

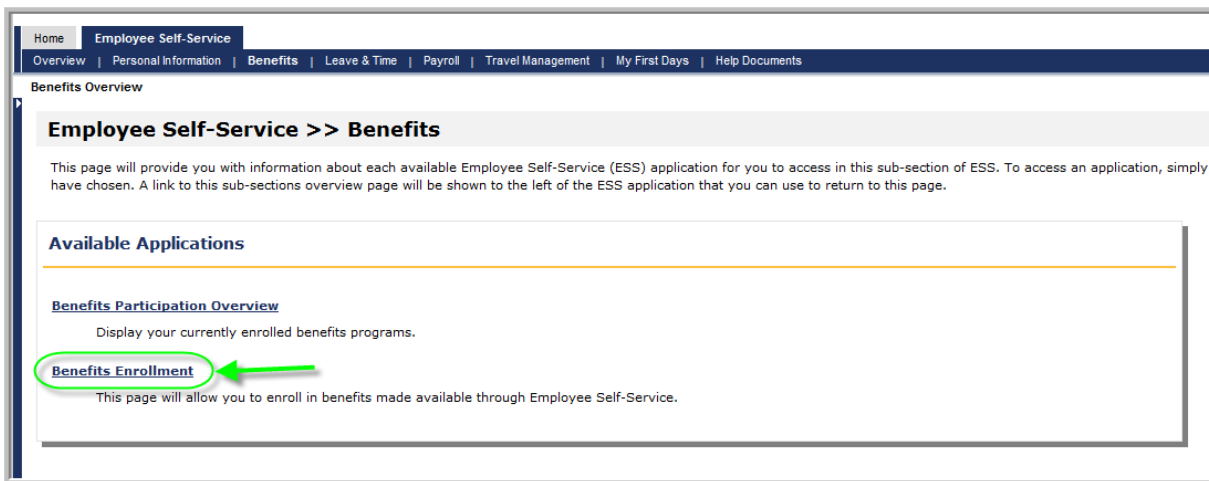
Employee and Spouse Voluntary Life Insurance Enrollment through ESS

Trigger: An employee is eligible to make changes to their Employee and/or Spouse Voluntary Group Life Insurance plan(s) during the enrollment period for the new guaranteed coverage amounts. The *Employee Voluntary Group Life Insurance* and *Spouse Voluntary Group Life Insurance* will be separate offers. You may be eligible to increase one or both depending on you previous elections. The system will only display the offer(s) that qualify for an increase in coverage to the new guaranteed amounts.

1. From ESS, select *Benefits*.



2. Select *Benefits Enrollment*.



Employee Self-Service (ESS) Screens - Benefits - Benefits Enrollment – Voluntary Life Insurance Enrollment

3. *Step 1 (Enrollment Start) Benefits Enrollment – Enrollment Option Selection* screen will display the available offers for *Voluntary Group Life Insurance Enrollment* under the *Enrollment Option* section. (Note: If the available offers for enrollment appear to be inaccurate, please contact your human resource department with questions.)

3.1. Only one enrollment can be completed at a time, so select the desired *Voluntary Group Life Insurance Enrollment* offer by clicking the square next to the appropriate plan.

3.1.1. If choosing *Employee Voluntary Group Life Insurance Enrollment*, [click here for further instructions contained in this document.](#)

3.1.2. If choosing *Spouse Voluntary Group Life Insurance Enrollment*, [click here for further instructions contained in this document.](#)

Home Employee Self-Service

Overview | Personal Information | **Benefits** | Leave & Time | Payroll | Travel Management | My First Days | Help Documents

Benefits Enrollment

Detailed Navigation

- Benefits Overview

Benefits Enrollment -- Enrollment Option Selection

1 2 3 4 5

Enrollment Start Accept Disclaimer Plan Selection Plan Confirmation Enrollment Complete

This screen displays your current enrollment offer(s). To begin, click the square box to the left of the offer you wish to review. Then click the continue button.

Select an enrollment option below and click "Continue".

| Enrollment Option | Enrollment Start Date | Enrollment End Date |
|---|-----------------------|---------------------|
| <input type="checkbox"/> Employee Voluntary Group Life Insurance Enrollment | 3/27/2013 | 4/10/2013 |
| <input type="checkbox"/> Spouse Voluntary Group Life Insurance Enrollment | 3/27/2013 | 4/10/2013 |

Continue ▶

Choose desired plan for enrollment

Employee Voluntary Group Life Insurance Enrollment**1. Step 1 (Enrollment Start) Benefits Enrollment – Enrollment Option Selection screen.**

- 1.1. Select the *Employee Voluntary Group Life Insurance Enrollment* offer by clicking the square next to the corresponding text.
- 1.2. Next, click *Continue*.

