



2019 Open Enrollment Step – by - Step

To process any Open Enrollment changes visit:


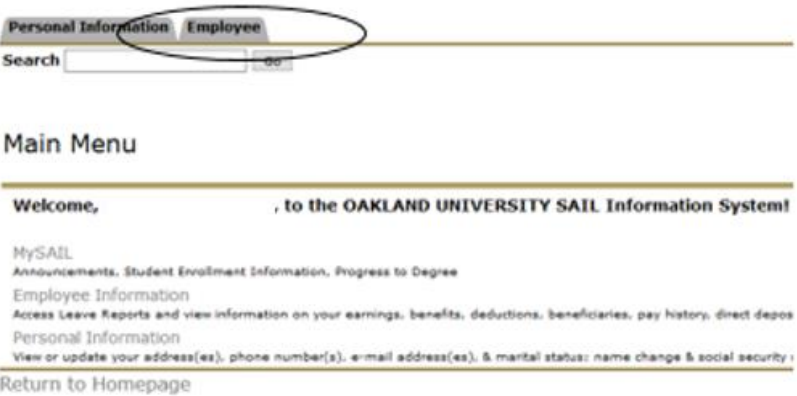
- <http://www.oakland.edu/uhr> and select **OPEN ENROLLMENT Benefit Selections**.

Online Open Enrollment is easy as 1, 2, 3

1. Complete your benefit selections- medical, dental, vision, and miscellaneous.
2. Review, update, and add/terminate all of your dependents and beneficiaries.
3. Attach dependents (including yourself!) to your benefit selections if you are making any changes.

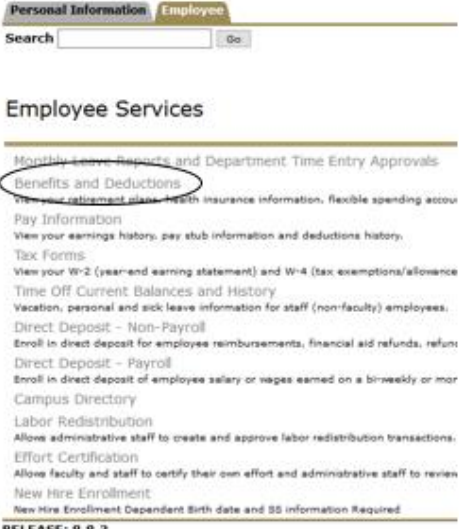

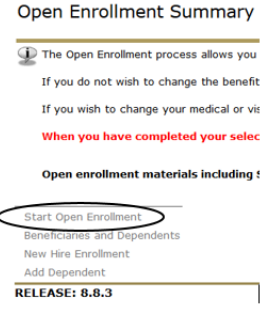
**OPEN ENROLLMENT
BENEFIT SELECTIONS**

1: COMPLETE YOUR BENEFIT SELECTIONS – MEDICAL, DENTAL, VISION AND MISCELLANEOUS

 <p>OPEN ENROLLMENT BENEFIT SELECTIONS</p> <p>Login To Secure Area MySAIL Reset SAIL Pin Banner — Unlock Account/Password Reset Alumni & Friends Apply for Admissions Campus Directory Class Schedule Search Course Catalog eBill Student Bill and Payment Financial Aid and Student Employment Transcript Requests Give a Gift to Oakland University Oakland University Homepage Office of the Registrar Home Page Webmail & OU email account Proxy Login</p> <p>RELEASE: 8.8.3</p> <p>NetID (or Grizzly ID): <input type="text"/> NetID Password (or Grizzly PIN): <input type="password"/></p>	<ul style="list-style-type: none"> - From the UHR website, http://www.oakland.edu/uhr, select OPEN ENROLLMENT Benefit Selections from the right-hand side of the screen. - Select 'Login To Secure Area' - Enter your NetID and NetID Password.
 <p>Personal Information Employee</p> <p>Search <input type="text"/></p> <p>Main Menu</p> <p>Welcome, _____, to the OAKLAND UNIVERSITY SAIL Information System!</p> <p>MySAIL Announcements, Student Enrollment Information, Progress to Degree Employee Information Access Leave Reports and view information on your earnings, benefits, deductions, beneficiaries, pay history, direct deposit Personal Information View or update your address(es), phone number(s), e-mail address(es), & marital status; name change & social security</p> <p>Return to Homepage</p>	<ul style="list-style-type: none"> - The SAIL Main Menu appears. Select the EMPLOYEE tab (or <i>Employee Information</i> from the Main Menu)



