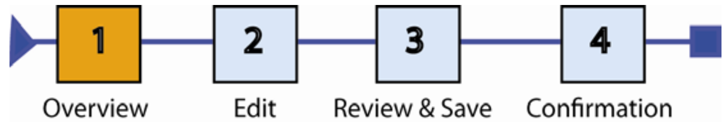
University of Cincinnati

2009 NEW HIRE ENROLLMENT – ONLINE BENEFITS ENROLLMENT INFORMATION

ESS features a 'road map' on each screen which will show which step of the process you have completed.

Many screens will have four steps: **Overview**, **Edit**, **Review** and **Save/Confirmation**.



STEP 1 GETTING STARTED	• Access the UC Flex Portal at https://www.ucflex.uc.edu; the UC Flex portal can be accessed at home or on campus. • Enter your **Central Login Service Username** (6 + 2) and **Password** (also utilized to log into Exchange e-mail, Blackboard etc.). If you have probems logging in contact the UCIT Help Desk at 513-556-4357. • Click **Log on** to access the UC Flex Portal. • Click the **EMPLOYEE SELF SERVICE** tab located on the line directly below the University of Cincinnati UC Flex Banner. The EMPLOYEE SELF SERVICE screen provides three choices: • <u>Benefits and Payment</u> – use this link to enroll in the university's benefit plans. • <u>Personal Information</u> – use this link to add dependents, update your address, and enter banking and tax withholding information. You must add your dependents to your record PRIOR to being able to enroll them in the university's benefit plans. • <u>Your Pay Statement</u> – click here to view your pay stub. Click **HELP** located in the top right hand corner of the screen to be directed to the UC Flex help website. The help web site will provide step by step, screen shot by screen shot directions on how to use Employee Self Service.
STEP 2 <u>PERSONAL INFORMATION</u> ADD FAMILY MEMBER & DEPENDENT INFORMATION	Family members and dependents must be entered in the system in order to be enrolled for medical or dental coverage or to be named as a beneficiary for your life and personal accident insurance. **Adding names and personal data does NOT add your dependent to your health insurance**, you must ***SELECT*** dependents when enrolling for coverage (Step 3). TO ADD dependents (spouse, domestic partner, children) to your personal data: • Click on **PERSONAL INFORMATION** (located in the red toolbar). • Click **FAMILY MEMBER/DEPENDENTS/EMERGENCY CONTACT/BENEFICIARY**. Click on the appropriate type of addition (spouse, child, etc.). Enter applicable information. When finished, click the **REVIEW** button at the bottom of the screen. After the information has been reviewed, click the **SAVE** button at the bottom of the screen. • Click **GO TO FAMILY MEMBERS/DEPENDENTS OVERVIEW** if you desire to enter additional family member, dependent, emergency contact, or beneficiary information. Select **GO TO EMPLOYEE-SELF SERVICES HOMEPAGE** if you have completed all family member, dependent, emergency contact, and beneficiary entry. • <u>In order to add over age 19 dependent(s) to your medical or dental coverage</u>, you must contact the Human Resource Service Center (HRSC) at 513-556-6381. Ask the HRSC representative about the documentation required in order to add over age 19 dependents.
STEP 3 <u>BENEFITS AND PAYMENT</u> MAKE ENROLLMENT DECISIONS	• Click **Benefits and Payment** from the Overview screen. • Click on **NEW HIRE ENROLLMENT** to view, edit and/or enroll in the university's benefit plans. • Click the radio button directly below the benefit plan you want to view, edit or enroll in. The plan with the radio button is the selected plan. Click the link located to the right of a plan option to view the cost of the plan. • Follow instructions below for each benefit plan.

University of Cincinnati

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<table>
<tr>
<td>MEDICAL PLAN ENROLLMENT

PROVIDE SPOUSAL SURCHARGE INFORMATION

You must provide Spousal/Domestic Partner Surcharge information in order to enroll your spouse/domestic partner in a university medical plan.</td>
<td><u>SPOUSAL SURCHARGE (Not applicable to SEIU represented employees):</u>
A monthly spouse/domestic partner surcharge will be added to your monthly contribution for medical coverage if you elect to cover your spouse/domestic partner and your spouse/domestic partner is eligible for coverage through his/her employer but chooses not to enroll in employer-provided coverage. If your spouse/domestic partner loses or obtains medical coverage through his/her employer, you must notify Human Resources within 31 days of such change.

If you elect to cover your spouse or domestic partner while enrolling online, you will be prompted to indicate whether or not the surcharge applies to you. If you elect SURCHARGE NOT APPLICABLE, the surcharge will not apply.

If you elect SURCHARGE APPLICABLE, the monthly surcharge will apply and will continue to be deducted from your pay until you notify Human Resources of a change in your spouse/domestic partner's coverage status. You must notify HR within 31 days of a change.

