

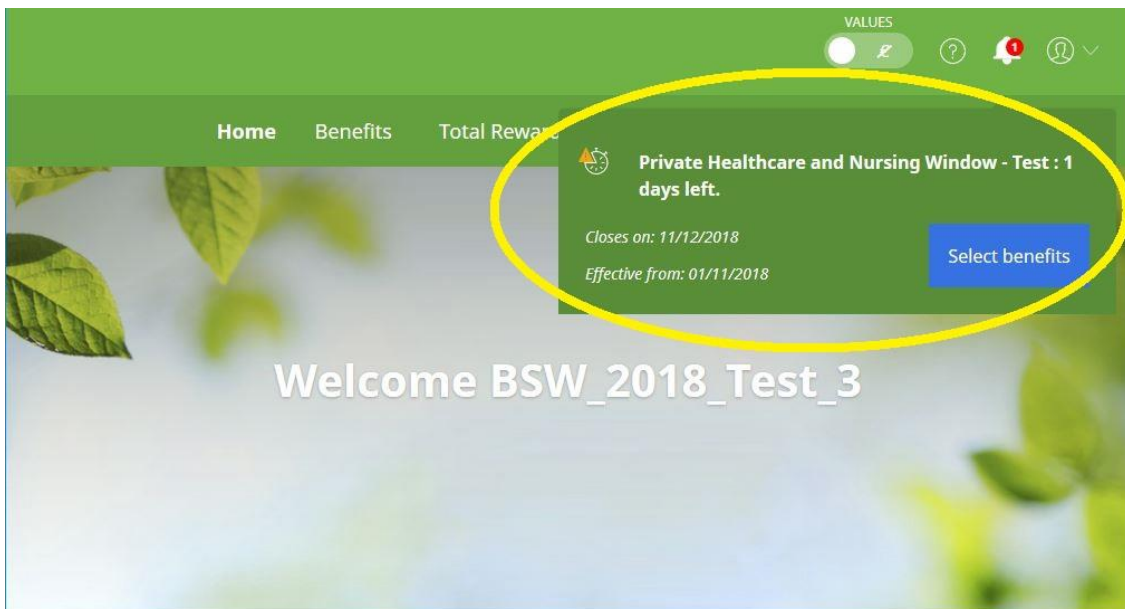
A Guide to Updating Private Health & Nursing Contributions in MyLife

- 1) Log in to MyLife through Workspace One



- 2) *(This step applies only in the case of an Annual Benefit Renewal. New Hires and employees who recently moved to the private health & nursing insurance, please skip this step, but choose Benefits from the top menu instead.)*

In the upper right corner, you will see a reminder to Select Benefits, click on it.



3) You are taken to the Benefits page, please click the button Select Benefits

The screenshot shows the VMware MyLIFE Benefits page. At the top, there is a navigation bar with 'Benefits', 'Discounts', and 'Policies' tabs. The user is logged in as 'BSW_2018_Test_3 BSW_2018_Test'. The page title is 'Benefits' and it is effective as of 01/11/2018. A 'Benefit Window: OPEN' notification is visible. Below the title, there is a 'Benefits Overview' section with a description: 'This page allows you to review the benefits that you currently have to see what the costs are and access further information. As a default you will only see the benefits that you currently have but you can change the view of the benefits using the filters below.' A table lists the benefits with columns for 'Benefits', 'Level', 'Employer Pays', and 'You Pay'. The table includes rows for Annual Leave, Life Insurance, Short Term Disability, Long Term Disability, Employee Assistance, and Business Travel Insurance, with a total of €49.85. A 'Select Benefits' button is circled in yellow at the bottom right of the table.

