

# Open Enrollment Plan Year November 1, 2023 – October 31, 2024 Self Service Enrollment Instructions

## I. Overview

Self-Service enrollment is available through BiONiC starting September 11, 2023 and will close on September 29, 2023.

### Quick Hints

- If you make any of the changes to your coverage listed below, you **MUST complete additional paper enrollment forms**. These forms are available for downloading and printing on the Human Resources web site at <http://www.brynmawr.edu/humanresources/>.
  - Changing your medical coverage level. For example, single to family.
  - Changing your medical plan.
  - Electing Health Savings Account (HSA) contributions.
  - Changing your dental coverage level – adding or deleting a dependent.
  - Increasing your supplemental life insurance coverage to more than \$50,000 for yourself or a dependent.
- You should receive a paper **Confirmation Form** through campus mail from Human Resources about five business days after you complete your online enrollment. Please contact us if you don't receive this form or if the elections are not correct.
- You will have to go through several verification screens before the final submit. Make sure you see the final confirmation screen indicating your elections have been submitted before logging off.
- You can make your elections from any computer with Internet access. If you use a public computer, such as in a lab, a café, or the library, make sure you close the browser or clear the cache to safeguard your personal information when you're done.
- General information about Open Enrollment, including a full rate sheet, will be available at the Human Resources web site, <https://www.brynmawr.edu/inside/offices-services/human-resources/benefits/medical-vision-hsa/open-enrollment>.

## II. Getting help

If you need assistance with logging into your PeopleSoft account, please contact the Computing Services Help Desk at x7440. Your User ID and Password should be the same as for your email.

For general assistance and questions about making your elections, please call or e-mail:

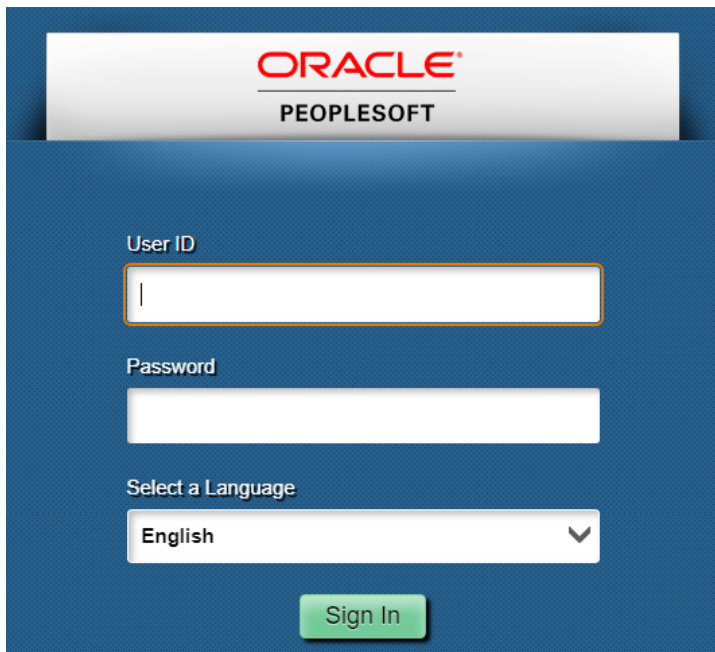
Michael Johnson, HRIS Manager, extension 7845, [mrjohnson@brynmawr.edu](mailto:mrjohnson@brynmawr.edu)

OR

Maria Albano, Benefits & Data Coordinator, extension 5263, [malbano@brynmawr.edu](mailto:malbano@brynmawr.edu)

### III. Logging in

Go to BiONiC at <http://bionic.brynmawr.edu/>. Enter your User ID and Password and Sign In.



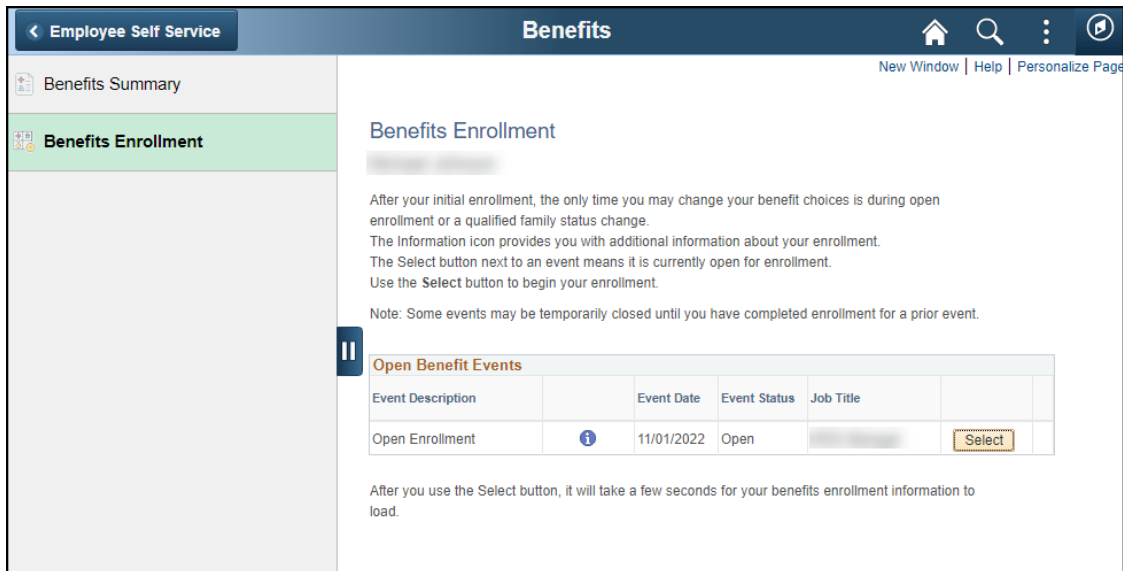
The image shows the Oracle PeopleSoft login interface. At the top, the Oracle logo and 'PEOPLESFT' are displayed. Below this, there are three input fields: 'User ID' with a text box, 'Password' with a text box, and 'Select a Language' with a dropdown menu currently set to 'English'. A green 'Sign In' button is located at the bottom of the form.