Home | Employee Self-Service

Overview | Personal Information | **Benefits** | Leave & Time | Payroll | Travel Management | My First Days | Help Documents

Benefits Enrollment

Detailed Navigation

- Benefits Overview

Benefits Enrollment -- Enrollment Option Selection

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

This screen displays your current enrollment offer(s). To begin, click the square box to the left of the offer you wish to review. Then click the continue button.

Select an enrollment option below and click "Continue".

| Enrollment Option | Enrollment Start Date | Enrollment End Date |
|---|-----------------------|---------------------|
| <input type="checkbox"/> Employee Voluntary Group Life Insurance Enrollment | 3/20/2013 | 4/3/2013 |
| <input type="checkbox"/> Spouse Voluntary Group Life Insurance Enrollment | 3/20/2013 | 4/3/2013 |

2. Step 2 (Accept Disclaimer) Benefits Enrollment – Employee Voluntary Group Life Insurance Enrollment screen will appear.

- 2.1. Read the agreement terms, which emphasize the importance of completing all pages of the enrollment process in order to receive the confirmation email. To agree to the terms, click in the check box that states “Yes, I have read and agree to the above information.”

Home | Employee Self-Service

Overview | Personal Information | **Benefits** | Leave & Time | Payroll | Travel Management | My First Days | Help Documents

Benefits Enrollment

Detailed Navigation

- Benefits Overview

Benefits Enrollment -- Employee Voluntary Group Life Insurance 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.

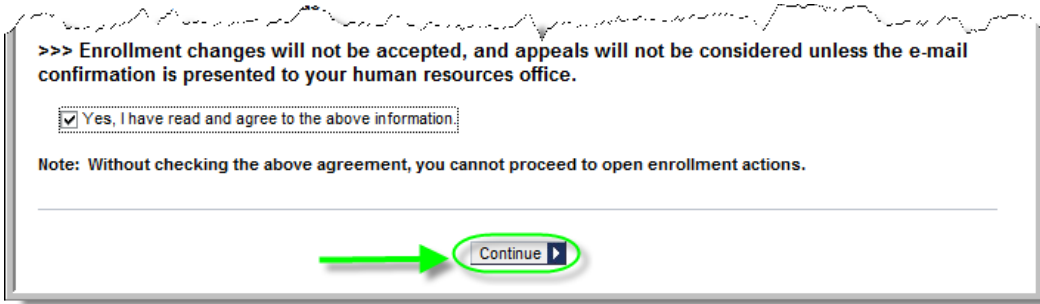
>>> Enrollment changes will not be accepted, and appeals will not be considered unless the e-mail confirmation is presented to your human resources office.

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

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

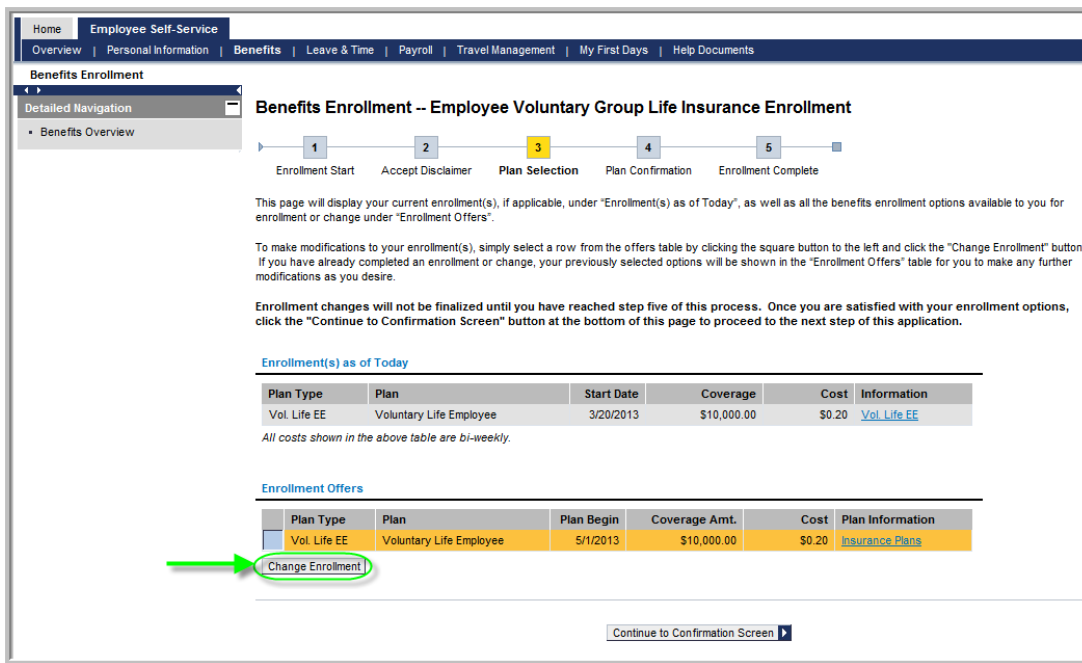
Your currently listed email is TESTEMAILADD@PASSHE.EDU. If this address is incorrect contact your benefits office before completing your enrollment.

