

Your Guide to the Online Open Enrollment Process

2016



LEHIGH
UNIVERSITY

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Checklist for Open Enrollment

- Review benefit enrollment material that you will receive in campus mail by October 31.
- Contact vendors with questions or visit their websites.
- Stop by the benefit vendor sessions on **November 10th or 11th** in the University Center Third Floor Faculty Lounge West or Iacocca Hall's Siegel Lobby. These visits will both take place from 12:00 noon to 1:30 p.m.
- Log on to the Campus Portal and complete your benefit enrollment **between November 2 and November 16, 2015**. Be certain to also complete any required forms and return them to Human Resources.
- Receive email confirming successful benefit enrollment.
- Print 2016 confirmation statement. You will NOT receive a printed copy in the mail.
- Review FSA welcome letter (if you choose one for 2016).
- Check your elections on the Banner tab of the Campus Portal under the **Employee Services** component after **November 17, 2014**. If a change is required, request the change in writing to Human Resources **before 5:00 PM on November 25, 2014**.

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To navigate, use the buttons or links at the bottoms of the page.

Do not use your browser's "Back" button when updating your preferences.

The images in this guide are intended to help you navigate the system and do not reflect the new plan year's costs and dates. For complete plan information, including monthly premium prices, go to [Open Enrollment Central](#).

How to Access the Online Open Enrollment Process

The online Open Enrollment Process is available through the Connect Lehigh single sign on system. Access it with a few easy steps:

- Go to Connect Lehigh on Inside Lehigh
- Enter your Lehigh user ID
- Enter your corresponding email password.

The image shows a screenshot of the Lehigh University website. At the top, there is a navigation bar with links for ABOUT, ACADEMICS, RESEARCH, ADMISSIONS, STUDENT LIFE, SPORTS, and GIVING. Below this is the 'INSIDE LEHIGH' section, which includes a 'CONNECT LEHIGH' link circled in red. An arrow points from this link to a separate 'Connect Lehigh' login form. The form has a header 'Connect Lehigh' and a sub-header 'Your gateway to the Lehigh Portal, Banner and other services.' It contains two input fields: 'username' and 'password', followed by a blue 'LOGIN' button. At the bottom of the form, there are links for 'Help' and 'Lost Password?'.

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When you are logged in, you will see several options. Select **Banner**, then select **Employee**.

The screenshot shows the Lehigh University portal interface. At the top left, there are links for 'Login' and 'About'. Below this is a 'Where to' menu with options: Portal, Banner, Google Apps, and LINC. A blue 'Logout' button is at the bottom left. On the right, the 'LEHIGH UNIVERSITY' header is followed by a navigation bar with tabs: Main Menu, Personal Information, Student Services, Faculty Services, Advancement Officers, Employee, and WebTailor Administration. A search bar is present. The 'MAIN MENU' section lists various services, with 'Employee' circled in red. Arrows from the text above point to the 'Banner' and 'Employee' options.

Select **Benefits and Deductions**.

The screenshot shows the 'Employee' page. The title 'Employee' is at the top. Below it, several links are listed: 'Benefits and Deductions', 'Pay Information', 'Tax Forms', 'Current Time Off Balances', and 'Time Sheet'. The 'Benefits and Deductions' link is highlighted with a yellow background. An arrow from the text above points to this link.

Select **Open Enrollment**.

The screenshot shows the 'Benefits and Deductions' page. The title 'Benefits and Deductions' is at the top. Below it, there is a description: 'View information about your retirement plans, Flexible Benefits plan, and miscellaneous deductions.' Below this, several links are listed: 'Retirement Plans', 'Flexible Benefits', 'Miscellaneous', 'Open Enrollment', and 'Beneficiaries and Dependents'. The 'Open Enrollment' link is highlighted with a yellow background. An arrow from the text above points to this link.

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The open enrollment process allows you to update or stop your current benefits and add new ones. When you first select this option, you will see a page titled “Open Enrollment Summary” (below). *You will see this page frequently throughout the process, but the information displayed in the table and the navigation options at the bottom of the page will change.*

In order to know exactly where you are in the process, here are some items to look for:

1. If you see “Start Open Enrollment,” you are just beginning the open enrollment process.

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OPEN ENROLLMENT SUMMARY

The Open Enrollment process will allow you to select your benefits/deductions for the next benefit year - **January x through December XX, YYYY**. The open enrollment period is **November x, YYYY through November XX, YYYY**. The selections you make before midnight on November XX, YYYY will be your new benefit elections beginning **January x, YYYY**.