2019 Open Enrollment Step – by - Step

 <p>Personal Information Employee</p> <p>Search <input type="text"/> Go</p> <h3>Employee Services</h3> <hr/> <p>Monthly Leave Reports and Department Time Entry Approvals</p> <p>Benefits and Deductions</p> <p>View your retirement plans, Health insurance information, flexible spending account</p> <p>Pay Information</p> <p>View your earnings history, pay stub information and deductions history.</p> <p>Tax Forms</p> <p>View your W-2 (year-end earning statement) and W-4 (tax exemptions/allowance)</p> <p>Time Off Current Balances and History</p> <p>Vacation, personal and sick leave information for staff (non-faculty) employees.</p> <p>Direct Deposit – Non-Payroll</p> <p>Enroll in direct deposit for employee reimbursements, financial aid refunds, refund</p> <p>Direct Deposit – Payroll</p> <p>Enroll in direct deposit of employee salary or wages earned on a bi-weekly or more</p> <p>Campus Directory</p> <p>Labor Redistribution</p> <p>Allows administrative staff to create and approve labor redistribution transactions.</p> <p>Effort Certification</p> <p>Allow faculty and staff to certify their own effort and administrative staff to review</p> <p>New Hire Enrollment</p> <p>New Hire Enrollment Dependent Birth date and SS information Required</p> <hr/> <p>RELEASE: 8.8.3</p>	<p>- The Employee Services Menu appears. Select Benefits and Deductions.</p>
 <p>Personal Information Employee</p> <p>Search <input type="text"/> Go</p> <h3>Benefits & Deductions</h3> <hr/> <p>Health Insurance</p> <p>Additional Benefits</p> <p>Open Enrollment</p> <p>Beneficiaries and Dependents</p> <p>Benefit Statement</p> <p>New Hire Enrollment</p> <hr/> <p>RELEASE: 8.8.3</p>	<p>- Then select Open Enrollment.</p>
 <h3>Open Enrollment Summary</h3> <hr/> <p> The Open Enrollment process allows you</p> <p>If you do not wish to change the benefit</p> <p>If you wish to change your medical or vis</p> <p>When you have completed your selection</p> <p>Open enrollment materials including :</p> <p>Start Open Enrollment</p> <p>Beneficiaries and Dependents</p> <p>New Hire Enrollment</p> <p>Add Dependent</p> <hr/> <p>RELEASE: 8.8.3</p>	<p>- Finally, select Start Open Enrollment to begin the open enrollment process.</p>



2019 Open Enrollment Step – by - Step

<div style="border: 1px solid black; padding: 5px;"> <p>Open Enrollment Start Date: Oct 26, 2018 Open Enrollment End Date: Nov 09, 2018 Benefits Effective Date: Jan 01, 2019</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="text-align: left;">Group</th> <th style="text-align: left;">Benefits Status</th> </tr> </thead> <tbody> <tr> <td>Health</td> <td>No choices made in this group.</td> </tr> <tr> <td>Miscellaneous</td> <td>No choices made in this group.</td> </tr> </tbody> </table> <p style="text-align: center; margin-top: 5px;"> <input type="button" value="Start Open Enrollment"/> </p> </div>	Group	Benefits Status	Health	No choices made in this group.	Miscellaneous	No choices made in this group.	<ul style="list-style-type: none"> - The Open Enrollment Summary screen will appear. - Select 'Start Open Enrollment' to start making your benefit selections for the upcoming benefits year.
Group	Benefits Status						
Health	No choices made in this group.						
Miscellaneous	No choices made in this group.						
<div style="border: 1px solid black; padding: 5px;"> <p>Open Enrollment Start Date: Oct 26, 2018 Open Enrollment End Date: Nov 09, 2018 Benefits Effective Date: Jan 01, 2019</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="text-align: left;">Group</th> <th style="text-align: left;">Benefits Status</th> </tr> </thead> <tbody> <tr> <td>Health</td> <td>Priority Health will be continued into the new year. BC/BS Vision will be continued into the new year. Delta Dental will be continued into the new year.</td> </tr> <tr> <td>Miscellaneous</td> <td>Accidental Death and Dismemberment Employee and Family will be continued into the new year.</td> </tr> </tbody> </table> <p style="margin-top: 5px;"> <input type="button" value="Complete"/> <input type="button" value="Restart"/> <input type="button" value="Cancel"/> <input type="button" value="Calculate Cost"/> </p> </div>	Group	Benefits Status	Health	Priority Health will be continued into the new year. BC/BS Vision will be continued into the new year. Delta Dental will be continued into the new year.	Miscellaneous	Accidental Death and Dismemberment Employee and Family will be continued into the new year.	<ul style="list-style-type: none"> - If you are making a medical, dental or vision change, you will need to terminate your 2018 selection and then add your new 2019 selection. - Select Health underneath the Group column to make changes to your health benefits (medical, dental, vision) - Select Miscellaneous to add/change other benefit options (Flexible Spending, Prepaid Legal, InfoArmor, etc.)
Group	Benefits Status						
Health	Priority Health will be continued into the new year. BC/BS Vision will be continued into the new year. Delta Dental will be continued into the new year.						
Miscellaneous	Accidental Death and Dismemberment Employee and Family will be continued into the new year.						
<div style="border: 1px solid black; padding: 5px;"> <p>Health Group</p> <p>Blue Care Network This benefit deduction cannot be selected as you have selected the following: Priority Health</p> <p>Community Blue PPO B This benefit deduction cannot be selected as you have selected the following: Priority Health</p> <p>Waived Medical Coverage This benefit deduction cannot be selected as you have selected the following: Priority Health</p> <p>Priority Health You have asked to continue this benefit into the new year</p> <p style="text-align: right; margin-right: 20px;">Plan C - Family Coverage</p> <p>Priority Health Choice Buy Up Union This benefit deduction cannot be selected as you have selected the following: Priority Health</p> <p>BC/BS Vision You have asked to continue this benefit into the new year</p> <p style="text-align: right; margin-right: 20px;">Plan C - Family Coverage</p> <p>Davis Vision This benefit deduction cannot be selected as you have selected the following: BC/BS Vision</p> <p>Delta Dental You have asked to continue this benefit into the new year</p> <p style="text-align: right; margin-right: 20px;">Plan C - Family</p> </div>	<ul style="list-style-type: none"> - To make changes, first select the name of the Health Group you wish to terminate. It should appear as light gray on your screen. 						

