Onboarding Benefits – Job Aid
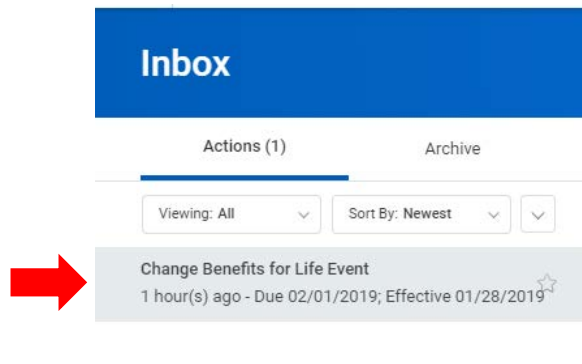
From home page;

1) Click on **Inbox** icon or card
2) Click "Change Benefits for Life Event"

3) The first step to elect your benefits will appear on the right-hand side of your screen

- Scroll down to the bottom of the screen so you can see the entire list of Health Care Elections.

- Click on the circle next to the "Elect" for plans you wish to enroll in.

4) Once you have made your elections, you will have to indicate your tier of coverage in the Coverage block
   - Click on the drop down in the Coverage block to view the list of coverage tiers.
   - Select the tier you wish to enroll in by clicking on the circle next to that tier.

5) If you have elected coverage for any dependents, you will need to enroll those dependents.
   - Click on the drop down in the Enroll Dependents block to view options.
   - Select "Add My Dependents From Enrollment"

   - You will be asked if you want to use this person as a beneficiary.
   - Select your response by clicking the circle next to the appropriate answer.

Add My Dependent From Enrollment

1 hour(s) ago - Due 02/01/2019; Effective 01/28/2019

Use your new dependent as a beneficiary?

- ( ) Yes
- ( ) No

6) Click **OK** button at bottom of screen

7) Now you will begin to add your dependent's personal information such as name, relationship, and date of birth.
   - Be sure to complete all fields with **RED** asterisk *****
   - To select a relationship, you will need to select from the drop down in the block

Add My Dependent From Enrollment

1 hour(s) ago - Due 02/01/2019; Effective 01/28/2019

Name

Country *****	✕ United States of America ☰
Prefix	☰
First Name *****	
Middle Name	
Last Name *****	
Suffix	☰

Personal Information

Relationship *****	☰
Date of Birth *****	MM / DD /YYYY 📅
Age	(empty)
Gender *****	select one ▾
Citizenship Status	☰
Full-time Student	☐
Student Status Start Date	
Student Status End Date	
Disabled	☐

8) Scroll down so you see the remainder of the items which need to be completed in order to add your dependent. You will want to confirm workday is utilizing the correct Address and Phone Number.

Allow Duplicate Name ☐

Check this box only when there is more than one dependent with the same name.

National IDs

Click the Add button to enter one or more National Identifiers for this dependent.

(Add)

Address

Use Existing Address	✕ 610 Centre St. for Isabella Vergara ☰
Country *****	United States of America
Address Line 1	610 Centre St.
Address Line 2	
City	Easton
State	Pennsylvania
Postal Code	18045
County	

Phone & Email

Use Existing Phone	✕ (610) 861-5460 for Isabella Vergara ☰
Country Phone Code	United States of America (+1)
Phone Number	(610) 861-5460
Phone Extension	
Email Address	

9) Please add a National ID by clicking the ADD button under the National IDs section