You can visit the [Open Enrollment Central](#) website to view this year's Open Enrollment Publications for more information and instructions.

NOTE: You will return to this page often throughout the re-enrollment process. Scroll down the page to view the selection buttons to determine where you are in the enrollment process.

Reminder - Do not use the browser's back button - use the navigation buttons provided on each page.

To enroll in your benefits:

- Begin by selecting the "Start Open Enrollment" button
- Select the Flexible Benefits link
- Follow the directions at the top of each page.

It is very important to complete your open enrollment. To submit your changes, select the "**Complete**" button.

Open Enrollment Start Date:	Mth dd, yyyy
Open Enrollment End Date:	Mth dd, yyyy
Benefits Effective Date:	Mth dd, yyyy

Group	Benefits Status
Flexible Benefits	No choices made in this group.

Start Open Enrollment

[[Retirement Plans](#) | [Flexible Benefits](#) | [Miscellaneous](#) | [Beneficiaries and Dependents](#)]

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2. If you see the words **(A) Flexible Benefits** as a hot link and the buttons **(B) Complete**, **(C) Restart**, **(D) Cancel**, and **(E) Verify Elections/Calculate Cost** at the bottom, you have started the open enrollment phase but have not yet completed the process.

The screenshot shows the top navigation bar with tabs for Main Menu, Personal Information, Student Services, Faculty Services, Advancement Officers, Employee, Finance, and WebTailor Administration. Below is a search bar and a 'Go' button. The main heading is 'OPEN ENROLLMENT SUMMARY'. The text explains the enrollment process for the next benefit year, starting in January and ending in December. A note states that users will return to this page throughout the re-enrollment process. A reminder advises against using the browser's back button. Instructions for enrolling in benefits are provided, including selecting the 'Start Open Enrollment' button and the 'Flexible Benefits' link. At the bottom, four buttons are visible: 'Complete', 'Restart', 'Cancel', and 'Verify Elections / Calculate Cost'. Red boxes with letters A, B, C, D, and E are overlaid on the page: 'A' points to the 'Flexible Benefits' link, 'B' points to the 'Complete' button, 'C' points to the 'Restart' button, 'D' points to the 'Cancel' button, and 'E' points to the 'Verify Elections / Calculate Cost' button.

3. If you see the **(F) Reopen Open Enrollment** and the **(G) Verify Elections/Calculate Costs** buttons at the bottom of the page, then you have completed your open enrollment. At this point, you should have received an email confirming your completion of the process. If you did not, call Human Resources at extension 83900 to confirm the completion of your enrollment.

This screenshot is similar to the previous one, showing the 'OPEN ENROLLMENT SUMMARY' page. The text and instructions are the same, but the buttons at the bottom are different: 'Reopen Open Enrollment' and 'Verify Elections / Calculate Cost'. Red boxes with letters F and G are overlaid: 'F' points to the 'Reopen Open Enrollment' button and 'G' points to the 'Verify Elections / Calculate Cost' button. The navigation bar at the bottom includes links for Retirement Plans, Flexible Benefits, Miscellaneous, and Beneficiaries and Dependents.

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How to Make Changes to Your Benefits

Once you are on the "Open Enrollment Summary" page, you are ready to update your selections. To proceed, select the **Start Open Enrollment** button. After you have done this, the "Open Enrollment Summary" page redisplay with Flexible Benefits as an available link. Messages indicate which benefits will automatically be continued into the 2016 year unless you change them during the open enrollment process. To add, change, or delete benefits in a particular group, select the Flexible Benefits link from the "Open Enrollment Summary" page.

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OPEN ENROLLMENT SUMMARY

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You can visit the [Open Enrollment Central](#) website to view this year's Open Enrollment Publications for more information and instructions.

NOTE: You will return to this page often throughout the re-enrollment process. Scroll down the page to view the selection buttons to determine where you are in the enrollment process.

Reminder - Do not use the browser's back button - use the navigation buttons provided on each page.

To enroll in your benefits:

- Begin by selecting the "Start Open Enrollment" button
- Select the Flexible Benefits link
- Follow the directions at the top of each page.

It is very important to complete your open enrollment. To submit your changes, select the "Complete" button.

