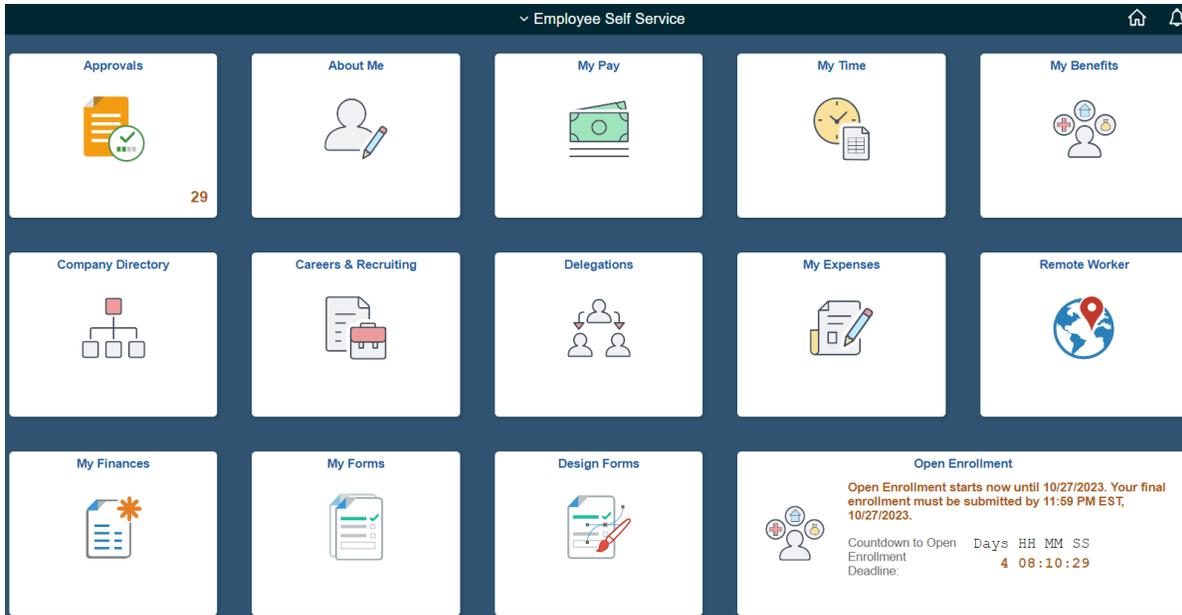


## Benefits Open Enrollment Navigation

- ✓ Employee can find the Open Enrollment tile under Employee Self Service in MyFSCJ.edu.
- ✓ The count down clock lets employee know how much time is left to enroll.
- ✓ The steps to complete enrollment is clearly defined in a left-side navigation panel.
- ✓ The “Next” button guides the employee through all necessary steps.
- ✓ Each employee will be sent an email after Open Enrollment is closed, with instructions to access a Benefits Confirmation Statement.



### Welcome

- ✓ Employee can view the **Information for a Successful Enrollment** by pressing the Start button.

Exit FSCJ Benefits Open Enrollment

Enrollment Period 10/16/2023 - 10/27/2023  
Darci Lanaghan

Next >

**Welcome**  
Visited

**Acknowledgement**  
Complete

**Personal Information**  
Visited

**Dependent/Beneficiary Info**  
Visited

**Benefits Enrollment**  
Complete

**Benefits Statements**  
Visited

**Summary**  
Visited

**Welcome**

Open Enrollment is your annual opportunity to modify your benefit choices. Review your new coverage on the Benefit Enrollment step. Select a benefit plan to see your options and modify your coverage. Follow through the below presentation to ensure you understand the choices made available to you. If you choose to make no changes, your benefits will be the same beginning January 1 of next year. The Flexible Spending Account is the only program you must reenroll in during the Open Enrollment period, if you want it to continue next year. Also remember that during Open Enrollment is the only time to join the Sick Leave Pool. More information can be found on the Open Enrollment Details page on the HR website.

You have the option of watching the video or selecting to view the video transcript. [View Video Transcript](#)

### Acknowledgement

- ✓ Employee must acknowledge what Open Enrollment does, and it's a legal and binding agreement with FSCJ.

Exit FSCJ Benefits Open Enrollment

Enrollment Period 10/16/2023 - 10/27/2023  
Darci Lanaghan

< Previous Next >

Save

**Welcome**  
Visited

**Acknowledgement**  
Complete

**Personal Information**  
Visited

**Dependent/Beneficiary Info**  
Visited

**Benefits Enrollment**  
Complete

**Benefits Statements**  
Visited

**Summary**  
Visited

**Acknowledgement**

By checking "I Agree", you understand the following:

- Your employer is authorized to make the changes you have requested to your benefits, and your employer can make the applicable payroll deductions for those benefits,
- You cannot change your benefit elections until the next Open Enrollment period, unless you have a qualified Life Event,
- Your information is private, but your employer can provide your relevant information to authorized persons and organizations, such as health care providers, insurance carriers, and other approved internal and external entities,
- You are responsible for meeting all deadlines for your election, and
- This serves as a legal and binding agreement.

