SSHE Open Enrollment through ESS

Trigger: An employee wants to enroll or make changes to their SSHE health plan(s) during the annual open enrollment period.

**IMPORTANT:** Enrollment changes are not finalized/submitted until all 5 steps of the enrollment process have been completed.

1. From ESS, select *Benefits.*

2. Select *Benefits Enrollment.*

3.1. Enrollment Start is step 1 of the enrollment process. Click the square box to the left of PASSHE Health Open Enrollment.

3.2. Click Continue.

4. Accept Disclaimer is step 2 of the enrollment process. Users must read and agree to the disclaimer stating that enrollments or changes will not be accepted or finalized until all pages of the enrollment process have been completed. To acknowledge agreement with the disclaimer, click the checkmark box next to the text “Yes, I have read and agree to the above information.”

4.1. Verify that the email address where enrollment confirmation will be sent is correct. If the email address displayed is incorrect, contact the benefits office before completing enrollment.

4.2. Click Continue if the email is correct.
5. **Plan Selection** is step 3 of the enrollment process.

5.1. Under the **Enrollment(s) as of Today** section of the **Plan Selection** screen, users will see all current/active health enrollments.

5.2. Under the **Enrollments Offers** section of the **Plan Selection** screen, users will see any current/active enrollments that can be carried over into next year as automatically selected; such plans are indicated by a checkmark in the box under the **Selected** column. From the **Enrollment Offers** section, users can change health plans, add or drop dependents from current health plans, or choose to opt out of health coverage completely.
5.3. The next step in the process depends on whether the employee wants to continue in the same health plan or if the employee wants to change health plans.

5.3.1. **Continuing Health Plans:** To **continue** in the same health plan and make updates to dependents and/or coverage, choose the desired plan by clicking on the square to the left of the plan. (NOTE: Plans that can be continued from the previous year into the next year are indicated by the checkmark in the Selected column.)

5.3.1.1. Click **Change Selection**.

5.3.1.2. Next, skip to step 6 by **clicking here.**

5.3.2. **Changing Health Plans:** To **change** health plans and make updates to dependents and/or coverage, choose the desired plan by clicking on the square to the left of the plan. (NOTE: New plans will not have a checkmark in the Selected column.)

5.3.2.1. Click **Select Plan**.

5.3.2.2. Continue with step 6 by **clicking here.**
6. The *Selection Details* step 3a sub-screen will appear. Whether continuing with the same health plan or selecting a new health plan, the next steps are essentially the same in the enrollment process.

7. Next, proceed to the next page, *Modifying Dependent Data*, and continue from there for complete instructions. Or, choose from the following menu by clicking on the desired topic for further specific instructions based on the desired topic:

- **Modify existing dependent data**
  - Illustrates the process for making updates to dependent social security number, first name, last name, birth date, etc.

- **Add new dependents**
  - Illustrates the process for adding new dependents.

- **Enroll or drop dependents from a health plan**
  - Illustrates the process for updating dependent coverage type as well as how to add or drop dependents from a health plan.

- **Finalizing/Submitting Enrollment(s)**
  - Illustrates how to complete the final steps necessary for submitting health enrollment(s) online.
Modifying Dependent Data

1. Under *Selection Details* sub-screen 3a, locate the section *Available Dependents* and then click the *Modify* button next to the dependent for which data modification is desired.

**NOTE:** If there are more than 5 dependents listed, click the arrows up or down to scroll the list of dependents.
2. The *Modify Dependent Information* window will appear to make changes. When finished making changes, click *Save Dependent Information*.

![Modify Dependent Information](image)

**NOTE:** If a change to the disability indicator is needed, contact your benefits coordinator.

3. Repeat these steps if more modifications to dependents are needed. Otherwise, [click here to proceed with instructions for finalizing/submitting health enrollments](#).
Adding New Dependents

1. To add a new dependent not currently listed, use the Click Here to add a New Dependent link provided at the bottom of Selection Details step 3a under the Available Dependents section.

2. The Add New Dependent screen will appear. At a minimum, complete the required information as indicated by the red asterisks. When finished, click Save New Dependent Information.
NOTE: An email will immediately be sent to the employee indicating that documentation is required for the new dependent.