2.2. After clicking the check box, click *Continue*.

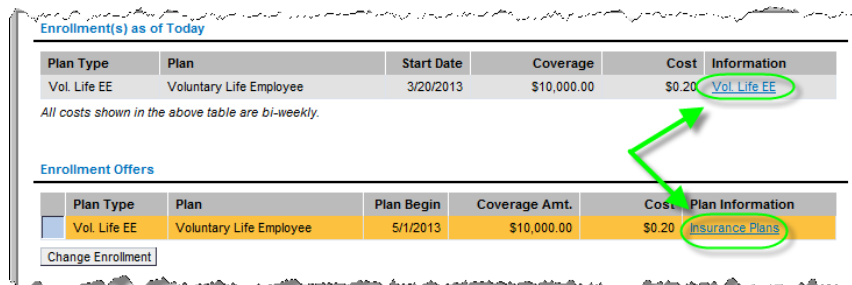


3. Step 3 (Plan Selection) Benefits Enrollment – Employee Voluntary Group Life Insurance Enrollment screen will now appear.

3.1. Click *Change Enrollment*.



NOTE: To read more information regarding Voluntary Group Life Insurance plans, users can follow either the [Vol. Life EE](#) or the [Insurance Plans](#) link as shown here:



4. The Enrollment Offer for: Vol. Life EE will appear.

4.1. Employees must enter an *Additional Units* amount between 10 and 14. (Reminder: If no additional units are desired by the employee, the employee does not need to complete the Enrollment process.)

Enrollment Offer for: Vol. Life EE

Please enter the amount of coverage you would like below.

Number of additional units must be between 10 and 14.

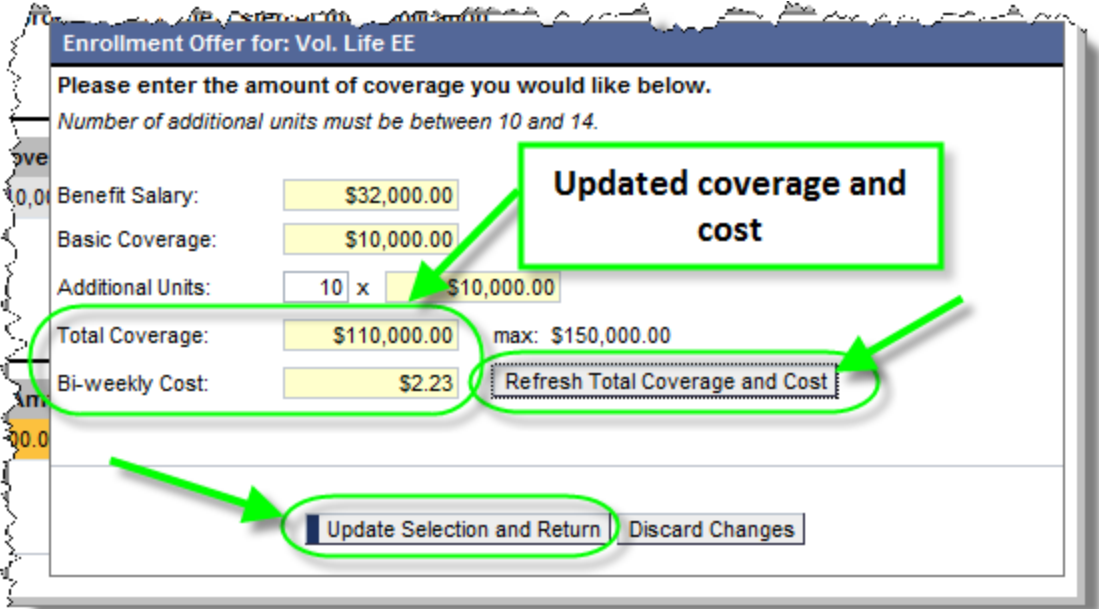
| | | |
|-----------------|-------------------|-------------------------------|
| Coverage Amount | Benefit Salary: | \$32,000.00 |
| \$10,000.00 | Basic Coverage: | \$10,000.00 |
| | Additional Units: | 10 x \$10,000.00 |
| | Total Coverage: | \$10,000.00 max: \$150,000.00 |
| | Bi-weekly Cost: | \$0.20 |

