Guide to Benefits Enrollment

Whether you are enrolling in benefits due to a job related event such as hire or open enrollment, or if you have experienced a family status change such as marriage or birth and need to enroll dependents, Employee Self Service can walk you through the process.

Benefits Home Page
To enter your benefit elections click on Benefits under Employee Self Service. The Benefits page will open with options for Benefits Summary, Family Status Changes and Benefits Enrollment.

Here is what you’ll see:

- **Benefits Summary** displays your current enrollment in the benefit plans, covered dependents and beneficiary data previously elected within self service. You may update beneficiary data for your life plans under this link. If you haven’t elected beneficiaries within self service, we encourage you do so. You may also start, stop, and change 403b contributions on self service under 403(b) Savings Plan Elections. 457b plans are excluded from online entry. Please see the web site for information on changing 457b plans.

- The **Family Status Changes** link allows you to record events such as marriage, divorce, newborns, adoptions, changes in your spouse or dependent’s employment status, or overage children who no longer qualify as dependents.

- **Benefit Enrollment** takes you directly into the enrollment panels for open events. Job related events like new hire or open enrollment will be opened by Human Resources. After Family Status Change has been created, you may regain access through Benefits Enrollment. This is also where you access Annual Enrollment each fall.

Click on the underlined headings to select a process.
If you clicked **Benefits Summary**, this is what you will see:

To view past or future enrollment, change date and hit Go.

The system displays your current elections.

### Guide to Life Beneficiary and 403(b) Changes

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Click here to go to Emory University Benefits homepage...

If you have any questions, please contact the Benefits Department at (404)727-7813.
Medical

To view your benefits as of another date, enter the date and click Go:

04/18/2011  Go

Medical

Plan Name: Aetna POS Value
Plan Provider: Aetna
Coverage: Employee Only
Group Number: 811221
Customer Service: 1.800.847.9026

Links to individual plans provide more detail information such as Group Numbers and Customer Service telephone numbers.

No dependent/beneficiary enrollments were found.

Additional Information

Return to Employee Benefit Summary
Clicking a life plan link will open a box with an edit option to update beneficiary data.
To view your benefits as of another date, enter the date and click Go:

04/29/2011 [Go]

Primary Beneficiaries are displayed. Click Edit to view Secondary Beneficiaries or to make changes to either allocation.

Enter New Allocations here. Primary Allocation must add up to 100% and must be entered as whole numbers without decimals. If you chose to list Secondary Beneficiaries, that allocation also needs to equal 100%.
If you click on **Family Status**, the first page you see is the page to click into Create New Family Status Change or if you already have and want to make changes within the 31 days go to Benefits Enrollment:

*Family Status Change*

If you are making a change to a Family Status event you or the university created earlier, please access that event through the Benefits Enrollment link below.

The **Family Status Change Certification Page** will come up next when you create a New Family Status Change.
To begin enrollment, please complete sections 1, 2, 3, and 4 of the Certification form.

1. I certify that I have incurred the following Family Status Change:
   (Please check one)
   - Marriage
   - Divorce, Legal Separation, or Annulment
   - Newborn, Legal Guardian
   - Adoption
   - Death of Dependent
   - Start or Termination of spouse or dependent employment
   - Spouse has changed from Part-Time to Full-Time or Vice Versa
   - Spouse has taken unpaid leave of absence
   - Dependent has lost/gained Eligibility
   - Significant change in coverage due to spouse's employment
   - Spouse or dependent Open Enrollment Period
   - Spouse or dependent gains or loses Medicare/Medicaid coverage
   - Change in dependent care provider or cost for Dependent Care Flexible Spending Account

   The following events require documentation. Contact the Benefits Department at (404) 727-7613 to process one of these events.
   * Change in residence to an area in or out of plan network
   * Dependent loses state's SCHIP plan
   * Judgement, Decree, or Court Order to add dependent coverage
   * New Domestic Partner Agreement completed
   * Domestic Partner Termination

2. Event Date
   (Enter the date the event occurred)
   
   02/07/2005
   
   Examples:
   - Newborn - Date of Birth
   - Adoption - Date Child is Placed in Home
   - Dependent loses Eligibility - Date they marry or no longer qualify as a dependent
   - (Missing student status, then date is their birth date in the current year. For example, a child born 02/01/2003 losing coverage in 2005, would have an event date of 02/2005.)

3. My dependent(s) meet one of Emory's definitions of an eligible dependent:
   (Verify that your dependent qualifies)
   - Legal Spouse
   - Natural born Son or Daughter
   - Legally adopted Son or Daughter
   - Step Son or Step Daughter residing in home
   - Son or Daughter by court order Legal Guardianship
   - Same-Sex Domestic Partner with notarized SSIP Agreement
   - Same-Sex Domestic Partner's Son or Daughter with notarized SSIP Agreement
   - * Unmarried children are eligible up to age 19 or to age 25 if they are a full-time student.
   - Contact the Benefits Department at (404) 727-7613 to establish eligibility for a disabled child.

4. I wish to do the following:
   (Select the action you wish to take)
   - Add dependents to my existing plan
   - Terminate dependents from my existing plan
   - Add new coverage on myself and eligible dependents
   - Terminate myself and all dependents
   - Change Dependent Care Flexible Spending Account election

   Please Read Carefully
   By clicking the Accept button below, I certify that all statements made above are true. I understand that falsifying healthcare and dependent records may result in my immediate dismissal from Emory University. If I choose not to certify the data above, I must click Cancel to exit this page.

   Accept
   Cancel

If you make an error, please do not add another event to try and correct. Call the Benefits Department at (404) 727-7613 for assistance.