2015
Online Open Enrollment Tutorial

University of Mississippi
Department of Human Resources
How do I Access Open Enrollment?

Select the **Employee** tab, **My HR Tools**, and then select **Open Enrollment**.

Type: [www.olemiss.edu](http://www.olemiss.edu) to access myOlemiss portal.

Select myOlemiss and then login using your WebID and password.
Steps to Complete Open Enrollment?

**Step 1:** Benefits Confirmation Statement – summary of benefits in which you are currently enrolled

**Step 2:** Update Beneficiaries & Dependents

**Step 3:** UM Open Enrollment – process by which new elections are made for 2016

- Employees **must** add new plans, drop/add dependents, change existing coverage, and cancel coverage via UM Open Enrollment.
- Enrollment applications must also be completed and submitted to Human Resources. Links are provided during the enrollment process.
Step 1: Review Benefits in Which You are Currently Enrolled

Click on Benefits Confirmation Statement for a list of benefits in which you are currently enrolled.

To cancel coverage for calendar year 2016 complete the Benefits Confirmation Statement. Write ‘DROP’ in the space to the right of the plan you wish to cancel, then sign and date the form. Submit this form to the Human Resources Office (108 Howry) with other paperwork completed during the enrollment process.

When finished, Click on Benefits & Payments in the navigation bar to return to the main page.

*Please note: If canceling State Health or State Group Life coverage, you cannot just write ‘DROP’ on the Benefits Confirmation Statement. An application, which is available via UM Open Enrollment, must be completed and submitted to the Human Resources Office.*
Open Enrollment Benefits Confirmation

Provided is an example of the Open Enrollment Benefits Confirmation.

<table>
<thead>
<tr>
<th>Personnel number</th>
<th>Name of employee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Health Plans**

**LEGACY - SELECT PLAN**

**NETWORK**

<table>
<thead>
<tr>
<th>Monthly Cost</th>
<th>Employee only</th>
<th>Employer only</th>
</tr>
</thead>
<tbody>
<tr>
<td>$10.00</td>
<td>$178.00</td>
<td></td>
</tr>
</tbody>
</table>

**DAVIS VISION**

**VISION OPTION 1**

<table>
<thead>
<tr>
<th>Monthly Cost</th>
<th>Employee only</th>
<th>Employer only</th>
</tr>
</thead>
<tbody>
<tr>
<td>$3.81</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Insurance**

**UNUM LIFE SPOUSE 50,000**

<table>
<thead>
<tr>
<th>Attributes</th>
<th>Coverage amount</th>
<th>Total coverage</th>
<th>Costs Semi-monthly</th>
<th>Employee only</th>
<th>Employer only</th>
</tr>
</thead>
<tbody>
<tr>
<td>$50,000.00</td>
<td>$4.80</td>
<td>$4.80</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Step 2: Update Beneficiary & Dependent Information

To update the list of dependents and/or beneficiaries, select **Update Beneficiaries/Dependents**. This step must take place prior to completing the online enrollment process.
Update Existing Information for Beneficiary or Dependent

To update information for a beneficiary or dependent select, **EDIT** under the individual’s name.
Continued: Update Existing Information for Beneficiary or Dependent

When updating data, fill in the appropriate fields with new information, then select **REVIEW**. On the next page, review information for accuracy, then click **SAVE**.

If a child or step-child is over the age of 18 select the student status box.
Add a New Beneficiary or Dependent

To add new:

- dependents who will be covered on an insurance plan
- beneficiaries who will be designated on a life insurance plan

Select the appropriate **NEW MEMBER** option. This will allow you to create a new record to add someone to the list.
Continued: Add a New Beneficiary or Dependent

Complete required fields (those marked with an asterisk) then select REVIEW. On the next page, review the information for accuracy, then click SAVE.
Reviewing Beneficiary & Dependent Information

To create a new record or edit an existing record for additional dependents or beneficiaries, select Go to Updated Beneficiaries/Dependents Overview – Make Further Changes.