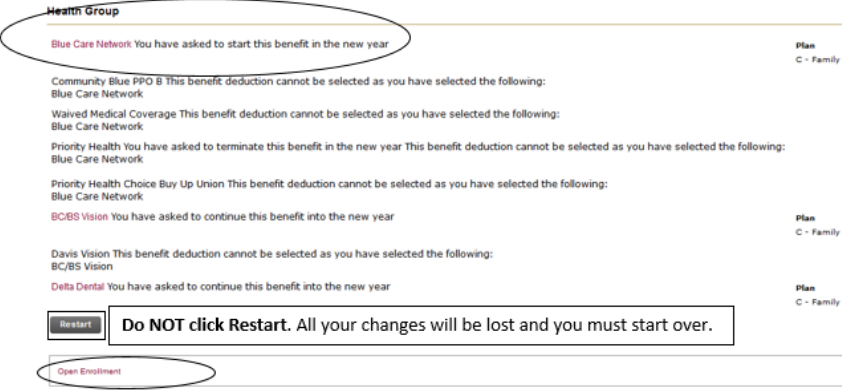
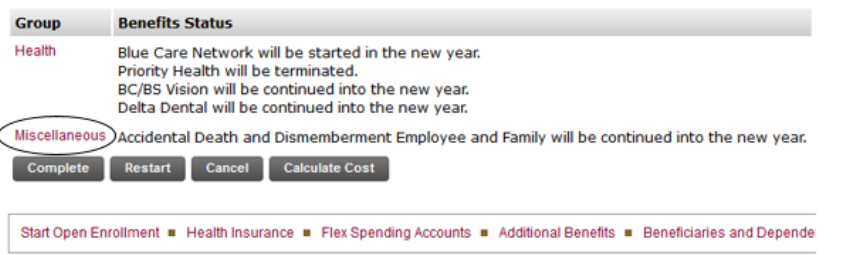
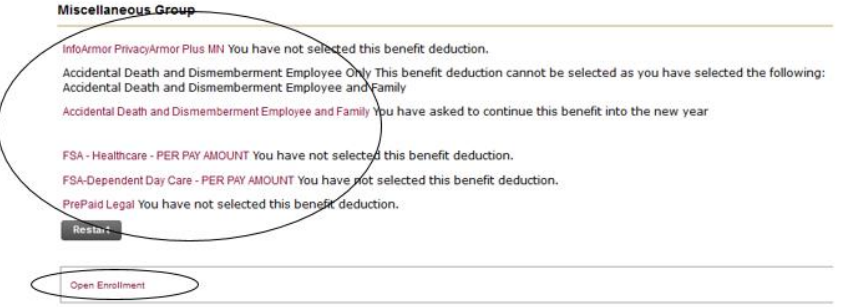


2019 Open Enrollment Step – by - Step

<p>Priority Health Deduction Effective as of: Jan 01, 2019</p> <p>Current Plan Plan</p> <p style="margin-left: 40px;">A - Single Coverage B - Two Party Coverage C - Family Coverage</p> <p>My Current Plan</p> <p style="text-align: right;"> <input type="button" value="Submit Change"/> <input type="button" value="Stop Benefit"/> </p>	<p>- Once you select the name, you will then choose 'Stop Benefit'.</p>						
<p>Open Enrollment Start Date: Oct 15, 2018 Open Enrollment End Date: Nov 09, 2018 Benefits Effective Date: Jan 01, 2019</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Group</th> <th>Benefits Status</th> </tr> </thead> <tbody> <tr> <td>Health</td> <td>Priority Health will be continued into the new year. BC/BS Vision will be continued into the new year. Delta Dental will be continued into the new year.</td> </tr> <tr> <td>Miscellaneous</td> <td>Spouse Life Ins. - Age Rated will be continued into the new year. Dependent Children Life will be continued into the new year. Base Life - will be continued into the new year. Supplemental Life - Age Rated will be continued into the new year. Accidental Death and Dismemberment Employee and Family will be continued into the new year. Short Term Disability will be continued into the new year.</td> </tr> </tbody> </table> <p style="text-align: right;"> <input type="button" value="Complete"/> <input type="button" value="Restart"/> <input type="button" value="Cancel"/> <input type="button" value="Calculate Cost"/> </p> <p style="text-align: center; font-size: small;"> Start Open Enrollment Beneficiaries and Dependents New Hire Enrollment </p>	Group	Benefits Status	Health	Priority Health will be continued into the new year. BC/BS Vision will be continued into the new year. Delta Dental will be continued into the new year.	Miscellaneous	Spouse Life Ins. - Age Rated will be continued into the new year. Dependent Children Life will be continued into the new year. Base Life - will be continued into the new year. Supplemental Life - Age Rated will be continued into the new year. Accidental Death and Dismemberment Employee and Family will be continued into the new year. Short Term Disability will be continued into the new year.	<p>- You will then need to select the Health Group area again to make your 2019 benefit selection.</p>
Group	Benefits Status						
Health	Priority Health will be continued into the new year. BC/BS Vision will be continued into the new year. Delta Dental will be continued into the new year.						
Miscellaneous	Spouse Life Ins. - Age Rated will be continued into the new year. Dependent Children Life will be continued into the new year. Base Life - will be continued into the new year. Supplemental Life - Age Rated will be continued into the new year. Accidental Death and Dismemberment Employee and Family will be continued into the new year. Short Term Disability will be continued into the new year.						
<p>Health Group</p> <p>Blue Care Network You have not selected this benefit deduction. Community Blue PPO B You have not selected this benefit deduction. Waived Medical Coverage You have not selected this benefit deduction. Priority Health You have asked to terminate this benefit in the new year</p> <p style="text-align: right;">Plan C - Family Coverage</p> <p>Priority Health Choice Buy Up Union You have not selected this benefit deduction.</p>	<p>- Select the new insurance group you would like to choose for 2019.</p>						
<p>Blue Care Network Deduction Effective as of: Jan 01, 2019</p> <p>Plan</p> <p style="margin-left: 40px;">A - Single Coverage B - Two Party Coverage C - Family Coverage</p> <p style="text-align: right;"> <input type="button" value="Add Choice"/> </p>	<p>- Pick the plan coverage you would like and then select 'Add Choice'.</p>						



