



September 2011

Dear Employees:

The 2012 Open Enrollment period is scheduled for Sept. 12-30 and you will again be able to view and make your 2012 elections online. As in previous years, no paper forms will be used. Please note that **all employees must make an election.**

All Open Enrollment materials are available 24/7 on the Internet — at [www.lge-ku.com/oe](http://www.lge-ku.com/oe) — and on the company intranet to help you make the best decision for your personal situation. The websites contain a variety of resources for you to learn more about the excellent benefits available to you in 2012.

Like other companies, we introduced the employed-spouse premium (ESP) this year. This avoids our employees paying higher premiums to subsidize the medical expenses of other employers. A careful review of the information regarding the new ESP will ensure the optimal decision is made for you and your spouse. Complete details of this important 2012 plan change are enclosed.

To assist you with planning and online enrollment, this mailing includes:

- **An Open Enrollment newsletter** detailing the 2012 changes — particularly the ESP;
- **Online enrollment instructions** for making your elections on the intranet or Internet; and
- **Two job aids for Internet elections** to show you how to create an external password and enroll online.

This year you and your adult dependents may “friend” our Open Enrollment Facebook site at [www.facebook.com/OEYBYW](http://www.facebook.com/OEYBYW). The site offers timely reminders, links to Open Enrollment information and answers to frequently-asked questions. Additional information about our Facebook site — “*Your Benefits. Your Way.*” — is also provided in the enclosed newsletter.

As we look to 2012, please remember that our collective focus and active participation in health and well-being allows the company to continue to minimize premium costs and to offer excellent benefits. Wellness plays a very important role in our company, and we provide a variety of wellness benefits to achieve and maintain healthy lifestyles. Looking to a future of escalating costs, we also need to become wiser users of health care services to continue to strike a balance between premium costs and robust benefits.

If, after reviewing the materials in this mailing and online, you have questions related to Open Enrollment, please submit your questions to the Benefits Department at [open.enrollment@lge-ku.com](mailto:open.enrollment@lge-ku.com).

Wishing you a happy and healthy 2012!

enclosures

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## **Benefits Department Memo**

September 2011

**LG&E and KU Energy LLC  
Benefits Department  
220 West Main Street  
Louisville, Kentucky 40202  
open.enrollment@lge-ku.com**

### **Online Enrollment Instructions**

For the 2012 Open Enrollment, you will make your elections online through MyHR via the company intranet or Internet.

#### **Intranet Enrollment (on a company computer):**

1. Open your Web browser to go the intranet home page.
2. Click “MyHR” and “Login” (on the right side of the page).
3. Enter your network User ID and Password.
4. Click “MyHR.”
5. Under Benefits, click “Benefits Enrollment.”

#### **Internet Enrollment (on a home computer):**

***Please Note:** You must be registered with Password Manager (on the intranet) to create an external password to enroll online.*

To make your Open Enrollment elections from a non-company computer, please refer to the following job aids.

1. “Creating Your External Password” (on the back of this sheet)
2. “Enrolling Online” (enclosed)

#### **Important Note:**

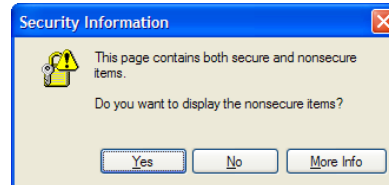
To view your 2012 Open Enrollment elections, review the email confirmation statement that you will receive from ps.notes@lge-ku.com after you submit your elections. Only go back into “Benefits Enrollment” through MyHR if you want to change your elections. If you go back into “Benefits Enrollment,” you must complete the entire process and click “Finish” so that a new email confirmation statement is generated. Always keep a copy of your most recent email confirmation statement.

## Creating Your External Password

- From outside of the office, type this link in your Internet browser.

<https://myhr.lge-ku.com>

**Note:** With some browsers, you may be asked to display nonsecure items. Click on **Yes**.



- Click on the first **HERE** to create your Open Enrollment Password.

