Dear Daemen Employees & Faculty,

We are excited to announce the start of Open Enrollment on the *Employee Self Service\** website.

This guide explains what you need to do to complete your 2021-2022 enrollments. The Open Enrollment period will last 3 weeks*,* starting **Monday, April 12th** and ending **Friday, April 30th**.

All changes to your benefits must be completed by end of the day **April 30th 2021.** The changes that you make to your benefits will take effect on **Tuesday, June 1st 2021.**

## *Steps for a Successful Benefits Open Enrollment*

- ☐ Log in to the MyDaemen website.
- ☐ Access the ADP WorkForce Now box which will automatically sign you into ADP via our single sign in access:
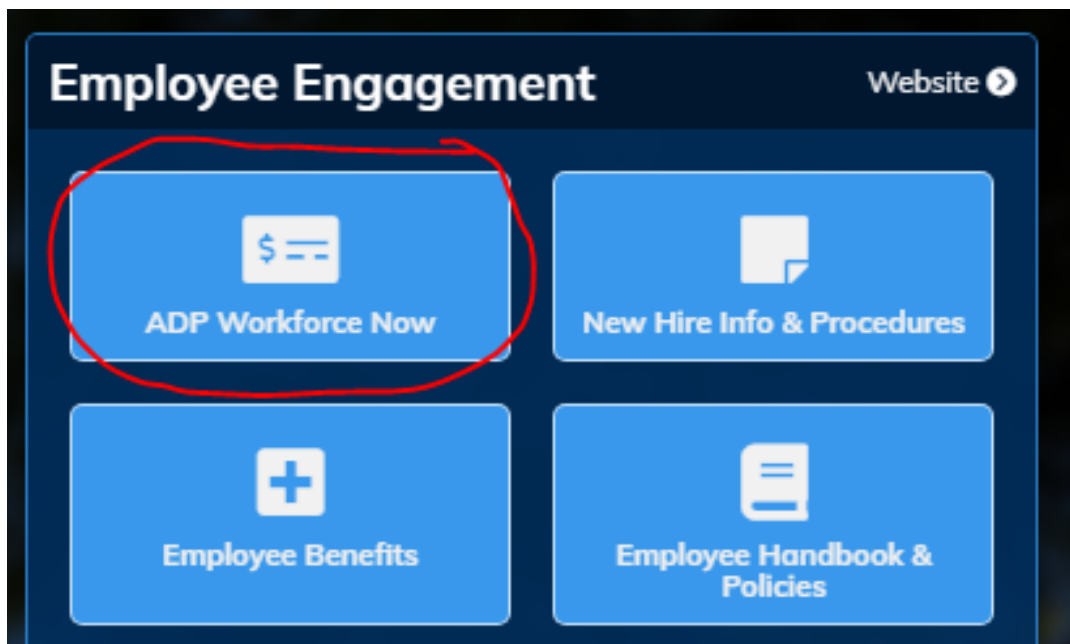


