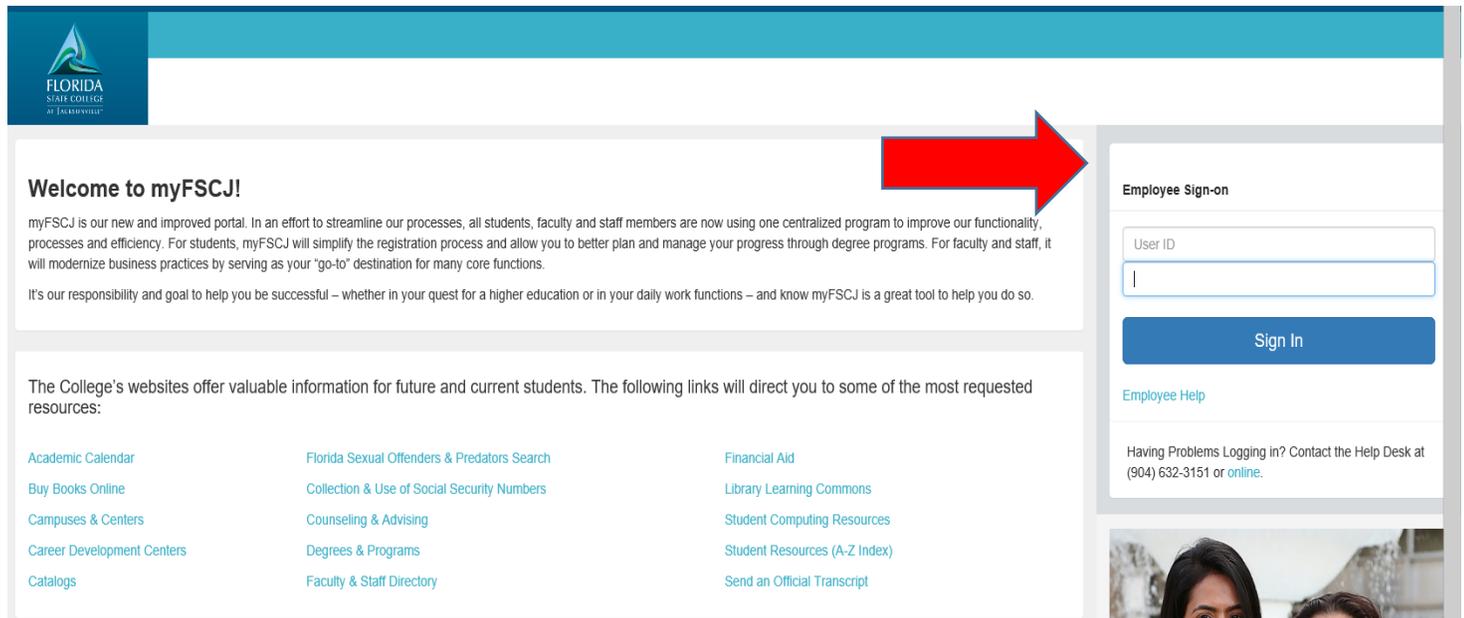


## Online Benefit Elections for Open Enrollment

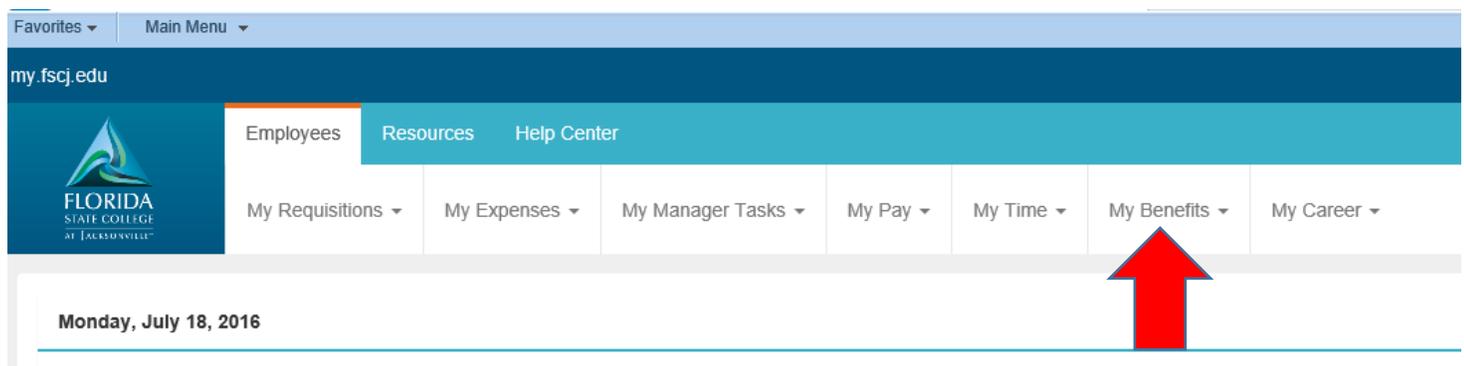
Below are the steps you will follow to log into myFSCJ and make your benefit elections, which include selecting coverages, adding/enrolling dependents, and designating life insurance beneficiaries.