Step 1: Create your External Password by clicking **HERE**  
For detailed instructions, refer to the Job Aid **HERE**  
or contact the Service Desk at 502/627-2262.

- A User Validation window will open. Enter your External ID and your Date of Birth (MMDD), and then click Next.

**User Validation**

You must validate your identity by entering the information with your personal profile in the company directory. You

External Log On ID:  ?

Date of Birth (MMDD):  ?

**Tip:** Your External ID is assigned as your First Name (all CAPS), a period, and your Last Name (all CAPS) as it appears in your email account. If there are two John Smiths, your External ID will be what it is for your e-mail account (i.e., JOHN.SMITH2).

- A User Authentication window will open. Answer your authentication question, verify the answer, and click on **Next**. *This answer is case sensitive.*

**User Authentication**

Using the information from the previous screen, Password Manager has retrieved your personal and personal profile. The answer to your question is case sensitive.

What is your grandmother's maiden name on your father's side?  ?

Verify Answer:  ?

- Enter your new password, verify your password and click **Next**.

New Password:  ?

Verify Password:  ?

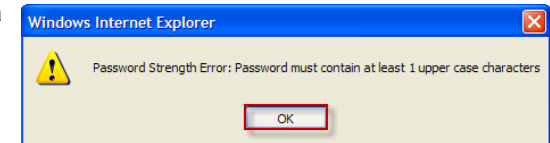
## Creating Your External Password (continued)

**Tip:** Click on the Question Mark for the corporate rules on password setting.

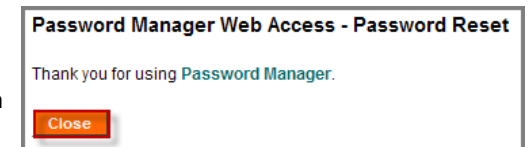
**Help**

Password must be at least 8 characters in length. It must contain at least 1 uppercase letter and at least 1 lowercase letter and at least one number. It also cannot be one of the last 3 passwords you've used.

- If the password did not pass the password strength rules, a dialog box will open. Click **OK** and repeat step #5.



- If your password reset was successful, click **Close**.



**Note:** With some browsers, you may be asked that whether you want to close the window. Click on **Yes**.

## Logging Into Open Enrollment

**Note:** Use this procedure after setting up the External Password.

- From outside of the office, type this link in your Internet browser.

<https://myhr.lge-ku.com>

**Note:** With some browsers, you may be asked to display nonsecure items. Click on **Yes**.

- Enter your External ID and External Password (password you created) and click **Sign In**.
- Continue to sign up for your Benefits Elections. Refer to the job aid on Open Enrollment 2011 - Internet Benefit Elections for more details.

### Welcome to the External Employee Log On page

Step 1: Create your External Password by clicking **HERE**  
For detailed instructions, refer to the Job Aid **HERE**  
or contact the Service Desk at 502/627-2262.

**Tip:** If you cannot log in, contact the Service Desk at 502-627-2262.

Step 2: Users who created an External Password, continue to log on by entering your:

External ID:

Not your Employee ID number.

External Password:

## Logging Into Open Enrollment (Internet)

- From outside of the office, type this link in your Internet browser.  
**https://myhr.lge-ku.com**

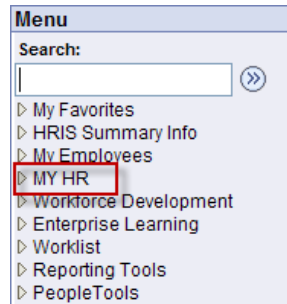
**Note:** With some browsers, you may be asked to display nonsecure items. Click on **Yes**.

- Enter your External ID and External Password (password you created) and click **Sign In**.

**Tip:** If you cannot log in, contact the Service Desk at 502-627-2262. If you have not created your External Password, refer to the job aid titled, **Open Enrollment - External Employee Log On**.

## Accessing Open Enrollment

- Click on the **MY HR** link on the left menu.



