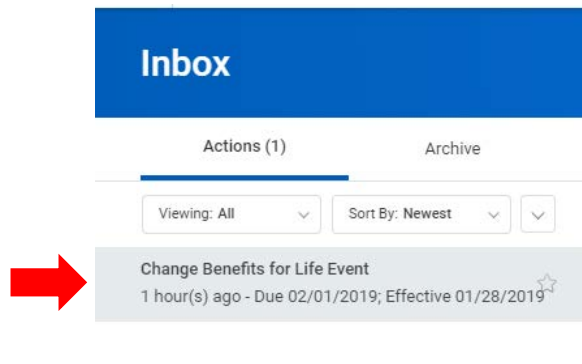




## Onboarding Benefits – Job Aid

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

**Change Benefit Elections** New Hire for Isabella Vergara - Step 1 of 7 Actions ☆ ⚙ 🗨

Total Employee Net Cost/Credit  
\$0.00 Biweekly Cost

Event Date 01/28/2019  
Initiated On 01/30/2019  
Submit Elections By 02/27/2019  
1 hour(s) ago - Due 02/01/2019; Effective 01/28/2019

NCC is pleased to offer its eligible employees generous group health insurance benefits. In this area you will make health benefit selections for you and your family.

Health Care Elections 4 items 🗨 🗨

Benefit Plan	*Elect / Waive	Enroll Dependents	Coverage
Medical - Capital BlueCross HDHP with HSA *Employees electing a medical plan MUST elect vision	<input type="radio"/> Elect <input checked="" type="radio"/> Waive		

- 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.

Health Care Elections 4 items

Benefit Plan	*Elect / Waive	Enroll Dependents	Coverage
Medical - Capital BlueCross HDHP with HSA *Employees electing a medical plan MUST elect vision	<input type="radio"/> Elect <input checked="" type="radio"/> Waive		
Medical - Capital BlueCross PPO *Employees electing a medical plan MUST elect vision	<input type="radio"/> Elect <input checked="" type="radio"/> Waive		
Vision - Capital BlueCross	<input type="radio"/> Elect <input checked="" type="radio"/> Waive		
Dental - Capital BlueCross DPO	<input type="radio"/> Elect <input checked="" type="radio"/> Waive		

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.

Health Care Elections 4 items

Benefit Plan	*Elect / Waive	Enroll Dependents	Coverage
Medical - Capital BlueCross HDHP with HSA *Employees electing a medical plan MUST elect vision	<input type="radio"/> Elect <input checked="" type="radio"/> Waive		
Medical - Capital BlueCross PPO *Employees electing a medical plan MUST elect vision	<input checked="" type="radio"/> Elect <input type="radio"/> Waive		
Vision - Capital BlueCross	<input type="radio"/> Elect <input checked="" type="radio"/> Waive		
Dental - Capital BlueCross DPO	<input checked="" type="radio"/> Elect <input type="radio"/> Waive		

Single  
 Two Party  
 Family  
 Employee + Domestic Partner  
 EE + Child(ren) + Domestic Partner  
 EE + DP + DP Child(ren)  
 EE + Child(ren) + DP + DP Children

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

Health Care Elections 4 items

Benefit Plan	*Elect / Waive	Enroll Dependents	Coverage
Medical - Capital BlueCross HDHP with HSA *Employees electing a medical plan MUST elect vision	<input type="radio"/> Elect <input checked="" type="radio"/> Waive		
Medical - Capital BlueCross PPO *Employees electing a medical plan MUST elect vision	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	Existing Dependents > <b>Add My Dependent From Enrollment</b> Search	
Vision - Capital BlueCross	<input checked="" type="radio"/> Elect <input type="radio"/> Waive		Family
Dental - Capital BlueCross DPO	<input type="radio"/> Elect <input checked="" type="radio"/> Waive		

- o You will be asked if you want to use this person as a beneficiary.
- o 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 \*

Prefix

First Name \*

Middle Name

Last Name \*

Suffix

### Personal Information

Relationship \*

Date of Birth \*

Age (empty)

Gender \*

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.

### Address

Use Existing Address

Country \*

Address Line 1

Address Line 2

City

State

Postal Code

County

### Phone & Email

Use Existing Phone

Country Phone Code

Phone Number

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.

