

### Contents

Getting into Benefits Enrollment Online	2
Important Navigation Tips	3
Medical Insurance	4
Health Savings Account	6
Domestic Partner Coverage	7
Dental Insurance	7
Vision Insurance	3
Flexible Spending Accounts	3
Wellfleet Supplemental Insurance Selections	Э
Wellfleet Accident Insurance	Э
Wellfleet Critical Illness Insurance	C
Wellfleet Cancer Insurance1	1
Wellfleet Hospital Indemnity Insurance12	2
Benefits Summary – Review and Submit13	3



### **Getting into Benefits Enrollment Online**

#### **Benefits Enrollment Online Instructions**

- 1. Go to OnTrack to access the Online Benefit Enrollment link between 10/21/24 and 11/1/24.
- 2. Login using your **OnTrack** username and password.
- 3. Once you are logged in, select the **Employee** card.

<b>EI ON</b>	s	tudents Faculty &	Staff Parents	+ Resources	Sea	arch Elon.edu	Q GIV	E APPLY
UNIVERSITY	Admissio	ons Academ	cs Camp	us Life G	lobal	Athletics	Alumni	About
					٩	cpotter9 (	🗃 Sign out	⑦ Help
Hello, Welcome to OnTrack Self-Ser Choose a category to get started.	rvice!							
Employee Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.		Course Catalo Here you can view of catalog.	) nd search the co	urse	H	<b>/iew Faculty</b> ere you can viev	v Office Hour w faculty office ho	'S ours.
© 2000-	-2023 Ellucian	I Company L.P. and i	s affiliates. All rig	hts reserved. <mark>Priv</mark>	<u>acy</u>			

4. Next, click on the "Benefits Enrollment" option.

=	<b>FI ON</b>	Students	Facult	y & Staff	Parents D Reso	urces Sea	rch Elon.edu	GWE	APPLY	
۰		Admissions	Acad	emics	Campus Life	Global	Athletics	Alumni	About	
ob	Engloyment .								B bbarnhardt2	C→ Sign
	Employment · Employee · Employee Overview									
•	Welcome to Colleague Employee Self-Service!									
	Tax Information Here you can change your consent for e-delivery of tax information.			e	Time Entry Here you can fill out	your timecards.				
	Time Approval Here you can approve or reject timecards for the people you supervise			1	Earnings Stater Here you can view yo	ments our earnings sta	tement history.			
	Employee Proxy Here you can delegate certain types of work tasks to another employee.				Leave Here you can view yo	ur leave balanc	es and leave requ	Jests.		
	Position History Here you can view a list of your positions.				Stipend History Here you can view a	/ list of your stipe	ends.			
	Total Compensation Statement     Here you can view your Total Compensation Statement.			۲	Benefits Enrollr Here you can enroll I	nent n benefits.				



5. Scroll to the bottom of the page and click **Begin Enrollment** or click **Resume Enrollment** if you have previously saved some progress.

Benefits Enrollment Help Adding A Dependent Benefits Enrollment Guide		
Open Enrollment   Open enrollment begins 9/20/2021. You have until 10/	29/2021 to make your elections.	
Pending Elections [in Progress]	Resume Enrollment	Dependents Manage Dependents
Current Benefits	View Benefits	

### **Important Navigation Tips**

1. In any benefit selection page, you can save changes or cancel. If you select cancel, a confirmation message appears. By agreeing to "cancel your changes" you are only agreeing to cancel the changes for the current selected benefit only, not all changes made to all benefits!

Confirm	
Do you want to cancel your changes?	
No	Yes

2. To Navigate to another benefit after saving or canceling changes, you must click on the **Benefits Enrollment** linked text toward the top left of your screen.





### **Medical Insurance**

1. To enroll or update your medical insurance, click on **Update Plan**.



You may choose a plan from the available options.

-Q-Important Tip If you select a plan and want to change your selection, you must uncheck the box next to your current selection and then check the box beside your new selection.

2. To see rate information about the medical plans, click on a price tag icon next to the plan.



3. Scroll back up to the button on the right side of your screen to **Cancel** or **Save** your selection.



4. You can also manage your dependents from this page by clicking on the Manage Dependents text.

**Note:** If you select a tier other than "Employee Only" for any benefit that allows you to cover a dependent (to include spouse/domestic partner, child(ren), family), you will be asked to select the dependents for the applicable benefit. Dependent child(ren) status is up to the age of 18 (or up to age 26, if the dependent child is a full-time student) unless otherwise defined by a particular benefit plan. The only exception is the health insurance plan which allows an employee to cover their dependent child(ren) up to age 26 regardless of full-time student status.