**Note:** If you are having difficulty logging into the ADP Workforce Now page, please contact the EE Office at 716-839-8325 or hr@daemen.edu.
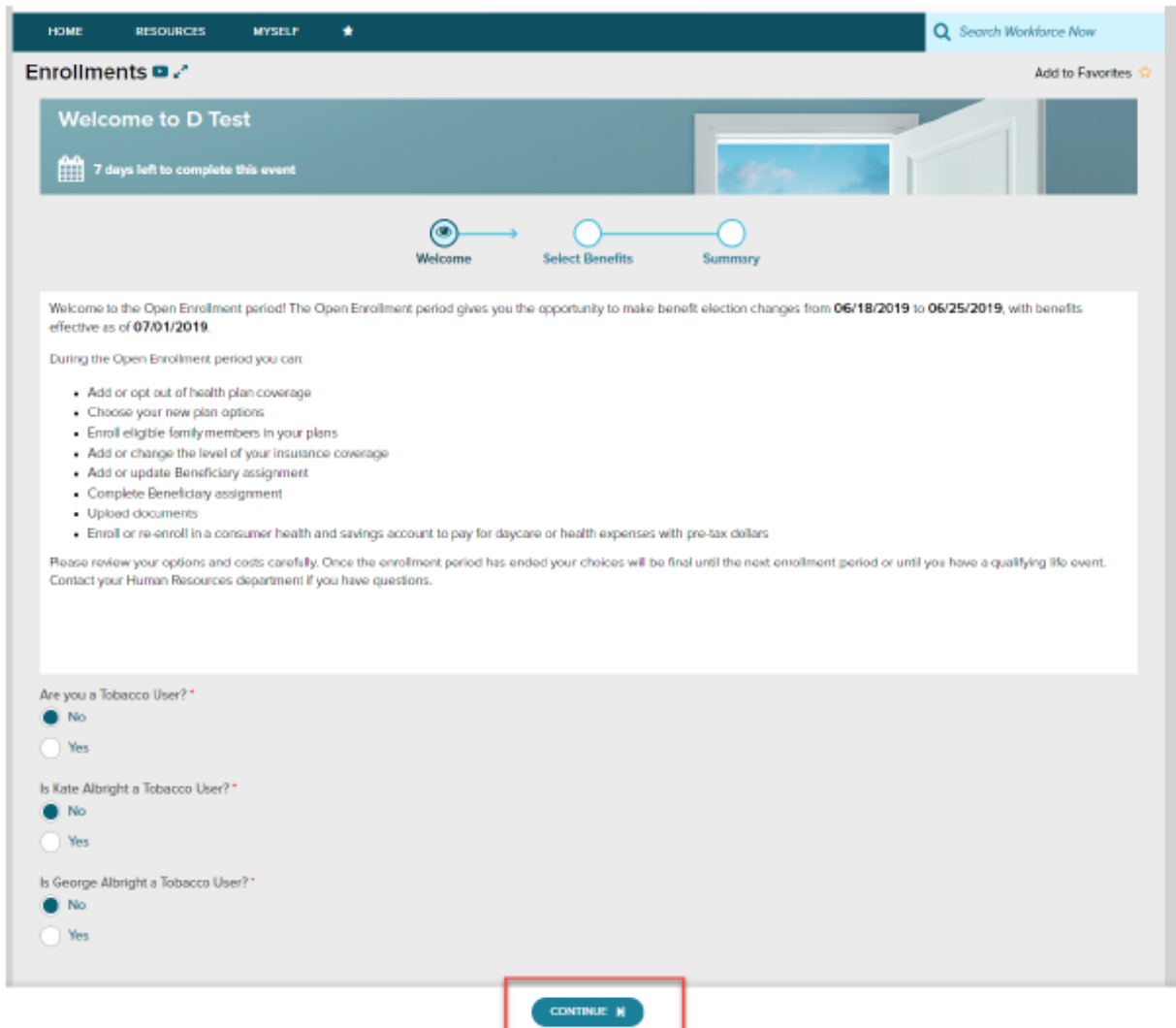
Upon logging in, you will be presented with a pop-up showing important information about this Open Enrollment period. You can click **Start This Enrollment** or **Remind Me Later**.