2019 Open Enrollment Step – by - Step

 <p>Health Group</p> <p>Blue Care Network You have asked to start this benefit in the new year</p> <p>Community Blue PPO B This benefit deduction cannot be selected as you have selected the following: Blue Care Network</p> <p>Waived Medical Coverage This benefit deduction cannot be selected as you have selected the following: Blue Care Network</p> <p>Priority Health You have asked to terminate this benefit in the new year This benefit deduction cannot be selected as you have selected the following: Blue Care Network</p> <p>Priority Health Choice Buy Up Union This benefit deduction cannot be selected as you have selected the following: Blue Care Network</p> <p>BCBS Vision You have asked to continue this benefit into the new year</p> <p>Davis Vision This benefit deduction cannot be selected as you have selected the following: BC/BS Vision</p> <p>Delta Dental You have asked to continue this benefit into the new year</p> <p>Restart Do NOT click Restart. All your changes will be lost and you must start over.</p> <p>Open Enrollment</p>	<ul style="list-style-type: none">- Your changes will appear under Health group.- You may process additional Health Group changes, if needed.- When complete, select Open Enrollment.- IMPORTANT: Do NOT click the Restart button.						
 <table border="1"><thead><tr><th>Group</th><th>Benefits Status</th></tr></thead><tbody><tr><td>Health</td><td>Blue Care Network will be started in the new year. Priority Health will be terminated. BC/BS Vision will be continued into the new year. Delta Dental will be continued into the new year.</td></tr><tr><td>Miscellaneous</td><td>Accidental Death and Dismemberment Employee and Family will be continued into the new year.</td></tr></tbody></table> <p>Complete Restart Cancel Calculate Cost</p> <p>Start Open Enrollment ■ Health Insurance ■ Flex Spending Accounts ■ Additional Benefits ■ Beneficiaries and Dependents</p>	Group	Benefits Status	Health	Blue Care Network will be started in the new year. Priority Health will be terminated. BC/BS Vision will be continued into the new year. Delta Dental will be continued into the new year.	Miscellaneous	Accidental Death and Dismemberment Employee and Family will be continued into the new year.	<ul style="list-style-type: none">- Select Miscellaneous to add/change other benefit options.
Group	Benefits Status						
Health	Blue Care Network will be started in the new year. Priority Health will be terminated. BC/BS Vision will be continued into the new year. Delta Dental will be continued into the new year.						
Miscellaneous	Accidental Death and Dismemberment Employee and Family will be continued into the new year.						
 <p>Miscellaneous Group</p> <p>InfoArmor PrivacyArmor Plus MN You have not selected this benefit deduction.</p> <p>Accidental Death and Dismemberment Employee Only This benefit deduction cannot be selected as you have selected the following: Accidental Death and Dismemberment Employee and Family</p> <p>Accidental Death and Dismemberment Employee and Family You have asked to continue this benefit into the new year</p> <p>FSA - Healthcare - PER PAY AMOUNT You have not selected this benefit deduction.</p> <p>FSA-Dependent Day Care - PER PAY AMOUNT You have not selected this benefit deduction.</p> <p>PrePaid Legal You have not selected this benefit deduction.</p> <p>Restart</p> <p>Open Enrollment</p>	<ul style="list-style-type: none">- To add/change other benefit options, the process is similar to the above steps.- Choices for Miscellaneous are listed to the left.						



2019 Open Enrollment Step – by - Step

Miscellaneous Group

InfoArmor PrivacyArmor Plus MN You have not selected this benefit deduction.
Accidental Death and Dismemberment Employee Only This benefit deduction cannot be selected as you have selected the following:
Accidental Death and Dismemberment Employee and Family
Accidental Death and Dismemberment Employee and Family you have asked to continue this benefit into the new year
FSA - Healthcare - PER PAY AMOUNT You have not selected this benefit deduction.
FSA-Dependent Day Care - PER PAY AMOUNT You have not selected this benefit deduction.
PrePaid Legal You have not selected this benefit deduction.