- From the My HR screen, select the **Benefits** link.



- From Benefits, select the **Benefits Enrollment** link.



- A message regarding the Benefits Enrollment process will appear. Verify the Open Enrollment date and click on **Select**.

Open Benefit Events			
Event Description	Event Date	Event Status	
Open Enrollment	01/01/2012	Open	<b>Select</b>

Once you click Select, it will take a few seconds for your benefits enrollment information to load.

## Welcome to the External Employee Log On page

Step 1: Create your External Password by clicking [HERE](#). For detailed instructions, refer to the Job Aid [HERE](#) or contact the Service Desk at 502/627-2262.

Step 2: Users who created an External Password, continue to log on by entering your:

External ID:   
Not your Employee ID number.

External Password:

**Sign In**

## Enroll Dependents

Benefits Enrollment - Open Enrollment  Check to indicate you have verified your Dependents **Next**

**Tip:** If the spouse was not selected for coverage as in previous years, there will be a warning that the spouse was not selected when verifying dependents.

Below are your current dependents.

- Check the Medical and Dental check boxes to add coverage.
- Use the "Add a Dependent" button to add Dependents.
- Uncheck the boxes to remove coverage.
- Click the box to verify dependents prior to clicking Next.
- When you are finished, click the "Next" button at the top of the page.

Enroll Medical/Vision Dependents: [Link to Medical/Vision Dependent Eligibility and Requirement](#)

**Employed Spouse Premium:** As of 1/1/2012 an additional \$200 may be added to your monthly premium if you cover a spouse who does not enroll in medical coverage available through his/her own employer.

Dependent Eligibility Requirements: Legal Spouse and Children (natural, step-child, legally adopted) to age 26.

Name	Relationship	Medical/Vision
	Spouse	<input type="checkbox"/>
	Son	<input type="checkbox"/>
	Daughter	<input type="checkbox"/>

Enroll Dental Dependents: [Link to Dental Dependent Eligibility and Requirements](#)

Dependent Eligibility Requirements: Legal Spouse and unmarried Children (natural, step-child, legally adopted) to age 19 or 25 if full-time student.

Name	Relationship	Dental
	Spouse	<input checked="" type="checkbox"/>
	Son	<input checked="" type="checkbox"/>
	Daughter	<input checked="" type="checkbox"/>

**Add a Dependent**

**Tip:** To add spouse or dependents to medical insurance, first check off each applicable person, then click on the checkbox at the top of the page that you have verified your dependents, and finally click on the **Next** button to continue.

## Add a Dependent

This is the screen that will open when you click on the **Add a Dependent** button.


Click **Save** once you have added your Dependent/Beneficiary's personal information. This information will go into effect as of Jan 1, 2012.


### Personal Information


\*First Name:


Middle Name:

\*Last Name:


Name Prefix:  

Name Suffix:  



\*Gender:  



Date of Birth:  



SSN:  (Social Security Number)



\*Relationship to Employee:  

### Status Information

\*Marital Status:   As of:  

Student:   As of:  

Disabled:   As of:  

Smoker:   As of:  

### Address and Telephone

Same Address as Employee

Country:

Address:

Same Phone as Employee

Phone:

\* Required Field

1. Enter the information for the dependent.
2. Click **Save** to save your updates.

## Spouse Medical/Vision Enrollment

When clicking the checkbox to enroll your spouse for Medical/Vision plans, you may be asked several questions to verify whether the Employed Spouse Premium for 2012 will apply.

Relationship	Medical/Vision
Spouse	<input checked="" type="checkbox"/>

1. Select **Yes** if your spouse works full-time or on an average of 30 hours or more a week. Otherwise, select **No**.

\* (30004,232)

Is your spouse employed full-time - as defined by the spouse's employer - or working on average 30 hours or more per week.

Yes/No

2. If you selected **Yes** to the previous question, select the appropriate answer (**Yes/No**) to the question if your spouse has available medical coverage through his or her employer-sponsored medical insurance.

