Open Enrollment

Open Enrollment is an annual event during which you may elect or make changes to your medical insurance, dental insurance, life insurance, flexible spending accounts and optional eyewear plan for the upcoming plan year.

At this time, employees should review their benefit elections and educate themselves on the open enrollment process and any plan changes.

Open Enrollment Webcast Event:
Wednesday, November 6, 2019 beginning at 9:00 a.m.
URL: https://connect.extension.iastate.edu/benefits

More information can be found on the Open Enrollment Period webpage.

Effective Dates for Changes Made During Open Enrollment Period:
January 1 - medical/prescription drug, dental insurance, eyewear plan, health care flexible spending account or dependent care assistance program.
January 1 or upon Principal approval – life insurance.
Before you start, you may wish to review your current benefit elections:

- To review your current elections, Click on the Benefits icon from your Home screen
- Click on View Benefit Elections
- The system will display a summary of all the Benefit plans in which you are currently enrolled in as of *today’s date (*system date)
- To return the Home Screen, Click the ISU icon in the top left corner
Open Enrollment Steps:

• On your landing page, in the center of the screen under the *Announcements* section, click to read the 2020 Open Enrollment Welcome message & instructions
• Once reviewed, click hyperlink *Benefits Open Enrollment*. You can also launch your open enrollment event through your Inbox
Steps:

- The link or Inbox task will bring you to your 2020 Enrollment Event
- Click the Continue button to begin or review your enrollment

**Employee Benefits Open Enrollment Selection**

**ISU 2020 Open Enrollment - All Employees 2020**

Submit Elections By: **5 PM, FRIDAY 11/22/2019**

Status: In Progress

Continue
**HCM: Electing or Changing Benefits During Open Enrollment**

**Steps:**

- You will see a summary of all the Benefit Plans in which you are **Eligible**
- All of the plans have been grouped together by Coverage Type:
  - Health Care and Accounts (Medical, Dental, Vision & FSA) & Insurance (Life & Disability)

### Health Care and Accounts

- **Medical**
  - Waived
  - Enroll

- **Dental**
  - Waived
  - Enroll

- **Eyewear Discount Program**
  - Waived
  - Enroll

- **Health Care Spending Account**
  - Waived
  - Enroll

- **Dependent Care Assistance Program**
  - Waived
  - Enroll

### Insurance

- **Group Term Life Basic Life and AD&D Insurance**
  - Waived
  - Enroll

- **Voluntary Term Life and AD&D Insurance**
  - Waived
  - Enroll

- **Dependent Term Life Insurance**
  - Waived
  - Enroll

- **Long Term Disability**
  - Waived
  - Enroll
Steps:

- Under each section or tile, you have the option to either **MANAGE** or **ENROLL**
  - **MANAGE** - This means you are currently participating in that benefit plan & have the option to make changes at this time
  - **ENROLL** - This means you are **NOT** currently participating in that benefit plan & have previously **Waived** coverage. You now have the option to *Enroll at this time without a qualifying Life Event such as Marriage or Birth of a Child

*Note* – **Certain Life & Disability plans will require proof of good health if previously waived & ALL FSA (Medical & DCAP) plans will Require a new election for each Benefit Plan Year**
HCM: Electing or Changing Benefits During Open Enrollment

Steps:

- After selecting Manage or Enroll, the section will open to display the Plans Available for that coverage type
- Additional instructions will appear on-screen with helpful information and or links
- As you make your elections, a projected total cost per pay check will accumulate in the top right corner

Steps:

- Click the Confirm and Continue button
- For any plans that require Dependent information, the screen will automatically open
Steps:

• After you Click the button for each of your elections, you will receive the following confirmation message at the top of the screen:

  Your Medical changes have been updated, but not submitted

  Next steps: Update another plan, or click Review and Sign once you’re ready to submit your changes.

• Once you have made all of your election changes, Click the button at the bottom of the screen.

• You MUST click the final button to finalize your elections.

Important Notes:
• You can submit elections as many times as you want up until the 5PM 11/22 deadline.
• The last changes submitted by the deadline will be final.
• 2019 Health Care Spending Account & Dependent Care Assistance Program elections will not carry over to 2020. You must elect these within Open Enrollment for 2020.
Steps:

- The View Summary screen will appear with a summary of all of your 2020 Benefit Plan Elections. If everything is correct, Click the Submit button

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**View Summary**

2020 Open Enrollment - All Employees for Aimee Underwood

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**Selected Benefits**

<table>
<thead>
<tr>
<th>Plan</th>
<th>Coverage Begin Date</th>
<th>Deduction Begin Date</th>
<th>Coverage</th>
<th>Dependents</th>
<th>Beneficiaries</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical</td>
<td>03/21/2019</td>
<td>03/21/2019</td>
<td>Yourself + Child(ren)</td>
<td>Gillian Underwood</td>
<td></td>
<td>$46.00</td>
</tr>
<tr>
<td>Wellmark HMO Blue/PPO</td>
<td>03/21/2019</td>
<td>03/21/2019</td>
<td>Yourself Only</td>
<td></td>
<td>Included</td>
<td></td>
</tr>
<tr>
<td>Dental</td>
<td>03/21/2019</td>
<td>03/21/2019</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Delta Dental DPO Basic Dental</td>
<td>01/01/2020</td>
<td>12/31/2019</td>
<td>Yourself + Child(ren)</td>
<td>Gillian Underwood</td>
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<td>$15.73</td>
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<tr>
<td>Eyewear Discount Program</td>
<td>01/01/2020</td>
<td>12/31/2019</td>
<td></td>
<td></td>
<td>Included</td>
<td></td>
</tr>
<tr>
<td>Vision Stock</td>
<td>01/01/2020</td>
<td>12/31/2019</td>
<td></td>
<td></td>
<td>Included</td>
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</tr>
<tr>
<td>HealthCare Spending Account</td>
<td>01/01/2020</td>
<td>12/31/2019</td>
<td>$5,000.00 Annual</td>
<td></td>
<td></td>
<td>$83.88</td>
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<tr>
<td>ASFlex</td>
<td>01/01/2020</td>
<td>01/01/2020</td>
<td>2 X Salary</td>
<td></td>
<td>Included</td>
<td></td>
</tr>
<tr>
<td>Group Term Life Basic Life and ASHD Insurance</td>
<td>01/01/2020</td>
<td>01/01/2020</td>
<td></td>
<td></td>
<td>Included</td>
<td></td>
</tr>
<tr>
<td>Principal Financial Group (Employee)</td>
<td>03/21/2019</td>
<td>03/21/2019</td>
<td>40% of Salary</td>
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<tr>
<td>Long Term Disability</td>
<td>03/21/2019</td>
<td>03/21/2019</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Waived Benefits**

- Dependent Care Assistance Program
- Voluntary Term Life and A&H Insurance
- Dependent Term Life Insurance

**Messages**

- You must submit evidence of insurability for the 2 X Salary election. Your election will be reduced to $0 until evidence of insurability is received and approved. Your election will be waived if you are denied coverage.

**Total Benefits Cost**

- Company Contribution
  - Employee Cost: $1,68.88
  - Net Cost: $1,68.88

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Submit  Save for Later  Cancel
Steps:

• The Submitted screen will appear to indicate that your elections have been submitted and your enrollment is complete!
• You may then click on the “View 2020 Benefits Statement” to print a copy of your 2020 elections