Benefits	Level	Employer Pays	You Pay
Annual Leave	30 days per year (5 day week)	€0.00	€0.00
Life Insurance	2 x annual gross base salary	€16.51	€0.00
Short Term Disability	6 weeks	€0.00	€0.00
Long Term Disability	15% of pensionable salary up ...	€29.89	€0.00
Employee Assistance	24/7 coverage	€1.95	€0.00
Business Travel Insurance	24/7 coverage for business trips	€1.50	€0.00
Total		€49.85	€0.00

4) Please click the Select button next to the Private Health Insurance & Nursing benefit

The screenshot shows the VMware MyLIFE Benefits page, specifically the 'Plan your Benefits' section. The page title is 'Benefits' and it is effective as of 01/11/2018. Below the title, there is a 'Benefits Overview - Plan your Benefits' section with a description: 'This page allows you to select benefits or change the benefits that you currently have. As a default you will only be able to see the benefits you can currently select or change. You can make changes to your selection as many times as you need to while the window is still open, but you must be sure to select Confirm Selection in order to complete your choices.' A table lists the benefits with columns for 'Benefits', 'Level', 'Employer Pays', and 'You Pay'. The table includes a row for 'Private Health Insurance & Nursing' with a 'Select' button circled in yellow. The total is €0.00. A 'Confirm Selection' button is visible at the bottom right of the table.

Benefits	Level	Employer Pays	You Pay
Private Health Insurance & Nursing		€0.00	€0.00
Total		€0.00	€0.00

- 5) In the field next to the slider, please enter the **total contribution amount for health and nursing insurance, according to the documents you received from your insurance**. This amount should match the sum of private health and private nursing contributions as per the confirmations issued for the employer. **If using a decimal point, please make sure you use a “.” instead of a “,”**.

Select Benefit Level

Private Health Insurance and Nursing

If you are enrolled in private health insurance please submit the details below. Please make sure to use "." instead of "," as a decimal point.
You will need to include the TOTAL cost of your private health and nursing insurance so payroll can process your payments correctly.

Show All €:

Level Of Cover	Employer Pays	You Pay
0 <input type="text" value="480"/> € per month	€0.00	€480.00

Total Cost (Monthly)

Private Health I...	€480.00
Active Now	€0.00
All Benefits	
	€480.00

- 6) Click Calculate, then Confirm

Select Benefit Level

Private Health Insurance and Nursing

If you are enrolled in private health insurance please submit the details below. Please make sure to use "." instead of "," as a decimal point.
You will need to include the TOTAL cost of your private health and nursing insurance so payroll can process your payments correctly.

Show All €:

Level Of Cover	Employer Pays	You Pay
0 <input type="text" value="480"/> € per month	€0.00	€480.00

Total Cost (Monthly)

Private Health I...	€480.00
Active Now	€0.00
All Benefits	
	€480.00

7) Click the Confirm Selection Button on the next page

Benefits

Effective as at start of payroll period: 01/11/2018

Benefits Overview - Plan your Benefits

This page allows you to select benefits or change the benefits that you currently have. As a default you will only be able to see the benefits you can currently select or change. You can make changes to your selection as many times as you need to while the window is still open, but you must be sure to select Confirm Selection in order to complete your choices.

Show All €:

Benefits	Level	Employer Pays	You Pay
Private Health Ins...	480 € per month	€0.00	€480.00
Total		€0.00	€480.00

Clear all changes, I don't want to update at the moment

Confirm Selection

8) On the next screen, please enter

- Effective date of the new health insurance contributions (typically 1st Jan 2019)
- New monthly contribution for private health insurance
- The amount mentioned on the confirmation as per §10 EStG for private health insurance (not mandatory)
- Effective date of the new nursing insurance contributions (typically 1st Jan 2019)
- New monthly contribution for private nursing insurance
- The amount mentioned on the confirmation as per §10 EStG for private nursing insurance (not mandatory)

Further Information

Please complete the further information required for the following benefit(s) as instructed.

Private Health Insurance and Nursing : Private Healthcare Form

Please attach the Private Healthcare confirmation (§257 SGB V) and Private Nursing insurance confirmation (§61 SGB XI) received from your insurance provider. Please also enter in the fields below the monthly contribution stated on that document, and the effective date.

Bitte laden Sie die Bescheinigung zur Erlangung der Arbeitgeberzuschüsse zur privaten Kranken- (nach §257 SGB V) und Pflegeversicherung (nach §61 SGB XI) hoch, die Sie von Ihrem Versicherer erhalten haben.

Im Feld unten tragen Sie bitte die monatlichen Beiträge ein, die auf der Bescheinigung angegeben sind, sowie ab welchem Datum diese gelten.