\* (30004,233)

Does your spouse have medical coverage available through his/her employer-sponsored medical insurance?

Yes/No

3. Answer **Yes/No** to the question whether the spouse will be enrolled in his or her employer-sponsored medical insurance for 2012.

Will your spouse be enrolled in his/her employer sponsored medical insurance for 2012? (30004,234)

Yes/No

**Note:** After enrollment, every spouse covered by the medical plan will be required to complete a Verification of Spousal Health Care Coverage.

## Plan Enrollment

Viewed/Updated Open Enrollment

Next

Below are your current enrollments.

1. If you wish to change your elections, click the appropriate "Edit" button.
2. If you need to change your dependent information, click the "Previous" button to return to the previous page.
3. When you are finished, or if you have no changes, click the "Viewed/Updated Open Enrollment".
4. After clicking the "Viewed/Updated Open Enrollment" box, click "Next" to continue.

### Enrollment Summary

<a href="#">Edit</a>	Medical	Before Tax	After Tax
Current:	PPO Low Deductible: Family		
New:	PPO Low Deductible: Family w/Employed Spouse Prem	281.50	
<a href="#">Edit</a>	Dental	Before Tax	After Tax
Current:	Delta Dental - High: Family		
New:	Delta Dental - High: Family	13.50	
<a href="#">Edit</a>	Health Care Reimbursement	Before Tax	After Tax
Current:			
New:	No Coverage	0.00	
<a href="#">Edit</a>	Dependent Care Reimbursement	Before Tax	After Tax
Current:			
New:	No Coverage	0.00	

This table summarizes estimated costs per pay for your new benefit choices.

	Before Tax	After Tax	Total
Your Costs	275.00	0.00	275.00

These deductions will go into effect with your first paycheck in 2012.

Previous

**Important Note:** Any company provided coverage (\$200) will AUTOMATICALLY be included in your HCRA account in 2012. This will be in ADDITION to whatever amount you specified through online enrollment

## Edit Medical Plans

This is the screen that will open when you click on the **Edit** button next to Medical. You only need to edit your Medical plans if there are changes from prior years.

1. The check box shows your current choice.
2. Change your plan by clicking on the check box next to that plan.
3. To see the Summary Plan Description to help you decide which plan to choose, [Click Here](#).
4. When you are finished with your selection, click on the "Next" button at the bottom of the page.

	Plan Info	Web Site	Coverage Level	Your Cost Per Pay	Tax Class
<input type="checkbox"/>	Anthem Blue Preferred EPO/HMO	<a href="#">Carrier Info</a>	Employee + Child(ren)	\$129.50	Before-Tax
<input type="checkbox"/>	PPO Standard	<a href="#">Carrier Info</a>	Employee + Child(ren)	\$75.50	Before-Tax
<input type="checkbox"/>	PPO High Deductible	<a href="#">Carrier Info</a>	Employee + Child(ren)	\$44.00	Before-Tax
<input checked="" type="checkbox"/>	PPO Low Deductible	<a href="#">Carrier Info</a>	Employee + Child(ren)	\$97.00	Before-Tax
<input type="checkbox"/>	Waive				

This is an example of an Employee + Children selection

Next

## Edit Medical Plans (continued)

You have chosen "Family w/Employed Spouse Prem" coverage level. The check shows your current plan election.

1. The check box shows your current choice.
2. Change your plan by clicking on the check box next to that plan.
3. To see the Summary Plan Description to help you decide which plan to choose, [Click Here](#).
4. When you are finished with your selection, click on the "Next" button at the bottom of the page.

