

ESS – Open Enrollment

Each year during open enrollment, you must elect coverage under the following plans:

- Medical
- Dental
- Vision
- Flexible Spending Accounts (dependent care or health care)
- Health Savings Account

If you do not elect coverage under these plans for the next year, your current coverage will end on December 31 and you will have no coverage for the next year. You should also be sure to review the dependents you are covering under these plans to ensure they continue to be eligible for coverage.

Open enrollment is also an opportunity to review and make different selections for:

- Optional life insurance
- Dependent life insurance
- Short term disability

However, if you do not make new selections in these plans your current coverage will carry over to the next year.

During the year, you may change your coverage only if you have a qualifying life event such as marriage, divorce, birth of a child, etc. If you have a qualifying life event you must report the event and change your coverage within 30 days of the event.

Before you begin

Off campus Access

You can access Employee Self Service off campus without VPN.


Allowing Pop Ups

MyNKU often uses pop-up windows to display messages. You will need to make sure that your internet browser is set up to allow pop-up windows. If you need assistance, please contact the IT Support Center at x6911.

Print Confirmation of Existing Benefits

Before beginning your enrollment you should print a confirmation of your current benefits enrollment. Because enrollment in certain benefits is required, when you begin to enroll, your coverage will be listed as 'Waive'. Your confirmation will allow you to compare your current coverage with options for next year.

- Click Employee Self-Service
- Click Benefits and Payment
- Click Participation Overview



The screenshot shows a web portal with a navigation bar at the top containing 'Academic Advising', 'Student Administration', 'SAP GUI', 'Employee Self-Service', and 'Business Explorer'. Below this is a sub-navigation bar with 'Overview', 'Benefits and Payment', and 'Personal Information'. The main content area is titled 'Benefits and Payment' and contains a 'Benefits' section with an icon of four coins (5, 10, 100, 50) and the text 'Open Enrollment Maintain your benefit selections during the next open enrollment period.' Below this is a 'Benefits Participation' section with a link 'Participation Overview' circled in red and the text 'View a list of plans in which you are currently enrolled.'

- Click Print Confirmation Form: All Plans

[Show Participation Details](#)

For John Hancock: Username = nku, Password = mybenefit

[Print Confirmation Form : All Plans](#)

[Exit](#)

Enrolling In Your Benefits

- Once logged into Portal, click the Employee Self Service tab
- Click Benefits and Payment tab



Welcome Employee testESSOE1

Employee Self-Service

Overview | Benefits and Payment | Personal Information

Overview

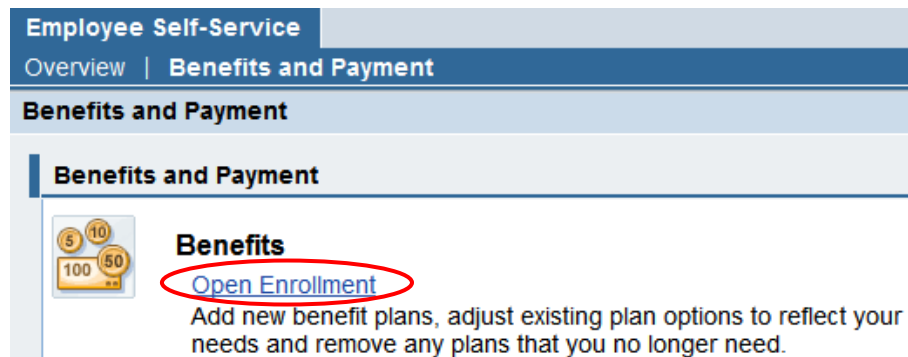
Overview

Employee Self-Service applications provide you with easy access to information and services for employees. This page gives you an overview of the entire offering.

 [Benefits and Payment](#)

Display the plans in which you are currently enrolled, enrol enrollment form.
Display your salary statement.