Health Plan A - Family
Dependents
Manage Dependents

By clicking on **Manage Dependents** you then add another dependent by clicking on the button, or you can edit a dependent by clicking on the pencil icon on the right of the screen for the desired dependent.

• If you choose to edit a dependent, be sure to note the caution messages pertaining to birthday and social security number.

<u>()</u> 5	Dependents and Benet < <u>Benefits Selection</u>	ficiaries					
<b>1</b>	Manage Dependents/Bene	eficiaries					Another
•	Name	Organization	Address	Gender	Relationship	Marital Status	Action
8	Names and Addresses Redacted			Female	Child		Ø
۲				Female	Spouse	Married	Ø

-  $\dot{Q}$ - **Important Tip** If you select add another dependent, you should select "Person" under **Select Category** 

Next, add the required fields: first name, last name, birth date, social security number, gender, relationship, marital status, address, city, state, zip code, and country are required fields for the insurance carrier, but you should complete the option fields if you have the information. Then click the Save button.





Add new dependent/beneficiary		
Select Category: O Person O Person		
Prefix	First Name	Middle Name
Select v	jane	c
Last Name *	Suffix	Birth Date
Doe	Select v	9/90/2021
Social Security Number 123-45-6789		
Gender	Relationship	Marital Status
Male	Select v	Select v
Address Line1	Address Line2	dty
123 Main St		Elon
State	Zip Code	Country
North Carolina *	27244	United States of America *
		Cancel

After clicking **Save** you will be returned to the Dependents and Beneficiaries page where you can see that your new dependent has been added. You can repeat the steps in this helpful tip if you have additional dependents to add.

### **Health Savings Account**

Health Savings Accounts accompany medical plan C enrollment only. If you enroll in Plan A or Plan B, you'll need to opt out of the Health Savings Account.



- For 2025, the university will fund the HSA with an annual contribution of \$500 for individual coverage and \$1,000 for family coverage (HSA contributions are prorated for new hires). You may contribute to an HSA up to the 2024 annual IRS limit (including employer contributions) for individual (\$4,300) or family coverage (\$8,550).
- Plan participants age 55 and older may make an additional (\$1,000) catch-up contribution. When calculating your annual contribution maximum, be sure to subtract the university's contribution. You own your HSA and the account balance rolls over year-to-year.
- For more information, please contact HealthEquity at 1-877-713-7682 or www.myhealthequity.com.



### **Domestic Partner Coverage**

Domestic Partner Coverage enrollment is available for Medical, Dental, and Vision; eligibility requirements must be met. The following instructions covers enrollments for all three benefits.

1. You can enroll a Domestic Partner, or "opt out" of domestic partner coverage. One of the two options must be selected. If opting out, click on the **Opt Out** slider to toggle it on (blue) and proceed to the next benefit area. If enrolling a domestic partner, click on "Choose a Plan".

6	Domestic Partner Medical Choose a Plan
	Your Plan
	C Opt Out
I	Opt Out - If you currently have your Domestic Partner enrolled in the Medical Insurance and choose to Opt Out, that coverage will end on December 31, 2021.

- 2. Selecting "Choose a Plan" will present you with options available for the benefit selected. In the example for health benefits below, the options display to select a health plan. If you had previously been enrolled in domestic partner cover and no longer wish to include a domestic partner on your cover, you may "Opt Out" for the coming year, on this screen as well.
- 3. Once complete, click the blue **Save** button.

### Dental Insurance

1. To enroll, click on **Choose a Plan** or **Update Plan**, based on your current benefits enrollment. To opt out of dental insurance, click on the **Opt Out** slider to toggle it on (blue).

12	Dental Insurance Update Plan Your Plan Dental Insurance - Family	
	Dependents	

- If enrolling, upon clicking Choose a Plan or Update Plan, you will be able to choose a plan and manage dependents for dental insurance. You may Opt Out for the coming year on this screen, as well.
- 3. If you select a plan and want to change your selection, you must de-select your first selection and then click your new selection.
- 4. Once your changes are completed, click Save.



### **Vision Insurance**

Basic vision coverage is available to you without charge by Elon University.