3. The newly added dependent will now appear in the *Available Dependents* section and default to selected for coverage as indicated by the checkmark.

   ![Available Dependents Screen](image)

   **NOTE:** Any child dependent over age 26 is ineligible for health care enrollment.

4. Repeat these steps if more modifications to dependents are needed. Otherwise, [click here to proceed with instructions for finalizing/submitting health enrollments.](#)
Enroll or drop dependents

1. First, choose the correct plan coverage from the Dependent Coverage drop-down box that will match the number and type of dependent(s) being chosen for coverage under the health plan. (HINT: Coverage descriptions are provided on the webpage for reference.)

NOTE: If Single coverage is selected, any existing dependent(s’) information will be hidden.

NOTE: If an HMO medical plan is chosen, under Plan Options, there will be two required fields for the Primary Care Physician and Physician ID. These fields will only appear and be required for an HMO medical plan election.
2. To enroll dependents, click in the Select checkbox next to the desired dependent’s name. (HINT: Click Select All to select all dependents with one click.) To remove a dependent, remove the checkmark from the Select column.

3. When finished making dependent selections, click Update Selection and Return.

NOTE: Any child dependent over age 26 is ineligible for health care enrollment.

NOTE: If an HMO medical plan was selected for enrollment, the system will automatically enroll the employee into the SSHE HIGHMARK HMO RX/Hearing plan for the same dependent coverage and number of dependents as was selected for the medical plan.
**NOTE:** If there are more than 5 dependents listed, click the arrows up or down to scroll the list of dependents.

4. When finished, continue to the [Finalizing/Submitting Enrollments](#) section below.
Finalizing/Submitting Enrollment(s)

1. When finished making all health enrollment selections along with any changes to dependent data and/or dependent coverage, click **Continue with Enrollment** from the **Plan Selection** screen step 3.

**IMPORTANT:** Enrollment changes are not finalized/submitted until all 5 steps of the enrollment process have been completed.

**NOTE:** If the number of dependents does not match between health plans, the following **WARNING** message will be displayed.
2. Under *Plan Confirmation* step 4, review the enrollment information that is about to be updated. If satisfied with the changes, click *Submit Enrollment*. To make changes to the submission, click *Return to Plan Selection*.

3. The *Enrollment Complete* step 5 screen will appear indicating enrollment has been completed successfully.

4. The enrollment process is now complete, and an email confirmation will be sent to the employee confirming the changes were made.

**IMPORTANT:** Employees must retain a copy of the confirmation email for future reference in the unlikely event an issue with enrollment occurs. (Email sample provided on the following page.)
Employee Self-Service Notification -- PASSHE Health Open Enrollment Confirmation
Do not reply <noreply@passhe.edu>

Sent: Wed 5/1/2013 11:09 AM
To: [email protected]

This is a notification message that a benefits enrollment request has been processed for your employee record through the PASSHE Employee Self-Service (ESS) system. If you wish to make changes to your enrollment, you may repeat the enrollment process again, until the enrollment period ends on 05/06/2013.

Only the changes you have made during this session are reflected on the Summary of Plan Selections. To view all of your benefits, select the "Benefits Participation Overview" under the Benefits tab.

This benefits enrollment was submitted on 05/01/2013 11:06AM.

<table>
<thead>
<tr>
<th>Plan Type</th>
<th>Plan</th>
<th>Plan Begin</th>
<th>Plan End</th>
<th>Dep. Coverage</th>
<th>Num. of Dep.</th>
<th>Cost</th>
<th>Additional Post-Tax Cost</th>
<th>Imputed Income</th>
<th>Action</th>
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<tr>
<td>Medical</td>
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<td>12/31/9999</td>
<td>Multi-Party</td>
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<td>$107.36</td>
<td>$0.00</td>
<td>$0.00</td>
<td>New or Updated Enrollment</td>
</tr>
</tbody>
</table>

All costs shown in this message are represented as bi-weekly amounts. Rates are reflective of your current Healthy U status and can change depending on your participation.

[This is a system generated email message. Do not reply to the sender.]