* Healthcare Effective Date

* Healthcare Monthly Contribution

Healthcare amount as per §10

* Nursing Effective Date

* Nursing Monthly Contribution

Nursing amount as per §10

Date must be completed

* No file selected.

9) Now upload the scanned confirmations from your insurance as one document. Please make sure this includes:

- a. The confirmation for the employer as per §257 SGBV (private health insurance)
- b. The confirmation for the employer as per §61 SGB XI (private nursing insurance)
- c. The confirmations containing the amounts per §10 EStG if you entered these amounts in the fields above

* Healthcare Effective Date	<input type="text" value="01/01/2019"/>
* Healthcare Monthly Contribution	<input type="text" value="450"/>
Healthcare amount as per §10	<input type="text" value="300"/>
* Nursing Effective Date	<input type="text" value="01/01/2019"/>
* Nursing Monthly Contribution	<input type="text" value="30"/>
Nursing amount as per §10	<input type="text" value="20"/>
*	<input type="button" value="Browse..."/> No file selected.

10) Click Confirm and Next

Further Information

Please complete the further information required for the following benefit(s) as instructed.

The file for Private Healthcare Form has been uploaded.

Private Health Insurance and Nursing : Private Healthcare Form

Please attach the Private Healthcare confirmation (§257 SGB V) and Private Nursing insurance confirmation (§61 SGB XI) received from your insurance provider. Please also enter in the fields below the monthly contribution stated on that document, and the effective date.

Bitte laden Sie die Bescheinigung zur Erlangung der Arbeitgeberzuschüsse zur privaten Kranken- (nach §257 SGB V) und Pflegeversicherung (nach §61 SGB XI) hoch, die Sie von Ihrem Versicherer erhalten haben.

Im Feld unten tragen Sie bitte die monatlichen Beiträge ein, die auf der Bescheinigung ausgewiesen sind, sowie ab welchem Datum diese gelten.

* Healthcare Effective Date	<input type="text" value="01/01/2019"/>
* Healthcare Monthly Contribution	<input type="text" value="450"/>
Healthcare amount as per §10	<input type="text" value="300"/>
* Nursing Effective Date	<input type="text" value="01/01/2019"/>
* Nursing Monthly Contribution	<input type="text" value="30"/>
Nursing amount as per §10	<input type="text" value="20"/>

* [test_private health nursing docs.pdf](#) | Remove

11) Click Commit My Selections

Selection Confirmation

Commit My Selections

Please check the information below and confirm that you are happy with the selections you have made using the Confirm My Selections button. Until you have done this your benefit choices will not be fully confirmed.

Show All €: Per Month

Benefits	Level	Employer Pays	You Pay
Private Health Insurance and ...	480 € per month	€0.00	€480.00

Total Cost (Monthly)

My Benefits

Total Cost €0.00

+ Unconfirmed Selections

Private Health Insuran... €480.00

€480.00

12) You should see a confirmation about the selection. The total contribution amount should appear in the "You Pay" column of the Private Health Insurance & Nursing benefit.

Benefits Effective as at start of payroll period: 01/11/2018

Benefits Overview

This page allows you to review the benefits that you currently have to see what the costs are and access further information. As a default you will only see the benefits that you currently have but you can change the view of the benefits using the filters below.

Congratulations! You have completed 1 benefit selection.

This benefit will be effective by 01/11/2018.

Show All €: Per Month

Benefits	Level	Employer Pays	You Pay
✓ Annual Leave	30 days per year (5 day week)	€0.00	€0.00
✓ Life Insurance	2 x annual gross base salary	€16.51	€0.00
✓ Short Term Disability	6 weeks	€0.00	€0.00
✓ Long Term Disabili...	15% of pensionable salary up ...	€29.89	€0.00
✓ Private Health I...	480 € per month	€0.00	€480.00
✓ Employee Assistance...	24/7 coverage	€1.95	€0.00
✓ Business Travel Insur...	24/7 coverage for business trips	€1.50	€0.00
Total		€49.85	€480.00

Total Cost (Monthly)

My Benefits

Total Cost €480.00

Benefit Allowance

Reference Salary €5,833.33

Salary Exchange from Allowance €480.00