Open Enrollment 2015 User Guide
How to Change Benefits during Open Enrollment

During Open Enrollment, each employee may change their benefits elections. After your initial enrollment when hired, the only time you may change your benefit choices is during Open Enrollment or if you experience a qualified family status change.

- **Open Enrollment runs from Nov 10, 2014 to Nov 25, 2014**

There are 3 steps involved with changing benefits during the Open Enrollment period:

- **Part 1**: PeopleSoft Login
- **Part 2**: Benefits Enrollment Navigation
- **Part 3**: Benefits Enrollment

**Part 1: PeopleSoft Login**

1. Using supported Internet Browser - Internet Explorer versions 9.xx or higher and Mozilla Firefox (NOT compatible with Google Chrome), login to CCC Employee Self Service at [www.ccc.edu](http://www.ccc.edu) > click on Faculty and Staff > HR Self Service

2. Log into PeopleSoft using your assigned username and password. When done, click the **Sign In** button.

*If you have password problems or any other issues accessing the website please call the HelpDesk at (312) 553-2600 between the hours of 7:00am – 6:30pm, Monday – Friday.*
3. **Part 2**: Benefits Enrollment Navigation - Once you have successfully logged in, you will see the screen shown below. On the Navigation Menu, click once on the *Self Service* menu option. (This will expand the Self Service submenu.)

Navigate: *Self Service > Benefits > Benefits Enrollment*

![Benefits Sub Menu](image)

You can also click on the **Benefits Enrollment** link in the main Benefits section

4. **Part 3**: Benefits Enrollment - The Benefits Enrollment page will be displayed. Click “Select” to start viewing your benefits.

![Benefits Enrollment Page](image)

*If you do not see an open enrollment event please email “benefits@ccc.edu”*
5. This page will display all Benefits you are eligible for and what benefits you currently are enrolled in.

Click the **Edit** button to start making changes to any of the plans you wish to change for the 2015 benefit year.

Your deduction summary will be displayed with your elections.
6. If you are eligible for Medical Coverage. Click the “Edit” button next to Medical if you want to make changes for the 2015 year. This will display your Medical benefit options as well as cost information as shown in the next step.
7. Determine which Medical option you want and select it by clicking once on the desired radio button.

You will be placed in the appropriate coverage level based on your covered dependents.
8. If you wish to add new dependents Click “Add/Review Dependents” button.

![Add/Review Dependents button]

- Continue: Click Continue to store your choice until you are ready to submit your final enrollment on the Enrollment Summary.
- Cancel: Click Cancel to ignore all entries made on this page and return to the Enrollment Summary.

9. This summary lists the eligible dependents currently on file. Click the “Add a dependent or beneficiary” link to add a dependent.

**Enrollment Dependent/Beneficiary Summary**

The people listed below may be eligible for Benefit Coverage. Please click on a name to view or modify their personal information.

![Add a dependent or beneficiary button]

**Dependent Information**

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship to Employee</th>
<th>Date of Birth</th>
<th>Marital Status</th>
<th>Marital Status Date</th>
<th>Student</th>
<th>Disabled</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Spouse</td>
<td>05/28/1964</td>
<td>Married</td>
<td>12/16/2013</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Test Test</td>
<td>Child</td>
<td>02/28/2002</td>
<td>Single</td>
<td></td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>John Doe</td>
<td>Child</td>
<td>11/04/2003</td>
<td>Single</td>
<td></td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

**No Beneficiaries on Record**

- Return to Event Selection

- OK
- Cancel
- Apply
10. On this page complete the required information for your dependents. Make sure to click “Save” at the bottom of the page.

Any field with the * is required.

- Be sure to enter a date of birth for ALL dependents.

You must read and review the Dependent Attestation before you are able to continue. Once you have reviewed, check the box to move on. You cannot continue without completing this step.

When you are done, click the Save button at the bottom of the page.
11. Once all the required information has been entered correctly, you will receive the confirmation message below. Click “OK” to continue.

12. After you save the page you will be returned to the Dependent/Beneficiary Personal Information page. Review the information for accuracy; click Edit if changes are needed. If information is correct, click the Return to Dependent/Beneficiary Summary link.
13. You will be returned to the Enrollment Dependent/Beneficiary Summary page. Click the “Add dependent or beneficiary” link if you need to add additional Dependents and then repeat steps 10 through 12.

**Enrollment Dependent/Beneficiary Summary**

The people listed below may be eligible for Benefit Coverage. Please click on a name to view or modify their personal information.

**Add a dependent or beneficiary**

<table>
<thead>
<tr>
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**No Beneficiaries on Record**

[Return to Event Selection]
14. At the bottom of the page click “Return to Event Selection” to continue

15. Once you have added your dependent, click the check box next to the name to enroll them in coverage. Then click “Continue” to finish enrolling in additional plans.
16. You will now see the medical coverage you just selected along with the per pay period payroll deduction.

**Benefits Enrollment**

**Medical**

*Important: Your enrollment will not be complete until you submit your choices to the Benefits Department.*

**Your Choice**

You have chosen PPO with Family coverage.

**Your Estimated per pay period Cost**

Your Cost: $105.09

**Your Covered Dependents**

<table>
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<td></td>
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</tbody>
</table>

**Notes**

Once submitted, this choice will take effect on 01/01/2015. Deductions for this choice will start with the first pay period of 2015.

OK

Click OK to store your choices.

Edit

Click Edit to go back and change your choices.
17. To accept your selections click “OK”, or Edit to change your elections.

18. When you are returned to the main Benefits Enrollment page you will now see the medical benefit option just selected and confirmed.
19. **IMPORTANT!** Repeat these steps for each benefit in which you are eligible. When you have completed selecting all benefits in which you are eligible, click the **Submit** button at the bottom of the page to accept and confirm your elections.

**IMPORTANT: Your enrollment changes will not be complete until you click “Submit”.** Then, follow the instructions on the additional pages to finalize the enrollment process.

If you do not have any changes for next year click **“I Have No Changes”**.

If you do not submit your changes by 11/25/2014, your benefits elections will not be processed for 2015.

Further questions please email the Benefits Dept. at benefits@ccc.edu

or call (312) 553-2895

Open Enrollment Closes: November 25, 2014