Open Enrollment Start Date:	Mth dd, yyyy
Open Enrollment End Date:	Mth dd, yyyy
Benefits Effective Date:	Mth dd, yyyy
Group	Benefits Status
Flexible Benefits	No choices made in this group.

Start Open Enrollment

[[Retirement Plans](#) | [Flexible Benefits](#) | [Miscellaneous](#) | [Beneficiaries and Dependents](#)]

The Open Enrollment Group Detail Page

The page titled "Open Enrollment Group Detail" is then displayed. **Make sure you read all of the information at the top of the page. This information will help guide you through the enrollment process. Note that the options you see will vary depending on your benefits eligibility.**

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OPEN ENROLLMENT GROUP DETAIL

This page displays your current elections for your Flexible Benefits plan.

Based on your specific benefits eligibility as shown in the "Flexible Benefits Group" below, you can perform one or all of the following.

- To update your choices for Supplemental Life, Dependent Life, or Dental insurance, select the name of the benefit/deduction and make the appropriate changes.
- To change your LTD insurance premium from pre-tax to post-tax (or vice versa), select your current coverage, select "Stop Benefit," and then select the other LTD option.
- To change your medical plan, select your current coverage, select "Stop Benefit," and then select a different medical plan option. If you are not choosing any medical insurance, remember to select the "Medical Coverage Waiver" option.
 - If you are changing to **Keystone**, you must select a primary care physician. Visit the [Open Enrollment Central](#) website to view this year's Open Enrollment Publications for more information. You must also complete an enrollment form. A blank form can be printed from the [HR Website](#).
- If you are adding/deleting dependents or a spouse/partner to your medical coverage, you must complete an enrollment form. A blank form can be printed from the [HR Website](#).
- If you are selecting the dental plan, or adding/deleting dependents or a spouse/partner, you must fill out a dental enrollment form. A blank form can be printed from the [HR Website](#).
- If you have elected a Medical Insurance benefit with a plan option that covers your spouse/partner, this election causes a default Spouse/Partner Surcharge fee (\$100) to be added to your elections. You must complete the online Request for Waiver of Spouse/Partner Surcharge survey, accessible from the [HR Website](#). The request must be received by the Human Resources Office no later than December 18, 2015.

Please read the descriptions under each of the benefit choices each time you make a change. Pay particular attention to those choices which have been **terminated**.

Once you have made your choices, select the "Open Enrollment" link at the bottom to continue with the process.

The "Restart" button will reset your changes back to current values if you want to start over.

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The “Open Enrollment Group Detail” page lists all benefits available in the Flexible Benefits program and specifies your benefit choices in that group for the current (2015) year (if you haven’t made any changes yet). Employer and employee contributions are listed when applicable. In addition, messages identify benefits that will automatically be continued into next year unless they are changed or deleted during open enrollment. Messages also identify benefits that are not selected.

The first step in changing any benefits choice is to select a **benefit link**.

This page also contains a special button labeled **Restart**. *If you select this button, all of your choices will be reset to the benefits automatically identified for continuation into 2016 when you first started the open enrollment process.*



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OPEN ENROLLMENT GROUP DETAIL

This page displays your current elections for your Flexible Benefits plan.

Based on your specific benefits eligibility as shown in the "Flexible Benefits Group" below, you can perform one or all of the following.

- To update your choices for Supplemental Life, Dependent Life, or Dental Insurance, select the name of the benefit/deduction and make the appropriate changes.
- To change your LTD insurance premium from pre-tax to post-tax (or vice versa), select your current coverage, select "Stop Benefit," and then select the other LTD option.
- To change your medical plan, select your current coverage, select "Stop Benefit," and then select a different medical plan option. If you are not choosing any medical insurance, remember to select the "Medical Coverage Waived" option.
 - If you are changing to **Keystone**, you must select a primary care physician. Visit the [Open Enrollment Central](#) website to view this year's Open Enrollment Publications for more information. You must also complete an enrollment form. A blank form can be printed from the [HR Website](#).
- If you are adding/deleting dependents or a spouse/partner to your medical coverage, you must complete an enrollment form. A blank form can be printed from the [HR Website](#).
- If you are selecting the dental plan, or adding/deleting dependents or a spouse/partner, you must fill out a dental enrollment form. A blank form can be printed from the [HR Website](#).

Please read the descriptions under each of the benefit choices each time you make a change. Pay particular attention to those choices which have been **terminated**.

Once you have made your choices, select the "Open Enrollment" link at the bottom to continue with the process.