Restart

Open Enrollment

- Flexible Spending, Prepaid Legal, and InfoArmor programs DO NOT automatically renew each year. If you wish to continue or enroll in these benefits for 2019, you must elect or re-elect these benefits.

- Click the Open Enrollment link at the bottom of the page to return to the main menu.

- **Do NOT click the Restart button** unless you want to start over. All of your changes will be lost and you must start over.

FSA - Healthcare - PER PAY AMOUNT

Deduction Effective as of: Jan 01, 2019

Employee Deduction 999999.99 :

Employee Goal 999999.99 :

Add Choice

Open Enrollment Group

- For flexible spending (FSA – Healthcare or FSA – Dependent Day Care), you will need to make sure the per pay deduction and the annual deduction are mathematically correct.

- In most cases, bi-weekly employees have 26 pays and monthly employees have 12 pays. However, some Faculty and Special Lecturers may have 8 or 9 pays. You will need to know your pay schedule.

- **Enter your per pay deduction amount and your yearly goal.** Make sure your math is correct. Then select 'Add Choice'.



2019 Open Enrollment Step – by - Step

Group	Benefits Status
Health	Blue Care Network will be started in the new year. Priority Health will be terminated. BC/BS Vision will be continued into the new year. Delta Dental will be continued into the new year.
Miscellaneous	Accidental Death and Dismemberment Employee and Family will be continued into the new year.

Complete Restart Cancel Calculate Cost

You are not done when you hit Complete.

Please continue with the next steps.

- Click the '**Complete**' button once all of your selections have been made and confirmed.
- If you exit the system before you have finished, or you have already clicked *Complete*, you must select '**Reopen Open Enrollment**' to continue after you log in again.

2: REVIEW, UPDATE, AND ADD YOUR DEPENDENTS AND BENEFICIARIES and

3: ATTACH YOUR DEPENDENTS, INCLUDING YOURSELF TO YOUR BENEFIT SELECTIONS IF YOU HAVE MADE ANY CHANGES.

Reopen Open Enrollment Calculate Cost

Start Open Enrollment ■ Health Insurance ■ Flex Spending Accounts ■ Additional Benefits ■ **Beneficiaries and Dependents** ■ Next

- From the Open Enrollment Screen, scroll down to the bottom of the screen and select '**Beneficiaries and Dependents**'.

Add a New Person ■ **Coverage and Allocations Summary**

- Select '**Coverage and Allocations Summary**'.



2019 Open Enrollment Step – by - Step

Review Beneficiaries and Dependents currently associated with your benefit choices.

[Jump to Bottom](#)

Enrolled Benefits Information

Benefit or Deduction	Action	Status	Start Date	Stop Date
Accidental Death and Dismemberment Employee and Family	Coverage Details	Active	Jan 01, 2016	
Base Life -	Coverage Details	Active	Nov 01, 2015	
BCBS Vision	Coverage Details	Active	Jan 01, 2017	
Blue Care Network	Coverage Details	Active	Jan 01, 2019	
Delta Dental	Coverage Details	Active	Nov 01, 2015	
Dependent Children Life	Coverage Details	Active	Nov 01, 2015	
Federal Income Tax - 941		Active	Sep 28, 2015	
FICA - 941		Active	Sep 28, 2015	
FSA - Healthcare - PER PAY AMOUNT		Active	Nov 01, 2015	Dec 31, 2018
GrizzCaSh		Active	Nov 01, 2015	
Long Term Disability	Coverage Details	Active	Nov 01, 2015	
MEA Union Dues		Active	Oct 01, 2015	
Medicare FICA - 941		Active	Sep 28, 2015	
Michigan Income Tax - 941		Active	Sep 28, 2015	
Over 50K Taxable Life Ins		Active	Oct 01, 2015	
Priority Health	Coverage Details	Active	Nov 01, 2015	Dec 31, 2018
Short Term Disability		Active	Jan 01, 2018	
Spouse Life Ins. - Age Rated	Coverage Details	Active	Nov 01, 2015	
Supplemental Life - Age Rated	Coverage Details	Active	Oct 01, 2015	
University Fund Drive 1		Active	Jan 01, 2016	

[Return to Top](#)

- At the top of the screen, select 'Jump to Bottom'.
- Next to the Benefit or Deduction that you changed, select **Coverage Details**.
- NOTE: You should first end coverage for your dependents under the benefit you are stopping. (Example: Priority Health in this image. It has a Stop Date of Dec. 31, 2018)
- After you have ended the coverage, you will come back and repeat the process to add the new coverage to your dependents.

Enter the Begin Date of coverage, indicate Other Coverage from the pull-down list, if applicable, and select the checkbox under Choose Benefit. When ending coverage, enter the End Date and the C
- indicates a required field.