- 1. To enroll in Vision Buy-up, click Update Plan or Choose a Plan.
- 2. Choose a plan by clicking the box next to the one you want. If you select a plan and want to change your selection, you must de-select your first selection and then click your new selection.
- 3. Once completed, click Save.

### **Flexible Spending Accounts**

Flexible spending accounts are made available for Medical Reimbursements and Dependent Care Reimbursements. You may sign up for either or both. The contributions associated with these benefits do **NOT** renew each year. You must re-enroll for the benefit each year if you'd like to maintain the benefit into the next calendar year. If you are not interested in electing this benefit, you can opt out by clicking on the **Opt Out** slider to toggle it on (blue).

Flexible Spending Accts Choose a Plan
Your Plan
Opt Out - Flexible Spending must be RENEWED on an ANNUAL BASIS. *IMPORTANT* If you are currently enrolled in Flexible Spending and wish to continue, you must RE-ENROLL each year and enter your ANNUAL AMOUNT to be withheld from your pay for reimbursement. Your 2023 Flexible Spending will not be carried over into 2024 so you will automatically "OPT OUT" if you do not enter 2024 choices.

- 1. To enroll, click on **Choose a Plan** or **Update Plan**, based on your current benefits enrollment.
- 2. Selecting the plan option available will open a box where you will type in the annual amount, up to the limit listed, that you would like to contribute.
- 3. From this screen, you can also "Opt Out" of the benefit if you do not want to keep the benefit.
- 4. Once completed, click the **Save** button (blue).

<sup>-</sup> **Umportant Tip** To enroll in a Dependent Flexible Spending Account, simple follow the instructions 1-4 above.



### Wellfleet Supplemental Insurance Selections

#### Wellfleet Accident Insurance

1. To enroll, click on **Choose a Plan** (if you have previously made a selection, it may say **Update Plan**).

Wellfleet Accident Insurance Choose a Plan
Your Plan
Opt Out
 Opt Out - If you do not wish to enroll in Wellfleet Accident Insurance, choose the Opt Out option.

NOTE: You can also click on the **Opt Out** slider to toggle it on (blue) to opt out.

2. Next, select the plan you want to enroll in by clicking the box next to the plan. If you select a plan and want to change your selection, you must de-select your first selection and then click your new selection.

	<b>Choose a Plan</b> Select up to 1 plan or waive this benefit
$\square$	Vellfleet Accident - Emp Only
	Wellfleet Accident - Employee + Spouse 🗎
	Wellfleet Accident - Employee + Children
	Wellfleet Accident - Employee + Family

3. To see rate information about the Wellfleet Accident Insurance plan coverage levels, click on the information icon next to the plan.



- 4. From the Wellfleet Accident Insurance screen, you can also "Opt Out" of the benefit if you do not want to keep the benefit.
- 5. Once completed, click the **Save** button (blue) or cancel.



### Wellfleet Critical Illness Insurance

If you elect coverage, you have the option of \$10,000, \$20,000, or \$30,000. You should only select one level of Critical Illness coverage (\$10,000, \$20,000, or \$30,000) and should opt out of the other coverage level options.

1. To enroll, select the plan with the desired coverage level (10K, 20K, or 30K) by clicking on **Choose a Plan** (if you have previously made a selection, it may say **Update Plan**).

C,	Wellfleet Critical III 20K Ins. <u>Choose a Plan</u>		
	Your Plan		
	Opt Out - If you do not wish to enroll in Wellfleet Critical Illness Insurance, choose the Opt Out option. *IMPORTANT* If you elect coverage, you should only select one level of Critical Illness		
	Insurance coverage, either \$10,000, \$20,000, or \$30,000 and Opt Out of the other coverage level		
	options.		

2. Next, select the plan you want to enroll in by clicking the box next to the plan. If you select a plan and want to change your selection, you must de-select your first selection and then click your new selection.



3. To see rate information about the Wellfleet Critical Illness Insurance plans, click on the information icon next to the plan.



- 4. From the Wellfleet Critical Illness screen, you can also "Opt Out" of the benefit if you do not want to keep the benefit.
- 5. Once completed, click the **Save** button (blue) or cancel.



### Wellfleet Cancer Insurance

1. To enroll, click on Choose a Plan (if you have previously made a selection, it may say Update Plan).

Wellfleet Cancer Insurance Choose a Plan Your Plan
- Opt Out
Opt Out - If you do not wish to enroll in Wellfleet Cancer-Only Critical Illness Insurance, choose the Opt Out option.

