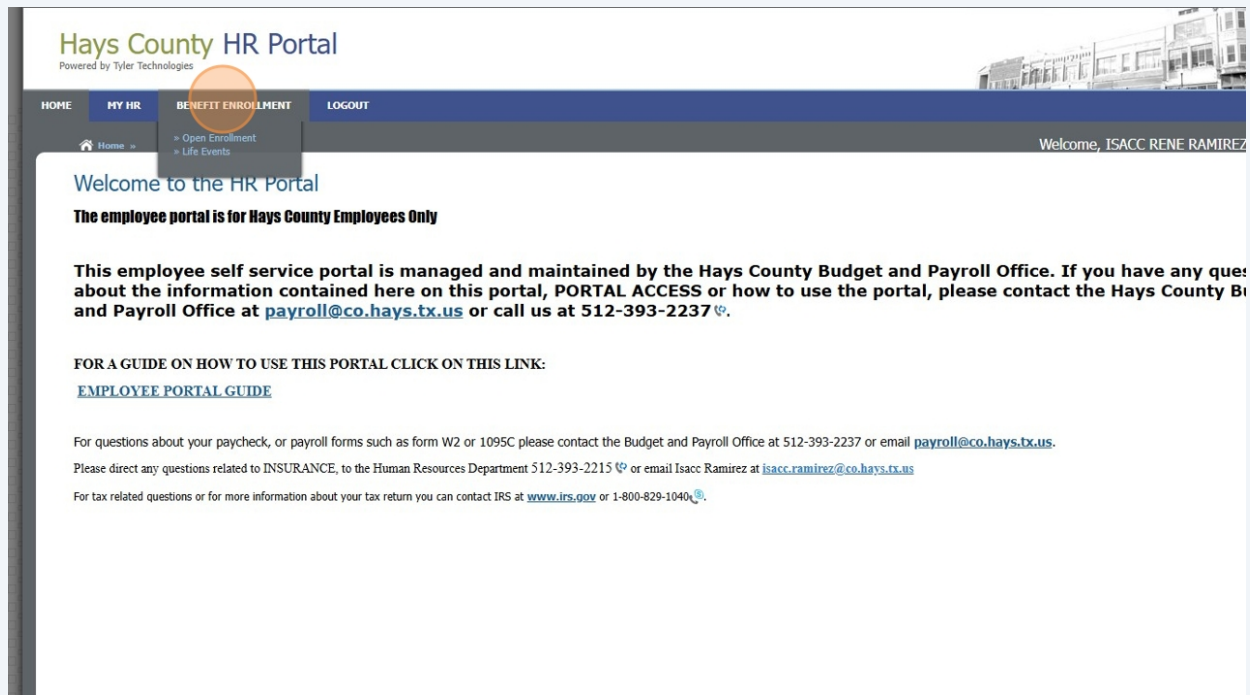


How to submit no changes in Esuites HR Portal.

1 On the main screen hover over "Benefit Enrollment"



2 Click ">> Open Enrollment"

Hays County HR Portal
Powered by Tyler Technologies

HOME MY HR BENEFIT ENROLLMENT LOGOUT

Welcome, ISACC RENE RAMIREZ

Welcome to the HR Portal

The employee portal is for Hays County Employees Only

This employee self service portal is managed and maintained by the Hays County Budget and Payroll Office. If you have any questions about the information contained here on this portal, PORTAL ACCESS or how to use the portal, please contact the Hays County Budget and Payroll Office at payroll@co.hays.tx.us or call us at 512-393-2237.

FOR A GUIDE ON HOW TO USE THIS PORTAL CLICK ON THIS LINK:
[EMPLOYEE PORTAL GUIDE](#)

For questions about your paycheck, or payroll forms such as form W2 or 1095C please contact the Budget and Payroll Office at 512-393-2237 or email payroll@co.hays.tx.us.

Please direct any questions related to INSURANCE, to the Human Resources Department 512-393-2215 or email Isacc Ramirez at isacc.ramirez@co.hays.tx.us

For tax related questions or for more information about your tax return you can contact IRS at www.irs.gov or 1-800-829-1040.

3 Click "Continue to Enrollment"

HAYS COUNTY INSURANCE OPEN ENROLLMENT

Welcome to Insurance Open Enrollment for the Calendar Year 2026!

BEFORE GETTING STARTED, please carefully read the documents located under "Plan Documents" to the left of this screen. The open enrollment packet is located there, and it provides detail.

Open enrollment online is now open for insurance selections effective **January 1, 2026**. Online enrollment will stay open from November 4th through November 28th. **You must enroll online in 2026 even if you are making no changes!** You are not required to attend meetings this year and are allowed to make changes to your coverage online, but you must complete your coverage order to maintain your insurance coverage. **To make changes to your plan, you must submit the appropriate forms before coverage changes will be made. Changes will not be made without proper paperwork.** Return completed forms to Hays County Human Resources or email to isacc.ramirez@co.hays.tx.us no later than **November 28, 2025**.

