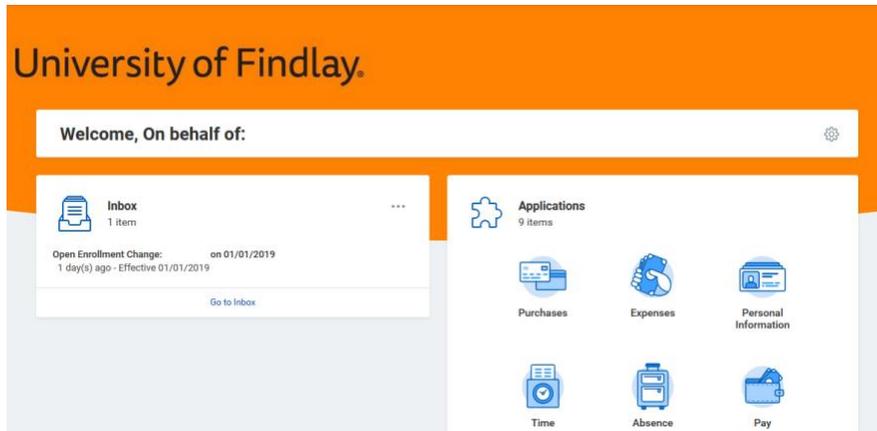


Open Enrollment Form Completion Step-by-Step Instructions for University of Findlay Benefits-Eligible Employees

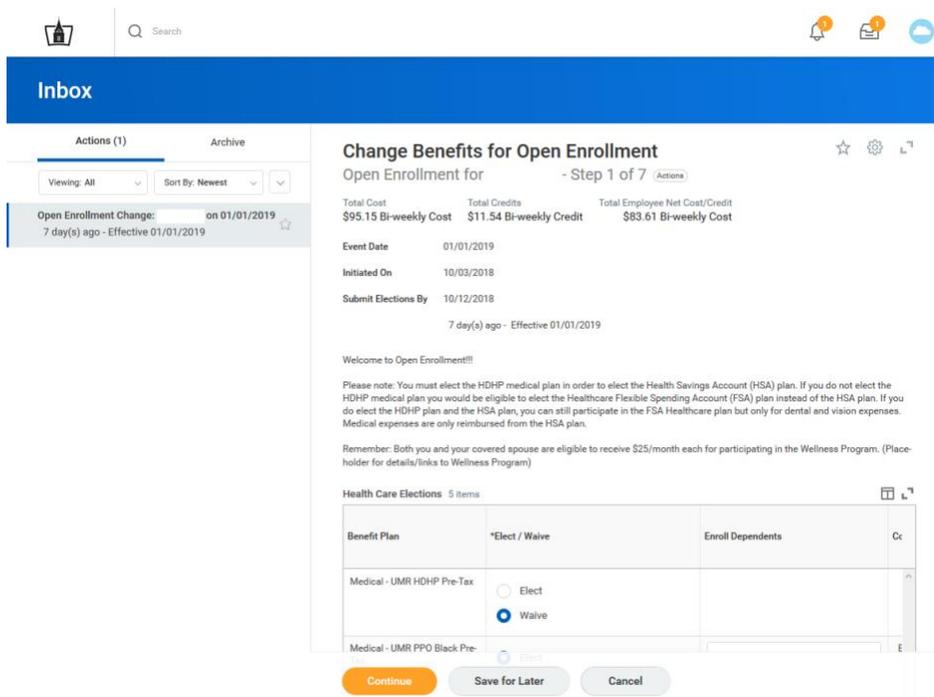
November 2019

Open Enrollment Period is from Nov. 1 – 16, 2018. All benefits changes will go into effect January 1, 2019.

Step 1: Beginning Nov. 1, look for a new Task in your WorkDay Inbox.



Step 2: Click on the task to be taken to the Open Enrollment screen where you can make adjustments or confirm your benefits. You should see your current elections listed on the right side of the screen.



Step 3: Starting at the top of the list of your current elections, you can select either “Elect” or “Waive” for each option. Once you have updated the options on the first screen, select “Continue” to move to the next screen. You can also select “Save for Later” if you aren’t ready to finalize your elections and want to revisit it later.