This pop-up is displayed each time you log in during the Open Enrollment period until you complete your selections.
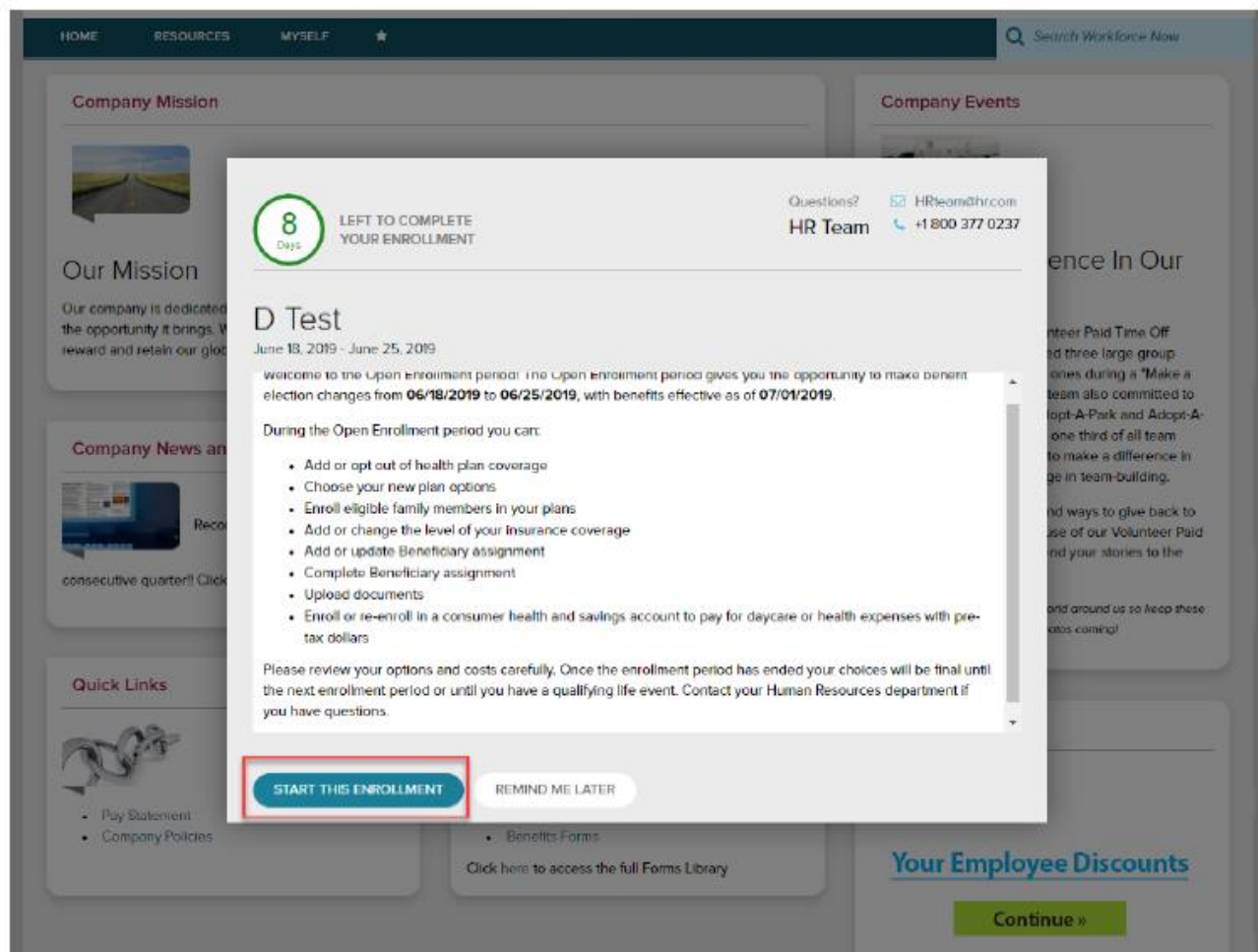
To start, click **Enroll Now** in the Open Enrollment card. You will be brought back to the Welcome Note and Introduction page.

