Daemen Open Enrollment Tutorial



Benefit Enrollment

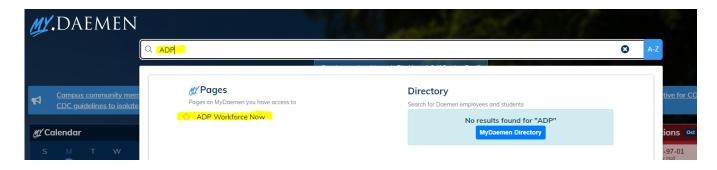
Ready to enroll? Make sure you have:

- ✓ The dates of birth and socials for your dependents if you have any you will be adding.
- ✓ Printed and filled out HSA paperwork if opening a <u>new</u> HSA account (disregard if this does not apply to you).
- ✓ Printed and filled out FSA paperwork if you are re-enrolling in an FSA or Dependent FSA account (disregard if this does not apply to you).

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.

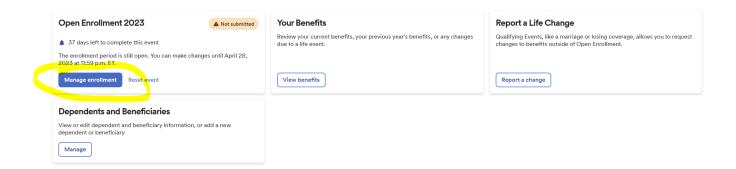


Benefit Enrollment

Once you load ADP, you will get a reminder prompt showing you how many days you have to enroll in this session. 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.

Getting Started

You will be taken to your enrollments page. You will have an option in the upper-left tile to "Manage Enrollment." Click on the button to get started.



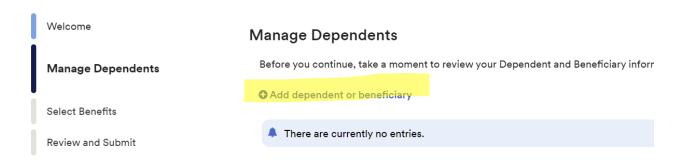
You will be taken to a welcome dashboard giving you a brief overview of the benefits available to you. Click the blue "Next" button in the very bottom right.

Dependents & Beneficiaries

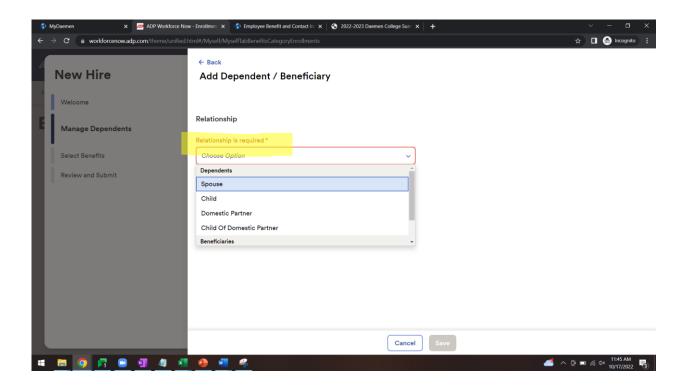
You will review your dependents/beneficiaries page first. If you have no changes, you can proceed past this section. If you are entering a new dependent and/or beneficiary, please complete this section.

- 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.



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.

Selecting Your Benefits

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.

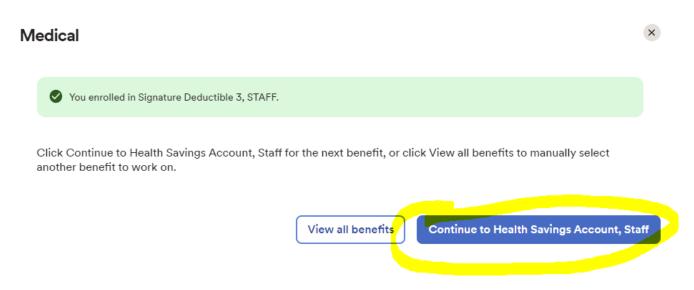
Action Required These plans need your attention. You can confirm details for this plan or click View all plans to select another plan. You can also waive the benefit. Waive benefit Waive benefit Waive benefit Waive benefit Waive benefit Waive benefit View all plans Dental, STAFF You have 1 benefit options available to choose from. See what is right for you!

