Open Enrollment Period is October 21 – November 16

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2012 Benefits Online Open Enrollment Step-By-Step Instructions

We expect that you will find this process a quick and simple one – follow these step-by-step instructions and you will be done with your benefits enrollment before you know it!

During the Open Enrollment period, there may be times when the system may be slower due to other system processes (month end closing activities, payrolls running, and pay days when employees are viewing their online payslips). Therefore, we suggest you try to avoid what we believe will be the peak daytime hours (9-11a.m. and 2-4 p.m.) and try to do your enrollments early in the morning or later in the day or evening. *Please be patient. If the system "kicks you out," simply log back in and try again.*

HR representatives will be available in a number of **Open Lab Sessions** as follows. Please note: there will **not** be computers available at the Benefits Fair.

Session	Date	Time	Location
1	Tuesday, November 1	10:00 a.m. – 2:00 p.m.	Wallace Library, Room 3650
2	Thursday, November 10	7:30 a.m. – 10:00 a.m.	Wallace Library, Room 3650
3	Monday, November 14	11:00 a.m. – 5:00 p.m.	Wallace Library, Room 3650

** A sign language Interpreter will be provided upon request, subject to availability. Contact the Department of Access Services (DAS) directly at https://www.ntid.rit.edu/AccessServices/ or x5-6281/V and x5-6242/TTY.*

If you have any questions or problems, please contact your benefits representative in the Human Resources Department based on the first letter of your last name as follows:

Your Last Name	Contact	Telephone	E-Mail Address
A-L	Valerie Liegey	(585) 475-5346	valpsn@rit.edu
M-Z	Brett Lagoe	(585) 475-5983	bllpsn@rit.edu

There are several screens that you must go through to complete a successful enrollment. These instructions and the Help Text on each screen should help you.

Please note after you complete your transactions on each page, any changes will be saved once you click the "Save and Proceed" button. The last page is the Confirmation page and you can print a summary of your 2012 benefits.

LOGGING IN

You will access Oracle Self-Service via the Internet at *www.rit.edu/myinfo*

1) If you regularly login to Oracle, go in the same way you normally do.

2) If you have logged in but don't remember your Username or Password, click on the link below the login screen that says "Forgot your Password or User Name?" and follow the instructions.

3) If you have never logged into Oracle

   a) contact Oracle Self Service Customer Service at x5-4905/V. You will need to know your Employee Number;

   b) contact the ITS Help Desk at x5-4357/v and x5-2810/TTY. You will need to tell them your RIT employee ID number.

   c) Go to the ITS Help Desk (Gannett Hall, Room 7B-1113); be sure to take your employee ID card with you;

   d) check out the Frequently Asked Questions section at http://finweb.rit.edu/customersupport/empselfservefaq.html.

4) Once you have logged in, you will be at the Welcome screen; go to **RIT Employee Self-Service**, then click on **My Benefits**

EMPLOYEE ACKNOWLEGEMENT

Read the information on this screen and click the Accept box. If you click the Decline box, you will not be able to enroll, change, or cancel your benefits.

DEPENDENTS AND BENEFICIARIES

5) The first page that comes up is the **Dependents and Beneficiaries** page. This screen lists people whom you are (or have in the past) covering under your medical, vision, dental, and/or tuition waiver benefit and/or whom you have named as a life insurance beneficiary. It also lists the person(s) you have selected as your Emergency Contact(s).

6) Please review the information we have to ensure that it is accurate *(please note that you cannot delete a family member from this page)*.

   a) <u>If you need to correct any information shown</u>, click on the pencil in the far right column called "Update." After making any corrections or updates, simply click on the **Save** button at the bottom right of the screen. When you are done making changes, click on the **Next** button at the bottom right of the screen. ***Please note that the next screen could take up to one minute to load, or longer than one minute during peak times.***

   b) <u>If you need to add an additional family member</u>, click on **Add Another Person.**

      i) Enter information in all of the requested fields and click on **Save**. Please note that for the Relationship Start Date, use January 1, 2012; the date format is DD-MMM-YYYY (i.e., 01-JAN-2012. You might find it easier to use the calendar provided to the right of the entry box.

      ii) When done, click **Next.** ***Please note that the next screen could take up to one minute to load or longer than one minute during peak times.***

BENEFIT ENROLLMENTS

7) This page shows your current elections (except Beneflex) with your 2012 per pay period contributions. All of the various benefits show on this page, whether or not you have elected the benefit. If you want to review your current coverages with your 2012 rates, click on the tab "Current Benefits" near the top left of the page.