Health Care Elections 5 items 🗨️ 🔍

Benefit Plan	*Elect / Waive	Enroll Dependents	Coverage	Employee Cost (Bi-weekly)	Employer Contribution (Bi-weekly)	Benefit Credit (Bi-weekly)	Provider Website
Medical - UMR HDHP Pre-Tax	<input type="radio"/> Elect <input checked="" type="radio"/> Waive					0.00	Medical, Dental, RX
Medical - UMR PPO Black Pre-Tax	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	Child	Employee + Child(ren)	\$164.77	\$369.31	11.54	Medical, Dental, RX
Medical - UMR PPO Orange Pre-Tax	<input type="radio"/> Elect <input checked="" type="radio"/> Waive					0.00	Medical, Dental, RX
Dental - UMR DPO Pre-Tax	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	Child Spouse	Family (Dental)	\$11.77	\$27.46	0.00	Medical, Dental, RX
Vision - VSP VIS Pre-Tax	<input type="radio"/> Elect <input checked="" type="radio"/> Waive					0.00	Vision
				176.54	396.77	\$11.54	

Step 4: Once you have finalized all of your benefits choices, you will be taken to a final screen that asks for your electronic signature to confirm and finalize your benefit elections for 2019. Once you select “I Agree” and then select “Submit” you have completed your Open Enrollment Form for the year.

Please refer to the screen shot on the next page as a visual on what the electronic signature page looks like.

Actions (1)

Archive

Viewing: All

Sort By: Newest

Open Enrollment Change:

01/01/2019

7 day(s) ago - Effective 01/01/2019

Change Benefits for Open Enrollment

Benefit Elections Review for Open Enrollment - Step 7 of 7

Total Cost: \$129.98 Bi-weekly Cost
 Total Credits: \$11.54 Bi-weekly Credit
 Total Employee Net Cost/Credit: \$118.44 Bi-weekly Cost

> **Details**

Elected Coverages 6 items

Benefit Plan	Coverage Begin Date	Deduction Begin Date	Coverage	Calculated Coverage	Dependents	Beneficiary
Medical - UMR PPO Orange Pre-Tax	01/01/2018	01/01/2018	Employee Only			
Dental - UMR DPO Pre-Tax	01/01/2018	01/01/2018	Employee Only			
Vision - VSP VIS Pre-Tax	01/01/2018	01/01/2018	Employee Only			
Basic Life and Accidental Death and Dismemberment (AD&D) - Lincoln Financial Group (Employee)	01/01/2018	01/01/2018	\$50,000	\$50,000.00		
Long Term Disability (LTD) - Lincoln Financial Group LTD (Employee)	01/01/2018	01/01/2018	60% of Salary			
Identity Theft - iDefend	01/01/2018	01/01/2018	Employee Only			

> **Waived Coverages**

> **Beneficiary Designations**

Benefit Credits Summary

Current Benefit Credits 1 item

Benefit Credits	Total
Medical	\$11.54
Total:	\$11.54

Attachments

Drop files here

or

Select files

Electronic Signature

Legal Notice: Please Read

Your name and Password are considered your "Electronic Signature" and will serve as your confirmation of the accuracy of the information being submitted. When you check the "I Agree" checkbox, you are certifying that:

- You understand and approve the enrollment as indicated above. You hereby authorize the company to deduct from your earnings the amount of your premiums or other contributions (if any) for the benefit options elected above.
- You understand and acknowledge that under the Internal Revenue Code regulations rules, you may not change your benefit elections during the calendar year unless you experience a qualified change in status.
- You understand that you will not pay income tax or FICA tax on my medical, dental, vision, and Flexible Spending Account contributions. These benefits are paid through the Flexible Benefits Plan on a pre-tax basis.
- Company-provided life insurance that exceeds \$50,000 may be subject to imputed income.
- Each year, during the annual enrollment period, you will have the option to change certain coverages whether or not you have had a qualified change in status event during the calendar year.
- If you decline medical insurance enrollment for yourself or your dependents, including your spouse, because of other medical insurance coverage, you may in the future be able to enroll yourself or your dependents in this plan, provided you request enrollment within 31 days after your other coverage ends. In addition, if you have a new spouse or dependent as a result of marriage, birth, or adoption, you may be able to enroll yourself, your spouse and your dependents, provided you request enrollment within 31 days after the marriage, birth or adoption.

I Agree



Process History

-  - 3 weeks ago
Change Benefits for Open Enrollment - Step Completed
-  Change Benefits for Open Enrollment - Awaiting Action