

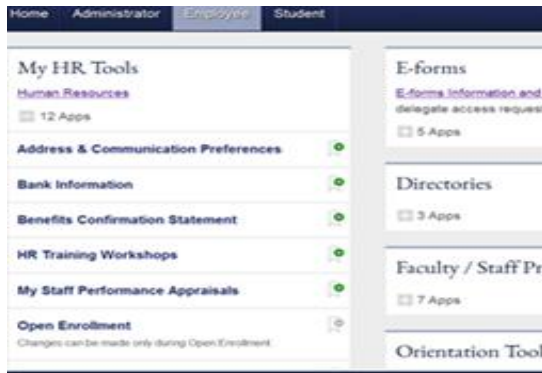
# Online Open Enrollment

Steps for completing online enrollment

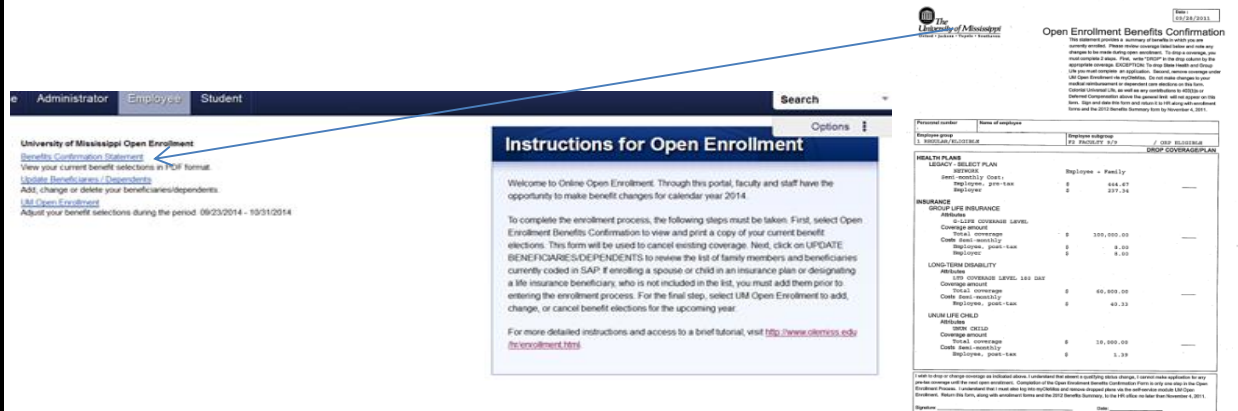
Enrollment Dates: October 1 - 31, 2016



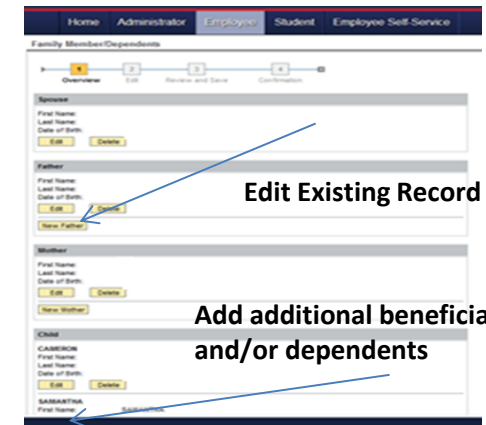
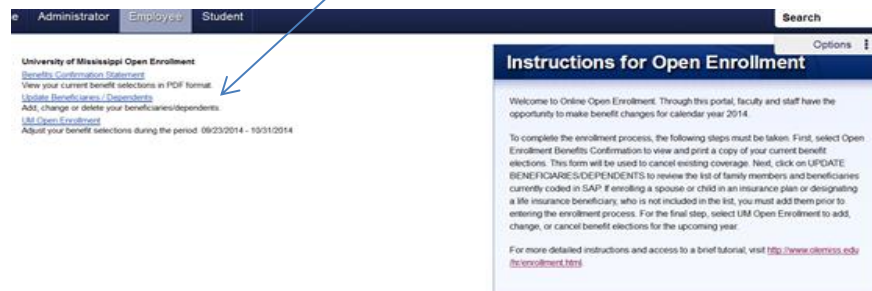
**Step 1: Open Enrollment is accessed through the myOleMiss portal at [www.olemiss.edu](http://www.olemiss.edu).** Login using your WebID and password and then select **Employee, My HR Tools, and Open Enrollment.**



**Step 2: Review the Benefits Confirmation Statement.** This statement provides a list of benefits in which the employee is currently enrolled and is used for cancelling coverage for 2017. If cancelling coverage, print the statement and write DROP next to the insurance plan. Submit the signed and dated form to the Human Resources Office no later than November 4th.



