Open Enrollment – How to Enroll in Benefits

FY17 Open Enrollment Period May 4, 2016 through May 26, 2016. All coverage changes are effective July 1, 2016

During the open enrollment period, you may enter your benefit elections for Medical, Dental, Vision and the Flexible Spending plans in the PeopleSoft Self Service system. For some benefit elections, such as adding a spouse/dependent for the first time, Life insurance, Transportation Reimbursement, and the Voluntary Long Term Disability Plan (Faculty), you will need to complete paper forms. (see details below)

All elections and all paper forms must be completed and submitted to HR no later than 5pm on Thursday May 26th.

Accessing Employee Self Service in PeopleSoft:

1. You will need internet access, a username and password. If you do not have your username and password, please contact the IT Help Desk at helpdesk@clcillinois.edu or call (847) 543-4357.

2. Go to http://clcweb.clcillinois.edu

3. Click on myCLC in the bottom left of your screen

4. Enter your username and password; Then click on Employee Self Service on the left side of the screen

5. Click on Main Menu > Self Service > Benefits > Benefits Summary
   - Here, you be able to view what benefits you have currently elected

6. When you are ready to enroll, go back to Main Menu > Self Service > Benefits > Benefits Enrollment

7. Click on the Select button to access the Benefits Enrollment Page
   - Your benefit options will display.
   - Click on the Edit button next to each benefit to review and edit your enrollment.
   - Review the names in the Dependents section. If already covered, there will be a check mark next to the dependent name. If you uncheck this box, you will remove your spouse/dependent from coverage effective July 1st.
   - When you have made your election, Hit Update Elections to save changes.
   - Hit Update Elections again to take you back to the enrollment section (repeat these steps for each benefit)

Note: You must complete the Edit step for all plans, Medical, Dental, Vision and Flexible Spending.

8. Flexible Spending Plans: By default, election for Flexible Spending Accounts will be waived. To enroll, you must select the Edit button under both the Medical Reimbursement and Dependent Care Reimbursement plans.

   Note: Dependent care Flexible Spending is for qualified childcare expenses only.

   - Click Edit
   - If you wish to enroll, select Medical Reimbursement Account
   - Enter the annual amount you wish to contribute. (The plan year begins July 1 and ends June 30)
   - Hit Update Elections – election will be displayed
   - Hit Update Elections again.
   - Repeat these steps for the Dependent Care Account if applicable.
   - If you wish to enroll in the Transportation Reimbursement Benefit, a paper form must be completed.

9. Once all edits have been made to all benefits, hit the Submit button! Then hit the Submit button again!

10. If you have submitted your elections, and wish to make further changes, you can go back in to PeopleSoft Self Service as many times as you wish (Before 5pm on Thursday May 26, 2016) to make updates to your elections.

   Need paper forms or more information on enrolling in: The Flexible Spending Plan, BCBS HMO Illinois plan, Life Insurance, Long Term Disability and Adding a Dependent? See next page.
Enrolling in BCBS HMO Illinois Medical Plan for the First Time

If you are electing the HMO Illinois plan for the first time, you will need to select a primary care provider for yourself and any dependents. To do so, you must complete a BCBS application. You can find this form on the Benefits Open Enrollment Web page or ask HR.

Adding a Spouse/Dependent for the first time

If your spouse, civil union partner, or dependent child is not listed in PeopleSoft, you will need to add that individual by completing a Dependent/Beneficiary form. This form can be found on the Benefits Open Enrollment Web page or you may ask HR. Once complete, submit the form to HR for processing. Once the dependent is added, you may log back in to PeopleSoft and complete your enrollment. HR will ask you for documents that provide verification of dependent status.

Life Insurance: The College has changed life insurance carriers from Reliance to Standard Life Insurance Company.

If you are currently enrolled in supplemental coverage for yourself, during Open Enrollment you can add an additional $10,000 in supplementary life coverage for yourself and for your spouse.

If you are not currently enrolled in the supplemental life insurance plan, you may enroll up to the Guarantee Issue (GI) amount of $150,000; and you may elect $10,000 for your spouse during the Open Enrollment Period. In order to purchase coverage for your spouse, you must have supplemental coverage for yourself. Please go to the Benefits Open Enrollment Web page for application and details. Or you may contact HR for the application forms.

You may apply for supplemental life insurance coverage at any time by completing an application and Evidence of Insurability (health history). Please note that coverage is not guaranteed when you apply through Evidence of Insurability.

Flexible Spending Plans: Nyhart will remain as the Administrator of this plan for FY17.

With Flexible Spending, you may set aside dollars on a pre-tax basis and use those dollars for qualified expenses under Health Care or Dependent Care. See more details on the Benefits Open Enrollment web page.

Rollover! Under Health Care FSA you may rollover up to $500 from one year to the next. No more use it or lose it!

Benny Cards! Don’t want to file for paper reimbursement? Now you don’t have to! For Health Care Flexible Spending, your Benny Card is front loaded so you can use your card starting July 1, 2016 for your eligible health care expenses. Keep saving those receipts in the event that you are asked to substantiate the claim.

Already have a Benny Card? Keep it! It will be reloaded with your new election amount.

You can also use your Benny Card for your Dependent Care election at qualified child care centers. With Dependent Care, you may only spend, or be reimbursed for what you have contributed.

If you choose, you can still file for paper reimbursement for both Health Care FSA and Dependent Care FSA.

The maximum amount you may set aside in FY17:

- Health Care FSA = $2,550
- Dependent Care FSA = $5,000 per household

Voluntary Long Term Disability (Full Time Faculty Only) The Voluntary Supplemental Long-Term Disability Plan for full-time faculty members is designed to supplement the State Universities Retirement System (SURS) Long-Term Disability benefit. The plan benefit is 65% of wages after a 90 day elimination period and supplements SURS disability at 15%. (SURS disability pays 50%)

The College has changed carriers from Reliance to The Standard. If you are already enrolled, your plan will be automatically move to The Standard.

If you would like to apply for coverage, please complete an enrollment form and evidence of insurability application and return both documents to the Human Resources Office no later than May 26, 2016.

If your evidence of insurability application is approved by the insurance carrier, your coverage will become effective the first of the month following your acceptance by the insurance carrier.

All elections and all paper forms must be completed and submitted to HR no later than 5pm on Thursday May 26th.