When all beneficiary and dependent records have been created, select Return to Open Enrollment Landing Page to proceed with the enrollment process.
Step 3: UM Open Enrollment

Once you have reviewed the Benefits Confirmation Statement and updated dependent and beneficiary information, select **UM Open Enrollment** to begin the enrollment process.
The enrollment screen provides access to all insurance benefits in which the employee may enroll during Open Enrollment. Employees have the opportunity to add new coverage, change plan options, add or remove dependents from existing coverage, or cancel coverage entirely. Coverage changes made during Open Enrollment go into effect January 1, 2016. Premiums are deducted one month in advance, thus the first deduction for January coverage will occur on the December 15th payroll. The only exclusions to this rule are Medical Reimbursement and Dependent Care. The first deduction for calendar year 2016 elections will occur on the January 15, 2016 payroll.
Enroll in a New Plan

Complete the following steps to add a new benefit plan.

**Step 1**
Select the plan type you wish to add by clicking the radial button to the left of the plan.

**Step 2**
Select ADD PLAN.
Continued: Enroll in a New Plan?

Select the Benefit Option
Step 1: Click link to access the enrollment form which must be completed and returned to Human Resources
Step 2: Click the box to the left of the benefit option to select the benefit option.
Step 3: Click SELECT DEPENDENTS.

Select Covered Dependents
Step 4: Click box in the select column next to the name of the family member to be covered.
Step 5: Click ADD PLAN TO SELECTION.
Continued: Enroll in a New Plan?

Review Enrollment and Save the enrollment election. If SAVE is not clicked, the benefit will not update in SAP and no coverage exists for 2016.
Continued: Enroll in a New Plan?

If you would like to make additional benefit elections, select **Return to Open Enrollment / Make Further Plan Selections**.

Otherwise, select **Print New Plan Selections** for a summary of 2016 benefit elections. The **2016 Benefits Summary** must be printed, signed and dated, and submitted to Human Resources (108 Howry) along with enrollment applications and a copy of the Benefits Confirmation Statement, if plans were cancelled.
Complete the following steps to modify existing coverage. The premium, plan option, and dependent type will be listed next to active benefit plans.

**Step 1:** Select the plan type you wish to change by clicking the radial button to the left of the plan.

**Step 2:** Click the link to access the enrollment form which must be completed and returned to Human Resources.

**Step 3** Click EDIT PLAN and then REVIEW ENROLLMENT.
Continued: Modify Existing Coverage

**Select the Benefit Option**

**Step 1:** Select the Benefit Option with the appropriate Dependent Type

**Step 2:** Click **SELECT DEPENDENTS**. Then select dependents to be covered or deselect dependents to be removed from the coverage.

**Step 3:** Click **ADD PLAN TO SELECTION**.

Coverage will cease on December 31, 2015 for dependents removed from a plan during Open Enrollment.
How do I Cancel Coverage?

Complete the following steps to cancel coverage.

Step 1
- If cancelling State Health or State Life, the enrollment form must be completed. Click the link to access the enrollment form. Complete the form and submit to Human Resources.
- If cancelling all other plans, complete the Benefits Confirmation Statement as discussed on Slide 4 of the tutorial.

Step 2
Select the plan type you wish to cancel by clicking the radial button to the left of the plan.

Step 3
Click REMOVE PLAN and the REVIEW ENROLLMENT.
Save Open Enrollment Elections

When all elections have been made, click **REVIEW ENROLLMENT**. Review all changes made during Open Enrollment.

If elections are correct, click the **SAVE** button.

Reminder: The enrollment process is not complete until you save elections.
Printing the Benefits Summary

The Final Step for Online Open Enrollment:

When all elections have been made and saved, select PRINT NEW PLAN SELECTIONS to access the Benefits Summary. This statement provides an overview of all benefit elections for calendar year 2016. The statement must be signed/dated & submitted to the Human Resources Office at 108 Howry.
2015 Benefits Summary

Provided in an example of the Benefits Summary.
What Forms Must be Submitted to the Human Resources Office?

The following forms **must** be received in the Human Resources Office no later than November 4, 2015. Send via campus mail to 108 Howry.

- Benefits Confirmation Statement (if cancelling insurance plan for 2016)
- Enrollment applications for all changes (to include the addition of new plans, changes in coverage, and cancellation of State Health or State Life.)
- Benefits Summary
Department of Human Resources
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Location: 108 Howry (across the street from Johnson Commons)
Human Resources (main line): 662-915-1518
Visit HR website: http://www.olemiss.edu/hr/enrollment.html
Office hours: Monday – Friday from 8:00 a.m. – 5:00 p.m.