<u>Follow these steps:</u>
Click on the radio button directly below Spouse/DP Surcharge on the "Selection for New Hire Enrollment" screen.
Click on the ADD button at the bottom of the screen.
Click on Spousal Surcharge Applicable or Spouse Surcharge NA (not applicable) on the next screen that appears (Surcharge – choose plan options).
Click "Add Plan to Selection" at bottom of screen.</td>
</tr>
<tr>
<td>MEDICAL OR DENTAL PLAN ENROLLMENT

No dependents</td>
<td>Click on the radio button directly below MEDICAL or DENTAL Plan on the "Selection for New Hire Enrollment" screen.
Click on the EDIT button at the bottom of the screen.
Click to the left of the desired Medical or Dental plan.
Once the plan is selected, cost and enrollment options appear.
Select desired option.
Click Add Plan to Selection at the bottom of the screen.</td>
</tr>
<tr>
<td>MEDICAL OR DENTAL PLAN ENROLLMENT

ADDING DEPENDENTS TO YOUR HEALTH COVERAGE</td>
<td>If you are enrolling your dependents in the MEDICAL or DENTAL plan, follow these steps (you must FIRST enter dependent information as described in STEP 2).
Click on the radio button directly below MEDICAL or DENTAL Plan on the "Selection for New Hire Enrollment" screen.
Click on the EDIT button at the bottom of the screen.
Click to the left of the desired Medical or Dental Plan.
Once the plan is selected, cost and enrollment options appear. If family members/dependents are on record, the options "Employee Plus One" and Employee and Family" will appear. Choose the appropriate option.
Click on Select Dependents at the bottom of the screen.
Select the appropriate dependents.
Click Add Plan to Selection at bottom of screen.</td>
</tr>
</table>

University of Cincinnati

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WAIVE MEDICAL OR DENTAL COVERAGE	If you are waiving the MEDICAL or DENTAL plan (or both), please note that you must follow a TWO STEP process. Follow these steps: • Click on the radio button directly below **Medical or Dental** on the "Selection for New Hire Enrollment" screen. • Click on the **EDIT** button at the bottom of the screen. • Click on **Medical/Dental Waiver** option (will be highlighted) on the next screen that appears ("Offer for Medical or Dental"). • Click on the **ADD PLAN TO SELECTION** button located at the bottom of the screen. • Click on **Medical Credit/Dental Credit** on the "Selection for New Hire Enrollment" screen. • Click "**Add Plan to Selection**" at bottom of screen.
LIFE INSURANCE ENROLLMENT	• Click on the radio button directly below **LIFE CREDIT Plan** on the "Selection for New Hire Enrollment" screen. • Click on the **EDIT** button at the bottom of the screen. • Select Life Plan Credit. • Click **Add Plan to Selection**. • Click directly below **EMPLOYEE LIFE** on the "Selection for New Hire Enrollment" screen. • Click on **EDIT PLAN**. • Click to the left of the desired coverage amount. • Click on **Select Beneficiaries**. • Enter the beneficiary(ies) percentage received in the event of death. • Click **ADD Plan to Selection**.
LONG TERM DISABILITY PLAN ENROLLMENT	• Click on the radio button directly below **LONG TERM DISABILITY PLAN** on the "Selection for New Hire Enrollment" screen. • Click on the **EDIT** button at the bottom of the screen. • Click to the left of the desired Plan. • Select **Add Plan to Selection** at bottom of screen.
PERSONAL ACCIDENT INSURANCE	• Click on the radio button directly below **PERSONAL ACCDNT Plan** on the "Selection for New Hire Enrollment" screen. • Click on the **EDIT** button at the bottom of the screen. • Click to the left of the desired coverage amount. • Click **Add Plan to Selection** at bottom of screen.
SPOUSE/ DEPENDENT LIFE INSURANCE	• Click on the radio button directly below **SPOUSE LIFE or DEPENDENT LIFE** on the "Selection for New Hire Enrollment" screen. • Click on the **EDIT** button at the bottom of the screen. • Click to the left of the coverage amount. • Click **Add Plan to Selection** at bottom of screen.
FLEXIBLE SPENDING ACCOUNTS	• Click on the radio button directly below **SPOUSE LIFE or DEPENDENT LIFE** on the "Selection for New Hire Enrollment" screen. • Click on the **ADD** button at the bottom of the screen. • Enter your ANNUAL contribution amount. • Select **Add Plan to Selection** at the bottom of the screen.

STEP 4 REVIEW YOUR ELECTIONS	• Click on the **REVIEW ENROLLMENT** button at the bottom of the "Selection for New Hire Enrollment" screen. • If you are satisfied with your elections, click the **SAVE** button. • Your elections are not saved until you click the SAVE button.
STEP 5 PRINT CONFIRMATION STATEMENT	• **You should now PRINT a CONFIRMATION STATEMENT**. • You can do this by clicking on the **PRINT NEW PLAN SELECTIONS** on the top portion of the screen. • CAREFULLY review your elections. You cannot make changes in your elections during the year unless you experience a qualified status change and contact the HRSC within 31 days of the qualified status change. • After you have printed your Confirmation Statement and you are satisfied with your elections, click the **LOG OFF** button in the upper right corner of the screen. • If you want to make changes to your elections prior to logging off, exit out of the confirmation statement by click the "**X**" in the top right hand corner. Next click on **Go To Benefits and Payment homepage**, followed by clicking on "**New Hire Enrollment**." To edit benefit selections follow the same procedure and process described in Step 3. • If you want to make changes to your elections after logging off, start over with the log in process and make desired changes as described beginning at Step 1.
QUESTIONS?	**If you have questions regarding your benefits, please contact the Human Resource Service Center at (513) 556-6381.**