Employees adding or making changes to AFLAC, Dearborn Life, Texas Republic Life or TexasLife will be required to meet with a representative.

VALIC - 457 (b) Deferred Compensation Plan - Contact your VALIC financial advisor Michael Carter at 512-820-0025 or email at michael.carter1@corebridgefinancial.com.

Click here for a list of Open Enrollment meetings: [Open Enrollment Meeting Dates & Locations](#)

On the Plan Documents page, you will find several reading materials and forms. It is very important that you read the OPEN ENROLLMENT PACKET. This packet provides detailed information about the enrollment process.

Please direct any questions related to insurance to the Human Resources Department 512-393-2112 or email isacc.ramirez@co.hays.tx.us.

Click on "Welcome Message" to the left of this screen to return to the Benefits Enrollment main screen.

CONTINUE TO ENROLLMENT

CATEGORY	YOUR COST
Health Plans	\$0.00
Dental Plans	\$0.00
Vision	\$0.00
TOTAL COST (PER PAYMENT)	\$0.00

Finish

- Submit & Complete Enrollment
- Print Confirmation Statement

4 The current medical plan you're enrolled in will be highlighted already.

Plan 2 After Tax	Employer Cost (Per Payment)	Your Cost (Per Payment)
<input type="radio"/> Employee + Child(ren)	\$495.80	
<input type="radio"/> Employee + Family	\$495.80	
<input type="radio"/> Employee + Spouse	\$495.80	
<input type="radio"/> Employee Only	\$495.80	

Plan 2 Pretax	Employer Cost (Per Payment)	Your Cost (Per Payment)
<input type="radio"/> Employee + Child(ren)	\$495.80	
<input type="radio"/> Employee + Family	\$495.80	
<input type="radio"/> Employee + Spouse	\$495.80	
<input checked="" type="radio"/> Employee Only	\$495.80	

Plan 3 After Tax	Employer Cost (Per Payment)	Your Cost (Per Payment)
<input type="radio"/> Employee + Child(ren)	\$495.80	
<input type="radio"/> Employee + Family	\$495.80	
<input type="radio"/> Employee + Spouse	\$495.80	
<input type="radio"/> Employee Only	\$495.80	

Plan 3 Pretax	Employer Cost (Per Payment)	Your Cost (Per Payment)
<input type="radio"/> Employee + Child(ren)	\$495.80	
<input type="radio"/> Employee + Family	\$495.80	
<input type="radio"/> Employee + Spouse	\$495.80	
<input type="radio"/> Employee Only	\$495.80	

If you do not wish to enroll in a plan at this time, please click below:

☐

5 Scroll down and Click "Save and Continue"

<input type="radio"/> Employee Only	\$495.80	
-------------------------------------	----------	--

Plan 2 Pretax	Employer Cost (Per Payment)	Your Cost (Per Payment)
<input type="radio"/> Employee + Child(ren)	\$495.80	
<input type="radio"/> Employee + Family	\$495.80	
<input type="radio"/> Employee + Spouse	\$495.80	
<input checked="" type="radio"/> Employee Only	\$495.80	

Plan 3 After Tax	Employer Cost (Per Payment)	Your Cost (Per Payment)
<input type="radio"/> Employee + Child(ren)	\$495.80	
<input type="radio"/> Employee + Family	\$495.80	
<input type="radio"/> Employee + Spouse	\$495.80	
<input type="radio"/> Employee Only	\$495.80	

Plan 3 Pretax	Employer Cost (Per Payment)	Your Cost (Per Payment)
<input type="radio"/> Employee + Child(ren)	\$495.80	
<input type="radio"/> Employee + Family	\$495.80	
<input type="radio"/> Employee + Spouse	\$495.80	
<input type="radio"/> Employee Only	\$495.80	

If you do not wish to enroll in a plan at this time, please click below:

☐

NOTE- If the dot directly above this sentence is marked, you are declining coverage!

IF YOU HAVE MARKED THIS BOX YOU DO NOT WANT COVERAGE UNDER THIS INSURANCE.

[SAVE AND CONTINUE...](#)

6 Click "Save and Continue" to confirm coverage

Hays County HR Portal
Powered by Tyler Technologies

HOME MY HR BENEFIT ENROLLMENT LOGOUT

Welcome, ISACC RENE RAMIRE

Home » Benefit Enrollment

Pre-Enrollment

- Welcome Message
- Plan Documents

Enrollment

CATEGORY	YOUR COST
Health Plans	\$13.75
Dental Plans	\$0.00
Vision	\$0.00
TOTAL COST (PER PAYMENT)	\$13.75

Finish

- Submit & Complete Enrollment
- Print Confirmation Statement

Select Covered Individual(s)

☒ Self SELF

SAVE AND CONTINUE

7 The current dental plan you're enrolled in will be highlighted already.

Submit & Complete Enrollment
Print Confirmation Statement

Current Election

Dental PPO Pretax - Employee Only
Dependents Covered: Self
Per Payment Deduction: \$0.00