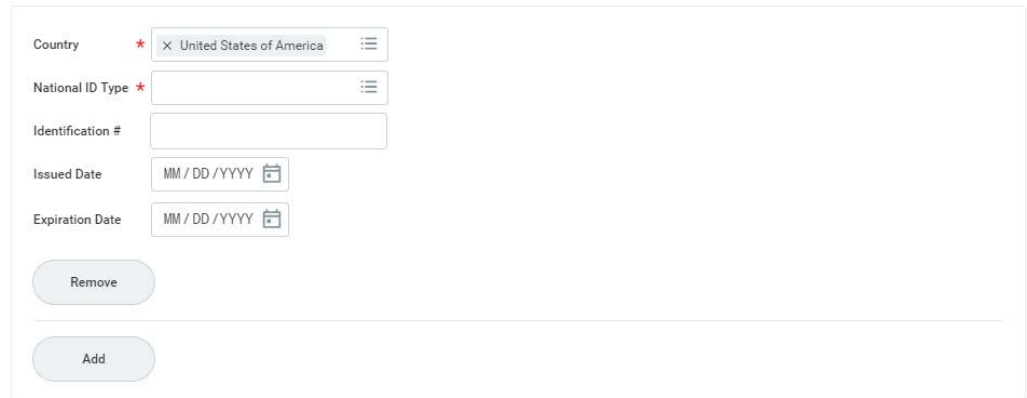


A screenshot of the 'National IDs' section. It shows a single 'Add' button circled in red. The button is light blue with the text 'Add' in the center.

- 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.

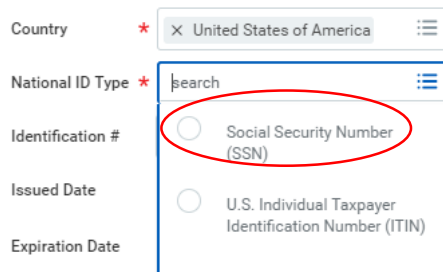
#### National IDs

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



A screenshot of the 'National IDs' form. It contains the following fields: 'Country' (dropdown menu with 'United States of America' selected), 'National ID Type' (dropdown menu), 'Identification #' (text input), 'Issued Date' (calendar icon), and 'Expiration Date' (calendar icon). Below the fields are 'Remove' and 'Add' buttons.

- 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.



A screenshot of the 'National ID Type' dropdown menu. The dropdown is open, showing two options: 'Social Security Number (SSN)' and 'U.S. Individual Taxpayer Identification Number (ITIN)'. The 'Social Security Number (SSN)' option is circled in red.

10) Click OK button at bottom of screen



A screenshot of the bottom of the screen showing two buttons: 'OK' (highlighted with a red circle) and 'Cancel'.

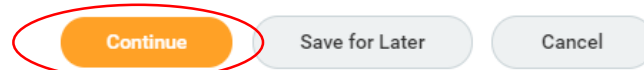
11) Dependent Name will appear in Dependent Block on enrollment screen

Health Care Elections 4 items

Benefit Plan	*Elect / Waive	Enroll Dependents	Coverage
Medical - Capital BlueCross HDHP with HSA *Employees electing a medical plan MUST elect vision	<input type="radio"/> Elect <input checked="" type="radio"/> Waive		
Medical - Capital BlueCross PPO *Employees electing a medical plan MUST elect vision	<input checked="" type="radio"/> Elect <input type="radio"/> Waive		
Vision - Capital BlueCross	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	<input type="text" value="Bob Jones"/>	<input type="text" value="Family"/>
Dental - Capital BlueCross DPO	<input type="radio"/> Elect <input checked="" type="radio"/> Waive		

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.

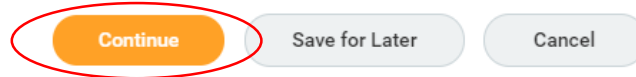
> Health Savings Account Plan Dependencies

Health Savings Election 1 item

Benefit Plan	*Elect / Waive	Contribution Range (Annual)	Supporting Information
Health Savings Account - HR Administrators	<input type="radio"/> Elect <input checked="" type="radio"/> Waive	Your number of remaining payroll deductions for the year 24  Your estimated contributions made this year 0.00  How much do you want to contribute for the total year? 0.00  How much do you want to contribute per paycheck (Biweekly)? 0.00	Provider Website <a href="#">HR Administrators</a>

\*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.