National IDs

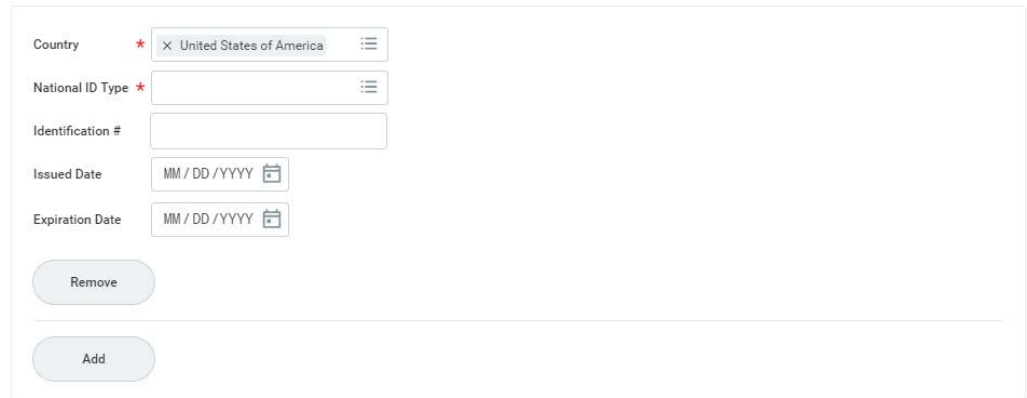Click the Add button to enter one or more National Identifiers for this dependent.

(Add)

o You will need to complete the Country, National ID Type, Identification #, and Issued Date. If an Expiration Date is applicable, you will need to add this also.
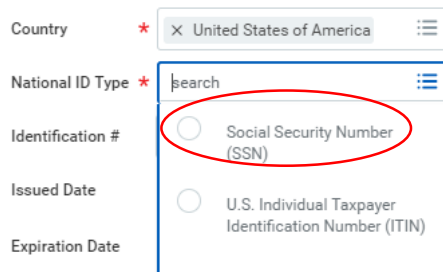
National IDs

Click the Add button to enter one or more National Identifiers for this dependent.

Country *	X United States of America ≡
National ID Type *	≡
Identification #	
Issued Date	MM / DD /YYYY 📅
Expiration Date	MM / DD /YYYY 📅

(Remove)

(Add)

o You can select your National ID Type by clicking on the drop down at the right of the block.
  ▪ Select the appropriate option by clicking on the circle next to the option you desire.

Country *	X United States of America ≡
National ID Type *	search ≡
Identification #	○ Social Security Number (SSN)
Issued Date	○ U.S. Individual Taxpayer Identification Number (ITIN)
Expiration Date	

10) Click OK button at bottom of screen

(**OK**) (Cancel)

11) Dependent Name will appear in Dependent Block on enrollment screen

12) You will need to repeat steps 5 through 10 for any additional person(s) you are adding as a dependent to your benefits plan(s).

13) Once you have added all of your coverage elections and dependent information, Click the **Continue** button at the bottom of the page
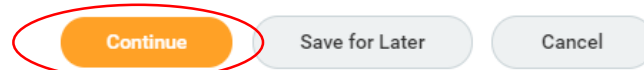
14) You will then be taken to the page to elect your Health Savings Account (HSA) deductions from your payroll.
   - Select the elect option and enter either the total you wish to contribute for the year or per paycheck.
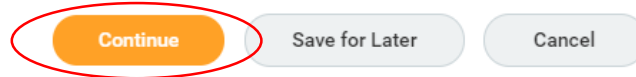

*Note: You are only able to make this election is you have chosen the Medical – Capital Blue Cross HDHP with HAS plan.

15) If you are waiving this coverage or have finished your elections, Click the Continue button at the bottom of the screen to move on to next coverage option.

16) You will then be taken to the page to elect Life Insurance for yourself and your family.
   o You will see the Employer Paid Life Insurance is already elected for you and is unable to be changed.
   o You may elect additional insurance on yourself or elect life insurance coverage on your spouse or child(ren).
   o If you elect to cover your spouse or child(ren), you will need to indicate the covered dependent in the column to the right.

   o If you elected coverage for your dependents under the medical, vision, or dental plans, you can select the covered dependent, by clicking on the "Existing Dependent" option.
   o Otherwise you will need to "Add My Dependent From Enrollment" and follow steps 5 through 10 from above.