	Plan Info	Web Site	Coverage Level	Your Cost Per Pay	Tax Class
<input type="checkbox"/>	Anthem Blue Preferred EPO/HMO	<a href="#">Carrier Info</a>	Family w/Employed Spouse Prem	\$313.50	Before-Tax
<input type="checkbox"/>	PPO Standard	<a href="#">Carrier Info</a>	Family w/Employed Spouse Prem	\$230.00	Before-Tax
<input checked="" type="checkbox"/>	PPO High Deductible	<a href="#">Carrier Info</a>	Family w/Employed Spouse Prem	\$178.50	Before-Tax
<input type="checkbox"/>	PPO Low Deductible	<a href="#">Carrier Info</a>	Family w/Employed Spouse Prem	\$281.50	Before-Tax
<input type="checkbox"/>	Waive				

This is an example of a Family w/Employed Spouse Premium selection

Next

## Edit Dental Plans

This is the screen that will open when you click on the **Edit** button next to Dental. You only need to edit your Dental plans if there are changes from prior years.

1. The check box shows your current choice.
2. Change your plan by clicking on the check box next to that plan.
3. To see the Summary Plan Description to help you decide which plan to choose, [Click Here](#).
4. When you are finished with your selection, click on the "Next" button at the bottom of the page.

	Plan Info	Web Site	Coverage Level	Your Cost Per Pay	Tax Class
<input checked="" type="checkbox"/>	Delta Dental - High	<a href="#">Carrier Info</a>	Family	\$13.50	Before-Tax
<input type="checkbox"/>	Delta Dental - Basic	<a href="#">Carrier Info</a>	Family	\$0.00	Before-Tax
<input type="checkbox"/>	Waive				

Next

## Edit Health Care Spending/Dependent Care Spending Accounts

This is the screen that will open when you click on the **Edit** button next to Health Care Reimbursement. The screen to change Dependent Care Reimbursement options is similar to this one. You will need to enter dollar amounts each year.

Your Annual Pledge for the current year is \$1,000.00  
Health Care Reimbursement Company Contribution is \$200.00  
Next year's pledge is currently \$0.00

1. If you wish to enroll, enter your Annual Pledge for next year. You can use the worksheet to show the amount of your deduction each paycheck.
2. To see the Summary Plan Description to help you decide which plan to choose, [Click Here](#)
3. When you have finished, click "Next".

### Select an Option

- No, I do not want Health Care Reimbursement  
 HCRA - Health Care Account

This plan requires you to specify an Annual Pledge amount.

Annual Pledge:

[Worksheet](#)

Click the Worksheet button to help calculate your Annual Pledge for this plan year.

## Review and Submit Open Enrollment

**Tip:** Before clicking on **Finish**, print a copy of this screen for your records.

1. Review all your Benefits elections.
  - If you want to make changes, click on the **Benefits, Benefits Enrollment** link on the top menu.
  - If you are finished, click on the **Finish** button to continue.

Thank you for using My HR to do your Benefit elections.

**Important:** Your enrollment will not be complete until you click the "Finish" button.

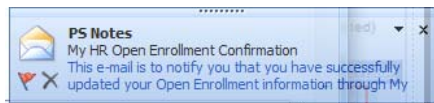
Finish

2. Click **OK** to continue.

Thank you for using My HR to do your Benefit elections.

A Confirmation Email has been sent to your email.

OK



3. Please keep this for your records.
4. Close the PeopleSoft application.

## Frequently Asked Questions

### Whom can I contact if I'm having trouble logging into MyHR?

Send an email message or call the Service Desk at 502-627-2262 for assistance. If you are having problems logging into the external website, refer to the job aid titled, **Open Enrollment - External Employee Log On**.

### Whom can I contact if I have questions regarding my benefits?

Contact the Benefits Department at [open.enrollment@lge-ku.com](mailto:open.enrollment@lge-ku.com).

### How do I review my 2012 Open Enrollment elections?

To view your elections, review the Open Enrollment email confirmation statement.

### Can I go back into Benefits Enrollment through MyHR to make changes to my 2012 Open Enrollment elections prior to Sept. 30?

Yes. You can change your previous election. However, you **must** complete the entire enrollment process and click **Finish** so a new email confirmation statement is generated.