**Step 3: Update Beneficiary and Dependent information.** Review the list of family members and beneficiaries currently coded in SAP. Existing records can be edited and new individuals may be added. When adding a new dependent to a plan, a copy of the dependent's social security card **MUST** be provided to the Human Resources Office. **Please note:** beneficiary and dependent information must be updated prior to completing online enrollment.



When beneficiary and dependent information is updated click the **REVIEW** button. Carefully review information, if additional changes are necessary click the **PREVIOUS STEP** button. Otherwise click the **SAVE** button to officially update the record.

## Step 4: Select **UM Open Enrollment** to complete the enrollment process.

**Instructions for Open Enrollment**

Welcome to Online Open Enrollment. Through this portal, faculty and staff have the opportunity to make benefit changes for calendar year 2014.

To complete the enrollment process, the following steps must be taken. First, select Open Enrollment Benefits Confirmation to view and print a copy of your current benefit elections. This form will be used to cancel existing coverage. Next, click on UPDATE BENEFICIARIES/DEPENDENTS to review the list of family members and beneficiaries currently coded in SAP. If updating a spouse or child in an insurance plan or designating a life insurance beneficiary, who is not included in the list, you must add them prior to entering the enrollment process. For the final step, select UM Open Enrollment to add, change, or cancel benefit elections for the upcoming year.

For more detailed instructions and access to a brief tutorial, visit <http://www.olemiss.edu/benefits/enrollment.html>

# How do I enroll in a new plan?

**1**

HEALTH INS.  
 LEGACY - SELECT PLAN Starts on 12/1/2011 87.50 USD Semi-monthly (Pre-Tax) NETWORK - EMP + 1 CHILD [Legacy Plan Enrollment Form](#)  
 INT CARE LOA Starts on 12/1/2011 6.20 USD Semi-monthly (Pre-Tax) \$500 PER DAY - Employee + Family  
 DAVIS VISION Starts on 12/1/2011 6.87 USD Semi-monthly (Pre-Tax) VISION OPTION 1 - Employee + 1 [Davis Vision Enrollment Form](#)  
 ADDD INSURANCE Starts on 12/1/2011 3.23 USD Semi-monthly (Pre-Tax) COVID LEVEL EE \$170,000 - Coverage amount: 170,000.00 USD [ADDD Enrollment Form](#)  
 GROUP LIFE INS Starts on 12/1/2011 6.00 USD Semi-monthly (Post-Tax) GROUP LIFE COVERAGE LEVEL - Coverage amount: 100,000.00 USD [Group Life Enrollment Form](#)  
 LONG-TERM DISABILITY Starts on 12/1/2011 16.59 USD Semi-monthly (Post-Tax) LTD COVERAGE LEVEL 90 DAY - Coverage amount: 37,440.00 USD [LTD Enrollment Form](#)  
 UNUM LIFE CHILD Starts on 12/1/2011 1.04 USD Semi-monthly (Post-Tax) UNUM LIFE CHILD - Coverage amount: 10,000.00 USD [UNUM Enrollment Form](#)  
 UNUM SPOUSE Starts on 12/1/2011 2.40 USD Semi-monthly (Post-Tax) UNUM SPOUSE 25,000 - Coverage amount: 25,000.00 USD [UNUM Enrollment Form](#)  
 UNUM LIFE INS Starts on 12/1/2011 36.00 USD Semi-monthly (Post-Tax) UNUM LIFE EX SALARY (150K) - Coverage amount: 375,000.00 USD [UNUM Enrollment Form](#)  
 UNUM LIFE EX SALARY (150K) Starts on 12/1/2011 36.00 USD Semi-monthly (Post-Tax) UNUM LIFE EX SALARY (150K) - Coverage amount: 375,000.00 USD [UNUM Enrollment Form](#)  
 DEP CARE SINGLE Starts on 1/1/2012 2,000.00 USD in FSA plan year [Dep Care Single Enrollment Form](#)  
 DEP CARE MARRIE Starts on 1/1/2012 [Dep Care Marrie Enrollment Form](#)  
 FSA MEDICAL Starts on 1/1/2012 [FSA Medical Enrollment Form](#)  
 MEDICAL REIMBURSEMENT Starts on 1/1/2012 2,000.00 USD in FSA plan year [FSA Medical Enrollment Form](#)  
 PREMIUM REIMB. Starts on 1/1/2012 [FSA Medical Enrollment Form](#)

After each individual benefit change is made, click the REVIEW ENROLLMENT button and verify accuracy of information. If changes are necessary, click the PREVIOUS STEP button to access the Selection Page 4 and select PRINT NEW PLAN SELECTIONS for 2012 Benefits Summary. Print the 2012 Benefits Summary and submit to Human Resources along with enrollment forms. Reminder: enrollment forms MUST be submitted.