### IV. Getting to Online Enrollment

- Go to Self Service and Benefits.

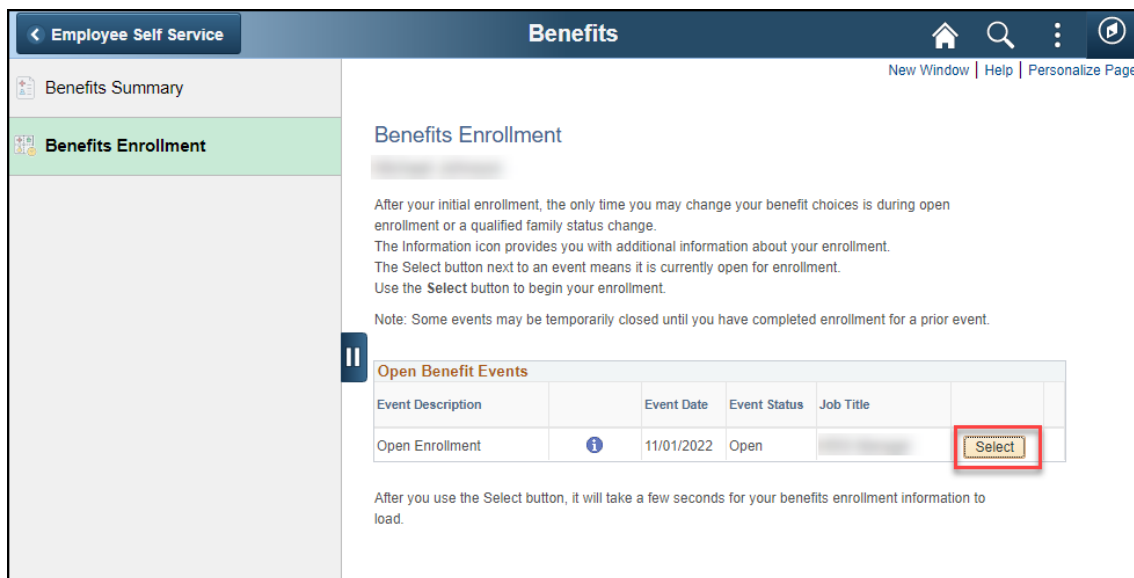


- Select Benefits Enrollment.



## V. Starting Your Elections

- Select the **Select** button. **If you do not have an Open Enrollment event available, contact Human Resources (Section II).**



- Your current elections will be displayed. You can change any option that has a yellow **Edit** button next to it. The rates shown are **per pay period**.

Benefits Enrollment

### Open Enrollment

Open enrollment is your annual opportunity to modify your benefit choices. To continue participating in the Flexible Spending Accounts next year, you must re-enroll during the Open Enrollment period. You will be able to review the cost of each benefit on the Enrollment Summary.

**i** Important: Your enrollment will not be complete until you **Submit** your choices to the Benefits Department.

#### Enrollment Summary

	Before Tax	After Tax	Edit
<b>Medical</b>			
Current: Keystone HMO:Family			
New: Keystone HMO:Family	626.73		Edit
<b>Dental</b>			
Current: Delta Dental:Family			
New: Delta Dental:Family	66.22		Edit
<b>Supplemental Life</b>			
Current: Waive			
New: Waive			
<b>Dependent Life</b>			
Current: Waive			
New: Waive			
<b>Supp Life Spouse</b>			
Current: Waive			
New: Waive			

This table summarizes estimated costs for your new benefit choices.

#### Election Summary

Summarized estimates for new Benefit Elections	Total	Before Tax	After Tax
Costs	692.95	692.95	0.00
Your Costs	692.95	692.95	0.00

These costs do not include certain choices that are based on variable earnings.