Refresh Total Coverage and Cost

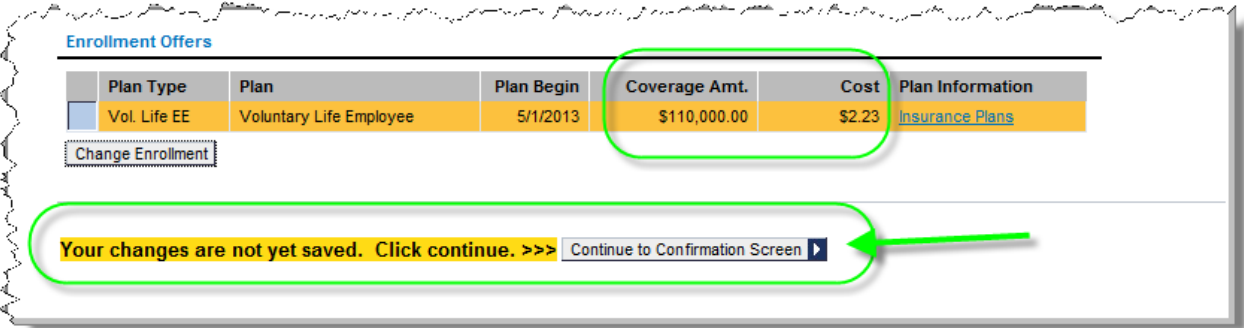
Update Selection and Return Discard Changes

4.2. Once the desired additional units have been entered, click *Refresh Total Coverage and Cost* to see the new coverage and bi-weekly cost calculations.

4.3. When satisfied with the changes, click *Update Selection and Return*.



4.4. The new Coverage Amt. and Cost columns will reflect the new amounts. Click *Continue to Confirmation Screen*.



NOTES: The following errors may occur while adding additional units to insurance coverage.

This error will occur if the user attempts to add any number of additional units less than 10 or greater than 14. To proceed, the user must enter a value between 10 and 14.

The screenshot shows a web form titled "Enrollment Offer for: Vol. Life EE". The form asks the user to enter the amount of coverage. It includes fields for "Benefit Salary" (\$32,000.00), "Basic Coverage" (\$10,000.00), and "Additional Units" (0). The "Additional Units" field is circled in green. Below it, the "Total Coverage" is \$10,000.00 (max: \$150,000.00) and the "Bi-weekly Cost" is \$0.20. A red error message "Please enter a value between 10 and 14." is displayed below the "Additional Units" field, also circled in green. At the bottom, there are buttons for "Update Selection and Return" and "Discard Changes".

This error will occur if the user attempts to submit additional units that are unchanged from the previous value. To proceed, the user must either make a change to the value or if no change is desired, the user may *Discard Changes*.

The screenshot shows the same web form as above, but with "Additional Units" set to 14. The "Additional Units" field is circled in green. The "Total Coverage" is now \$150,000.00 (max: \$150,000.00) and the "Bi-weekly Cost" is \$3.05. A red error message "You have not made a change to your coverage. Please enter a new value or click 'Discard Changes'." is displayed below the "Additional Units" field, also circled in green. At the bottom, there are buttons for "Update Selection and Return" and "Discard Changes".

This error will occur if no changes are made to the current enrollment. Remember, this enrollment process does not need to be completed unless changes to the plan are desired.

! You have not made any changes to your current enrollment. You do not need to complete open enrollment unless you plan to make changes.

5. Step 4 (Plan Confirmation) on the *Benefits Enrollment – Review of Changes Before Submission* screen will appear. The highlighted message will state *Enrollment is not complete until you click Submit Enrollment below.*

5.1. Review the amounts provided under *Enrollment Summary* one final time prior to submission.

5.2. If satisfied with the new *Bi-Weekly Cost* and *Total Coverage* amounts, click the *Submit Enrollment* button. (If changes to the amounts are desired, click the *Return to Plan Selection* button and repeat steps [3.1 through 5.1](#) in the [Employee Voluntary Group Life Insurance Enrollment section](#).)

Benefits Enrollment -- Review of Changes Before Submission

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

This page displays your final benefit elections. If you are satisfied with your selection, 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.

Enrollment is not complete until you click Submit Enrollment below.

