# 2019 Open Enrollment
## Step – by - Step

**To process any Open Enrollment changes visit:**
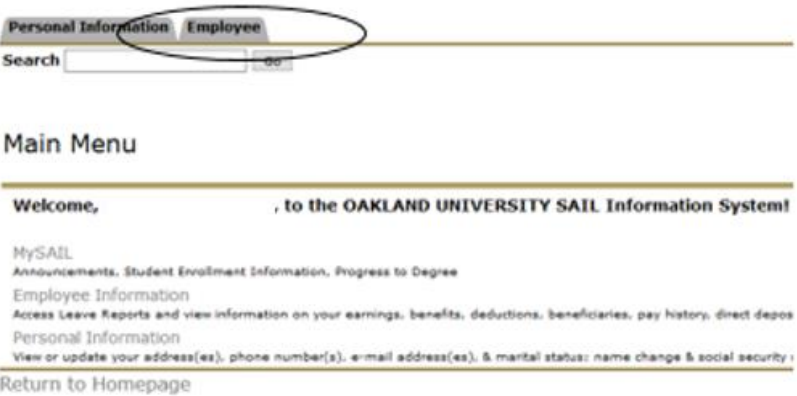
- http://www.oakland.edu/uhr and select **OPEN ENROLLMENT Benefit Selections**.

**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.
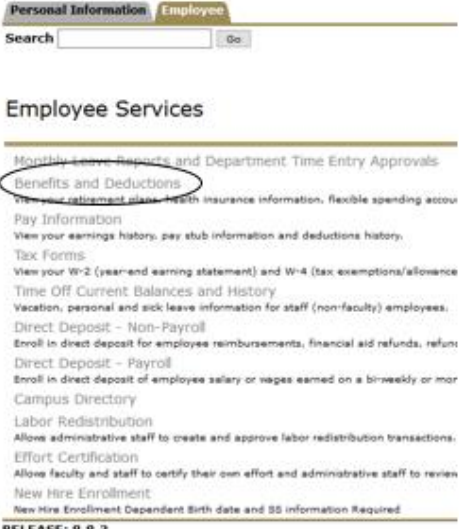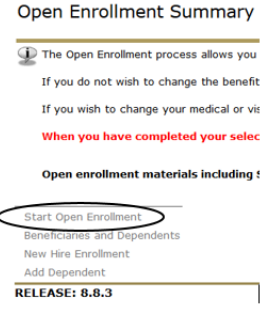
**OPEN ENROLLMENT BENEFIT SELECTIONS**

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

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| **OPEN ENROLLMENT BENEFIT SELECTIONS**<br><br>Login To Secure Area<br>MySAIL<br>Reset SAIL Pin<br>Banner — Unlock Account/Password Reset<br>Alumni & Friends<br>Apply for Admissions<br>Campus Directory<br>Class Schedule Search<br>Course Catalog<br>eBill Student Bill and Payment<br>Financial Aid and Student Employment<br>Transcript Requests<br>Give a Gift to Oakland University<br>Oakland University Homepage<br>Office of the Registrar Home Page<br>Webmail & OU email account<br>Proxy Login<br>**RELEASE: 8.8.3**<br><br>NetID (or Grizzly ID):<br>NetID Password (or Grizzly PIN): | - From the UHR website, http://www.oakland.edu/uhr, select **OPEN ENROLLMENT Benefit Selections** from the right-hand side of the screen.<br><br>- Select '**Login To Secure Area**'<br><br>- Enter your NetID and NetID Password. |
| Personal Information  Employee<br>Search<br><br>**Main Menu**<br><br>Welcome, , to the OAKLAND UNIVERSITY SAIL Information System!<br><br>MySAIL<br>Announcements, Student Enrollment Information, Progress to Degree<br>Employee Information<br>Access Leave Reports and view information on your earnings, benefits, deductions, beneficiaries, pay history, direct depos<br>Personal Information<br>View or update your address(es), phone number(s), e-mail address(es), & marital status; name change & social security<br>Return to Homepage | - The SAIL Main Menu appears. Select the **EMPLOYE**E tab (or *Employee Information* from the Main Menu) |