- Click Open Enrollment link




Employee Self-Service

Overview | **Benefits and Payment**

Benefits and Payment

Benefits and Payment

 **Benefits**

[Open Enrollment](#)

Add new benefit plans, adjust existing plan options to reflect your needs and remove any plans that you no longer need.

- Select the radio button of the Benefit to review, add, or change
- Review plans scheduled to begin on 1/1/2010
- Click the Provider link for more information
- Navigation buttons are located at the bottom of the screen

Employee Self-Service
 Overview | Benefits and Payment | Personal Information

Enrollment

Enrollment

1 Plan Selection | 2 Review Enrollment | 3 Completed

[Show PlansOfTodayView](#)

This is your open enrollment selection of benefit plans. From this list, you can add, edit or remove plans as needed. Whenever you edit a plan, its o and where appropriate beneficiaries

Selection for Open Enrollment and Web links to carriers.

Plan	Costs	Plans scheduled to begin on 01/01/2009	
Dental			Delta Dental
<input type="radio"/> Dental	1,257.00 USD Annually (Pre-Tax)	Premiere, Deductible 50/150, O - Employee + Family	
Medical			Humana website/wizard access
<input checked="" type="radio"/> Humana - Regular	5,361.84 USD Annually (Pre-Tax)	NPOS 90/60 - Employee + Family	
Vision			Vision - VSP
<input type="radio"/> Enroll			
Dependent Life			The Standard
<input type="radio"/> Dependent Life	30.00 USD Annually (Post-Tax)	DLIF - Spouse & Child(ren) - Coverage amount: 10,000.00 USD	
GTL - Optional			The Standard
<input type="radio"/> Optional - Group Term Life	33.12 USD Annually (Post-Tax)	1x Salary - Optional Life - Coverage amount: 23,000.00 USD	
STD			Met Life
<input type="radio"/> Short Term Disability	84.00 USD Annually (Post-Tax)	ShortTerm Disability - Coverage amount: 250.00 USD	
HSA Plan			
<input type="radio"/> Enroll			
FSDependentCare			FEBCO
<input type="radio"/> Enroll			
FS Medical			FEBCO
<input type="radio"/> Enroll			

[Add Plan](#) [Edit Plan](#) [Remove Plan](#)

Road map of the enrollment process

- Add or change a plan by selecting the plan
- Click Select Dependents even if Employee only or Waive coverage was selected

Note: If you have elected Employee Only coverage and do not have dependents, you must click **Select Dependents** and then **Add Plan to Selection** to move to the next plan.

Employee Self-Service

Overview | Benefits and Payment | Personal Information

Enrollment

Enrollment

1 Plan Selection a Plan Adjustment b Select Dependents 1 Plan Selection 2 Review Enrollment 3 Completed

Show PlanTypeOfTodayView

Offer for Vision [Vision - VSP](#)

Vision - choose plan options (starts on 1/1/2010)

Option	Dependent Coverage	Employee Cost (Bi-weekly)*
<input type="checkbox"/> Vision	Employee only	2.46
<input type="checkbox"/> Vision	Employee + Child(ren)	5.38
<input type="checkbox"/> Vision	Employee + Spouse	5.04
<input type="checkbox"/> Vision	Employee + Family	8.61
<input type="checkbox"/> Waived Coverage	Waived Coverage	0

The amounts are in USD.

Pre-Tax Deductions

Previous Step **Select Dependents**

- Select or de-select Dependents if necessary for plan coverage
- Click Add Plan to Selection

Enrollment

Enrollment

1 Plan Selection a Plan Adjustment b **Select Dependents** 1 Plan Selection 2 Review Enrollment

Show PlanTypeOfTodayView

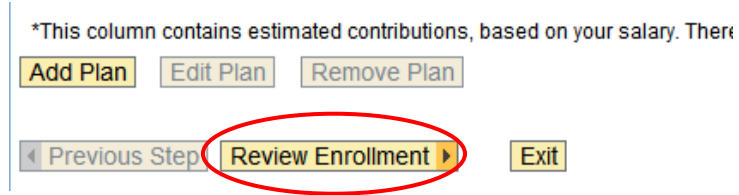
Select 1 dependent(s) for plan Vision.