> Insurance Plan Dependencies and Coverage Limitations

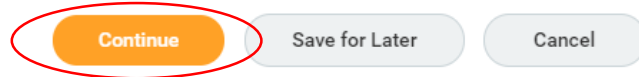
Insurance Elections 7 items

Benefit Plan	*Elect / Waive	Coverage Level	Covers Dependents
Group Life and AD&D - SunLife (Employee)	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	200% of Salary	
Employee Voluntary Life - SunLife (Employee)	<input type="radio"/> Elect <input checked="" type="radio"/> Waive		
Employee Matching Voluntary AD&D - SunLife (Employee)	<input type="radio"/> Elect <input checked="" type="radio"/> Waive		
Spouse Voluntary Life - SunLife (Spouse)	<input type="radio"/> Elect <input checked="" type="radio"/> Waive		
Spouse Matching Voluntary AD&D - SunLife (Spouse)	<input type="radio"/> Elect		

- 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.

Employee Voluntary Life - SunLife (Employee)	<input type="radio"/> Elect <input checked="" type="radio"/> Waive		
Employee Matching Voluntary AD&D - SunLife (Employee)	<input type="radio"/> Elect <input checked="" type="radio"/> Waive		<div style="border: 1px solid black; padding: 5px;"> <input checked="" type="radio"/> Existing Dependents &gt;  <input type="radio"/> Add My Dependent From Enrollment  <input type="text" value="Search"/> </div>
Spouse Voluntary Life - SunLife (Spouse)	<input checked="" type="radio"/> Elect <input type="radio"/> Waive	<input type="text"/>	<input type="text" value="Search"/>

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.

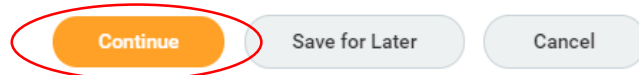
Retirement savings are a key part of planning for the future. Eligible NCC employees may make elections related to retirement plan contributions in this area.

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	<input type="radio"/> Elect <input checked="" type="radio"/> Waive	Percent 0  Amount (Biweekly) 0.00	Percentage Maximum 80  Amount Maximum (Biweekly) \$7,307.69
403 (b) - TIAA Administrators/ Security - Employer Contribution 8%	<input checked="" type="radio"/> Elect <input type="radio"/> Waive		
457(b) - TIAA	<input type="radio"/> Elect <input checked="" type="radio"/> 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.

- Add a beneficiary by clicking on the **Add** button

Beneficiary Designations 1 item

Benefit Plan	Provider Website	Requires Beneficiary	Beneficiaries	
			*Beneficiary	*P
Group Life and AD&D - SunLife (Employee)	<a href="#">Life and Long-Term Disability</a>	<input type="checkbox"/>	<input checked="" data-bbox="1096 1501 1161 1564" type="button" value="+"/>	



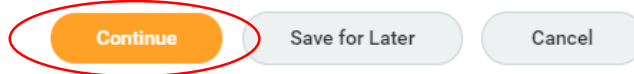
- Click the drop down in the block under beneficiary.
  - If you added dependents to your coverage and selected yes as beneficiary, they you can click on Beneficiary Persons and find them.
  - If not, you will want to select “Create”
    - You will be asked for the person’s name, relationship and contact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

Beneficiary Designations 1 item

Benefit Plan	Provider Website	Requires Beneficiary	
Group Life and AD&D - SunLife (Employee)	Life and Long-Term Disability	<input type="checkbox"/>	+ -

Beneficiary Persons >  
 Trusts >  
 Create >  
 Search

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.



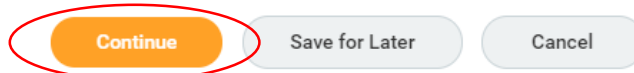
22) You will then be taken the final benefits page to review your Employee Assistance Program and Charitable Giving elections.

- The Employee Assistance Program is already elected on your behalf and paid for by NCC.
- 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.

Additional Benefits Elections 2 items

Benefit Plan	*Elect / Waive	Coverage	Amount (Biweekly)	Percent	Employe (Biv)
Employee Assistance Program - ENI	<input checked="" type="radio"/> Elect <input type="radio"/> Waive		0.00	0	
Charitable Giving - College Foundation	<input type="radio"/> Elect <input checked="" type="radio"/> Waive		0.00	0	

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

A rectangular button with rounded corners, colored orange with a white border, containing the word "Submit" in white text.

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

A rectangular button with rounded corners, colored light gray with a white border, containing the text "Go Back" in black text.

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

A rectangular button with rounded corners, colored light gray with a white border, containing the text "Print" in black text.A rectangular button with rounded corners, colored light gray with a white border, containing the text "Done" in black text.