

Daemen Benefits Enrollment Tutorial



Benefit Enrollment

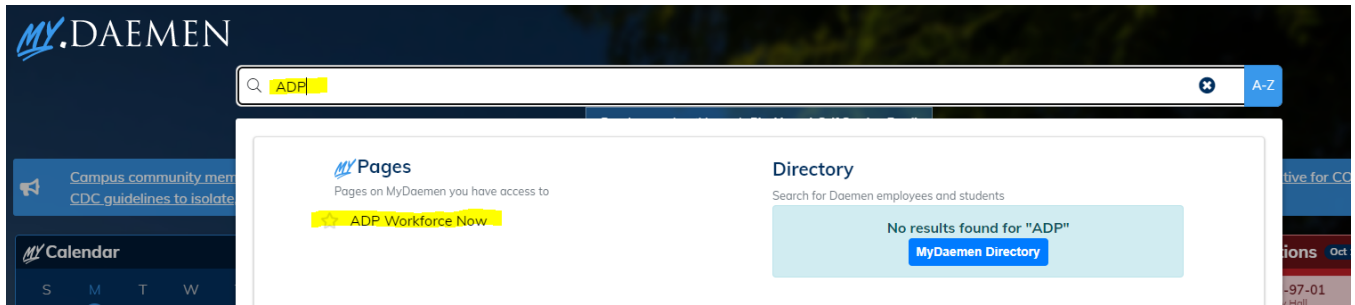
Ready to enroll? Make sure you have:

- ✓ **Your social security number**
- ✓ **The dates of birth and socials of your dependents**

Accessing ADP

ADP is the payroll and benefit system we use, and what you will navigate into in order to elect your benefits.

In order to get online, navigate to My.Daemen.edu. In the search bar at the very top, type “ADP.” It will load as ADP Workforce Now. Click this link to launch.



Once you load ADP, you will get a reminder prompt showing you how many days you have to enroll (20 from date of hire). Every time you navigate back to the main page in ADP, you will get the prompt to enroll in your benefits. Click the prompt to start enrolling.

Enrolling in Benefits

You will be taken to your enrollments change. Unsurprisingly, you do not have any enrollments just yet. You will have an option in the upper-left tile to “Start Enrollment.” Click on the button to get started.

Benefit Enrollment

Daemen College

Things to Do Calendar Support

Home Resources Myself

Enrollments

What's new Share feedback

New Hire Benefits Enrollment

Not started

10 days left to complete this event

You can make changes to your enrollment from October 7, 2022 to October 26, 2022 at 11:59 p.m. ET.

Start enrollment

Your Benefits

Review your current benefits, your previous year's benefits, or any changes due to a life event.

View benefits

Report a Life Change

Qualifying Events, like a marriage or losing coverage, allows you to request changes to benefits outside of Open Enrollment.

Report a change

Dependents & Beneficiaries

View or edit dependent and beneficiary information, or add a new dependent or beneficiary

Manage

You will be taken to a welcome dashboard giving you a brief overview of the benefits available to you. Click “Next.”

New Hire

Welcome

Welcome to Daemen University! The New Hire enrollment period gives you the opportunity to make benefit election changes for **20 days** beginning your date of hire.

You are able to elect the following Benefits:

- Health Insurance
- Dental Insurance
- Vision Insurance
- Voluntary, Spouse, and/or Child Life Insurance Coverage

You will also be able to add dependents/beneficiaries and assign them to your benefit elections.

Flex Spending Account (FSA), Dependent Care Account (DCA), and Health Savings Account (HSA) elections are done separately from this electronic enrollment. Please contact the Benefits Coordinator for more information.

***Please note:** The guaranteed issue amount for Employee Voluntary Life is \$150,000 and \$10,000 for Spouse Voluntary Life for initial enrollees. This means no evidence of insurability is required for up to \$150,000 upon new hire enrollment. Anything beyond this will require an evidence of insurability to be completed and approval from underwriting.

Back Next

Benefit Enrollment

You will need to enter your dependents and/or beneficiaries first.

- **Dependents** are people (spouse, child) who will go on your benefits.
- **Beneficiaries** are recipients of basic and voluntary life insurance in the event of your passing.