Enrollment in Plan
Please choose the plan you'd like to enroll in below:

Dental PPO After Tax	Employer Cost (Per Payment)	Your Cost (Per Payment)
<input type="radio"/> Employee + Child(ren)	\$16.87	
<input type="radio"/> Employee + Family	\$16.87	
<input type="radio"/> Employee + Spouse	\$16.87	
<input type="radio"/> Employee Only	\$13.87	

Dental PPO Pretax	Employer Cost (Per Payment)	Your Cost (Per Payment)
<input type="radio"/> Employee + Child(ren)	\$16.87	
<input type="radio"/> Employee + Family	\$16.87	
<input type="radio"/> Employee + Spouse	\$16.87	
<input checked="" type="radio"/> Employee Only	\$13.87	

If you do not wish to enroll in a plan at this time, please click below:

☐

NOTE- If the dot directly above this sentence is marked, you are declining coverage!
IF YOU HAVE MARKED THIS BOX YOU DO NOT WANT COVERAGE UNDER THIS INSURANCE.

SAVE AND CONTINUE...

8 Scroll down and click "Save and Continue"

Submit & Complete Enrollment

Print Confirmation Statement

Current Election

Dental PPO Pretax - Employee Only

Dependents Covered
Self

Per Payment Deduction
\$0.00

Enrollment in Plan

Please choose the plan you'd like to enroll in below:

Dental PPO After Tax

☐ Employee + Child(ren)

Employer Cost (Per Payment)

Your Cost (Per Payment)

☐ Employee + Family

\$16.87

☐ Employee + Spouse

\$16.87

☐ Employee Only

\$13.87

Dental PPO Pretax

☐ Employee + Child(ren)

Employer Cost (Per Payment)

Your Cost (Per Payment)

☐ Employee + Family

\$16.87

☐ Employee + Spouse

\$16.87

☒ Employee Only

\$13.87

If you do not wish to enroll in a plan at this time, please click below:

☐

NOTE- If the dot directly above this sentence is marked, you are declining coverage!

IF YOU HAVE MARKED THIS BOX YOU DO NOT WANT COVERAGE UNDER THIS INSURANCE.

SAVE AND CONTINUE...

9 Click "Save and Continue" to confirm coverage

Hays County HR Portal

Powered by Tyler Technologies

HOME

MY HR

BENEFIT ENROLLMENT

LOGOUT

Home > Benefit Enrollment

Welcome, ISACC RENE RAMIRE

Pre-Enrollment

Welcome Message

Plan Documents

Enrollment

CATEGORY

YOUR COST

Health Plans

\$13.75

Dental Plans

\$3.00

Vision

\$0.00

TOTAL COST (PER PAYMENT)

\$16.75

Finish

Submit & Complete Enrollment

Print Confirmation Statement

Select Covered Individual(s)

☒ Self

SELF

SAVE AND CONTINUE...

Made with Scribe - <https://scribehow.com>

5

10 The current vision plan you're enrolled in will be highlighted already.

The screenshot shows the 'Vision Enrollment' page. On the left, a sidebar contains 'Pre-Enrollment' (Welcome Message, Plan Documents) and 'Enrollment' (Health Plans, Dental Plans, Vision, TOTAL COST (PER PAYMENT) \$16.75). The 'Finish' section includes 'Submit & Complete Enrollment' and 'Print Confirmation Statement'. The main content area is titled 'Vision Enrollment' and 'Current Election'. It shows 'Vision Pretax - Employee Only' with 'Dependents Covered: Self' and 'Per Payment Deduction: \$4.05'. Below this, a table lists enrollment options for 'Vision Pretax' and 'Vision After Tax'. The 'Employee Only' option is selected for both. A note at the bottom states: 'If you do not wish to enroll in a plan at this time, please click below: [] NOTE - If the dot directly above this sentence is marked, you are declining coverage! IF YOU HAVE MARKED THIS BOX YOU DO NOT WANT COVERAGE UNDER THIS INSURANCE.'

Category	Plan - Election	Employer Cost (Per Payment)	Your Cost (Per Payment)
Health Plans	Plan 2 Pretax - Employee Only	\$495.80	
Dental Plans	Dental PPO Pretax - Employee Only	\$13.87	
Vision	Vision Pretax - Employee Only	\$0.00	

11 Scroll down and click "Submit"

The screenshot shows the 'Confirm & Submit' page. The sidebar is identical to the previous page. The main content area is titled 'Confirm & Submit' and 'Summary Of Elections'. It displays a table with the same data as the previous page. Below the table, a 'Submit To HR' section contains a 'SUBMIT' button and a note: 'Clicking the submit button below will submit all of your current elections to your HR department. Once you submit your elections you may not make additional changes online.'

Category	Plan - Election	Employer Cost (Per Payment)	Your Cost (Per Payment)
Health Plans	Plan 2 Pretax - Employee Only	\$495.80	
Dental Plans	Dental PPO Pretax - Employee Only	\$13.87	
Vision	Vision Pretax - Employee Only	\$0.00	