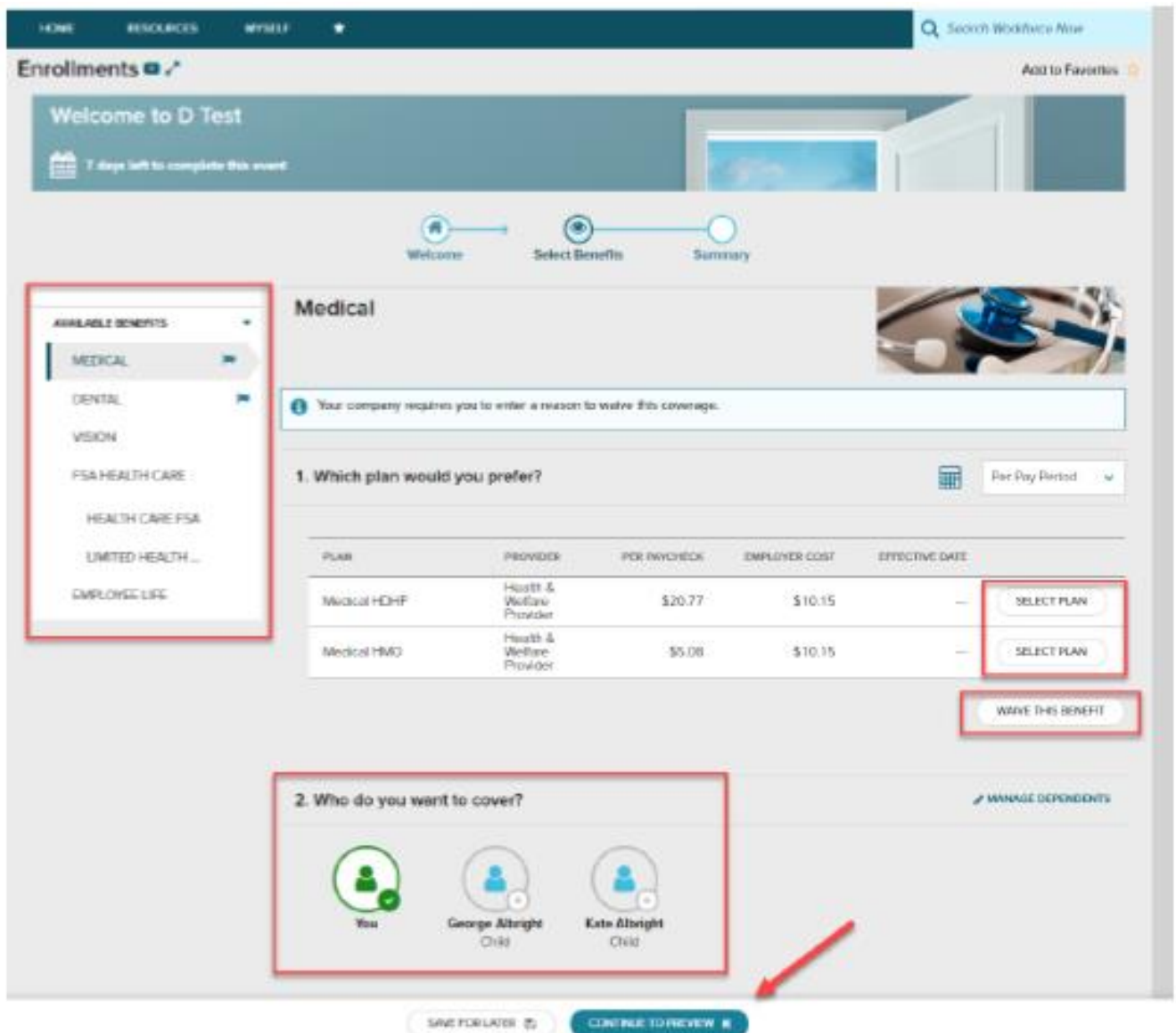Please review all information on this page, as there are often important references for your Open Enrollment options.

The left side of the screen will indicate the different plan types that are available to enroll in.
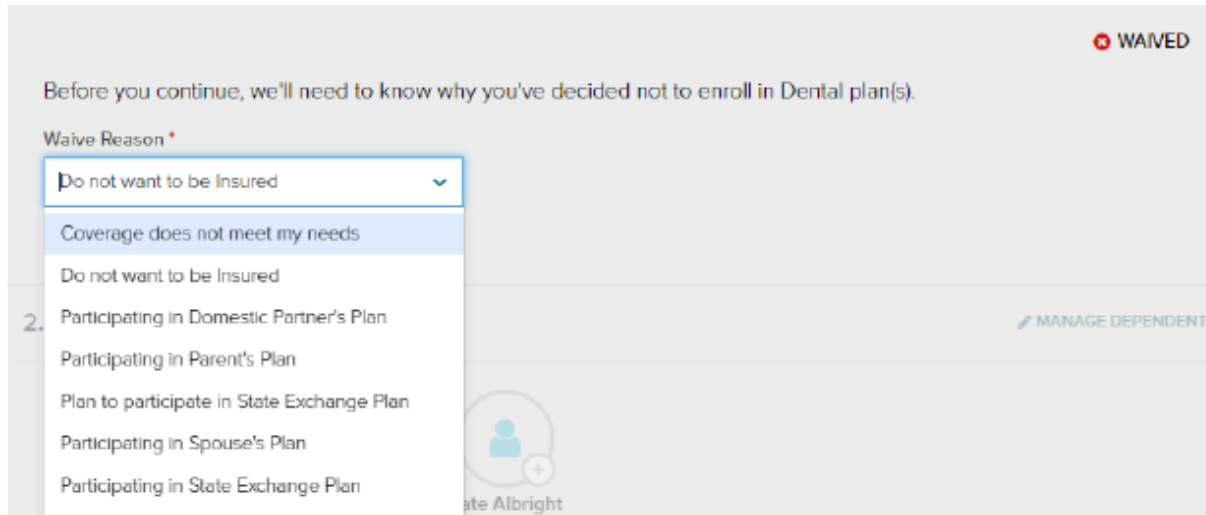
When you are viewing the selected plan type, all enrollment options will be displayed on screen.

