

FSA Enrollment through ESS

Trigger: An employee has decided to enroll in a Medical or Dependent Flexible Spending Account (FSA) during the open enrollment period.

1. Employee connects to the Self Service Portal via the following link:

<https://portal.passhe.edu/irj/portal>

2. Sign in at the Self Service Portal screen using your Username and Password. Click *Enter Portal*.

SELF SERVICE PORTAL

PASSHE

www.PASSHE.edu Account Self-Service

Enter Your Account Information

Username:

Password:

[Forgotten / Expired Password?](#)

© Pennsylvania State System of Higher Education, 2986 North Second Street, Harrisburg, PA 17110
The home of PASSHE Employee Self-Service, Manager Self-Service & eTime.
If you need assistance, contact your university help desk.

3. From the tabs across the top of the welcome page, select *Employee Self-Service*. (Note: Different tabs may be displayed depending on user access.)

Welcome Clint Eastwood. Pennsylvania State System of Higher Education [Log off](#)

Home **Employee Self-Service** Financial Aid Office

Information [History](#) [Back](#) [Forward](#)

Welcome **Clint Eastwood** to the Self-Service Portal!

My Portal Applications

This page will provide you with information about each of the applications available for you to access in the Self-Service Portal. For each application, you will see a corresponding "tab" across the top navigation bar. To access an application, simply click on the tab in the navigation bar. Any related announcements, information, or help can be found within each specific area of the portal.

Employee Self-Service

Employee Self-Service is a web-based service that provides employees with information related to their employment with the Pennsylvania State System of Higher Education (PASSHE). The ability to directly view your human resource and payroll data in the PASSHE Human Resource/Payroll System provides an excellent opportunity for you to ensure that the information is correct and kept up to date. One of the major advantages of the ESS system is having real-time data at your fingertips 24/7.

Financial Aid Office

The tools provided under the **Financial Aid Office** area of the self-service portal will allow employees on the campus to administer the web-enabled financial aid tools for the Financier system. Tools in this area include the **Student Self-Service Configuration Tool** and the **SSS Admin** tool.

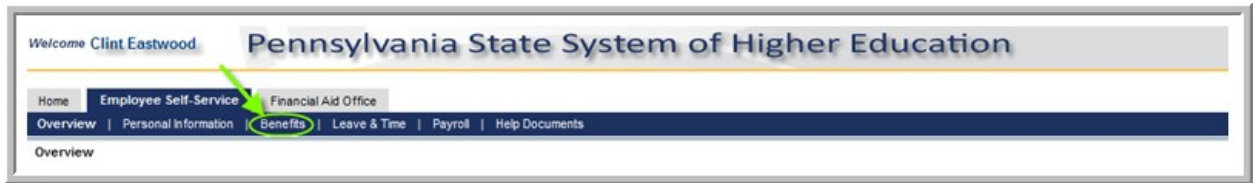
PASSHE Account Status

Password expires in: **74 days, 1 hr, 54 mins**

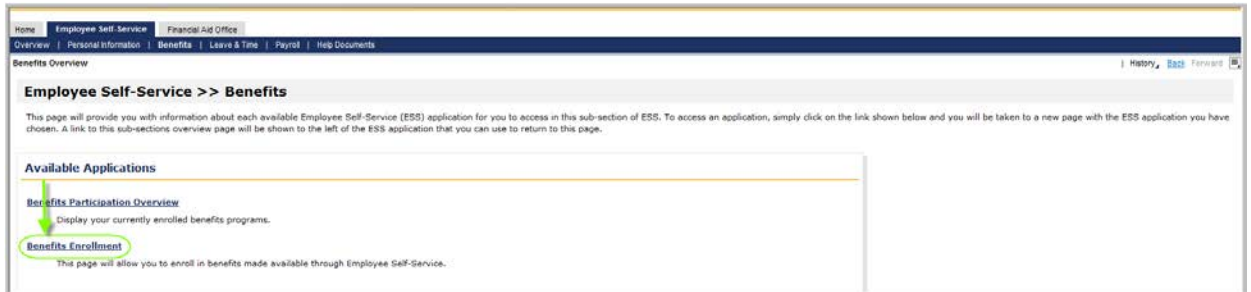
Password Last Set: 09/28/2011 10:04 AM EDT
Password Expires: 12/27/2011 10:04 AM EST