1. Log into myFSCJ, enter your User ID and Password.



The screenshot shows the myFSCJ login page. On the left, there is a 'Welcome to myFSCJ!' message with a brief introduction and a list of resources. On the right, there is an 'Employee Sign-on' section with a 'User ID' input field, a 'Sign In' button, and an 'Employee Help' link. A red arrow points from the 'Welcome to myFSCJ!' text to the 'Employee Sign-on' section.

2. Once you have logged in, you should see a screen that has multiple tabs to select from. You want to click on "My Benefits" Tab.



The screenshot shows the my.fscj.edu dashboard. At the top, there are 'Favorites' and 'Main Menu' dropdowns. Below that, the URL 'my.fscj.edu' is displayed. The dashboard has a navigation bar with tabs for 'Employees', 'Resources', and 'Help Center'. Under 'Employees', there are several sub-tabs: 'My Requisitions', 'My Expenses', 'My Manager Tasks', 'My Pay', 'My Time', 'My Benefits', and 'My Career'. A red arrow points to the 'My Benefits' tab. At the bottom left, the date 'Monday, July 18, 2016' is displayed.

3. Click on the button labeled "Benefits Enrollment". A new page will open with a link to your Benefits Enrollment.

4. Click the "Select" button to the right of the Open Enrollment event to begin your enrollment. If you do not have an Open Enrollment event, please contact [benefits@fscj.edu](mailto:benefits@fscj.edu).

# Benefits Enrollment



After your initial enrollment, the only time you may change your benefit choices is during open enrollment or a qualified family status change.

The Information icon provides you with additional information about your enrollment.

The Select button next to an event means it is currently open for enrollment.

Use the Select button to begin your enrollment.

Note: Some events and/or plans may be temporarily closed until you have completed enrollment for a prior event, or until you meet specific requirements for life and/or saving plans.

Open Benefit Events					
Event Description		Event Date	Event Status	Job Title	
Open Enrollment		01/01/2018	Submitted	Benefits Coordinator	Select

After you use the Select button, it will take a few seconds for your benefits enrollment information to load.

5. You are now on the Benefit Enrollment page. To change a current benefit, medical, dental insurance, etc. you will click the "Edit" button to the right of the Benefit you want to change, select desired coverage, add dependents and/or beneficiaries where applicable, then click on "Continue" to store your election and return to the Benefit Enrollment page.

## Benefits Enrollment Open Enrollment



Open enrollment is your annual opportunity to change your benefit choices. If you opt out of the College's medical plans you are required to submit proof of credible coverage to the Benefits Office. You will be able to review the cost\* of each benefit on the Enrollment Summary. \*Most rates shown are semi-monthly premium rates.

Important: Your enrollment will not be complete until you elect the Submit button at the end of your online enrollment process.

Enrollment Summary			
<b>Medical</b>	Before Tax	After Tax	<input type="button" value="Edit"/>
Current: BlueCare HMO:Empl Only			
New: BlueCare HMO:Empl Only	20.33		
<b>Dental</b>	Before Tax	After Tax	<input type="button" value="Edit"/>
Current: Delta Care - DHMO:EE+Family			
New: Delta Care - DHMO:EE+Family	7.93		
<b>Vision</b>	Before Tax	After Tax	<input type="button" value="Edit"/>
Current: Humana Vision:Emp+Child			
New: Humana Vision:Emp+Child	3.37		
<b>Dental - Vision</b>	Before Tax	After Tax	<input type="button" value="Edit"/>
<b>Flex Spending Health - U.S.</b>	Before Tax	After Tax	<input type="button" value="Edit"/>
Current: No Coverage			
New: No Coverage			
<b>Flex Spending Dependent Care</b>	Before Tax	After Tax	<input type="button" value="Edit"/>
Current: No Coverage			
New: No Coverage			

This table summarizes estimated costs for your new benefit choices. (The "Employer" column displays the amount the College is contributing to subsidize the cost of your benefits.)

Election Summary				
Summarized estimates for new Benefit Elections	Total	Before Tax	After Tax	Employer
Costs	45.60	31.63	13.97	355.78
Your Costs	45.60	31.63	13.97	

**Note:** Medical coverage is **required**; if you chose to opt-out the College medical plans for 2020 and you do not make any changes, your 2019 opt-out election will roll over to 2020. However, if you currently have a medical plan and are opting out for 2020 you will also need to edit the Flexible Spending Account to **ELECT**, with a \$0 contribution. This will ensure you receive the College’s \$720 opt-out contribution for 2020. If you want to make a contribution in addition to the opt-out contribution, you will put your pledge amount for the year, up to \$2,700 instead of a \$0. This will give you that amount in addition to the opt-out contribution.

Employees who opt-out of the College medical plans are **required** to submit a letter of credible coverage document, from your insurance carrier verifying you have coverage for 2020, to the Benefits Office at [benefits@fscj.edu](mailto:benefits@fscj.edu). Copies of insurance cards are **not** accepted, unless the other coverage is Medicare.