Save and Continue    I Have No Changes

## VI. Elections – Not Waiving Medical and No Changes

- If your elections are correct as is AND you take a medical plan through the College, choose the **I Have No Changes** button at the bottom of the page. A page titled “Submit Benefit Choices” will load. If you’ve made a mistake, click **Cancel**.
- If you’re ready to finalize your elections, scroll to the bottom of the page and click **Submit**. When you see the page titled “Submit Confirmation”, you know your elections have been submitted to Human Resources. If you’re finished, click **Sign Out** in the upper right-hand corner of the screen.

## VII. Elections – Waiving Medical and No Changes

- If your elections are correct as-is AND you waive the College’s medical plan, you can certify your other medical coverage through Self-Service.
- Choose the yellow **Edit** button in the Medical section.

Open enrollment is your annual opportunity to modify your benefit choices.  
To continue participating in the Flexible Spending Accounts next year, you must re-enroll during the Open Enrollment period.  
You will be able to review the cost of each benefit on the Enrollment Summary.

**i** Important: Your enrollment will not be complete until you Submit your choices to the Benefits Department.

Enrollment Summary			
Medical	Before Tax	After Tax	Edit
Current: Keystone HMO:Family			

- A screen titled “Health Insurance Waiver” will appear. If you are waiving medical, choose
  - No for “I am electing medical insurance through the College’s Plan.” AND
  - Yes for “I am waiving and certify I am covered by other group medical insurance as of the date indicated.”

### Health Insurance Waiver

In order to waive medical coverage, the employee is required to certify that he or she has group medical insurance elsewhere.

I am electing medical insurance through the College's plan.

**Answer**

<input type="radio"/>	No	
<input type="radio"/>	Yes	

I am waiving and certify I am covered by other group medical insurance as of the date indicated.

**Answer**

<input type="radio"/>	No	
<input type="radio"/>	Yes	

I understand that if I waive medical coverage, the subsidy that I receive is fully taxable.

- Click **Accept**. On the next two screens click **Continue** and then **OK**.
- If you're ready to finalize your elections, click **Submit**. You will get one more verification screen. Read the text and click **Submit** at the bottom of the screen. When you see the page titled "Submit Confirmation", you know your elections have been submitted to Human Resources. If you're finished, click **Sign Out** in the upper right-hand corner of the screen.

## VIII. Elections – Changes

- If you want to change any of your elections, click the **Edit** button next to that benefit from the Benefits Enrollment – Open Enrollment page. All of your available plan options will show on the next screen. The **Overview of all Plans** link brings up a grid where you can quickly compare costs.
- If you are changing your medical coverage, a new "Health Insurance Waiver" screen should appear upon clicking **Edit**.
  - If you are waiving medical insurance through the College, please see the instructions in Section VII above.
  - If you elect a medical plan through the College, your responses should be
    - Yes for "I am electing medical insurance through the College's Plan." AND
    - No for "I am waiving and certify I am covered by other group medical insurance as of the date indicated."

**Health Insurance Waiver**

In order to waive medical coverage, the employee is required to certify that he or she has group medical insurance elsewhere.

I am electing medical insurance through the College's plan.

**Answer**

<input type="radio"/>	No	
<input type="radio"/>	Yes	

I am waiving and certify I am covered by other group medical insurance as of the date indicated.

**Answer**

<input type="radio"/>	No	
<input type="radio"/>	Yes	

I understand that if I waive medical coverage, the subsidy that I receive is fully taxable.

Accept

Reject

- Click **Accept**. Continue your elections by selecting a new plan.
- Enroll or remove dependents at the bottom of the page. Check the **Enroll** box to select or deselect dependents for coverage. We store information only about covered dependents. We do **not** maintain information online about your life insurance or retirement account beneficiaries. Update and/or add dependents as necessary by clicking **Add/Review Dependents**.

**Enroll Your Dependents**

The following list displays all individuals who are eligible to be your dependents. If an individual is missing from this list, use the [Add/Review Dependents](#) button to determine why they are not eligible. You may also use this button to add new dependents to your list.

You may enroll any of the following individuals for coverage under this plan by checking the **Enroll** box next to the dependent's name.

Dependent Beneficiary		
Enroll	Name	Relationship
<input checked="" type="checkbox"/>		Spouse
<input checked="" type="checkbox"/>		Child
<input checked="" type="checkbox"/>		Child

- Click **Continue** to hold these choices. You will see a screen verifying your selection. If correct, click **OK**, otherwise choose **Edit**. When you click **OK**, you will be brought back to the first Benefits Enrollment – Open Enrollment screen.
  - Once you have made all your changes, click the **Submit** button.
- You will get a final chance to edit or cancel your elections at the next screen. If you need to make any changes, click **Cancel**. If you're ready to send your elections to Human Resources, read the text, scroll to the bottom of the page, and click **Submit**. When you see the page titled "Submit Confirmation", you know your elections have been submitted to Human Resources. If you're finished, click **Sign Out** in the upper right-hand corner of the screen.