You have set up your account for Self-Service!
[Account Self-Service Portal](#)

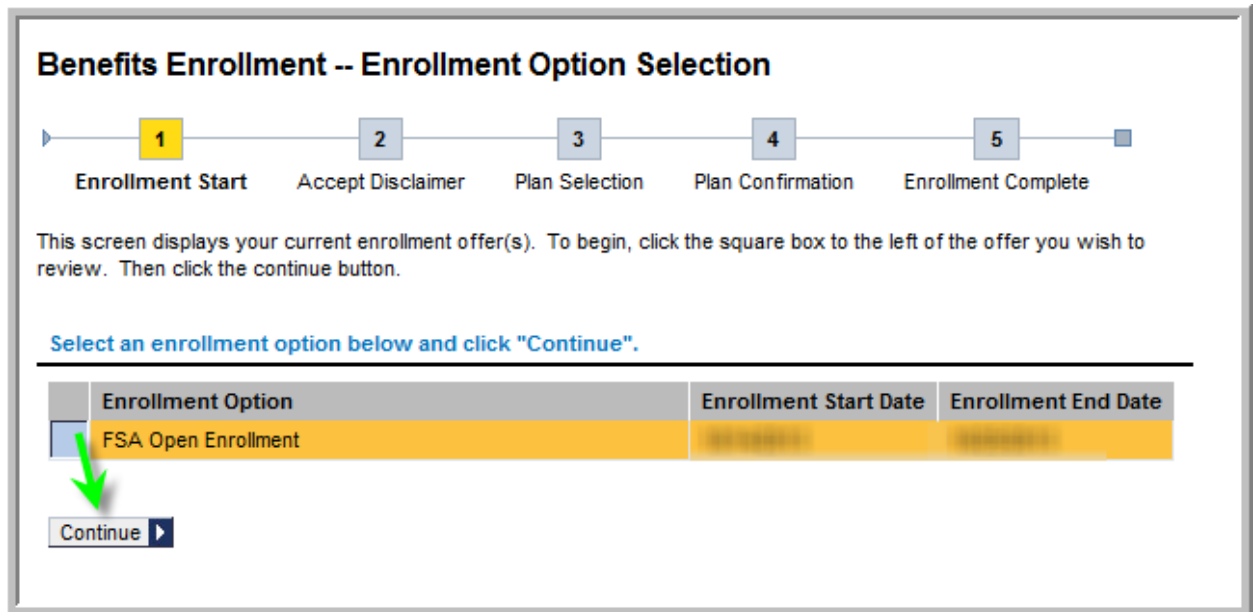
4. Select the link for *Benefits*.



5. Select the link for *Benefits Enrollment*.



6. From the *Enrollment Start* screen, click the square to highlight *FSA Open Enrollment* and then click *Continue*.



7. From the *Accept Disclaimer* screen, agree to the terms by placing a checkmark in the checkbox for *Yes, I have read and agree to the above information* and then click *Continue*.

Benefits Enrollment -- FSA Open Enrollment

1 Enrollment Start
2 Accept Disclaimer
3 Plan Selection
4 Plan Confirmation
5 Enrollment Complete

>>> I agree that my enrollments or changes are not reported or accepted until I have completed all pages of this enrollment process and received an e-mail confirmation after selecting the "Submit Enrollments" button on the last screen.

>>> I agree to retain a copy of my e-mail confirmation. In the event there is any discrepancy with my enrollment, I understand I will be required to present the email confirmation to the human resources office.

Yes, I have read and agree to the above information.

Note: Without checking the above agreement, you cannot proceed to open enrollment actions.

Your currently listed email is EWOLSZCZENSKI@PASSHE.EDU. If this address is incorrect contact your benefits office before completing your enrollment.

8. On the *Plan Selection* screen, click the square to highlight the desired plan for enrollment and then click *Enroll in Plan*.

Benefits Enrollment -- FSA Open Enrollment

1 Enrollment Start
2 Accept Disclaimer
3 Plan Selection
4 Plan Confirmation
5 Enrollment Complete

This page will display all the benefits enrollment options available to you for enrollment for the current enrollment event. As a reference, all applicable current enrollments have been displayed. To enroll in a benefit plan, simply select the option from the "Enrollment Offers" table and click the "Enroll in Plan" button. If you have already setup enrollment for next year and wish to either change or remove the enrollment, then click the "Change Enrollment" or "Remove Enrollment" buttons, respectively. If you wish to enroll for next year with the same options as you setup for the current year, if applicable, you may click the "Copy Current Enrollment to Next Year" button.

