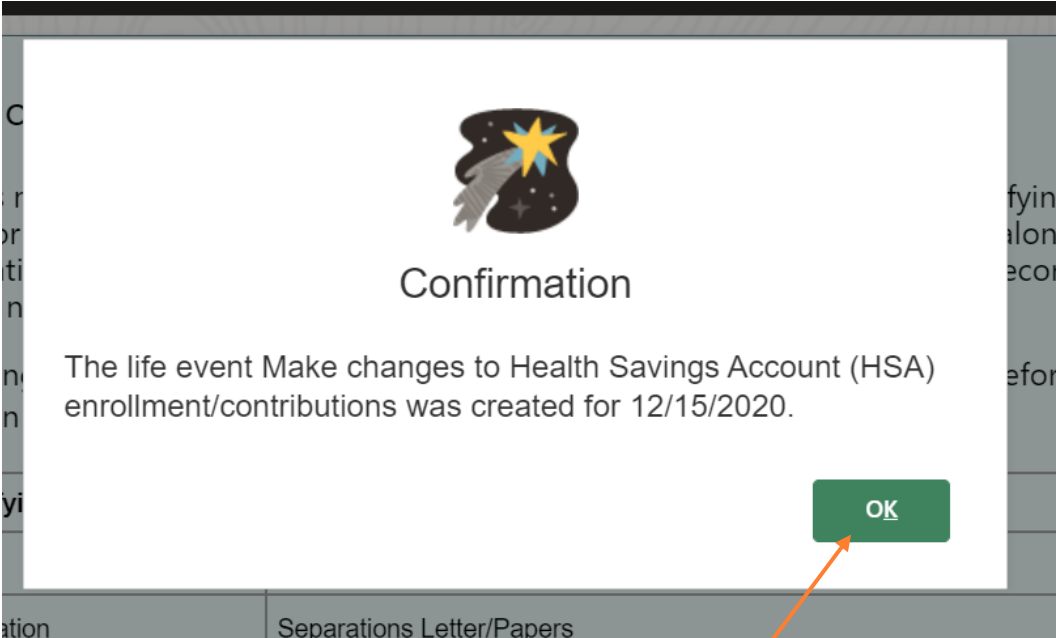
Plan

NOTE

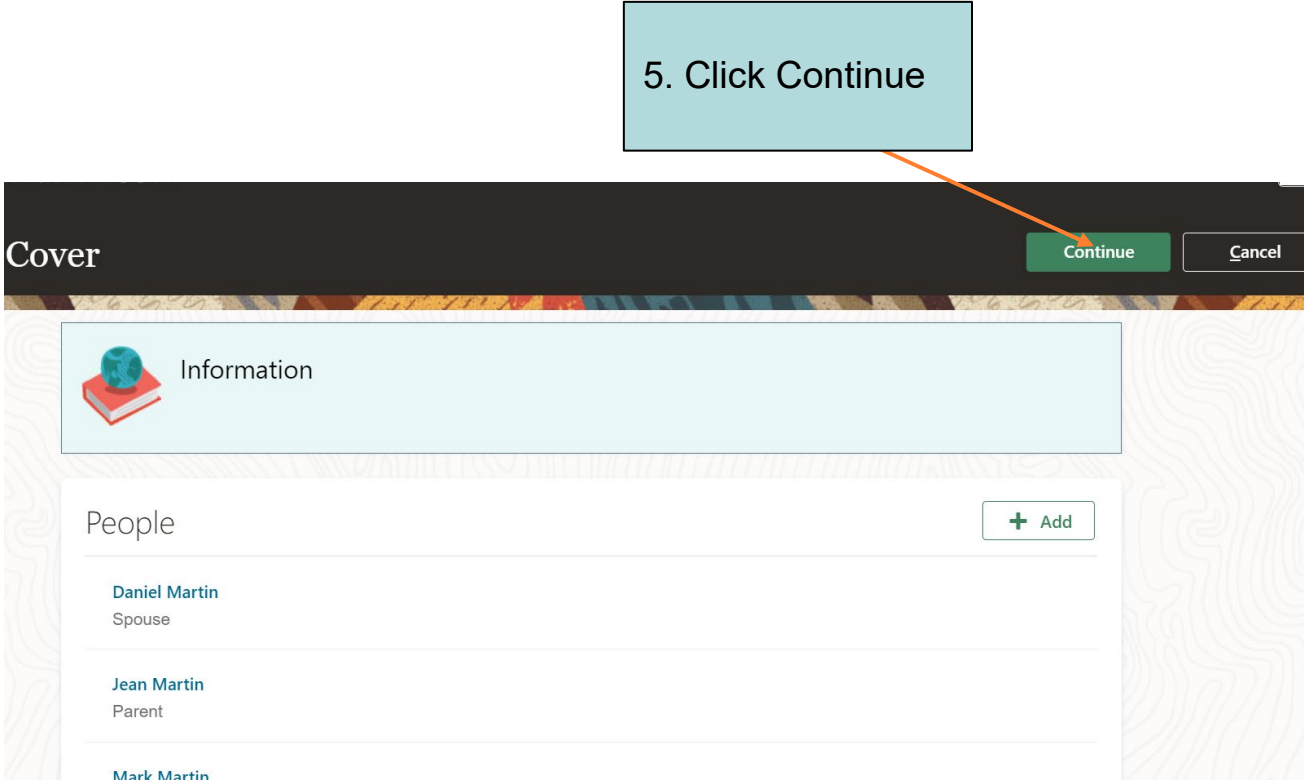
Dependents are called Contacts in CORE Connect

6. Update Dependent Information

Benefits Changes



4. Click OK



5. Click Continue

Benefits Changes

7. Click Accept

8. Update Benefits Using Edit Button

Authentication

Atrium Health Benefits Attestation

By choosing and submitting my Benefits elections, I attest that the information I am providing is accurate and complete. I authorize the coverage selections and the associated payroll deductions for my costs of the benefits selected.

I understand that once the enrollment period ends, I cannot make any benefits changes until the next Open Enrollment period or unless I experience a Qualifying Life Event (marriage, divorce/separation, birth or adoption, loss or gain of coverage, death of dependent). I further understand that once I am enrolled in one of the LiveWELL Health Plans, changing from one plan to the other is not a Qualifying Life Event; therefore, I will not be able to change plans until the next Open Enrollment period.

I understand the following:

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- **I understand to maintain the HSA, my prior annual election will move forward as my new annual election, and I do have the option to edit before submitting. I further understand I can make changes to my HSA throughout the year, as needed.**
- If I elect the Co-Pay Plan, I can elect to contribute to a Health Care Flexible Spending Account (FSA) and a Dependent Care Spending Account (DCFSA)
- I understand to maintain the FSA, LPFSA and the DCFSA, I must re-enroll each year.
- Benefit Enrollment remains in effect until changed or canceled by me during an annual Open Enrollment, or when permitted by a Qualifying Life Event.

I understand that the coverages I am applying for may require that I provide additional information.

I understand that my eligibility for benefits may be affected if I experience a change in my weekly standard hours that changes my full-time or part-time status.

Accept

Decline

Submit

137.75
Per Pay Period

Actions. Your Benefits are not saved or complete until you click on 'Submit'.

Accounts

Edit

Savings Plan

\$ 137.75

9. Click Submit

Confirmation

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

Teammate + Spouse

Who's covered?

\$ 130

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