**ADD PLAN** (Edit Plan) (Remove Plan)

\* Select the plan type you wish to add by clicking the radial button to the left of the plan.

\* Select **ADD PLAN**

**2**

Enrollment

Effective today, you are participating in the following plan.

**DAVIS VISION - choose plan options (starts on 12/1/2011)** [Davis Vision Enrollment Form](#)

Option	Dependent Coverage	Employee Pre-Tax (Semi-monthly)*
VISION OPTION 1	Employee only	3.81
VISION OPTION 1	Employee + Family	10.68
VISION OPTION 1	Employee + 1	6.87

The amounts are in USD.

**Previous Step** **Select Dependents**

- \* Click link to access enrollment form
- \* Select **benefit option**
- \* Click **SELECT DEPENDENTS**
- \* Click to select covered dependents
- \* Click **ADD PLAN TO SELECTION**

**3**

Select up to 1 dependent(s) for plan LEGACY - SELECT PLAN.

Name	Relationship	Select
	Spouse	<input type="checkbox"/>
	Child	<input type="checkbox"/>
	Child	<input type="checkbox"/>

If you do not see a dependent listed here, Please go to Self-Service Application "Add Dependents" and add them to it.

**Previous Step** **Add Plan to Selection**

**4**

HEALTH INS.  
 LEGACY - SELECT PLAN Starts on 12/1/2011 87.50 USD Semi-monthly (Pre-Tax) NETWORK - EMP + 1 CHILD [Legacy Plan Enrollment Form](#)  
 INT CARE LOA Starts on 12/1/2011 6.20 USD Semi-monthly (Pre-Tax) \$500 PER DAY - Employee + Family  
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After each individual benefit change is made, click the REVIEW ENROLLMENT button and verify accuracy of information. If changes are necessary, click the PREVIOUS STEP button to access the Selection Page 4 and select PRINT NEW PLAN SELECTIONS for 2012 Benefits Summary. Print the 2012 Benefits Summary and submit to Human Resources along with enrollment forms. Reminder: enrollment forms MUST be submitted.

**ADD PLAN** (Edit Plan) (Remove Plan)

**REVIEW ENROLLMENT**

### Review benefit elections for accuracy.

\*If elections are correct, **REVIEW ENROLLMENT** then click the **SAVE** button.