You may choose to click **Select Plan** for the desired enrollment or **Waive This Benefit**. If you choose to waive a benefit, you may be required to select a waive reason.
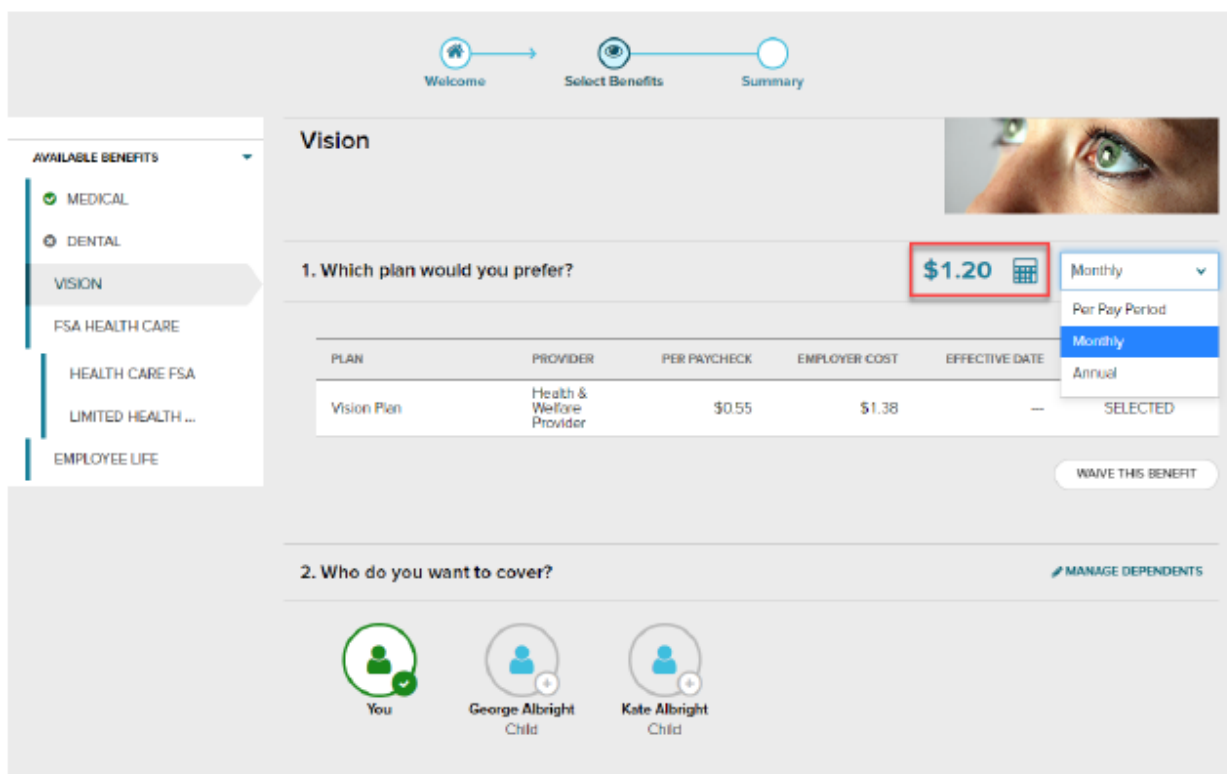


When you choose to enroll in a plan, you may review your costs on a **Per Pay Period**, **Monthly**, or **Annual** basis by selecting the desired view in the calculator drop-down. The rate displayed to the left will be updated based on your selection, and it will also be updated if dependents are added for coverage.

While enrolling in a plan, please be sure to indicate which dependents should be covered in Step 2, if applicable. If you need to update or add a dependent, you may click the **Manage Dependents** link in step 2.