8) If you would like to make changes, simply click on the **Enroll or Make Changes** button on the upper right side of the screen.

UPDATE ENROLLMENTS

At the top of the next several screens, you will see the following "train" so you can track your progress. The dot is solid for the screen you are on.

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Update Enrollments **Cover Dependents** **Confirmation**

9) This next page is page where you will make any changes in your current elections. You will see each benefit plan with the various options for that plan, with your 2012 employee contribution amounts. If you currently waive medical coverage, this box is checked. The medical plan numbers are the total of the medical and RIT Rx amounts.

10) **If you are enrolling or increasing your life insurance or enrolling in Supplemental LTD insurance coverage,** you may need to complete an *Evidence of Insurability (EOI) Form* for Prudential's (the insurance company) approval. Prudential will contact you directly after the enrollment period has ended if you need to complete the EOI form.

    a) You are not required to complete an EOI Form if you are enrolling in Supplemental Life for yourself for 1 times your base pay or increasing from 1 to 2 times your base pay.

    b) All other enrollments and increases require a completed EOI Form.

11) Scroll down the page using the scroll bar on the right side of the page to view and/or change each benefit election.

12) **If you would like to participate in Beneflex (Health Care and/or Dependent Day Care Spending Account) for 2012, you must enroll**. If you participated in 2011, the election will not continue into 2012 – you must re-enroll. If you would like to enroll for 2012, simply enter the annual amount you would like to contribute (**DO NOT** click in the box). The system will automatically calculate the per pay period contribution amount after the enrollment process is complete (it will show as a zero on the screen initially).

13) **If you do not wish to participate in Beneflex (Health Care and/or Dependent Day Care Spending Account) for 2012, you should check the box called No Coverage**.

14) When you are done, click the **Save and Proceed** button at the bottom of the screen.

COVER DEPENDENTS

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Update Enrollments **Cover Dependents** **Confirmation**

15) The next screen will be the **Dependents** page. If you are covering dependents (spouse/domestic partner and/or children) under your medical, vision, dental, spouse and child life and spouse and child AD&D, you need to click the box in the column called ***Cover*** for each dependent you are covering. Only click if you will cover the person effective January 1, 2012. If you currently cover a dependent who you will not cover beginning January 1, 2012, do not check the box or uncheck the box if it is checked. If you will cover a dependent who is not listed, you must go back to the Family Members and Others screen to add the person.

16) Please remember that as part of the family member verification process you will need to provide proof of eligibility for any new family members you plan to cover for 2012. Acceptable proofs include a marriage certificate for a spouse and a birth certificate (with the employee-parent's name) for a child. You will find more details on acceptable proofs on the HR website on the Family Member Verification Process page (http://finweb.rit.edu/humanresources/benefits/).

17) When done, click **Save and Proceed** at the bottom right of the page.

CONFIRMATION STATEMENT

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Update Enrollments **Cover Dependents** **Confirmation**

18) The next page is the **Confirmation** page. You can ignore any warnings about beneficiary designations.

19) You can print a copy of the Confirmation for your records. Click on button called **Printable Page**.

20) If you need to make additional changes, click on **Return to Overview** at the bottom right of the page. This will take you back to the **Benefits Enrollments** page.

21) When you are done, click on **Logout** (link located at top right of screen).

22) You may go in as often as you like during the Open Enrollment period and change and/or review your information.

23) NOTE: the Primary Care Physician information may not be up to date; you entered this information in the past; it is **NOT** being sent to Excellus BlueCross BlueShield. If you enroll in coverage or add new family members, you need to contact Excellus BCBS (phone or web) in late December to add PCPs for each family member.