**REMEMBER TO SAVE. Benefits are not updated in SAP until you click the SAVE button.**

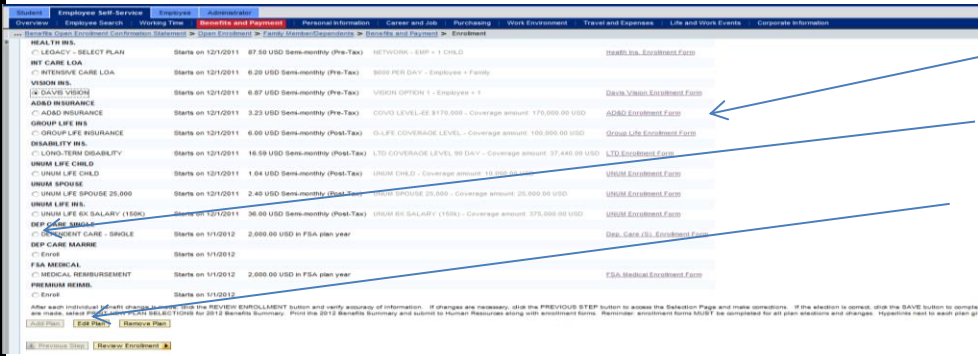
**5**

LOA CANCER	12/1/2011 - 12/31/9999	35.71 USD Semi-monthly (Pre-Tax)	Unchanged
HEALTH INS. LEGACY - SELECT PLAN	12/1/2011 - 12/31/9999	87.50 USD Semi-monthly (Pre-Tax)	Unchanged
INT CARE LOA	12/1/2011 - 12/31/9999	6.20 USD Semi-monthly (Pre-Tax)	Unchanged
INTENSIVE CARE LOA	12/1/2011 - 12/31/9999	6.20 USD Semi-monthly (Pre-Tax)	Unchanged
VISION INS. DAVIS VISION	12/1/2011 - 12/31/9999	6.87 USD Semi-monthly (Pre-Tax)	Unchanged
ADDD INSURANCE	12/1/2011 - 12/31/9999	3.23 USD Semi-monthly (Pre-Tax)	Unchanged
ADDD INSURANCE	12/1/2011 - 12/31/9999	3.23 USD Semi-monthly (Pre-Tax)	Unchanged
GROUP LIFE INS GROUP LIFE INSURANCE	12/1/2011 - 12/31/9999	6.00 USD Semi-monthly (Post-Tax)	Unchanged
DISABILITY INS. LONG-TERM DISABILITY	12/1/2011 - 12/31/9999	16.59 USD Semi-monthly (Post-Tax)	Unchanged
UNUM LIFE CHILD	12/1/2011 - 12/31/9999	1.04 USD Semi-monthly (Post-Tax)	Unchanged
UNUM LIFE CHILD	12/1/2011 - 12/31/9999	1.04 USD Semi-monthly (Post-Tax)	Unchanged
UNUM SPOUSE	12/1/2011 - 12/31/9999	2.40 USD Semi-monthly (Post-Tax)	Unchanged
UNUM LIFE SPOUSE 25,000	12/1/2011 - 12/31/9999	2.40 USD Semi-monthly (Post-Tax)	Unchanged
UNUM LIFE INS. UNUM LIFE EX SALARY (150K)	12/1/2011 - 12/31/9999	36.00 USD Semi-monthly (Post-Tax)	Unchanged
UNUM LIFE INS. UNUM LIFE EX SALARY (150K)	12/1/2011 - 12/31/9999	36.00 USD Semi-monthly (Post-Tax)	Unchanged
DEP CARE SINGLE	1/1/2012 - 12/31/9999	2,000.00 USD in FSA plan year	Unchanged
DEP CARE SINGLE	1/1/2012 - 12/31/9999	2,000.00 USD in FSA plan year	Unchanged
FSA MEDICAL	1/1/2012 - 12/31/9999	2,000.00 USD in FSA plan year	Unchanged
FSA MEDICAL	1/1/2012 - 12/31/9999	2,000.00 USD in FSA plan year	Unchanged
MEDICAL REIMBURSEMENT	1/1/2012 - 12/31/9999	2,000.00 USD in FSA plan year	Unchanged
MEDICAL REIMBURSEMENT	1/1/2012 - 12/31/9999	2,000.00 USD in FSA plan year	Unchanged

When all elections are made, select PRINT NEW PLAN SELECTIONS for 2012 Benefits Summary. Print the 2012 Benefits Summary for all plan elections and changes. Hyperlinks next to each plan gives you access to enrollment forms.

**Previous Step** **Save**

# How do I modify existing coverage?



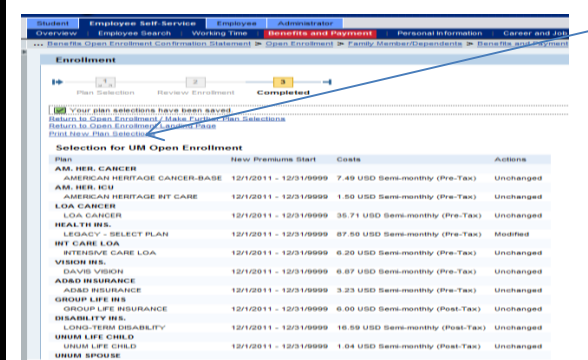
- \* Click link to access enrollment form
- \* Select the plan type you wish to add by clicking the radial button to the left of the plan.
- \* Select **EDIT PLAN**
- \* Follow steps under Enrolling in a New Plan to: select plan option and covered dependents, review elections, and **SAVE** benefits.

# How do I cancel coverage?

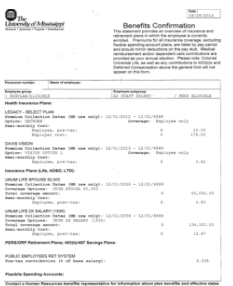


- \* If cancelling all other plans, complete the Benefits Confirmation Statement. If cancelling State Health or State Life, the enrollment form must be completed. Click the link to access the enrollment form. **Complete the form and submit to Human Resources.**
- \* Select the plan type you wish to add by clicking the radial button to the left of the plan.
- \* Select **REMOVE PLAN** and follow steps under Enrolling in a New Plan to: select plan option and covered dependents, review elections, and **SAVE** benefits.

# Print the Benefits Summary



When all elections have been made and saved, select **PRINT NEW PLAN SELECTIONS**.



# Reminders

**Open Enrollment Dates: October 1st - 31st**

- \* Enrollment elections do not update in SAP and coverage does not exist for 2017 until the **SAVE** button is clicked.
- \* The following forms must be returned to Human Resources no later than **November 4th**.
  - \* Signed and dated **Open Enrollment Benefits confirmation** if cancelling coverage.
  - \* Completed, signed, and dated **enrollment forms**.
  - \* Signed and dated **Benefits Summary**.