Enrollment Summary

| Plan | Plan Type | Plan Begin | Bi-Weekly Cost | Total Coverage | Action |
|-------------------------|--------------|------------|----------------|----------------|---------------------------|
| Voluntary Life Employee | Vol. Life EE | 05/01/2013 | \$2.23 | \$110,000.00 | Change to Coverage Amount |

Return to Plan Selection Submit Enrollment

6. Step 5 (*Enrollment Complete*) on the *Benefits Enrollment – Review of Changes Before Submission* screen will appear. The message will now state *Enrollment completed successfully!*

6.1. You MUST receive an email confirmation at the email address indicated within the confirmation page. **THIS IS YOUR PROOF OF ENROLLMENT.**

6.2. The user may now execute any of the following actions:

6.2.1. If you desire, print a copy of the enrollment confirmation/summary by clicking *Printer Friendly Version*.

6.2.2. Display all current employee benefits enrollment by clicking *Show Benefits Enrollment*.

6.2.3. Return to *Step 3 (Plan Selection)* by clicking *Return to Plan Selection*. This will only allow employees to increase the total insurance coverage amount, if you have not selected the maximum amount allowed. All requests to decrease coverage amounts must be directed to the employee benefits office.

6.2.4. Return to *Step 1 (Enrollment Start)* to complete the *Spouse Voluntary Group Life Insurance Enrollment* if applicable.

6.2.5. Log out of ESS by clicking the *Log Out* link located in the upper right-hand corner of the web page.

Benefits Enrollment -- Review of Changes Before Submission

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

Enrollment completed successfully!

Enrollment Summary

| Plan | Plan Type | Plan Begin | Bi-Weekly Cost | Total Coverage | Action |
|-------------------------|--------------|------------|----------------|----------------|---------------------------|
| Voluntary Life Employee | Vol. Life EE | 05/01/2013 | \$2.23 | \$110,000.00 | Change to Coverage Amount |

Your benefits enrollment options have been submitted.

A copy of this enrollment summary has been emailed to: EWOLSZCZENSKI@PASSHE.EDU

If you wish to begin another available open enrollment event, click the "Return to Start Page" button.

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](#) [Return to Start Page](#)

Employee Self-Service (ESS) Screens - Benefits - Benefits Enrollment – Voluntary Life Insurance Enrollment

Note: Employees should receive an email similar to the one shown here once the enrollment process has been completed. It is very important to maintain this email record as proof of the enrollment process completion.

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 04/03/2013.

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 03/21/2013 10:40AM.

| Plan | Plan Type | Plan Begin | Bi-Weekly Cost | Coverage | Action |
|-------------------------|--------------|------------|----------------|--------------|---------------------------|
| Voluntary Life Employee | Vol. Life EE | 05/01/2013 | \$2.23 | \$110,000.00 | Change to Coverage Amount |

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

Spouse Voluntary Group Life Insurance Enrollment**1. Step 1 (Enrollment Start) Benefits Enrollment – Enrollment Option Selection screen.**

1.1. Select the *Spouse Voluntary Group Life Insurance Enrollment* offer by clicking the square next to the corresponding text.

1.2. Next, click *Continue*.

Home | Employee Self-Service

Overview | Personal Information | Benefits | Leave & Time | Payroll | Travel Management | My First Days | Help Documents

Benefits Enrollment

Detailed Navigation

- Benefits Overview

Benefits Enrollment -- Enrollment Option Selection

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

This screen displays your current enrollment offer(s). To begin, click the square box to the left of the offer you wish to review. Then click the continue button.

Select an enrollment option below and click "Continue".

| Enrollment Option | Enrollment Start Date | Enrollment End Date |
|--|-----------------------|---------------------|
| Employee Voluntary Group Life Insurance Enrollment | 3/20/2013 | 4/3/2013 |
| Spouse Voluntary Group Life Insurance Enrollment | 3/20/2013 | 4/3/2013 |

Click to choose plan for enrollment

Continue

2. Step 2 (Accept Disclaimer) Benefits Enrollment – Employee Voluntary Group Life Insurance Enrollment screen will appear.

2.1. Read the agreement terms, which emphasize the importance of completing all pages of the enrollment process in order to receive the confirmation email. To agree to the terms, click in the check box that states “Yes, I have read and agree to the above information.”

Home | Employee Self-Service

Overview | Personal Information | Benefits | Leave & Time | Payroll | Travel Management | My First Days | Help Documents

Benefits Enrollment

Detailed Navigation

- Benefits Overview

Benefits Enrollment -- Employee Voluntary Group Life Insurance 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.