The "Restart" button will reset your change back to current values if you want to start over.

Flexible Benefits Group

Primary Medical Coverage for a Working Spouse You have asked to continue this benefit into the new year	Spouse	Employee Cost Per Pay	Lehigh Contribution Per Pay
	Primary Coverage - Wkg Spouse	100.00	.00
United Concordia Dental You have asked to continue this benefit into the new year	Plan	Employee Cost Per Pay	No Lehigh Contribution
	B - Employee and one dependent	99.99	.00
Basic Life Insurance (1 times salary) You have asked to continue this benefit into the new year	Plan	Lehigh Contribution Per Pay	Basic Life Coverage Amount
	Basic Life Insur - 1 x salary	9.99	99,999.99
Supplemental Life Insurance You have asked to continue this benefit into the new year	Plan	Employee Cost Per Pay	Supplemental Life Coverage Amt
	2 x Salary Supplemental Life	99.99	99,999.99
Long Term Disability Insurance (Pre-tax Premium) - This benefit deduction cannot be selected as you have selected an alternative plan.			
Long Term Disability Insurance (Post-tax Premiums) You have asked to continue this benefit into the new year	Plan	Lehigh Contribution Per Pay	LTD Coverage Amount
	LTD Insurance - Post-tax	99.99	99,999.99
Health Care Flexible Spending Account You have not selected this benefit deduction.			
Dependent Care Flexible Spending Account You have not selected this benefit deduction.			
Dependent Life Insurance - For Spouse You have asked to continue this benefit into the new year	Plan	Employee Cost Per Pay	No Lehigh Contribution
	Dep Life: Spouse \$30,000	9.99	.00
Dependent Life Insurance - For Children You have not selected this benefit deduction.			
Medical Coverage Waived - This benefit deduction cannot be selected as you have selected an alternative plan.			
CMM Plan Medical Insurance - This benefit deduction cannot be selected as you have selected an alternative plan.			
PPO 80 - Medical Insurance - This benefit deduction cannot be selected as you have selected an alternative plan.			
PPO 100 - Medical Insurance - This benefit deduction cannot be selected as you have selected an alternative plan.			
Keystone Health Plan Central HMO - Medical Insurance You have asked to continue this benefit into the new year	Plan	Employee Cost Per Pay	Lehigh Contribution Per Pay
	B - Employee & Spouse/Partner	999.99	999.99

[Open Enrollment](#)

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The detail page for the benefit selected is then displayed. Here you can enter the information for a new or updated benefit or delete a benefit.

The information on this page differs depending on the type of benefit. For example, when you select **Dependent Life Insurance — For Spouse**, the page displays a group of plan options — Spouse \$10,000; Spouse \$20,000; Spouse \$30,000 — for that plan.

If you want to add this life insurance option, select the appropriate button under the “My Choice” column and then select the **Submit Change** button.

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OPEN ENROLLMENT CHOICE DETAIL

Enter data as requested and select the Buttons at the bottom of the form to process.

* - indicates a required field.

Dependent Life Insurance - For Spouse

Deduction Effective as of: Jan 01, YYYY

Plan	Employee Cost Per Pay	No Lehigh Contribution	My Choice
Dep Life: Spouse \$10,000	2.20	.00	<input type="radio"/>
Dep Life: Spouse \$20,000	4.40	.00	<input type="radio"/>
My New Year Election	Dep Life: Spouse \$30,000	6.60	<input checked="" type="radio"/>

[Open Enrollment Group](#)

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If you do not want to select any option, or if you have selected this benefit in error, simply select the **Open Enrollment Group** link to return to the full benefit list.

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OPEN ENROLLMENT CHOICE DETAIL

Enter data as requested and select the Buttons at the bottom of the form to process.

* - indicates a required field.

Dependent Life Insurance - For Spouse

Deduction Effective as of: Jan 01, YYYY

Plan	Employee Cost Per Pay	No Lehigh Contribution	My Choice
Dep Life: Spouse \$10,000	2.20	.00	<input type="radio"/>
Dep Life: Spouse \$20,000	4.40	.00	<input type="radio"/>
My New Year Election	Dep Life: Spouse \$30,000	6.60	<input checked="" type="radio"/>

[Open Enrollment Group](#)

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If you want to stop a benefit, simply select the **Stop Benefit** button on the bottom of the page. Once you do this, you will return to the “Open Enrollment Group Detail” page where all of the options in that group become available to select.