*Please note: The coverage level for your enrollment (Employee Only, Employee + Spouse, Employee + Child(ren), Employee + Family) is driven by which dependents you select to enroll.
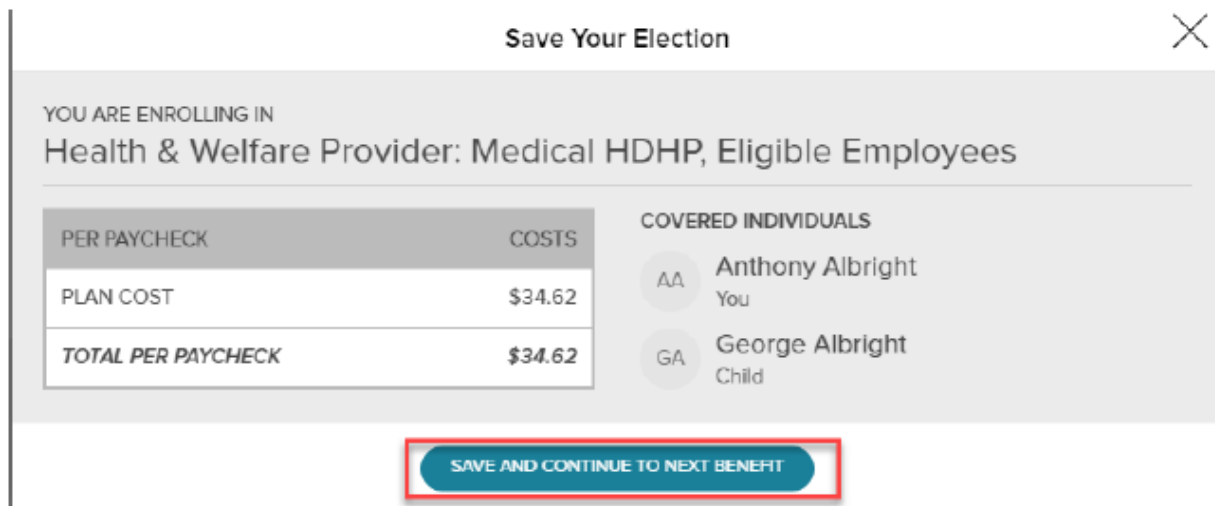


Click **Continue to Preview**.

Review your enrollment, costs, and covered individuals carefully. Then click **Save and Continue to Next Benefit** to continue making your desired selections.

**Voluntary Life Elections and Beneficiaries:**
When you elect Voluntary Life, you will also need to select your beneficiaries. Start by clicking **Select Plan**, and then choose the amount of coverage you want to elect.

| PLAN | PROVIDER | PER PAYCHECK | EMPLOYER COST | EFFECTIVE DATE | |
|------|----------|--------------|---------------|----------------|---|
| EE Vol Life | Guardian Life | $0.00 | $0.92 | --- | SELECT PLAN |

If the amount selected is over the Guarantee Issue amount, an approval will be required and you will be asked to collect an **Evidence of Insurability** (EOI) and submit it to your employer. Your full election amount will not be approved until this document is received.

The Guaranteed Issue amount for new voluntary life insurance is $20,000 for employee only and newly elected spouse/child(ren) coverage is $10,000.

If you are already enrolled in Voluntary Life insurance and would like to increase your coverage, the maximum an employee can increase for self is by $20,000, and $10,000 for spouse before an Evidence of Insurability would be required.

Next, select your **beneficiaries**, including **Primary** and **Secondary**, if applicable. All beneficiary delegation percentages combined must equal 100% for each category (Primary or Secondary).

Click **Continue to Preview** and review your selection and beneficiary delegations. Then click **Save and Continue to Next Benefit**.
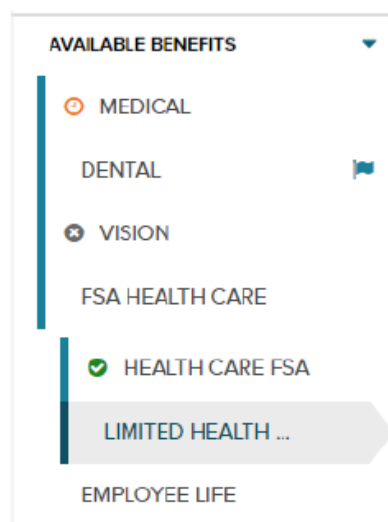