Priority Health

Status:	Active
Start Date:	Nov 01, 2015
Stop Date:	Dec 31, 2018

Choose Benefit	Name	Relationship	Existing Coverage	Begin Date MM/DD/YYYY	End Date MM/DD/YYYY	Deduction Termination Reason	Other Coverage
<input checked="" type="checkbox"/>	Self Employee	Yes		11/01/2015	12/31/2018	Change Benefit	No other coverage
<input checked="" type="checkbox"/>	Spouse	Yes		11/01/2015	12/31/2018	Change Benefit	No other coverage
<input checked="" type="checkbox"/>	Child	Yes		11/01/2015	12/31/2018	Change Benefit	No other coverage
<input checked="" type="checkbox"/>	Child	Yes		11/01/2015	12/31/2018	Change Benefit	No other coverage

[Choose or Update](#)

Coverage and Allocations Summary ■ Beneficiaries and Dependents

- From the Coverage Details screen, **place a check mark** to the left of each dependent name in order to stop the previous year's benefit for each dependent.
- **Add an end date of 12/31/2018** to the right of each dependent name.
- Add a Deduction Termination Reason of 'Change Benefit' for each dependent.
- Select 'Choose or Update' to update the beneficiary records.



2019 Open Enrollment Step – by - Step

<table border="1"> <thead> <tr> <th>Deduction Termination Reason</th> <th>Other Coverage</th> <th>Messages</th> </tr> </thead> <tbody> <tr> <td>Change Benefit</td> <td>No other coverage</td> <td>✓ Successfully updated.</td> </tr> <tr> <td>Change Benefit</td> <td>No other coverage</td> <td>✓ Successfully updated.</td> </tr> <tr> <td>Change Benefit</td> <td>No other coverage</td> <td>✓ Successfully updated.</td> </tr> <tr> <td>Change Benefit</td> <td>No other coverage</td> <td>✓ Successfully updated.</td> </tr> </tbody> </table>	Deduction Termination Reason	Other Coverage	Messages	Change Benefit	No other coverage	✓ Successfully updated.	Change Benefit	No other coverage	✓ Successfully updated.	Change Benefit	No other coverage	✓ Successfully updated.	Change Benefit	No other coverage	✓ Successfully updated.	<ul style="list-style-type: none"> - You should see a message to the right of each dependent that says 'Successfully updated.' 																																																																																										
Deduction Termination Reason	Other Coverage	Messages																																																																																																								
Change Benefit	No other coverage	✓ Successfully updated.																																																																																																								
Change Benefit	No other coverage	✓ Successfully updated.																																																																																																								
Change Benefit	No other coverage	✓ Successfully updated.																																																																																																								
Change Benefit	No other coverage	✓ Successfully updated.																																																																																																								
	<ul style="list-style-type: none"> - Select 'Coverage and Allocation Summary' to repeat the process for additional benefits changes. 																																																																																																									
<p>Review Beneficiaries and Dependents currently associated with your benefit choices.</p> <p>Jump to Bottom</p> <p>Enrolled Benefits Information</p> <table border="1"> <thead> <tr> <th>Benefit or Deduction</th> <th>Action</th> <th>Status</th> <th>Start Date</th> <th>Stop Date</th> </tr> </thead> <tbody> <tr> <td>Accidental Death and Dismemberment Employee and Family</td> <td>Coverage Details</td> <td>Active</td> <td>Jan 01, 2016</td> <td></td> </tr> <tr> <td>Base Life -</td> <td>Coverage Details</td> <td>Active</td> <td>Nov 01, 2015</td> <td></td> </tr> <tr> <td>BCBS Vision</td> <td>Coverage Details</td> <td>Active</td> <td>Jan 01, 2017</td> <td></td> </tr> <tr> <td>Blue Care Network</td> <td>Coverage Details</td> <td>Active</td> <td>Jan 01, 2019</td> <td></td> </tr> <tr> <td>Delta Dental</td> <td>Coverage Details</td> <td>Active</td> <td>Nov 01, 2015</td> <td></td> </tr> <tr> <td>Dependent Children Life</td> <td>Coverage Details</td> <td>Active</td> <td>Nov 01, 2015</td> <td></td> </tr> <tr> <td>Federal Income Tax - 941</td> <td></td> <td>Active</td> <td>Sep 28, 2015</td> <td></td> </tr> <tr> <td>FICA - 941</td> <td></td> <td>Active</td> <td>Sep 28, 2015</td> <td></td> </tr> <tr> <td>FSA - Healthcare - PER PAY AMOUNT</td> <td></td> <td>Active</td> <td>Nov 01, 2015</td> <td>Dec 31, 2018</td> </tr> <tr> <td>GrizzCa\$h</td> <td></td> <td>Active</td> <td>Nov 01, 2015</td> <td></td> </tr> <tr> <td>Long Term Disability</td> <td>Coverage Details</td> <td>Active</td> <td>Nov 01, 2015</td> <td></td> </tr> <tr> <td>MEA Union Dues</td> <td></td> <td>Active</td> <td>Oct 01, 2015</td> <td></td> </tr> <tr> <td>Medicare FICA - 941</td> <td></td> <td>Active</td> <td>Sep 28, 2015</td> <td></td> </tr> <tr> <td>Michigan Income Tax - 941</td> <td></td> <td>Active</td> <td>Sep 28, 2015</td> <td></td> </tr> <tr> <td>Over 50K Taxable Life Ins</td> <td></td> <td>Active</td> <td>Oct 01, 2015</td> <td></td> </tr> <tr> <td>Priority Health</td> <td>Coverage Details</td> <td>Active</td> <td>Nov 01, 2015</td> <td>Dec 31, 2018</td> </tr> <tr> <td>Short Term Disability</td> <td></td> <td>Active</td> <td>Jan 01, 2018</td> <td></td> </tr> <tr> <td>Spouse Life Ins. - Age