Enrollment changes will not be stored in the benefits system until you save the changes on the next page of this application. Once you are satisfied with your enrollment options, click the "Continue with Enrollment" button below to proceed to the next page of this application.

Enrollment for the current year.

You are not currently enrolled in any applicable benefit plans for this calendar year.

Enrollment offers for the next calendar year.

Plan	Plan Type	Plan Begin	Plan End	Enrolled	Annual Contrib.	Plan Information
Dependent Care Reimb Acct	FSA - Dependent	12/01/2013	12/31/2013	<input type="checkbox"/>	\$0.00	FSA - Dependent
Medical Reimbursement Acct	FSA - Medical	12/01/2013	12/31/2013	<input type="checkbox"/>	\$0.00	FSA - Medical

- 9. Users will receive a pop-up window asking for the *Annual Goal*, which is the desired total annual contribution amount. Enter the appropriate amount and select *Enroll in Plan*.

Enrollment Offer for: FSA - Dependent

Plan Name: Dependent Care Reimb Acct
Plan Type: FSA - Dependent
Enrollment Period: 10/01/2013 - 09/30/2014

Use your Dependent Care Reimbursement FSA for eligible dependent care expenses such as daycare, after school care, and elder care.

Enter the amount you would like to contribute to this plan.

Annual Goal: USD (Maximum Contribution: \$5,000.00 USD)

- 10. If an additional FSA Plan is desired, steps 8 and 9 should be repeated. If selections are complete, then click *Continue with Enrollment*.

Enrollment for the current year.

You are not currently enrolled in any applicable benefit plans for this calendar year.

Enrollment offers for the next calendar year.

Plan	Plan Type	Plan Begin	Plan End	Enrolled	Annual Contrib.	Plan Information
Dependent Care Reimb Acct	FSA - Dependent	10/01/2013	09/30/2014	<input checked="" type="checkbox"/>	\$2,400.00	FSA - Dependent
Medical Reimbursement Acct	FSA - Medical	10/01/2013	09/30/2014	<input type="checkbox"/>	\$0.00	FSA - Medical

- On the *Plan Confirmation* screen, review selections and click *Submit Enrollment* if everything is correct. If the information is not correct, click *Return to Plan Selection* and correct the errors.

Benefits Enrollment -- Review of Changes Before Submission

This page displays your final benefit elections. If you are satisfied with your selections, click "Submit Enrollment". If you would like to make changes, you may go back to the previous screen and make all relevant changes to your benefits enrollment by clicking "Return to Plan Selection".

Enrollment is not complete until you click Submit Enrollment below.

Enrollment Summary

Plan	Plan Type	Plan Begin	Plan End	Annual Contrib.	Action
Dependent Care Reimb Acct	FSA - Dependent	10/01/2013	09/30/2014	\$2,400.00	New or Updated Enrollment

Return to Plan Selection | Submit Enrollment

- At this point, enrollment(s) are complete. Users may wish to print a copy of the enrollment summary for their records by selecting *Printer Friendly Version*. If the user has an email address pre-existing in the SAP system at the time of registration, an email confirming the FSA election(s) will be sent to the employee instantaneously.

Benefits Enrollment -- Review of Changes Before Submission

Enrollment completed successfully!

Enrollment Summary

Plan	Plan Type	Plan Begin	Plan End	Annual Contrib.	Action
Dependent Care Reimb Acct	FSA - Dependent	10/01/2013	09/30/2014	\$2,400.00	New or Updated Enrollment

Your benefits enrollment options have been submitted.
 A copy of this enrollment summary has been emailed to: EWOLSZCZENSKI@PASSHE.EDU

If you would like to print a copy of this summary: [Printer Friendly Version](#)
 If you wish to see a summary of your benefits: [Show Benefits Enrollment](#)

Return to Plan Selection

NOTE: Please retain the email confirmation as your record of enrollment. If any discrepancy should arise, you will need this document as proof of enrollment.