2017 Online Open Enrollment Tutorial

THE UNIVERSITY of MISSISSIPPI
HUMAN RESOURCES
This tutorial is a resource available to assist in navigating the online Open Enrollment process. Step by step instructions, including screen shots, will guide you as benefit elections are made for calendar year 2018.

If at any time personal assistance is needed, you may reach out to the Department of Human Resources benefits team. Contact information is provided at the end of this tutorial.

Open Enrollment is a 2-step process.

1. Make annual elections online.
2. Complete the respective enrollment form and submit to 108 Howry no later than Friday, November 3rd.

Faculty and staff have the opportunity to make benefit elections and changes from October 1st- 31st. Employees may access online Open Enrollment as often as necessary during the month of October.

Coverage is effective January 1, 2018. For benefits subject to underwriting, coverage will become effective upon underwriting approval.
How do I Access Open Enrollment?

Type [www.olemiss.edu](http://www.olemiss.edu) into your browser to access MyOleMiss portal.

Select myOleMiss and login using your Web ID and password.

Select the **Employee** tab then **My HR Tools**. Open Apps.
Steps to Complete Open Enrollment?

Open Enrollment Step 1: Update Beneficiaries / Dependents – List of family members and related persons who may be eligible for insurance coverage or may be designated as a life insurance beneficiary.

Open Enrollment 2: Benefit Plan Enrollment – Link to enroll in a new insurance plan, drop/add dependents from coverage, change existing coverage, or cancel coverage.

*Please note: In addition to making online elections, enrollment applications must also be completed and submitted to Human Resources. Links are provided during the enrollment process.
To update the list of dependents and/or beneficiaries, select **Open Enrollment Step 1: Update Beneficiaries / Dependents**. This step must take place prior to completing the online enrollment process.
Update Existing Information for Beneficiary or Dependent

To update information for a beneficiary or dependent, select **EDIT** under the individual’s name.
**Update Existing Information for Beneficiary or Dependent**

Review information for accuracy. Names must be listed as documented on the social security card.

Change inaccurate information.

Click Review.
Update Existing Information for Beneficiary or Dependent

Review information for accuracy.

Click to Save.

You may return to the main list by clicking on the link ‘Go to Update Beneficiaries/Dependents Overview – Make Further Selections’ which is located above the dependent or beneficiary’s name.
Add a New Beneficiary or Dependent

To add new:
• dependents who will be covered on an insurance plan
• beneficiaries who will be designated on a life insurance plan

Select the appropriate **NEW MEMBER** option. This will allow you to create a new record to add someone to the list. Follow previous instructions for reviewing and saving entry.
Once you have updated dependent and beneficiary information, select **Open Enrollment 2: Benefit Plan Enrollment** to begin the enrollment process.
### What Am I Currently Enrolled In?

You must agree to the acknowledgement statement to move forth.

1. The Benefits Elections Summary provides a list of insurance benefits in which you are currently enrolled.

2. At the bottom of the screen are a list of insurance benefits in which you are not enrolled but have the opportunity in which to participate.
How Do I Find a Specific Insurance Plan?

Insurances are grouped into 3 categories:

1. **Health Plans** include medical plans. (health, dental, vision, and cancer plans)
2. **Insurance Plans** are income protection plans. (life insurance and long-term disability)
3. **Flexible Spending Accounts** include medical reimbursement and dependent care accounts.
Making a Benefit Election

Select a category (Health Plans, Insurance Plans, or Flexible Spending Accounts). All benefit plans, whether currently enrolled or eligible for enrollment, will be listed. Plans in which you are currently enrolled will be denoted with a ‘Current’ status.

To change a plan in which you are already enrolled, click the icon to the left of the plan. To cancel coverage for 2018, click the icon to the left of the plan. To enroll in a new plan, click the icon to the left of the plan.
When you click the election, change, or delete icon, a pop-up box will appear with plan options. Selection the option of choice by clicking the box to the left of the plan name. The election will turn blue. If electing dependent coverage (i.e. Employee and Spouse, Employee and Family, etc.) make sure to select qualifying dependents. **Click the ADD button.**
An information packet and enrollment form is available for every benefit plan. It may be accessed by clicking the **Plan Name** link (in light blue font). A pop-up box will appear that enables you access to the document.
Complete the enrollment form at the end of the packet and submit to 108 Howry. The form will be used by the benefits team to verify online elections and the form will be submitted to the benefit vendor for processing.
Making a Benefit Election

When all elections are made, select **Review and Save**. This page provides an overview:

- Plans to be Added
- Plans to be Changed
- Unchanged Plans
- Plans not Enrolled In

Review for accuracy. If revisions are necessary, select the respective category Health Plans, Insurance Plans, or Flexible Spending Accounts to revise the election. If accurate, click **Save**. Elections will not be saved and updated in the system until this action occurs.
Reminder: Save Your Elections

Remember, elections are not updated in the system until you click Save.
This page provides a summary of all benefits in which you are enrolled for calendar year 2018. Please note, coverage enforce on 12/31/2017 will continue at the same level for plan year 2018 in the absence of an open enrollment change.

Click Print Benefit Elections Summary for a printable version of the summary for your records. This PDF document may also be used to cancel select benefit plans.
Benefit Cancellations Only

If you are cancelling coverage in one of the following plans, you may print a copy of the Open Enrollment Benefits Confirmation. Print the form and simply write drop in the blank next to the benefit you wish to cancel. Sign and date the bottom of the form and submit to 108 Howry Hall. This process eliminates the need to complete The University of Mississippi: Benefit Enrollment/Change Form.

Eligible plans:
- Life of Alabama Cancer & Intensive Care
- American Heritage Cancer & Intensive Care
- UNUM Life Insurance
- Delta Dental
- Davis Vision
- Accidental Death and Dismemberment
- Long-term Disability
- Flexible Spending Accounts
Make certain to log out when you finish online enrollment.

If you forgot to complete enrollment forms, they are also available on the benefits website.
http://hr.olemiss.edu/benefits/open-enrollment/
Department of Human Resources
Contact Information

Tiffany Lawrence, Human Resources Associate
Alpha Range A-H
Phone: 662-915-7446 • Email: tiffanyl@olemiss.edu

LaShundra Simmons, Senior Human Resources Assistant
Alpha Range I-Q
Phone: 662-915-1228 • Email: llbrown4@olemiss.edu

Glenna Bachman, Senior Human Resources Assistant
Alpha Range R-Z
Phone: 662-915-5690 • Email: gmbachma@olemiss.edu

Human Resources Benefits Office (main line):
Phone: 662-915-1518 • Fax: 662-915-3351

Location: 108 Howry Hall (across the street from Johnson Commons)
Office hours: Monday – Friday from 8:00 a.m. – 5:00 p.m.
HR website: http://www.olemiss.edu/hr/enrollment.html