Rated</td> <td>Coverage Details</td> <td>Active</td> <td>Nov 01, 2015</td> <td></td> </tr> <tr> <td>Supplemental Life - Age Rated</td> <td>Coverage Details</td> <td>Active</td> <td>Oct 01, 2015</td> <td></td> </tr> <tr> <td>University Fund Drive 1</td> <td></td> <td>Active</td> <td>Jan 01, 2016</td> <td></td> </tr> </tbody> </table> <p>Return to Top</p>	Benefit or Deduction	Action	Status	Start Date	Stop Date	Accidental Death and Dismemberment Employee and Family	Coverage Details	Active	Jan 01, 2016		Base Life -	Coverage Details	Active	Nov 01, 2015		BCBS Vision	Coverage Details	Active	Jan 01, 2017		Blue Care Network	Coverage Details	Active	Jan 01, 2019		Delta Dental	Coverage Details	Active	Nov 01, 2015		Dependent Children Life	Coverage Details	Active	Nov 01, 2015		Federal Income Tax - 941		Active	Sep 28, 2015		FICA - 941		Active	Sep 28, 2015		FSA - Healthcare - PER PAY AMOUNT		Active	Nov 01, 2015	Dec 31, 2018	GrizzCa\$h		Active	Nov 01, 2015		Long Term Disability	Coverage Details	Active	Nov 01, 2015		MEA Union Dues		Active	Oct 01, 2015		Medicare FICA - 941		Active	Sep 28, 2015		Michigan Income Tax - 941		Active	Sep 28, 2015		Over 50K Taxable Life Ins		Active	Oct 01, 2015		Priority Health	Coverage Details	Active	Nov 01, 2015	Dec 31, 2018	Short Term Disability		Active	Jan 01, 2018		Spouse Life Ins. - Age Rated	Coverage Details	Active	Nov 01, 2015		Supplemental Life - Age Rated	Coverage Details	Active	Oct 01, 2015		University Fund Drive 1		Active	Jan 01, 2016		<ul style="list-style-type: none"> - At the top of the screen, select 'Jump to Bottom'. - Now that you have ended the previous coverage, you will need to add the new coverage to your dependents. - Next to the Benefit or Deduction that you changed, select Coverage Details. - (In this example, we are adding Blue Care Network. Note the start date of Jan 01, 2019)
Benefit or Deduction	Action	Status	Start Date	Stop Date																																																																																																						
Accidental Death and Dismemberment Employee and Family	Coverage Details	Active	Jan 01, 2016																																																																																																							
Base Life -	Coverage Details	Active	Nov 01, 2015																																																																																																							
BCBS Vision	Coverage Details	Active	Jan 01, 2017																																																																																																							
Blue Care Network	Coverage Details	Active	Jan 01, 2019																																																																																																							
Delta Dental	Coverage Details	Active	Nov 01, 2015																																																																																																							
Dependent Children Life	Coverage Details	Active	Nov 01, 2015																																																																																																							
Federal Income Tax - 941		Active	Sep 28, 2015																																																																																																							
FICA - 941		Active	Sep 28, 2015																																																																																																							
FSA - Healthcare - PER PAY AMOUNT		Active	Nov 01, 2015	Dec 31, 2018																																																																																																						
GrizzCa\$h		Active	Nov 01, 2015																																																																																																							
Long Term Disability	Coverage Details	Active	Nov 01, 2015																																																																																																							
MEA Union Dues		Active	Oct 01, 2015																																																																																																							
Medicare FICA - 941		Active	Sep 28, 2015																																																																																																							
Michigan Income Tax - 941		Active	Sep 28, 2015																																																																																																							
Over 50K Taxable Life Ins		Active	Oct 01, 2015																																																																																																							
Priority Health	Coverage Details	Active	Nov 01, 2015	Dec 31, 2018																																																																																																						
Short Term Disability		Active	Jan 01, 2018																																																																																																							
Spouse Life Ins. - Age Rated	Coverage Details	Active	Nov 01, 2015																																																																																																							
Supplemental Life - Age Rated	Coverage Details	Active	Oct 01, 2015																																																																																																							
University Fund Drive 1		Active	Jan 01, 2016																																																																																																							



2019 Open Enrollment Step – by - Step

Enter the Begin Date of coverage, indicate Other Coverage from the pull-down list, if applicable, and select the checkbox under Choose Benefit. When ending coverage, enter the End Date and the De

* - indicates a required field.