[Terms and Conditions](#)

I Agree

### Personal Information

- ✓ Employee should verify their Home and Mailing Addresses, Telephone Numbers, and Emails; each can be updated if necessary.

<p><b>Welcome</b></p> <p>● Visited</p>
<p><b>Acknowledgement</b></p> <p>✔ Complete</p>
<p>▾ <b>Personal Information</b></p> <p>● Visited</p>
<p><b>Name</b></p> <p>● Visited</p>
<p><b>Home and Mailing Address</b></p> <p>● Visited</p>
<p><b>Contact Information</b></p> <p>● Visited</p>
<p><b>Dependent/Beneficiary Info</b></p> <p>● Visited</p>
<p><b>Benefits Enrollment</b></p> <p>✔ Complete</p>
<p><b>Benefits Statements</b></p> <p>● Visited</p>
<p><b>Summary</b></p> <p>● Visited</p>

### Dependent/Beneficiary Info

- ✓ Employee can Add an individual to their list of Dependent/Beneficiary Info. Once a person is added, this historical information cannot be deleted.
- ✓ If intending to add a dependent to the plan, employee must first add the dependent in the system here by checking Add Individual; only then will they be able to add the dependent to a health plan.

Exit FSCJ Benefits Open Enrollment

Enrollment Period 10/16/2023 - 10/27/2023  
Darci Lanaghan

< Previous Next >

- Welcome Visited
- Acknowledgement Complete
- Personal Information Visited
- Dependent/Beneficiary Info Visited**
- Benefits Enrollment Complete
- Benefits Statements Visited
- Summary Visited

**Dependent/Beneficiary Info**

Add Individual

Name	Relationship	Beneficiary	Dependent
Matthew Lanaghan	Child	✓	✓
Nathaniel Lanaghan	Child	✓	✓
Olivia Lanaghan	Child	✓	✓
Patrick Lanaghan	Spouse	✓	✓

### Benefits Enrollment

- ✓ This is an example of what is shown on the Benefits Enrollment page.
- ✓ Employee can view their current benefits by choosing that particular tile.
- ✓ Employee can make changes by choosing a tile, making the update, and choosing DONE.
- ✓ Explanations of the Status of each benefit is as follows:
  - Status = Pending Review – Employee has not chosen this box
  - Status = Visited – Employee chose the box but didn’t make any updates to this benefit
  - Status = Changed – Employee chose the box and made an update to this benefit for the following year
  - Status = Not Available – Employee cannot make any changes to this FSCJ-provided benefit

Exit FSCJ Benefits Open Enrollment

Enrollment Period 10/16/2023 - 10/27/2023  
Darci Lanaghan

- Welcome Visited
- Acknowledgement Complete
- Personal Information Visited
- Dependent/Beneficiary Info Visited
- Benefits Enrollment Complete**
- Benefits Statements Visited
- Summary Visited

### Benefits Enrollment

*\* Indicates required field*

The Enrollment Overview displays which benefit options are open for edits. All of your benefit changes will be effective the date of the open enrollment event.

▼ Enrollment Summary

Your Pay Period Cost	<b>\$25.73</b>	Full Cost	\$55.73
Status	Submitted	Employer Cost	\$71.42
	10/23/2023 10:27AM		

[Submit Enrollment](#)

### Benefit Plans

Medical	Dental	Vision
Current Opt out of Medical Covrg New Opt out of Medical Covrg Status <b>Pending Review</b> 0 Dependents	Current Waive New Waive Status <b>Changed</b> 0 Dependents	Current Waive New Waive Status <b>Pending Review</b> 0 Dependents
Pay Period Cost <b>\$-30.00</b> <a href="#">Review</a>	Pay Period Cost <b>\$0.00</b> <a href="#">Review</a>	Pay Period Cost <b>\$0.00</b> <a href="#">Review</a>

- ✓ If employee opts out of the College’s medical plan, employee is required to enroll in the DV Plan (Dental/Vision Plan for Opt-Outs) and will receive an additional \$30 per paycheck for a total of \$720.

▼ Enroll in Your Plan

The Employee Only cost shown for each plan is based on the dependents enrolled. Plans that do not offer coverage for the dependents enrolled are not available to select. To see other coverage costs for individual plans, select the help icon corresponding to each plan option.