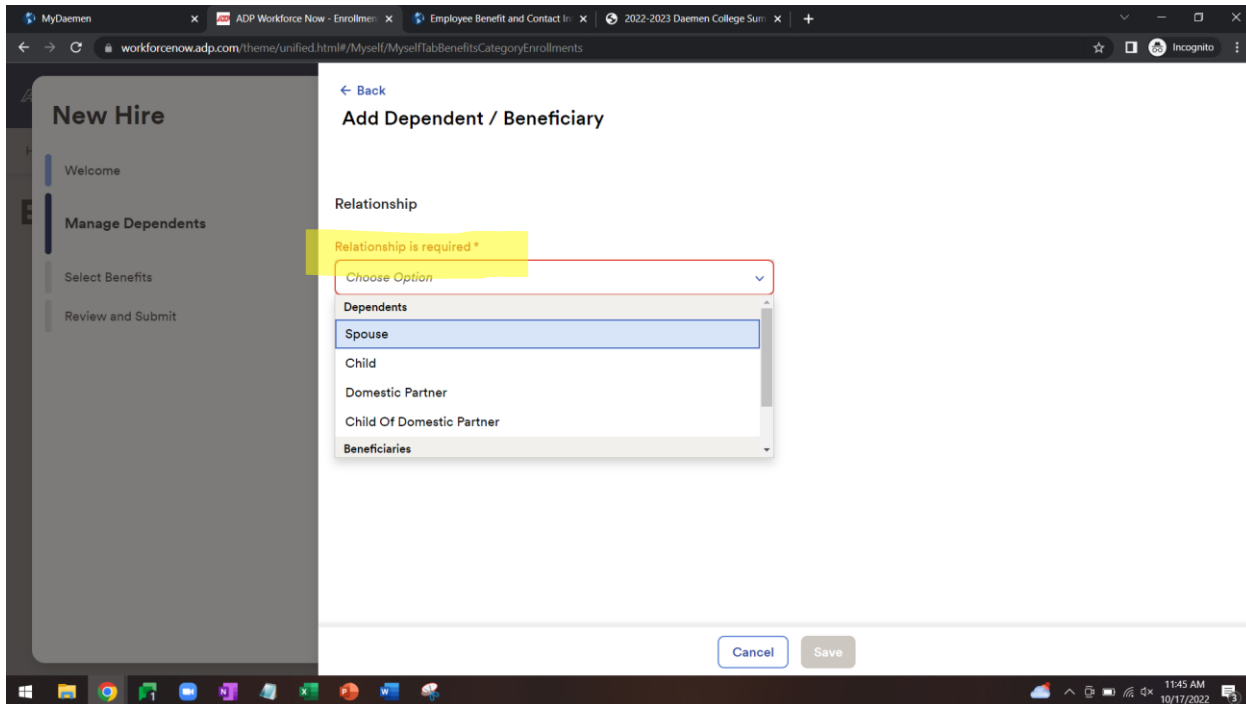
Click the “add dependent or beneficiary” to get started.

New Hire

The screenshot shows a vertical navigation menu on the left with four items: 'Welcome', 'Manage Dependents', 'Select Benefits', and 'Review and Submit'. 'Manage Dependents' is the active item, highlighted with a dark blue bar. The main content area is titled 'Manage Dependents' and contains the text: 'Before you continue, take a moment to review your Dependent and Beneficiary info'. Below this text is a yellow button with a plus icon and the text '+ Add dependent or beneficiary'. At the bottom of the main content area is a light blue notification box with a bell icon and the text 'There are currently no entries.'

A pop-up will appear for individuals to add. Click on the drop-down to begin with relationship for dependents, and a person or organization for the beneficiary info.

Benefit Enrollment



You will need the date of birth and social for your dependents, but when entering your beneficiary, you will simply need a good way of contacting that person.

You may not have dependents, but **you should always have a beneficiary**. Daemen provides basic life and AD&D, and you have the opportunity to purchase more insurance on top of that.

Finally, you will be taken to the benefit overview of all the plans available to you. For plans with more than one option, such as medical, you will have an opportunity to click “view all plans” to look at costs and compare. If you do not want any singular benefit, you will need to click “waive benefits,” and provide a reason why you don’t want that benefit (covered elsewhere, not interested, etc). **If you do not want any insurance, you will still need to waive the coverages.**

Benefit Enrollment

Select Benefits

 **10 days left to enroll**
Effective: October 7, 2022

Your cost per paycheck

\$0.00

Go to section ▾

Action Required

These plans need your attention. You can confirm details for this plan or click [View all plans](#) to select another plan. You can also waive the benefit.

 Medical

Waive benefit

View all plans

Multiple available options

You have 2 benefit options available to choose from. See what is right for you!

 Vision

Waive benefit

View all plans

Finish later

Back

Next

As you elect benefits, the “cost per paycheck” total will calculate accordingly. Remember this is a biweekly amount. When finished, you will click “next,” review your benefits, and confirm. Ensure that you navigate all the way to the end and receive the confirmation to be sure you have the benefits you elected.

Keep in mind that your new hire enrollment window will still be active, so if you change your mind, you will still be able to go into ADP through My Daemen > ADP > Myself > Benefits > Enrollments to make changes.