Blue Care Network

Status: Undefined Status
Start Date: Jan 01, 2019
Stop Date:

Choose Benefit*	Name	Relationship	Existing Coverage	Begin Date MM/DD/YYYY*	End Date MM/DD/YYYY	Deduction Termination Reason	Other Coverage
<input checked="" type="checkbox"/>		Self Employee	No	01/01/2019		Not Selected	No other coverage
<input checked="" type="checkbox"/>		Spouse	No	01/01/2019		Not Selected	No other coverage
<input checked="" type="checkbox"/>		Child	No	01/01/2019		Not Selected	No other coverage
<input checked="" type="checkbox"/>		Child	No	01/01/2019		Not Selected	No other coverage

[Choose or Update](#)

Coverage and Allocations Summary ■ Beneficiaries and Dependents

[Return To Benefits and Deductions Menu](#)

- From the Coverage Details screen, **place a check mark** to the left of each dependent name in order to add the dependent to that benefit.
- **Add a begin date of 01/01/2019** to the right of each dependent name.
- Select **'Choose or Update'** to update the beneficiary records.
- If you have more changes to attach dependents to, select **'Coverage and Allocation Summary'** to repeat the process for additional benefit selections.

Coverage and Allocations Summary ■ Beneficiaries and Dependents

[Return To Benefits and Deductions Menu](#)

- Once you are completely done, select **'Return to Benefits and Deductions Menu'**.

Bi-Weekly/Student Time Sheets

Monthly Leave Reports and Department Time Entry Approvals

Request Time Off

[Benefits and Deductions](#)
View your retirement plans, health insurance information, flexible spending accounts, miscellaneous deductions, and beneficiary and dependent information.

- Retirement Plans
- Health Insurance
- Flex Spending Accounts
- Additional Benefits
- Open Enrollment
- Beneficiaries
- **Benefit Statement**
- New Hire Enrollment

- From the Benefits and Deductions Menu, select **'Benefit Statement'** to review your selections. This is important to make sure EVERYTHING is exactly what you want for 2019.

Select a date from the pull-down list or enter a date.

As of date:

Enter date: MM/DD/YYYY

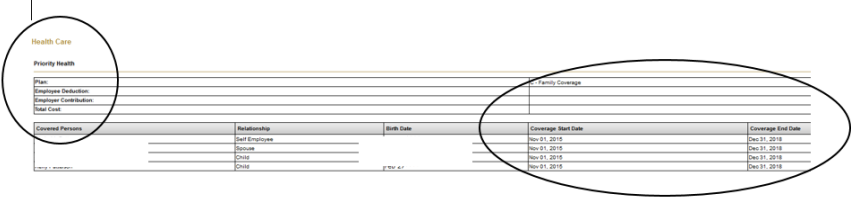
[Select](#)

[Open Enrollment](#)

- From the **'As of date:'** drop down menu, select **Jan 1, 2018** and then press the **Select** button.



2019 Open Enrollment Step – by - Step

 <table border="1"><thead><tr><th>Covered Person</th><th>Relationship</th><th>Birth Date</th><th>Coverage Start Date</th><th>Coverage End Date</th></tr></thead><tbody><tr><td>Self Employee</td><td>Self Employee</td><td></td><td>Jan 01, 2018</td><td>Dec 31, 2018</td></tr><tr><td>Spouse</td><td>Spouse</td><td></td><td>Jan 01, 2018</td><td>Dec 31, 2018</td></tr><tr><td>Child</td><td>Child</td><td></td><td>Jan 01, 2018</td><td>Dec 31, 2018</td></tr><tr><td>Child</td><td>Child</td><td></td><td>Jan 01, 2018</td><td>Dec 31, 2018</td></tr></tbody></table>	Covered Person	Relationship	Birth Date	Coverage Start Date	Coverage End Date	Self Employee	Self Employee		Jan 01, 2018	Dec 31, 2018	Spouse	Spouse		Jan 01, 2018	Dec 31, 2018	Child	Child		Jan 01, 2018	Dec 31, 2018	Child	Child		Jan 01, 2018	Dec 31, 2018	<ul style="list-style-type: none">- Your information for 2018 will appear. You should see a coverage end date for those benefits you have chosen to discontinue.
Covered Person	Relationship	Birth Date	Coverage Start Date	Coverage End Date																						
Self Employee	Self Employee		Jan 01, 2018	Dec 31, 2018																						
Spouse	Spouse		Jan 01, 2018	Dec 31, 2018																						
Child	Child		Jan 01, 2018	Dec 31, 2018																						
Child	Child		Jan 01, 2018	Dec 31, 2018																						
<p>Return to Top</p> <p>Dental Coverage ■ Flexible Spending Accounts ■ Health Care ■ Life Insurance ■ Miscellaneous Benefits ■ Vision Coverage</p> <p>Select New Date</p> <p>Open Enrollment</p>	<ul style="list-style-type: none">- Scroll to the bottom and 'Select New Date'.																									
<p>Select a date from the pull-down list or enter a date.</p> <p>As of date: CURRENT</p> <p>Enter date: MM/DD/YYYY</p> <p>Select</p> <p>Open Enrollment</p>	<ul style="list-style-type: none">- From the 'As of date:' drop down menu, select Jan 1, 2019 and then press the Select button.																									
<ul style="list-style-type: none">- Your 2019 benefits statement will appear. Please review your selections. This is important to make sure EVERYTHING is exactly what you want for 2019.- Please sign out of SAIL when you are finished. If you have any questions, please contact the UHR Benefits department at (248) 370-4207.																										