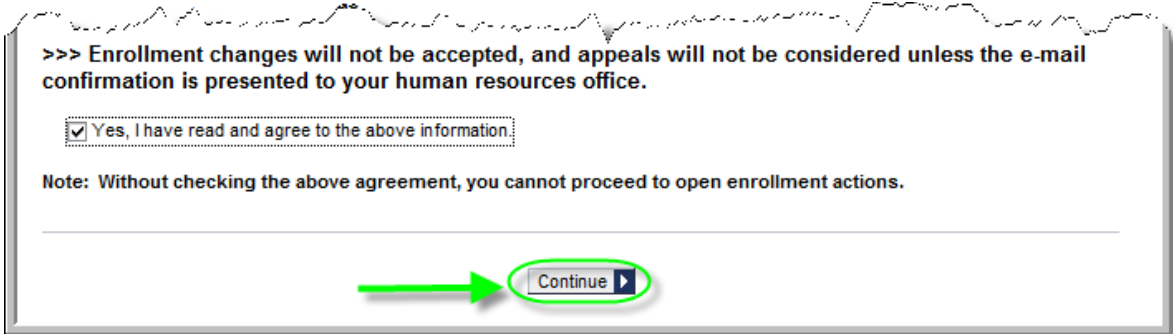
>>> Enrollment changes will not be accepted, and appeals will not be considered unless the e-mail confirmation is presented to your human resources office.

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

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

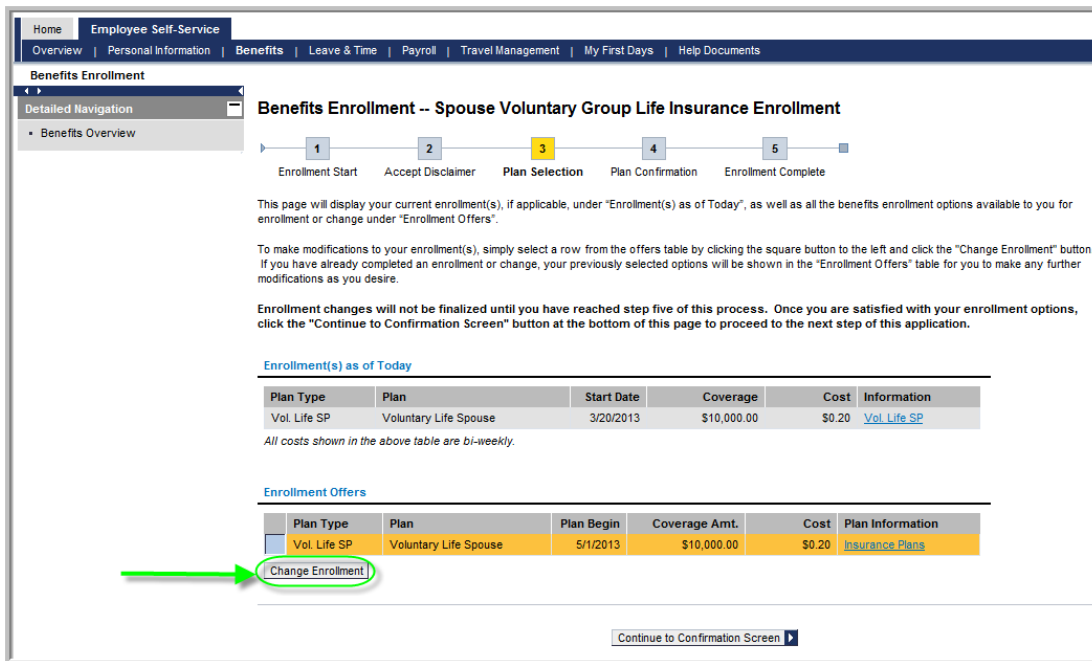
Your currently listed email is TESTEMAILADD@PASSHE.EDU. If this address is incorrect contact your benefits office before completing your enrollment.

2.2. After clicking the check box, click *Continue*.

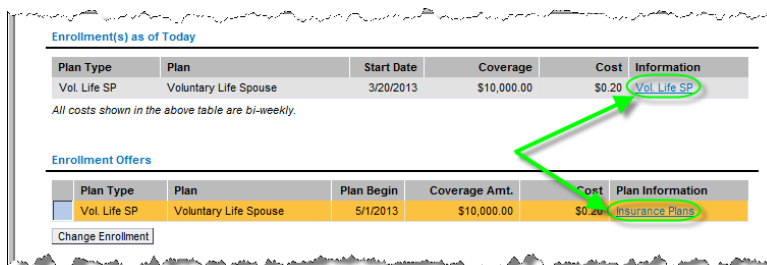


3. Step 3 (Plan Selection) Benefits Enrollment – Spouse Voluntary Group Life Insurance Enrollment screen will now appear.