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Once you have selected a benefit option to add and clicked on the **Submit Change** button or selected a benefit to drop and clicked on the **Stop Benefit** button, the *Open Enrollment Group Detail* page will be displayed with the new information:

United Concordia Dental You have asked to continue this benefit into the new year	Plan B - Employee and one dependent	Employee Cost Per Pay	No Lehigh Contribution
Basic Life Insurance (1 times salary) You have asked to continue this benefit into the new year	Plan Basic Life Insur - 1 x salary	Lehigh Contribution Per Pay	Basic Life Coverage Amount
Supplemental Life Insurance You have asked to continue this benefit into the new year	Plan 2 x Salary Supplemental Life	Employee Cost Per Pay	Supplemental Life Coverage Amt
Long Term Disability Insurance (Pre-tax Premium) You have asked to start this benefit in the new year	Plan LTD Insurance - Pre-tax	Lehigh Contribution Per Pay	LTD Coverage Amount
Long Term Disability Insurance (Post-tax Premiums) You have asked to terminate this benefit in the new year - This benefit deduction cannot be selected as you have selected an alternative plan.			
Health Care Flexible Spending Account You have not selected this benefit deduction.			
Dependent Care Flexible Spending Account You have not selected this benefit deduction.			
Dependent Life Insurance - For Spouse/Partner You have asked to continue this benefit into the new year	Plan Dep Life: Spse/Ptnr \$30,000	Employee Cost Per Pay	No Lehigh Contribution
Dependent Life Insurance - For Child(ren) You have not selected this benefit deduction.			
Medical Coverage Waived - This benefit deduction cannot be selected as you have selected an alternative plan.			
CMM Plan Medical Insurance - This benefit deduction cannot be selected as you have selected an alternative plan.			
PPO 80 - Medical Insurance - This benefit deduction cannot be selected as you have selected an alternative plan.			
PPO 100 - Medical Insurance You have asked to start this benefit in the new year	Plan B - Employee & Spouse/Partner	Employee Cost Per Pay	Lehigh Contribution Per Pay
Keystone Health Plan Central HMO - Medical Insurance You have asked to terminate this benefit in the new year - This benefit deduction cannot be selected as you have selected an alternative plan.			

If you have selected a *new* benefit, this will be displayed in blue as **start** the benefit. At this point if you're not satisfied with the choice, you can select the benefit again, return to the "Open Enrollment Choice Detail" page and select the **Stop Benefit** button to negate the choice. A deleted benefit is redisplayed in red with the message **terminate**.

You can also reactivate a stopped or terminated benefit. Select the benefit from the Group Detail page to get back to the appropriate *Open Enrollment Choice Detail* page. Enter all the information requested on the page and select the **Submit Change** button. The *Open Enrollment Choice Detail* page is then redisplayed with the updated information.

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OPEN ENROLLMENT CHOICE DETAIL

Enter data as requested and select the Buttons at the bottom of the form to process.

* - indicates a required field.

Keystone Health Plan
Central HMO - Medical
Insurance

Deduction Effective as of: Jan 01, YYYY

	Plan	Employee Cost Per Pay	Lehigh Contribution Per Pay	My Choice
My New Year Election	A - Employee Only	XX.XX	XXX.XX	<input type="radio"/>
	B - Employee & Spouse/Partner	XXX.XX	XXX.XX	<input checked="" type="radio"/>
	C - Employee & Child(ren)	XXX.XX	XXX.XX	<input type="radio"/>
	D - Employee & Family	XXX.XX	X,XXX.XX	<input type="radio"/>

Submit Change

Stop Benefit

[Open Enrollment Group](#)

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If you are satisfied with your choices on the *Open Enrollment Choice Detail* page, select the **Open Enrollment Group** button at the bottom of the page, which will return you to the *Open Enrollment Group Detail* page (see page 9).

From there, select the **Open Enrollment** link at the bottom of that page to return to the main page. **Remember:** Do not use your browser's back

Your new choices should be listed at the bottom of the main page. Select the **Verify Elections/Calculate Cost** button to see your Open Enrollment Cost Detail for 2016.

Reminder - Do not use the browser's back button - use the navigation buttons provided on each page.

To enroll in your benefits:

- Begin by selecting the "Start Open Enrollment" button
- Select the Flexible Benefits link
- Follow the directions at the top of each page.

It is very important to complete your open enrollment. To submit your changes, select the "Complete" button.

