



City of West Allis Benefit Enrollment Instructions



Introduction: Kenz Innovation HCM

Enrolling in your benefits is easy with Kenz Innovation HCM (formerly TeemWurk). The online enrollment system will walk you through your benefits enrollment step-by-step. Microsoft Edge, Google Chrome, and Mozilla Firefox are the preferred browsers for accessing the Kenz website.

Note for Returning Users: **Passive Enrollment**

If you do not wish to make any changes to your current health, dental, or vision benefits, you do not need to do anything during open enrollment. Your current plans will be carried forward into the new plan year. However, if you are currently enrolled or wish to enroll in a Flexible Spending Account, Dependent Care Flexible Spending Account, or Health Savings Account, you **MUST** elect a dollar amount for the new plan year during open enrollment, even if it is the same amount as the current year. These accounts will not roll over without an active election during open enrollment.

Step 1: Log In

Go to: <https://cwa.mykenzinnovationhcm.com/login>

- Enter your username: first name + last name + “CWA” (e.g. JaneDoeCWA)
- Enter your password: if you forgot your password or if this is your first time logging in, select the “Can’t access your account?” link to set/reset your password.



Login to your account

Keep me signed in

[Can't access your account?](#)

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Step 4: Verify Your Details

Verify your personal details and modify if needed.

Open Enrollment
(Enrollment Window 04/27/2021 TO 12/02/2021)

Your Details

Hire Date 01/01/2021	Work Email emo@OE.com
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Home Address Details

Address Line 1 *
4933 W CHOCTAW AVE

Address Line 2

Country *
USA

County
Salt Lake

State/Province *
Utah

City *
West Valley City

Zip/Postal Code *
84120

Important Note

- Any changes made here will not update your existing enrollments.
- You will be able to see new offering of benefits on the basis of the details provided here.
- Once moved to the next step, all the changes made here will be saved.
- If you make changes in your home address and your local address is same as home address, then your local address too will be updated.
- Any change in address here will wipe out the already scheduled address change request (if any)
- If you make changes in your home address details, it will not update your

Close

BACK Save & Continue

Step 5: Add Dependents

Add dependents you want to enroll in benefits or edit existing dependent information, if needed.

Open Enrollment
(Enrollment Window 04/27/2021 TO 12/02/2021)

Dependents

Employee DP
Domestic Partner

Edit Delete

DP Child
Domestic Partner's Child

Edit Delete

+
Add Dependent

Close

BACK Continue

Step 6: Make Your Elections

- Expand and review each Benefit Group, selecting the “Update Elections” button to change your elections.
- Once all the elections are complete select the “Continue” button

The screenshot displays the 'Open Enrollment' interface. At the top, it shows the enrollment window from 04/27/2021 to 10/12/2021 and the cost per pay period (Excl. HSA) of \$ 688,203.22. The main area is divided into two sections: 'Benefit Groups' and 'Proposed Plans'. The 'Benefit Groups' section on the left lists 'HEALTH & ACCOUNT(S)', 'Medical', 'HSA', 'Dental', 'Vision', 'LIFE', and 'DISABILITY'. The 'Proposed Plans' section on the right highlights a 'Recommended Plan' for 'Medical PPO' with an employee cost of \$35.00 and an employer cost of \$15.00. The plan is for 'Employee' coverage level, effective 01/01/2021. Navigation buttons include 'Update Elections', 'Close', 'BACK', and 'Continue'.

Step 7: Finalize Your Elections

- Review your elections, download the Initial Enrollment Statement, and finalize your elections.
- If you do not finalize your elections, they will be automatically finalized on the last day of open enrollment.