3.1. Click *Change Enrollment*.

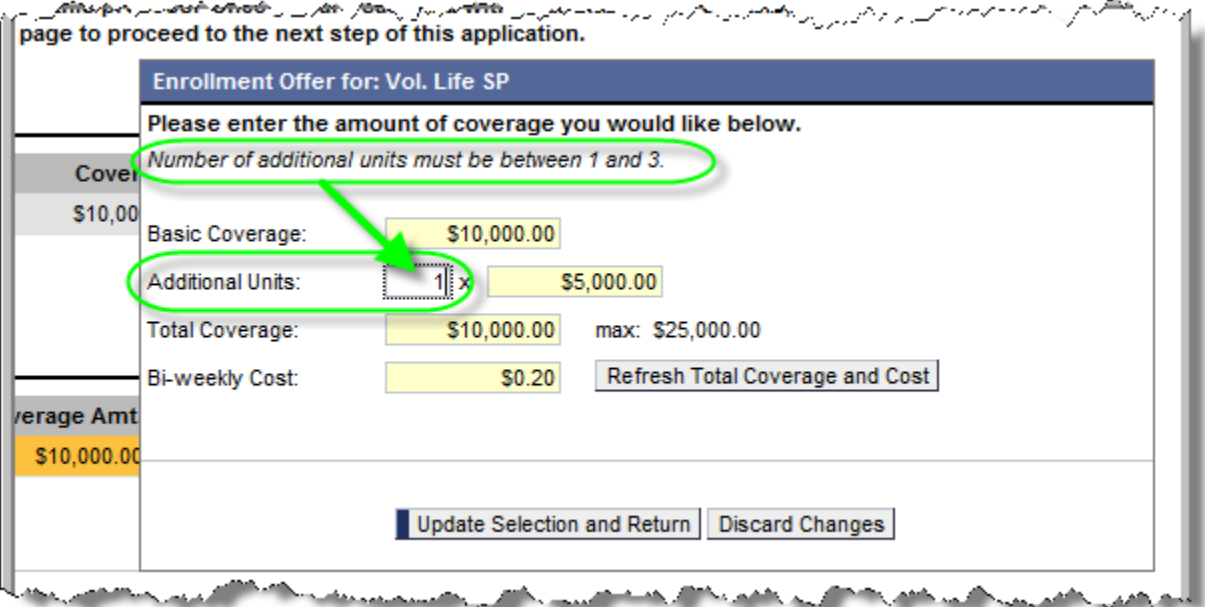


NOTE: To read more information regarding Voluntary Group Life Insurance plans, users can follow either the [Vol. Life SP](#) or the [Insurance Plans](#) link as shown here:



4. The Enrollment Offer for: Vol. Life SP will appear.

4.1. Employees must enter an *Additional Units* amount between 1 and 3 for his or her spouse. (Reminder: If no additional units are desired for the spouse, the employee does not need to complete the Enrollment process for the spouse.)



4.2. Once the desired additional units have been entered, click *Refresh Total Coverage and Cost* to see the new coverage and bi-weekly cost calculations.

4.3. When satisfied with the changes, click *Update Selection and Return*.

proceed to the next step of this application.

Enrollment Offer for: Vol. Life SP

Please enter the amount of coverage you would like below.
 Number of additional units must be between 1 and 3.

Basic Coverage:

Additional Units: x

Total Coverage: max: \$25,000.00

Bi-weekly Cost:

4.4. The new *Coverage Amt.* and *Cost* columns will reflect the new amounts. Click *Continue to Confirmation Screen*.

Enrollment Offers

| Plan Type | Plan | Plan Begin | Coverage Amt. | Cost | Plan Information |
|--------------|-----------------------|------------|---------------|--------|---------------------------------|
| Vol. Life SP | Voluntary Life Spouse | 5/1/2013 | \$15,000.00 | \$0.30 | Insurance Plans |

Your changes are not yet saved. Click continue. >>>

NOTES: The following errors may occur while adding additional units to insurance coverage.

This error will occur if the user attempts to add any number of additional units less than 1 or greater than 3. To proceed, the user must enter a value between 1 and 3.

This process. Once you are satisfied with your enrollment options, please proceed to the next step of this application.

Enrollment Offer for: Vol. Life SP

Please enter the amount of coverage you would like below.
Number of additional units must be between 1 and 3.

| | | | |
|----------|-------------------|-------------|---|
| Coverage | Basic Coverage: | \$10,000.00 | |
| \$10,000 | Additional Units: | 0 | \$5,000.00 |
| | Total Coverage: | \$15,000.00 | max: \$25,000.00 |
| | Bi-weekly Cost: | \$0.30 | Refresh Total Coverage and Cost |

Please enter a value between 1 and 3.

[Update Selection and Return](#) [Discard Changes](#)

This error will occur if the user attempts to submit additional units that are unchanged from the previous value. To proceed, the user must either make a change to the value or if no change is desired, the user may *Discard Changes*.

Please proceed to the next step of this application.