Group	Benefits Status
	Primary Medical Coverage for a Working Spouse will be continued into the new year.
	United Concordia Dental will be continued into the new year.
	Basic Life Insurance (1 times salary) will be continued into the new year.
Flexible Benefits	Supplemental Life Insurance will be continued into the new year.
	Long Term Disability Insurance (Post-tax Premiums) will be continued into the new year.
	Dependent Life Insurance - For Spouse will be continued into the new year.
	Keystone Health Plan Central HMO - Medical Insurance will be continued into the new year.

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Review the notices at the bottom of the page. Return to the other *Open Enrollment* pages using the **Open Enrollment** link at the bottom of the page to make any necessary corrections.

Print this page as an interim record of your 2016 benefit elections then select the **Open Enrollment** link to return to the “Open Enrollment Summary” page.

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OPEN ENROLLMENT COST DETAIL

This page displays **estimated costs** for the choices you are considering for the next benefit year. Estimated costs are calculated based on the characteristics of your main job or assignment. The title of your assignment and the number of scheduled pays for that assignment are displayed below. The estimated costs provided reflect the **average monthly costs** for each benefit. If you require more information, please contact Human Resources at extension 83900.

The tables below show your 2015 Flexible Benefits elections and compares them to your current elections for 2014.

Estimated Cost Comparison Based on Your Selections

All amounts shown are calculated using your primary assignment information as follows:

Assignment Title: Sr. Manager
Number of Pays Per Year: 12

Choices that are Flat Dollar Amount

Choice	Election	Average Monthly Cost 2014 Elections		Average Monthly Cost 2015 Elections	
		Employee	Employer	Employee	Employer
Primary Medical Coverage for a Working Spouse	Primary Coverage - Wkg Spouse	Not Selected		100.00	.00
United Concordia Dental	B - Employee and one dependent	62.84	.00	62.84	.00
Dependent Life Insurance - For Spouse	Dep Life: Spouse \$30,000	6.60	.00	6.60	.00
Keystone Health Plan Central HMO - Medical Insurance	B - Employee & Spouse/Partner	205.00	992.00	205.00	992.00

Life Insurance and Long Term Disability Choices

Choice	Election	Average Monthly Cost 2014 Elections		Average Monthly Cost 2015 Elections	
		Employee	Employer	Employee	Employer
Basic Life Insurance (1 times salary)	Basic Life Insur - 1 x salary	.00	8.64	.00	8.64
Supplemental Life Insurance	2 x Salary Supplemental Life	127.00	.00	127.00	.00
Long Term Disability Insurance (Post-tax Premiums)	LTD Insurance - Post-tax	.00	19.58	.00	19.58

Flexible Benefits Cost Summary

	Average Monthly Cost 2014 Elections		Average Monthly Cost 2015 Elections	
	Employee	Employer	Employee	Employer
Total Per Month:	401.44	1,020.22	501.44	1,020.22
Net Change:			100.00	.00

10/20/2014 02:38 P.M.

⚠ Your Open Enrollment Status is "Unclear" (This is an unusual status; please contact Human Resources at ext. 83900 to report this situation.)

Please note your status above. If the status is:

- "In Process" - You have not completed your Open Enrollment process yet. When you are satisfied with your elections, select the [Open Enrollment](#) link at the bottom of the page and select the "Complete" button.
- "Completed" - This means your enrollment is complete. You should have received an e-mail confirming this.

When you are satisfied with your elections and have completed your enrollment, please watch for a verification e-mail.

[\[Open Enrollment \]](#) ←

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You're not done yet ...

SELECTING COMPLETE:

The Last Step in the Online Open Enrollment Process

If you are satisfied with your choices, select **Complete** on the bottom of the page. This is a very important step. *You must select the "Complete" button for your Flexible Benefits changes to be made for 2016.* You will receive an email message **to your Lehigh University email ID** acknowledging you have completed the Open Enrollment process.

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OPEN ENROLLMENT SUMMARY

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- Select the Flexible Benefits link
- Follow the directions at the top of each page.

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Open Enrollment Start Date: Mth dd, yyyy
Open Enrollment End Date: Mth dd, yyyy
Benefits Effective Date: Mth dd, yyyy

Group	Benefits Status
	Primary Medical Coverage for a Working Spouse will be continued into the new year.
	United Concordia Dental will be continued into the new year.
	Basic Life Insurance (1 times salary) will be continued into the new year.
	Supplemental Life Insurance will be continued into the new year.
	Long Term Disability Insurance (Post-tax Premiums) will be continued into the new year.
	Dependent Life Insurance - For Spouse will be continued into the new year.
	Keystone Health Plan Central HMO - Medical Insurance will be continued into the new year.