# 2019 Open Enrollment
## Step – by - Step

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

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| **Open Enrollment Start Date:** Oct 26, 2018<br>**Open Enrollment End Date:** Nov 09, 2018<br>**Benefits Effective Date:** Jan 01, 2019<br><br>**Group**  **Benefits Status**<br>Health  No choices made in this group.<br>Miscellaneous No choices made in this group.<br><br>Start Open Enrollment | - The Open Enrollment Summary screen will appear.<br><br>- Select '**Start Open Enrollment**' to start making your benefit selections for the upcoming benefits year. |
| **Open Enrollment Start Date:** Oct 26, 2018<br>**Open Enrollment End Date:** Nov 09, 2018<br>**Benefits Effective Date:** Jan 01, 2019<br><br>**Group**  **Benefits Status**<br>Health  Priority Health will be continued into the new year.<br>BC/BS Vision will be continued into the new year.<br>Delta Dental will be continued into the new year.<br>Miscellaneous Accidental Death and Dismemberment Employee and Family will be continued into the new year.<br><br>Complete  Restart  Cancel  Calculate Cost | - 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.<br>- Select **Health** underneath the Group column to make changes to your health benefits (medical, dental, vision)<br>- Select **Miscellaneous** to add/change other benefit options (Flexible Spending, Prepaid Legal, InfoArmor, etc.) |
| **Health Group**<br>Blue Care Network This benefit deduction cannot be selected as you have selected the following:<br>Priority Health<br>Community Blue PPO B This benefit deduction cannot be selected as you have selected the following:<br>Priority Health<br>Waived Medical Coverage This benefit deduction cannot be selected as you have selected the following:<br>Priority Health<br>Priority Health You have asked to continue this benefit into the new year **Plan**<br>  C - Family Coverage<br><br>Priority Health Choice Buy Up Union This benefit deduction cannot be selected as you have selected the following:<br>Priority Health<br>BC/BS Vision You have asked to continue this benefit into the new year **Plan**<br>  C - Family Coverage<br><br>Davis Vision This benefit deduction cannot be selected as you have selected the following:<br>BC/BS Vision<br>Delta Dental You have asked to continue this benefit into the new year **Plan**<br>  C - Family | - To make changes, first select the **name of the Health Group** you wish to terminate. It should appear as light gray on your screen. |
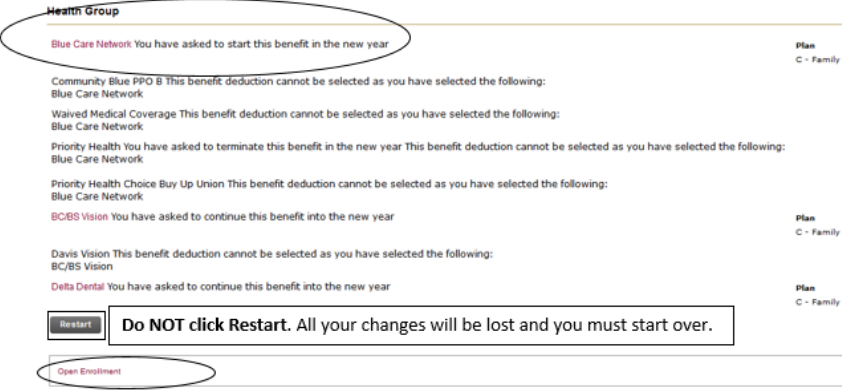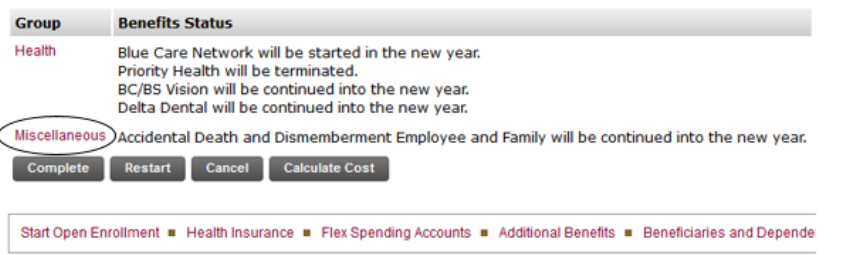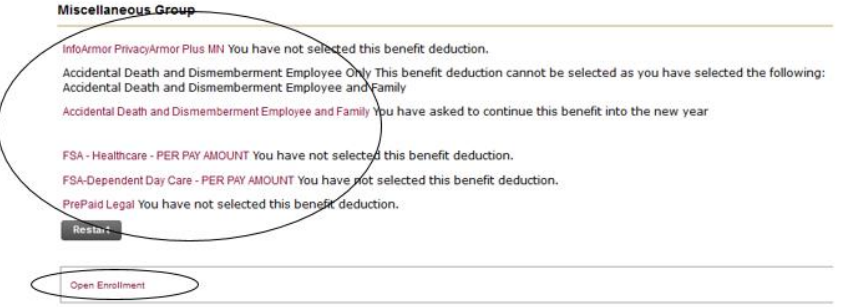
**Priority Health**
Deduction Effective as of: Jan 01, 2019

| Current Plan | Plan |
| --- | --- |
| | A - Single Coverage |
| | B - Two Party Coverage |
| My Current Plan | C - Family Coverage |

Submit Change
Stop Benefit

- Once you select the name, you will then choose '**Stop Benefit**'.

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**Open Enrollment Start Date:** Oct 15, 2018
**Open Enrollment End Date:** Nov 09, 2018
**Benefits Effective Date:** Jan 01, 2019

| 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. |

Complete   Restart   Cancel   Calculate Cost

[ Start Open Enrollment | Beneficiaries and Dependents | New Hire Enrollment ]

- You will then need to select the **Health Group** area again to make your 2019 benefit selection.

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**Health Group**
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

Plan
C - Family Coverage

Priority Health Choice Buy Up Union You have not selected this benefit deduction.

- Select the new insurance group you would like to choose for 2019.

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**Blue Care Network**
Deduction Effective as of: Jan 01, 2019

**Plan**
A - Single Coverage
B - Two Party Coverage
C - Family Coverage

Add Choice

- Pick the plan coverage you would like and then select '**Add Choice**'.

- 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.



- Select **Miscellaneous** to add/change other benefit options.



- To add/change other benefit options, the process is similar to the above steps.

- Choices for Miscellaneous are listed to the left.

**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**'.

| | Benefits Status | | Notes |
|---|---|---|---|

| 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 ■ Nev

- 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**'.

- 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.



- 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.

| | |
|---|---|
| | - You should see a message to the right of each dependent that says 'Successfully updated.' |
| | - Select '**Coverage and Allocation Summary**' to repeat the process for additional benefits changes. |
| | - At the top of the screen, select '**Jump to Bottom**'.<br><br>- Now that you have ended the previous coverage, you will need to add the new coverage to your dependents.<br><br>- Next to the Benefit or Deduction that you changed, select **Coverage Details**.<br><br>- (In this example, we are adding Blue Care Network. Note the start date of Jan 01, 2019) |

- 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.



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



- 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.



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

|  | - Your information for 2018 will appear. You should see a coverage end date for those benefits you have chosen to discontinue. |
| --- | --- |
|  | - Scroll to the bottom and '**Select New Date**'. |
|  | - From the '**As of date:**' drop down menu, select **Jan 1, 2019** and then press the **Select** button. |

- 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.