In the Open Enrollment flow, the following visual indicators are displayed to show different steps taken, action items, or enrollment statuses:
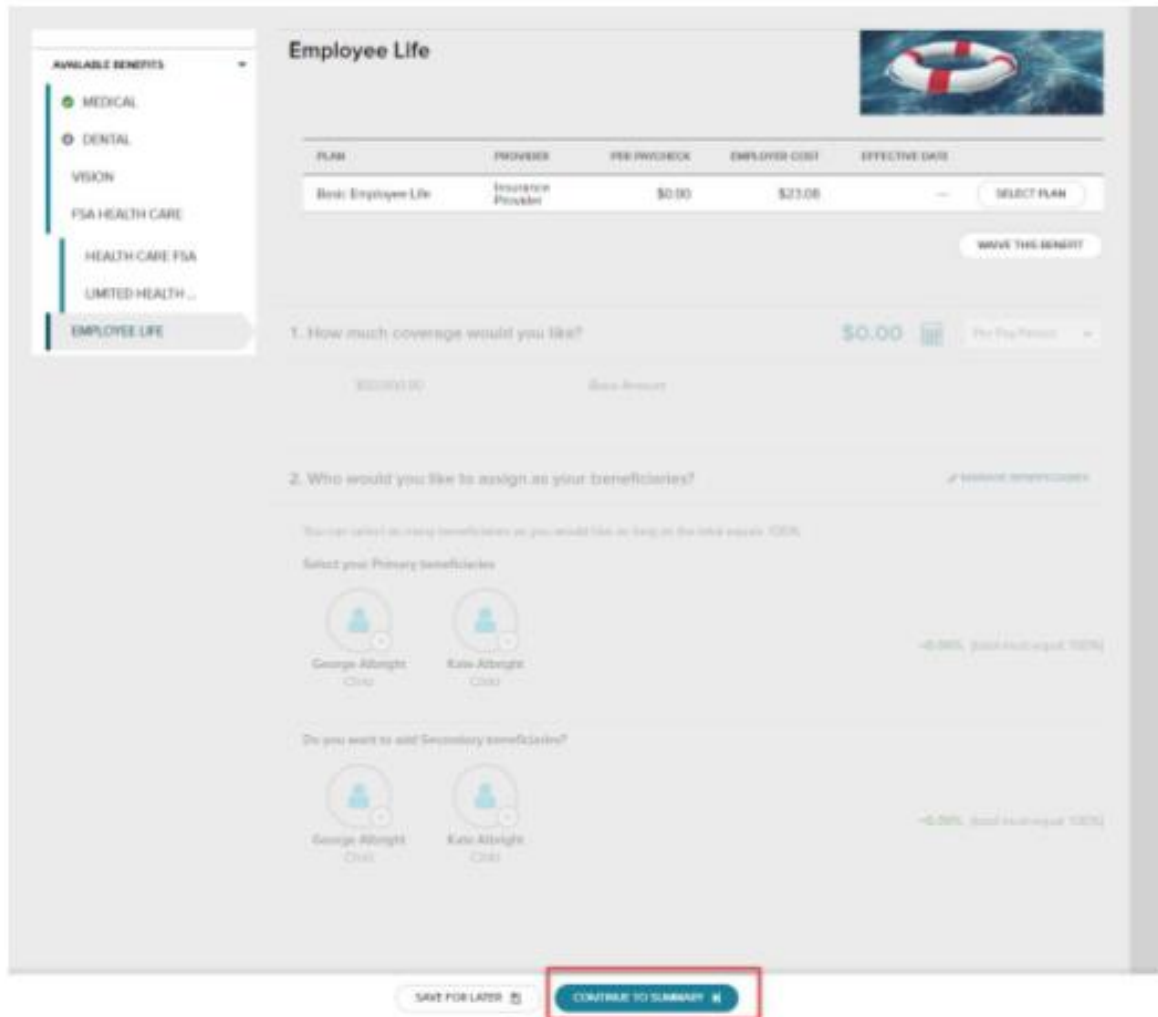
| Symbol | Meaning |
|---|---|
| ⚑ (flag icon) | The plan needs your attention. |
| ✅ (green check mark) | This is a current plan that you are enrolled in. |
| ❌ (gray X) | This plan has been waived. |
| 🕐 ( orange clock icon) | This plan is pending approval. |

Continue through each step until all elections are complete and the **Continue to Summary** button is activated.



Review all of your selections. When you have confirmed them, click **Submit Enrollment**.

Note that your benefit elections will not be processed until you click **Submit Enrollment.** If you click **Save for later** instead, these enrollments will not be submitted to your Employee Engagement team until you fully submit the enrollment.

Please ensure you receive the confirmation note indicating your elections have been submitted.