[Flexible Benefits](#)

Complete | **Restart** | **Cancel** | **Verify Elections / Calculate Cost**

After completing the open enrollment process, you should exit the Web session by selecting **Logout** at the top of the Campus Portal page. **Remember to fill out and return to Human Resources any paperwork necessary to enroll new dependents, add dental insurance or elect an FSA.**

We all make mistakes. And sometimes after our first attempt at Open Enrollment, we realize we need to

Uh-Oh....Ooops!....Oh no!

change our elections. Have no fear. **You can go back into your online form and revise your choices until the close of the Open Enrollment period — November 16, 2015.** A **Reopen Open Enrollment** button will be displayed at the bottom of the main *Open Enrollment Summary* page. Prior to **November 17, 2015**, you can resume the Open Enrollment process by selecting this button.

To revise your enrollment, follow the directions to return to the *Open Enrollment Summary* page from the Portal.

The page contains four buttons at the bottom of the page for special tasks. They are:

1. **Complete**
 2. **Restart**
 3. **Cancel**
 4. **Verify Elections/Calculate Costs**
- ✓ **Restart** cancels all previous choices and resets your elections to the 2015 selections, which become your 2016 defaults. This action is useful if you wish to restart the open enrollment process.
 - ✓ **Cancel** revokes all of your choices and closes the open enrollment session. By taking this action, any record of your 2016 enrollment will be removed. After taking this action, you must return and complete the open enrollment process by **November 16, 2015**.
 - ✓ **Verify Elections/Calculate Cost** is used to review elections and produce a 2016 to 2015 cost comparison. This comparison shows the effect of election changes you may have made in the enrollment process, as well as the effects of premium changes. You can perform this function anytime throughout the process.
 - ✓ **Complete** is used to finalize your 2016 elections. *This is the last step in the enrollment process.* Using this button indicates that you have reviewed your selections and instructs us to activate selections on **January 1, 2016**.

Remember: If you re-open your benefit enrollments in Banner after you have received a confirmation of your elections, your record will automatically reset to your 2015 benefit coverage levels unless you complete 2016 elections for your benefits again.

You will receive the email acknowledgement that you have completed Open Enrollment each time you do so.

After November 16, you will still have a brief window to make changes, but those changes must be requested in writing to Human Resources.

Things to Keep in Mind . . .

- A **Reopen Open Enrollment** button is displayed at the bottom of the main *Open Enrollment Summary* page. Note that this button only displays after you have completed your open enrollment. Prior to **November 16, 2015**, you can resume the Open Enrollment process by selecting this button.
- Do **not** use the browser's **Back** button during the entire process.
- You must select either pre-tax or post-tax LTD insurance.
- If you are covering your spouse/partner under your medical plan, pay particular attention to the *Primary Medical Coverage for a Working Spouse* information to see if it applies.
- After you've completed the Open Enrollment process, you can view your elections by selecting **Employee** at the main menu, **Benefits and Deductions**, then **Flexible Benefits**. Remember that in order to see future-dated deductions, you will need to select the **History** link, which shows all previous and future changes to a deduction.
- Coverage for all of your dependents will be updated in Banner in January. You can view that updated information in January by selecting **Beneficiaries and Dependents** within the "Benefits and Deductions" menu.
- You will receive an email (to your Lehigh email address) confirming your completion of the Open Enrollment process for 2016. If you do not receive this email and you believe you've completed the process, call **Human Resources** at **extension 83900** for assistance. Remember that if you reopen the enrollment process and make changes, you need to select the **Complete** button again and will receive another email confirmation.
- If you have not completed the Campus Portal open enrollment process for employees by the end of the day on **November 16, 2015**, you will receive default coverage. This means you will have:
 - ✓ The medical coverage that you currently have;
 - ✓ The dental coverage that you currently have;
 - ✓ Basic life insurance at one times your salary;
 - ✓ The supplemental life insurance coverage that you currently have;
 - ✓ The spousal and dependent life insurance coverages that you currently have;
 - ✓ The long-term disability insurance coverage that you currently have; and
 - ✓ No flexible spending accounts.