Enrollment Offer for: Vol. Life SP

Please enter the amount of coverage you would like below.
Number of additional units must be between 1 and 3.

| | | | |
|----------|-------------------|-------------|---|
| Coverage | Basic Coverage: | \$10,000.00 | |
| \$10,000 | Additional Units: | 1 | \$5,000.00 |
| | Total Coverage: | \$15,000.00 | max: \$25,000.00 |
| | Bi-weekly Cost: | \$0.30 | Refresh Total Coverage and Cost |

You have not made a change to your coverage. Please enter a new value or click "Discard Changes".

[Update Selection and Return](#) [Discard Changes](#)

This error will occur if no changes are made to the current enrollment. Remember, this enrollment process does not need to be completed unless changes to the plan are desired.

! You have not made any changes to your current enrollment. You do not need to complete open enrollment unless you plan to make changes.

5. Step 4 (Plan Confirmation) on the *Benefits Enrollment – Review of Changes Before Submission* screen will appear. The highlighted message will state *Enrollment is not complete until you click Submit Enrollment below.*

5.1. Review the amounts provided under *Enrollment Summary* one final time prior to submission.

5.2. If satisfied with the new *Bi-Weekly Cost* and *Total Coverage* amounts, click the *Submit Enrollment* button. (If changes to the amounts are desired, click the *Return to Plan Selection* button and repeat steps [3.1 through 5.1 in the Spouse Voluntary Group Life Insurance Enrollment section.](#))

Benefits Enrollment -- Review of Changes Before Submission

1

2

3

4

5

Enrollment Start

Accept Disclaimer

Plan Selection

Plan Confirmation

Enrollment Complete

This page displays your final benefit elections. If you are satisfied with your selection, 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.

Enrollment is not complete until you click Submit Enrollment below.

Enrollment Summary

| Plan | Plan Type | Plan Begin | Bi-Weekly Cost | Total Coverage | Action |
|-----------------------|--------------|------------|----------------|----------------|---------------------------|
| Voluntary Life Spouse | Vol. Life SP | 05/01/2013 | \$0.30 | \$15,000.00 | Change to Coverage Amount |

Return to Plan Selection
Submit Enrollment

Employee Self-Service (ESS) Screens - Benefits - Benefits Enrollment – Voluntary Life Insurance Enrollment

6. Step 5 (*Enrollment Complete*) on the *Benefits Enrollment – Review of Changes Before Submission* screen will appear. The message will now state *Enrollment completed successfully!*

6.1. You MUST receive an email confirmation at the email address indicated within the confirmation page. **THIS IS PROOF OF ENROLLMENT.**

6.2. The user may now execute any of the following actions:

6.2.1. Print a copy of the enrollment confirmation/summary by clicking *Printer Friendly Version*.

6.2.2. Display all current employee benefits enrollment by clicking *Show Benefits Enrollment*.

6.2.3. Return to Step 3 (*Plan Selection*) by clicking *Return to Plan Selection*. This will only allow employees to increase the total insurance coverage amount. All requests to decrease coverage amounts must be directed to the employee benefits office.

6.2.4. Return to Step 1 (*Enrollment Start*) to complete the *Employee Voluntary Group Life Insurance Enrollment* if applicable.

6.2.5. Log out of ESS by clicking the *Log Out* link located in the upper right-hand corner of the web page.

Benefits Enrollment -- Review of Changes Before Submission

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

Enrollment completed successfully!

Enrollment Summary

| Plan | Plan Type | Plan Begin | Bi-Weekly Cost | Total Coverage | Action |
|-----------------------|--------------|------------|----------------|----------------|---------------------------|
| Voluntary Life Spouse | Vol. Life SP | 05/01/2013 | \$0.30 | \$15,000.00 | Change to Coverage Amount |

Your benefits enrollment options have been submitted.

A copy of this enrollment summary has been emailed to: EWOLSZCZENSKI@PASSHE.EDU

If you wish to begin another available open enrollment event, click the "Return to Start Page" button.

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](#) [Return to Start Page](#)

Employee Self-Service (ESS) Screens - Benefits - Benefits Enrollment – Voluntary Life Insurance Enrollment

Note: Employees should receive an email similar to the one shown here once the enrollment process has been completed. It is very important to maintain this email record as proof of the enrollment process completion.

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 04/03/2013.

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 03/21/2013 01:57PM.

| Plan | Plan Type | Plan Begin | Bi-Weekly Cost | Coverage | Action |
|-----------------------|--------------|------------|----------------|-------------|---------------------------|
| Voluntary Life Spouse | Vol. Life SP | 05/01/2013 | \$0.30 | \$15,000.00 | Change to Coverage Amount |

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