If you would like to make additional changes or modifications during the Open Enrollment Period, you may log in and navigate to **Myself > Benefits > Enrollments** and click the **Enroll Now** option again in the Open Enrollment box, which will bring you back to the beginning of the profile to make any desired election changes.
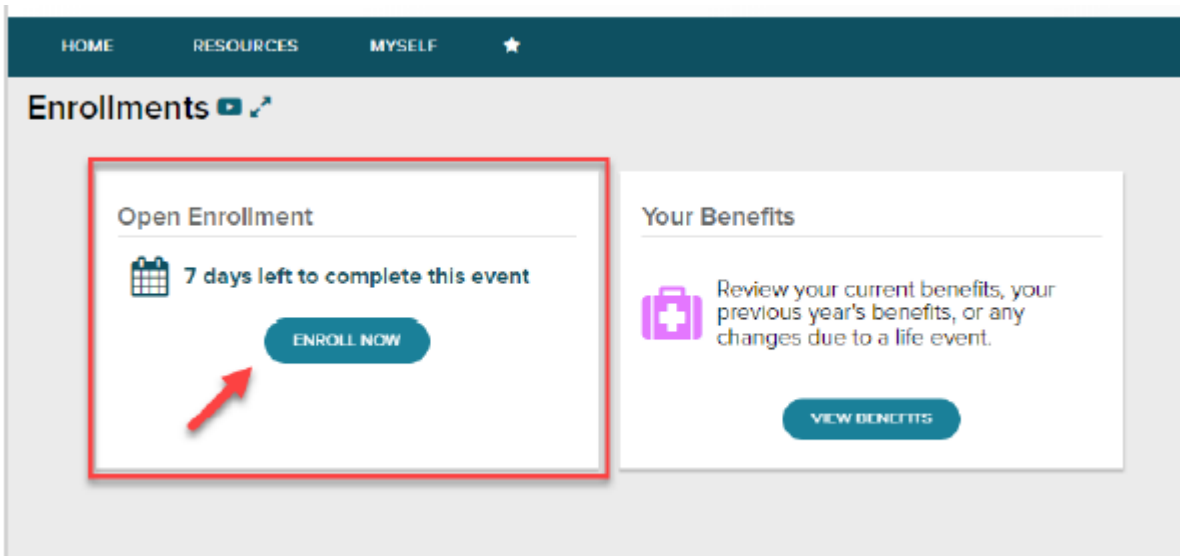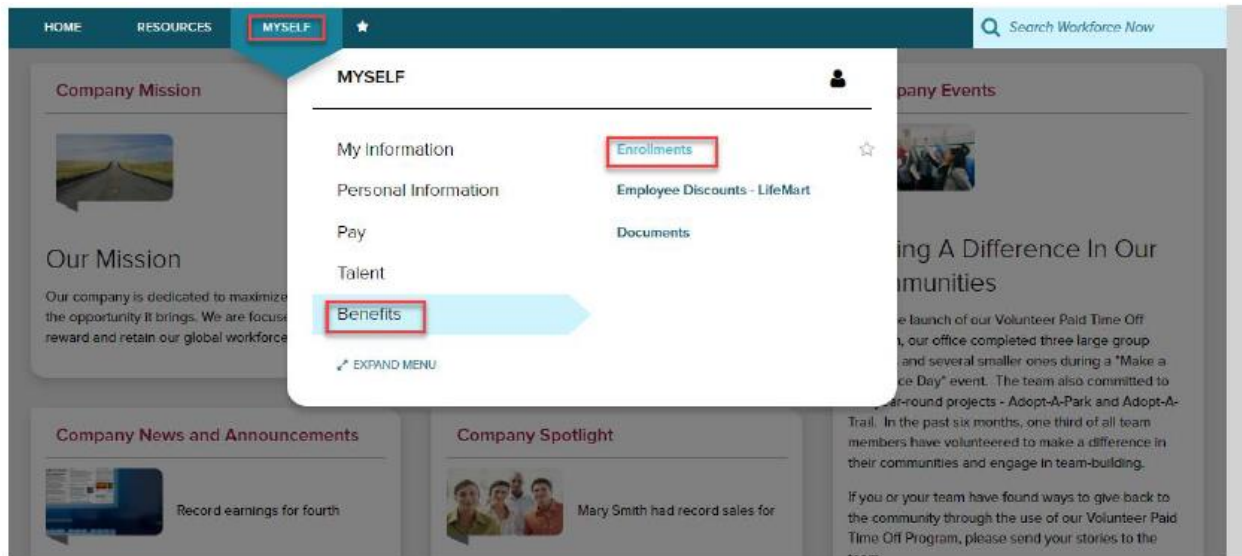




Any questions, please contact Employee Engagement at 716-839-8325 or email at hr@daemen.edu.