

ENROLL & MANAGE YOUR BENEFITS

ENROLL OVER THE PHONE WITH A LICENSED BENEFITS COUNSELOR

Make an appointment to speak with an expert who will help you decide which plans work best for you and your family. Once you're comfortable with your selections, your counselor will complete the enrollment process for you. Note: Scheduling an appointment with a counselor does not guarantee benefits.

[MAKE AN APPOINTMENT](#)

SMARTBEN LOGIN INSTRUCTIONS

You can still log into SmartBen to print your confirmation, process a Life Event, print your 1095-C, etc.

1. Go to <https://kforce.smartben.net/> using Google Chrome.
2. Your username is your Employee ID ([find yours here](#)).
3. Your password is your birthdate (MMDDYYYY).
4. Find enrollment instructions [here](#).

SMARTBEN NOW ... YOUR NEW FAVORITE APP

24/7 Access to Kforce Benefits

With the SmartBen NOW mobile app, you can enroll through the App, as well as find all of your benefits information at your fingertips. To log in, use your SmartBen username and password.

Download now from the [APP STORE](#) [GOOGLE PLAY](#)

View Your Benefits Information On the Go

Wondering what your deductible is? Need a copy of your medical ID card? SmartBen NOW can help! The app houses all your benefits information in one central location, easily accessible through your mobile device.



IMPORTANT DOCUMENTS

[SPECIAL NOTICES](#)

[SUMMARY OF BENEFITS COVERAGE](#)

[PLAN CONTACTS](#)

EMPLOYEE Benefits OVERVIEW

To participate in the plan, you must enroll within 25 days of your new hire date.

You will also receive an email from Kforce Benefits (messages@mg.smartben.com).

To make an appointment

[CLICK HERE](#)

KFORCE

Benefits

FIND YOUR EMPLOYEE ID

KFORCE CONSULTANTS

- Log in to the Consultant Website at KforceGreatStart.eStaff365.com
- Your Employee ID will be at the top of the page under your name once you log in

QUESTIONS?

- Email: CustomerSolutionsCenter@kforce.com
- Call: 866.807.5074



The screenshot shows a dark blue navigation bar with the following links: Home, My Pay, My Benefits, My Career, and International Talent. Below the navigation bar is the Kforce logo. To the right of the logo, the text "Welcome Jane Doe" is displayed, and below it, the text "Kforce Empl ID: 999888777" is circled in blue.

EFFECTIVE DATES

HIRE DATE	EFFECTIVE DATE
January 1, 2022 January 2 up to and including January 31, 2022	February 1, 2022 March 1, 2022
February 1, 2022 February 2 up to and including February 28, 2022	March 1, 2022 April 1, 2022
March 1, 2022 March 2 up to and including March 31, 2022	April 1, 2022 May 1, 2022
April 1, 2022 April 2 up to and including April 30, 2022	May 1, 2022 June 1, 2022
May 1, 2022 May 2 up to and including May 31, 2022	June 1, 2022 July 1, 2022
June 1, 2022 June 2 up to and including June 30, 2022	July 1, 2022 August 1, 2022
July 1, 2022 July 2 up to and including July 31, 2022	August 1, 2022 September 1, 2022
August 1, 2022 August 2 up to and including August 31, 2022	September 1, 2022 October 1, 2022
September 1, 2022 September 2 up to and including September 30, 2022	October 1, 2022 November 1, 2022
October 1, 2022 October 2 up to and including October 31, 2022	November 1, 2022 December 1, 2022
November 1, 2022 November 2 up to and including November 30, 2022	December 1, 2022 January 1, 2023
December 1, 2022 December 2 up to and including December 31, 2022	January 1, 2023 February 1, 2023

NEW HIRES

MUST ENROLL WITHIN FIRST 25 DAYS OF EMPLOYMENT

Your benefits become effective on the first of the month following one month of service. To participate, you must enroll within 25 days of your new hire date. Please refer to the table to the left for a comprehensive list of effective dates. Any elections made during your initial enrollment period are effective on your benefits effective date and will remain in effect for the entire calendar year unless you experience a qualified life event.

REHIRES

Former employees that are rehired within 30 days of their termination date will be considered a continuing employee and will be reenrolled in the same coverage that was in effect prior to their termination date. The IRS prohibits any changes to these elections. Benefits will be effective as of their rehire date.

Former employees rehired after 30 days but within 13 weeks, will be allowed to make new benefit elections. You must enroll within your enrollment window to have coverage. If you do not enroll, you will not be allowed to enroll until the next open enrollment. Your effective date will be the first of the month following your rehire date.

All other rehired employees will be treated as new hires.

ELIGIBILITY & ENROLLMENT

Questions?
Contact the
Customer Solutions
Center
866-807-5074

Your eligible dependents may also enroll in Medical, Dental, Vision and Life Insurance coverage subject to certain restrictions.

ELIGIBLE DEPENDENTS INCLUDE:

Your legal spouse named on a valid government issued marriage certificate AND that does not have Medical coverage provided to them and contributed to by their own employer.

- A spouse cannot receive spousal coverage if he or she is an employee of Kforce; if both people work for Kforce, are eligible for benefits described in this guide, and are legally married, you must elect Employee Only coverage or Employee + Child(ren), if applicable.
- Former spouses – even if the employee is court ordered to provide coverage – are NOT eligible to remain on the Kforce plan.
- Your adult dependent children through the end of the month in which they turn age 26.
- For the purposes of determining whether an individual is an Eligible Dependent, the term “child” and “children” include:
 - (1) natural child
 - (2) a stepchild by legal marriage
 - (3) a child who has been legally adopted by the Eligible Employee or placed with the Eligible Employee for adoption
 - (4) an “eligible foster” child (which is an individual who is placed with the taxpayer by an authorized placement agency or by judgment, decree or other order of any court of competent jurisdiction).

DEPENDENT AUDIT PROCESS

Spouses and all children covered under a medical plan will be audited for 2022.

The following is the process you should expect to follow in order to ensure your dependents have coverage for the 2022 plan year.

- After you have completed the enrollment process and confirmed your elections you will receive a verification kit with instructions from Alight to verify that your eligible dependents meet the established plan requirements for eligibility.
- Carefully review and complete the Dependent Eligibility Matrix and Dependent Verification Affidavit.
- Your spouse’s employer may be required to complete a section of the Spousal Healthcare Affidavit if coverage is provided.
- Submit ALL REQUIRED VERIFICATION DOCUMENTS noted no later than the deadline that will be listed in the materials you receive.
- Documents will be accepted via fax, mail or by uploading to the Alight secure site using the information contained within your verification kit.
- You will receive confirmation or denial of coverage from Alight; you may also check the status of coverage by logging into the site using the information provided within your kit.