6. To add/delete an eligible dependent on medical, dental, and/or vision insurance plans - follow the steps below:
  - a. Click on “Edit” to the right of the benefit you want to enroll in.
  - b. Select the level of coverage you want.
  - c. Scroll to the bottom of the election coverage screen and click on “Add/Review Dependents”.
  - d. Click “Add a dependent or beneficiary”.
  - e. Fill in the required information; you **MUST** include the dependent/beneficiary social security number and date of birth.
  - f. Click on “Save”.
  - g. To add additional dependents/beneficiaries repeat steps d - e above.
  - h. Click on “Return to Event Selection” once you have all your dependent/beneficiaries added.

Dependent Information			
Name	Relationship to Employee	Date of Birth	Marital Status
	Child	01/06/2010	Single



**Note:** If you add a new spouse or child on any of the medical, dental or vision plans, you must complete the **Certificate of Dependent Eligibility Attestation** and provide the proper verification documents. If you are adding a domestic partner, you must also complete the **Certificate of Dependent Eligibility Attestation** and provide the proper verification documents in addition to completing the **Affidavit of Tax Dependency for Health Coverage**. These documents are listed on the HR webpage and must be sent to [benefits@fscj.edu](mailto:benefits@fscj.edu) prior to the open enrollment deadline.

7. You can now enroll dependents and/or designate beneficiaries from the Dependent Beneficiary list.
  - a. To enroll a dependent, click on the box next to the dependent(s) you want to enroll.

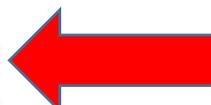


Dependent Beneficiary		
Enroll	Name	Relationship
<input checked="" type="checkbox"/>	April I PeopleSoft	Child

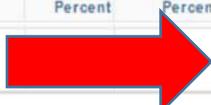
- b. To designate a beneficiary:

\*Enter Primary Allocations as

\*Enter Secondary Allocations as



Allocation Details					
Name	Relationship	Current Primary Percent	Current Secondary Percent	New Primary Allocation	New Secondary Allocation
April I PeopleSoft	Child			<input type="text"/>	<input type="text"/>



- i. Leave Allocation as percent; **do not change to Flat Amount.**
- ii. If you are going to designate only one beneficiary, enter “100” in the New Primary Allocation box.
- iii. If you designate multiple beneficiaries, enter the percentage you are allocating for each beneficiary in the New Primary and/or New Secondary Allocation boxes; both the Primary and Secondary Allocation totals should equal 100%.

8. If you wish to add/increase your supplemental life insurance or add Spouse life insurance, you must do so by contacting the Benefits Office. You will need to complete a **Personal Health Application (PHA)** for increasing your life insurance or adding a spouse policy, which goes to The Hartford Insurance for medical underwriting. These benefits and deductions will not start until approved. You will be sent notice of the approval and the effective date once processed by the Benefits Office.

If you are adding a Child Life policy, you will need to complete a Child Supplemental Life Verification for all children listed on the policy. Completed forms should be emailed to [benefits@fscj.edu](mailto:benefits@fscj.edu).

9. As you make your elections, the table on the bottom of the Benefit Enrollment page will be updated. This table indicates employer/employee costs associated with your elections.

This table summarizes estimated costs for your new benefit choices. (The "Employer" column displays the amount the Company is contributing to subsidize the cost of your benefits.)

Election Summary				
Row Label	Total	Before Tax	After Tax	Employer
Costs	0.00	0.00	0.00	0.53
Credits	0.00	0.00		
Your Costs	0.00	0.00	0.00	

These costs do not include certain choices that are based on variable earnings.

If the Before Tax costs total is negative, it means the credits the company is providing for your benefits exceeds your actual benefit costs. Therefore, it results in a net earnings for you.



Click **Submit** to send your final choices to the Benefits Department.

**i** Important: Your enrollment will not be complete until you **Submit** your choices to the Benefits Department.

**Note:** These are semi-monthly rates and reflect the amount that will be deducted from your check each pay period. For the full monthly premiums, please refer to the 2020 premium rates on the HR webpage.

10. Once you have made your elections you must click the “**Submit**” button on the bottom of the Benefit Enrollment page to finalize your enrollment.

11. If you receive a warning message after clicking Submit, read the message carefully, then click “Return” to go back to the Benefit Enrollment page to edit your elections and click “Continue” to submit your elections.

12. After finalizing and submitting your elections you will be directed to the Submit Benefit Choices page. Read the information on this page carefully as this is the final step to sending your elections to the Benefits Office. Click “Submit” to complete your enrollment or “Cancel” to go back and make changes to your elections.

13. Once you complete your enrollment you will be directed to the Enrollment Summary page, which is a summary of your elections. To print a copy of your Enrollment Summary click “Print”.

***Your open enrollment elections will be finalized once all required documents have been submitted and verified by the Benefits Office.***

***If you have any questions or problems, email the Benefits Office at [benefits@fscj.edu](mailto:benefits@fscj.edu).***