17) Once you have completed your elections/waivers in this section, Click the Continue button at the bottom of the screen to move on to next coverage option.
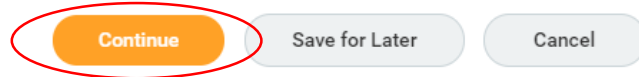
18) You will then be taken to the page to elect Retirement Savings.
   - The Employer Contribution is already elected for you and is unable to be changed.
   - You may elect or waive the voluntary deductions by clicking on the circle next to elect and entering the appropriate contribution amount in the Employee Contribution section.

Retirement savings are a key part of planning for the future. Eligible NCC employees may make elections related to retirement plan contributions in this area.

The annual limits, if you are under 50 years old, you can contribute a maximum of $19,000. If you're 50 or older, you can make an additional catch-up contribution of as much as $6,000, for a total of up to $25,000.

Retirement Savings Elections 3 items

Benefit Plan	*Elect / Waive	Employee Contribution	Allowed Employee Contribution
403(b) Voluntary - TIAA	○ Elect ● Waive	Percent 0 Amount (Biweekly) 0.00	Percentage Maximum 80 Amount Maximum (Biweekly) $7,307.69
403 (b) - TIAA Administrators/ Security - Employer Contribution 8%	○ Elect ○ Waive		
457(b) - TIAA	○ Elect ● Waive	Amount (Biweekly) 0.00	Amount Maximum (Biweekly) $7,307.69

19) Once you have completed your elections/waivers in this section, Click the Continue button at the bottom of the screen to move on to next coverage option.
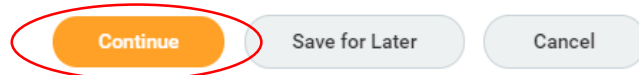
20) Now you need to designate beneficiaries for your Life Insurance Plans.
   o Add a beneficiary by clicking on the **Add** button

Beneficiary Designations 1 item

| Benefit Plan	Provider Website	Requires Beneficiary	Beneficiaries
			*Beneficiary
Group Life and AD&D - SunLife (Employee)	Life and Long-Term Disability	☐	⊕

- o Click the drop down in the block under beneficiary.
  - If you added dependents to your coverage and selected yes as beneficiary, they you can click on Beneficiary Persons and find them.
  - If not, you will want to select "Create"
    - You will be asked for the person's name, relationship and contact information.

21) Once you have completed your elections/waivers in this section, Click the Continue button at the bottom of the screen to move on to next coverage option.
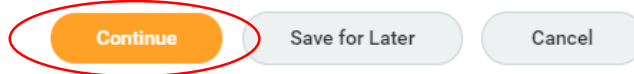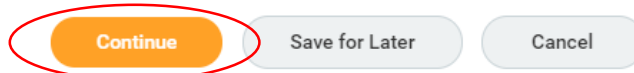

22) You will then be taken the final benefits page to review your Employee Assistance Program and Charitable Giving elections.
  - o The Employee Assistance Program is already elected on your behalf and paid for by NCC.
  - o You may elect to donate a portion of your payroll to the College's foundation.
    - If you wish to do so, click on the circle next to "Elect" and enter the amount you wish to contribute bi-weekly.

23) Once you have completed your elections/waivers in this section, Click the Continue button at the bottom of the screen to move on to next coverage option.

24) The last page allows you to review your elections and provide your electronic signature.
- At the top of the screen you will see a listing of the benefits you have elected along with any dependents covered on the plan.
- There is also a section listing the benefits you have waived and section listing the beneficiaries you have designated for review.
- The last section is the electronic signature.
- Review the legal statements.

- Check **I Agree** box

25) Click **Submit** button to send elections to HR for review OR; Click **Go Back**

button to go back and make corrections to elections.

26) Lastly, you are offered the option to print your benefit elections.
- If you wish to do so, click **Print** button at the bottom of the screen
- Otherwise, click **Done** button at bottom of screen