	Plan Name	Before Tax Cost	After Tax Cost	Employer Cost	Pay Period Cost
✓	Opt out of Medical Covrg ⓘ				\$-30.00
Select	HMO Gold ⓘ	\$9.00		\$417.50	\$9.00
Select	HDHP Silver ⓘ			\$342.00	\$0.00
Select	BlueOptions PPO Gold ⓘ			\$417.50	\$0.00

- ✓ Within each benefit box and when applicable, employee can choose **dependents** to verify what dependents are covered within this benefit.

**Dental/Vision - Opt-outs Only**

Current DV Plan - Optout of Health Cov  
 New DV Plan - Optout of Health Cov  
 Status ✔ Changed  
👤 2 Dependents

Pay Period Cost **\$44.06**

[Review](#)

- ✓ If the dependent is NOT checked, this indicates the family member is not enrolled in this plan.
- ✓ If intending to add a dependent to the plan, employee must first add the dependent in the system (see previous step Dependent/Beneficiary Info), and then click on the box next to each dependent to cover them in this specific plan.

Cancel
**Dental/Vision - Opt-outs Only**

▼ **Enroll Your Dependents**

Dependents that the employee has registered are listed here. Select the Add/Update Dependent button to view, update or add a new dependent.

	Dependents	Relationship
<input type="checkbox"/>	Matthew Lanaghan	Child
<input checked="" type="checkbox"/>	Olivia Lanaghan	Child
<input checked="" type="checkbox"/>	Patrick Lanaghan	Spouse

[Add/Update Dependent](#)

▼ **Enroll in Your Plan**

The Employee + Family cost shown for each plan is based on the dependents enrolled. Plans that do not offer coverage for the dependents enrolled are not available to select. To see other coverage costs for individual plans, select the help icon corresponding to each plan option.

Plan Name	Before Tax Cost	After Tax Cost	Employer Cost	Pay Period Cost
<input type="button" value="Select"/> Waive				\$0.00
<input checked="" type="checkbox"/> DV Plan - Optout of Health Cov <small>Requires enrollment to Medical Opt out of Medical Covrg</small> <span style="float: right; font-size: small;">📘</span>	\$44.06		\$55.50	\$44.06

[Overview of All Plans](#)

### Benefits Statements

- ✓ Until the current Open Enrollment period is closed, employee can print a Statement Type = Submitted Enrollment for the current Open Enrollment.
- ✓ Employee can also print a prior year Confirmation Statement.
- ✓ Employee should be cautious to ensure he/she is looking at the correct year.
- ✓ Once Open Enrollment is over, a Confirmation Statement will be available to the employee to print at Employee Self Service > My Benefits > Benefit Statements.
- ✓ Click on the > to the right of the screen to view in detail and/or to create a Print View.

Exit FSCJ Benefits Open Enrollment

Enrollment Period 10/16/2023 - 10/27/2023  
Darci Lanaghan

Previous Next

Statement Type

2 rows

Event Date	Issue Date	Enrollment Event	Statement Type
01/01/2024	10/23/2023 7:27:37AM	Open Enrollment 2024	Submitted Enrollment
01/01/2023	10/31/2022	Open Enrollment 2023	Confirmation Statement

- Welcome Visited
- Acknowledgement Complete
- Personal Information Visited
- Dependent/Beneficiary Info Visited
- Benefits Enrollment Complete
- Benefits Statements Visited**
- Summary Visited

### Summary

✓ This screen gives a detail of all the items the employee visited and/or completed.

Exit FSCJ Benefits Open Enrollment

Enrollment Period 10/16/2023 - 10/27/2023  
Darci Lanaghan

Previous

Summary

If you have submitted your enrollment, review your elections on the Benefits Statements step, and keep a copy of your elections as a record. If you have not completed your elections, go to the Benefits Enrollment step, complete your elections, and select the Submit Enrollment button.

You can return to this event before 11:59PM PST, 10/27/2023, by selecting the Open Enrollment tile on Employee Self Service. Once the open enrollment period ends, your elections will be validated and finalized. If you did not submit your elections, your enrollment will be based on the same benefit plans you had the prior year. Contact benefits@fscj.edu if you have further questions.

Steps 8 rows

Step	Status	Date Completed	Go to Step
Welcome	Visited		Go to Step
Acknowledgement	Complete	10/20/2023	Go to Step
Name	Visited		Go to Step
Home and Mailing Address	Visited		Go to Step
Contact Information	Visited		Go to Step
Dependent/Beneficiary Info	Visited		Go to Step
Benefits Enrollment	Complete	10/20/2023	Go to Step
Benefits Statements	Visited		Go to Step

- Welcome Visited
- Acknowledgement Complete
- Personal Information Visited
- Dependent/Beneficiary Info Visited
- Benefits Enrollment Complete
- Benefits Statements Visited
- Summary Visited**