When you click "view all plans," you will be presented with both options, the cost per pay check, and the option on the bottom to still waive the benefit. If you recently added a dependent, they will be listed as an option to select under "Covered Individual."



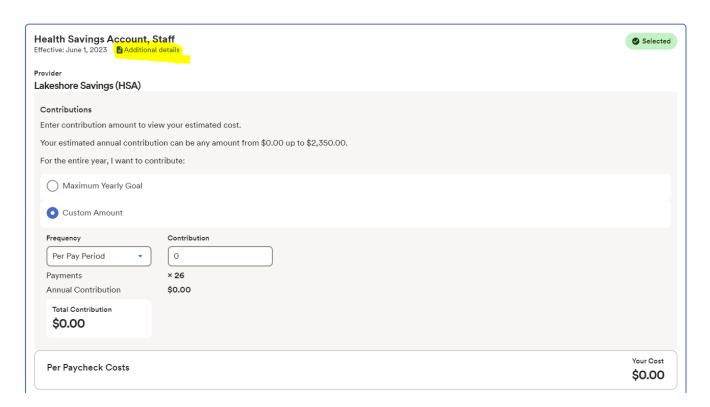
New This Year: HSA & FSA Enrollments

If you select either of the medical plans, the very next option is to enroll in the corresponding savings account. For High Deductible plan members, that is the HSA:



You *must have an HSA account* to receive the employer contribution quarterly, so if you have the deductible insurance, do **not** pass this screen.

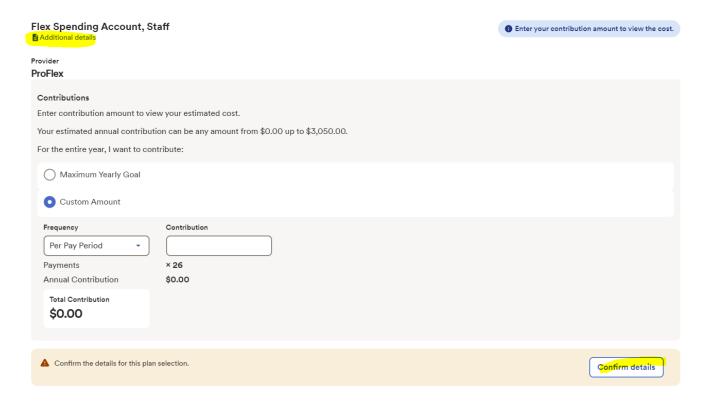
You don't need to enter any payroll contributions to move receive the employer contribution. That said, you can enter custom amounts up to the annual max (which includes the Daemen contribution). Notice an "additional details" link at the top right under the name of the Health Savings Account. Click it and download the forms to fill out for your new account. We will upload them momentarily.



Flex Spending Account

Identical to the Deductible-HSA experience, if you enroll in the CoPay plan, you will be immediately prompted to enroll in the FSA.

While there is no employer match, you can contribute up to the annual max per year. Again, download the document in the "additional details" link and fill it out; we will upload it momentarily.



Once all your insurances are elected or waived, you will come to an "upload documents" section.

Document Upload

On the second to last page, before you confirm your benefits, you will have a document upload. If you already had an HSA, you will not need to upload anything. However, if you elected a new HSA or are electing an FSA, you will need to upload the corresponding documents. New HSAs and annual elections of FSAs require

documents. Fill out and upload the forms that were provided underneath the "additional details" text link on both accounts. Upload them here.

Add Document



Drag the file here to upload

or

1 Upload files

Max file size is 512kb. Files need to be in .doc, .docx, .gif, .htm, .html, .jpg, .pdf, .rtf, .txt, .wpd or .wps formats.

Review & Submit

As you elect benefits, the "cost per paycheck" total will calculate accordingly on the upper right of the page. In the final page, you'll have your total cost per paycheck, followed by the plans you enrolled in, and the plans you waived. If all looks correct, click "Submit Enrollment," and you are all set.

Keep in mind that your open enrollment window will still be active for the entire duration of open enrollment, 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.