Name	Relationship	Select
	Spouse	<input checked="" type="checkbox"/>

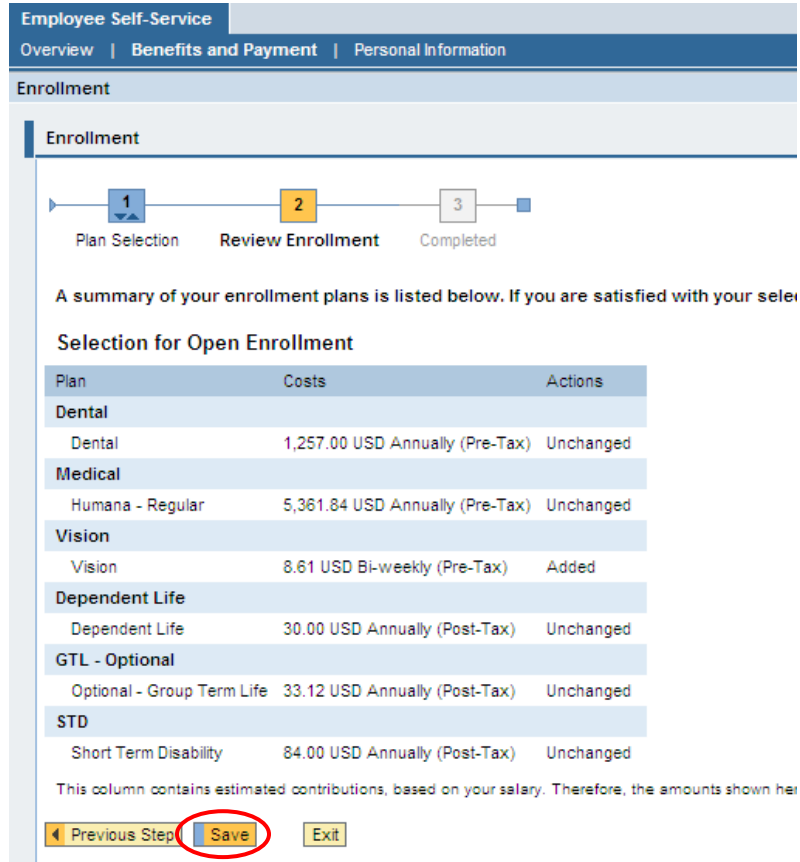
Only dependents that have been verified by the Human Resources department are listed here. To add new dependents to your record please contact Human Resources.

Previous Step **Add Plan to Selection**

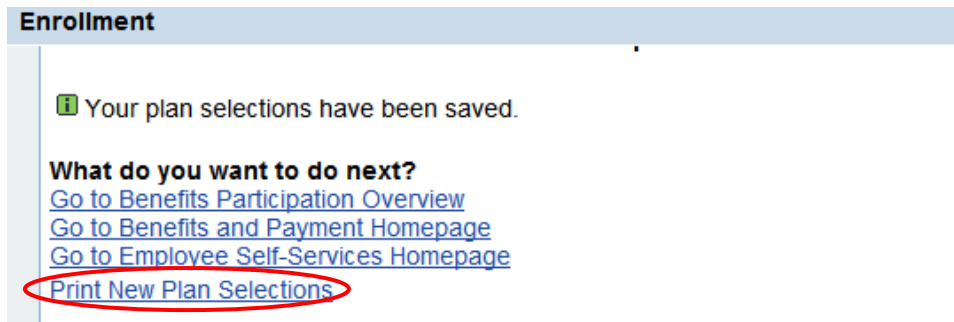
- Click Review Enrollment to evaluate a summary of selections.



- Click Save to complete the selection process.



- Click Print New Plan Selections for an Adobe .pdf version of selections.



You can continue to access open enrollment until the window has been closed.