NOTE: You can also click on the **Opt Out** slider to toggle it on (blue) to opt out.

2. Next, select the plan you want to enroll in by clicking the box next to the plan. If you select a plan and want to change your selection, you must de-select your first selection and then click your new selection.



3. To see rate information about the Wellfleet Cancer Insurance plans, click on the information icon next to the plan.



- 4. From the Wellfleet Cancer Insurance screen, you can also "Opt Out" of the benefit if you do not want to keep the benefit.
- 5. Once completed, click the **Save** button (blue) or cancel.



### Wellfleet Hospital Indemnity Insurance

1. To enroll, click on Choose a Plan (if you have previously made a selection, it may say Update Plan).

Wellfleet Hospital Indemnity Ins Choose a Plan Your Plan
Opt Out
 Opt Out - If you do not wish to enroll in Wellfleet Hospital Indemnity Insurance, choose the Opt Out option.

NOTE: You can also click on the **Opt Out** slider to toggle it on (blue) to opt out.

2. Next, select the plan you want to enroll in by clicking the box next to the plan. If you select a plan and want to change your selection, you must de-select your first selection and then click your new selection.



3. To see rate information about the Wellfleet Hospital Indemnity Insurance plans, click on the information icon next to the plan.



- 4. From the Wellfleet Hospital Indemnity Insurance screen, you can also "Opt Out" of the benefit if you do not want to keep the benefit.
- 5. Once completed, click the **Save** button (blue) or cancel.



### **Benefits Summary – Review and Submit**

As you enroll and make changes, the Benefits Summary area updates to reflect your elections. It will also reflect your current Basic and Buy-up Life Insurance coverage; contact Human Resources if you would like to make changes to any of your life insurance.

1. Read the **Benefits Summary** to ensure accuracy. Once you have selected, updated, or opted out of all the benefits, the **Review and Submit** button under the Benefits Summary list (right side of screen) will turn from gray to blue.

		Manaøe.Den
Ċ,	Medical Insurance Update Plan Your Plan Health Plan A - Family	Benefits Summary
	Dependents	Health Savings Acts (Waived) Domestic Partner Medical (Waived)
	Opt Out - If you are currently enrolled in Medical Insurance and choose to Opt Out, your coverage will end on December 31, 2021.	Dental Insurance - Family Domestic Partner Dental (Waived)
	Health Savings Accts <u>choose a Plan</u>	Fiex Medical Reimbursement Flexible Spending Accts (Waived) Vision Buy-Up - Family
		Opt Out Domestic Partner Vision (Waived) Basic Life Ins Through Age 64-EMPLOYER Paid
	Domestic Partner Medical <u>Choose a Plan</u> Your Plan	Dependent Life - \$15.000 Lincoln National Optional Buy Up Life-Emp Only Lincoln National Opt Buy Up Life-Spouse/Dom.Partnr
	Opt Out - If you currently have your Domestic Partner enrolled in the Medical Insurance and choose to Opt Out, that coverage will end on December 31, 2021	Opt Out Lincoln National Buy Up Life-Child(ren)
	Dental Insurance Update Plan	Review and Submit

**IMPORTANT NOTE:** You are not finished when you click the blue **Review and Submit** button. <u>There is one more screen that must be completed.</u>

2. After you click the blue **Review and Submit** button, you are taken to another screen. You must review your elections and scroll down to the **Terms and Conditions** section, and check the box beside the statement "I have read and accepted these terms."



I have read and accepted these terms

3. Next, you must click the blue **Submit** button at the bottom of the screen (under the checked acknowledgement).





4. After you click submit, you are taken to another screen. During the Open Enrollment Period, you are given the options to **Download PDF**, **Change Elections**, or **Return to Benefits**. Click on any of the three buttons to take the desired action.

Download PDF

**Change Elections** 

**Return to Benefits** 

Please be advised that the Office of Human Resources has taken steps to ensure the confidentiality and security of your personal information. Only you have the ability to log in, view and/or make changes to your benefits through this site. You may choose to make your changes online at the Benefits Fair or by scheduling an appointment with a Human Resources staff member for assistance during the open enrollment period.

Contact the Office of Human Resources at ext. 5560 with any questions. You may review your current benefit elections and make online changes between **October 21, 2024 and November 1, 2024**. *\*Pay close attention to your January 2025 pay voucher to verify that all changes are reflected.\**