



Open Enrollment November 1 – 21, 2017

All employees must make Medical, Dental and Vision elections for the new plan year beginning January 1, 2018, by going into the Open Enrollment (OE) portal in MyIIT. Flexible Spending elections must be made through WageWorks. Life insurance changes may be made by submitting forms to Human Resources.

Through the Online OE process in MyIIT, you will be able to make changes to the elections, add or remove benefits, add or remove dependents and associate dependents with your benefits. This document provides instructions for viewing your elections and dependents as well as making medical, dental, and vision elections.

You must complete OE in order for the elections to be submitted to Human Resources and Payroll. If you do not wish to enroll in or continue with any of these benefits in 2018, you must select the Waive option for benefits you do not wish to elect. If you do not complete the online OE process, your current elections will remain in place for 2018, with the exception of Flexible Spending accounts. **You must reenroll in Flexible Spending every year by visiting www.wageworks.com.**

All changes must be completed, and all required documentation delivered to Human Resources no later 3pm on November 21, 2017.

You are strongly encouraged to verify that your changes to medical, dental, and vision were successful. Please email Viktoria Rill at vrill@iit.edu to verify.

Instructions included in this guide

Click on the page name to go directly to that page

[Reviewing your coverage](#)

[Dropping, changing or adding plans](#)

[Reviewing and adding dependents to MyIIT](#)

[Adding dependents to a plan](#)

[Frequently asked questions](#)

Reviewing your coverage

- Log in to MyIIT
- Go to the **Work** tab
- Under **Employment Details**, click on the **Benefits** link
- You will now be on the **Benefits and Deductions** page

1

- Click on **Open Enrollment** (see #1 above)
- When the page reloads, click on the **Start Open Enrollment** button.
- When the page reloads, you will see your current benefit selections. If you do not wish to make changes, click the **Complete** button (see #2 below).

2

Dropping, Changing, or Adding Plans

- Log in to MyIIT
- Go to the **Work** tab
- Under **Employment Details**, click on the **Benefits** link
- You will now be on the **Benefits and Deductions** page

1

- Click on **Open Enrollment** (see #1 above)
- When the page reloads, click on the **Start Open Enrollment** button.
- When the page reloads, you will see your current benefit selections. To make changes, click on the blue **Health** hyperlink (see #2 below)

2

- When the page reloads, you will see options available for your open enrollment group. Benefits in which you are currently enrolled will be in blue.
- To drop or change, click on the plan you wish to change or drop (see #3 below). Note: when switching medical or dental plans, you must drop your current plan before electing you new plan.

Personal Information **Employee** Finance

Search Go SITE MAP HELP EXIT

Open Enrollment Group

Select the title of the benefit or deduction to update your choices.
Select Restart, if available, and your changes will be set back to current.

3 **Health Group**

In Network PPO You have asked to continue this benefit into the new year

Plan	Employee	Deduction Amount
Family	9,999.0000	

BCBSIL Health HDHP BW Tier C This benefit deduction cannot be selected as you have selected the following:
In Network PPO
Waive Medical Coverage This benefit deduction cannot be selected as you have selected the following:
In Network PPO
[EyeMed Vision Plan \(INSIGHT network\)](#) You have asked to continue this benefit into the new year

Plan	Employee	Deduction Amount
Family	8.6100	

[Delta Dental - DHMO Dental Insurance](#) You have asked to continue this benefit into the new year

Plan	Employee	Deduction Amount
Family	23.8900	

Delta Dental - PPO Dental Insurance This benefit deduction cannot be selected as you have selected the following:
Delta Dental - DHMO Dental Insurance
[Delta Dental - DHMO Dental Insurance - Domestic Partner](#) You have not selected this benefit deduction.
[Delta Dental - PPO Dental Insurance - Domestic Partner](#) You have not selected this benefit deduction.

[Open Enrollment](#) **7**

- When the page reloads, you can drop or change your coverage, add a plan, or change coverage tiers.
 - **TO DROP COVERAGE** click the **Stop Benefit** button (see #4 on next page).
 - **TO CHANGE PLANS** you must first drop your current plan using the instructions above.
 - When you get back to the Open Enrollment Group page, select the plan in which you wish to enroll (hyperlinks for all plans will become available to you once you drop your current plan).
 - When the page reloads, select your tier in the **My Choice** section (see #5 on next page), then click the **Submit Change** button (see #6 on next page).
 - **TO ADD A PLAN** you must first drop the Waived Coverage option using the instructions above.
 - When you get back to the Open Enrollment Group page, select the plan in which you wish to enroll (hyperlinks for all plans will become available to you once you drop your current plan).
 - When the page reloads, select your tier in the **My Choice** section (see #5 on next page), then click the **Submit Change** button (see #6 on next page).

- **TO CHANGE TIERS** first select your current plan (see #3 on previous page). When the page reloads, select your tier in the **My Choice** section (see #5 below), then click the **Submit Change** button (see #6 below). *Note: **Single Plus One** plans will cover you and a spouse or one child. **Family** plans will cover you plus two or more dependents.*

Personal Information **Employee** Finance

Search Go SITE MAP HELP EXIT

Open Enrollment Choice Detail

Make a selection and then choose from the appropriate button.

* - indicates a required field.

In Network PPO
Deduction Effective as of: Jan 01, 2016

Current Plan	Plan	Employee Deduction Amount	My Choice
My Current Plan	Family	9,999.0000	<input type="radio"/>
	Single	7,999.0000	<input type="radio"/>
	Single Plus One	8,999.0000	<input type="radio"/>

Submit Change Stop Benefit

Open Enrollment Group

- When the page reloads, you will be taken back to the page showing your benefit elections.
- To review your summary and complete your open enrollment, click on the **Open Enrollment** hyperlink (see #7 on previous page).
- When the page reloads, review your summary and click the **Complete** button (see #8 below).

Personal Information **Employee** Finance

Search Go RETURN TO MENU SITE MAP HELP EXIT

Open Enrollment

Open Enrollment Start Date: Sep 15, 2015
Open Enrollment End Date: Nov 15, 2015
Benefits Effective Date: Jan 01, 2016

Group Benefits Status

Health In Network PPO will be continued into the new year.
EyeMed Vision Plan (INSIGHT network) will be continued into the new year.
Delta Dental - DHMO Dental Insurance will be continued into the new year.

Complete Restart Cancel Calculate Cost

[Retirement Plans | Health Benefits | Flexible Spending Accounts | Miscellaneous | Beneficiaries and Dependents | Benefit Summary]

Reviewing and adding dependents to MyIIT

Note: Adding a dependent to MyIIT does not automatically enroll him/her in benefit plans. Once you have completed adding the dependent to MyIIT, you must go to the section entitled [Adding dependents to a plan](#) to enroll your new dependent.

Reviewing Dependents:

- Log in to MyIIT
- Go to the **Work** tab
- Under **Employment Details**, click on the **Benefits** link
- You will now be on the **Benefits and Deductions** page
- Next, click on the **Beneficiaries and Dependents** link.
- When the next page loads, you will see any dependents currently listed (see below).
- Review your dependents, and either continue to Open Enrollment (click on the **Open Enrollment** hyperlink, #1 below), or add dependents as is applicable.

Adding dependents:

- To add a new dependent, from the Beneficiaries and Dependents page, click on the **Add a New Person** hyperlink (see #2 below).

ILLINOIS INSTITUTE OF TECHNOLOGY

Personal Information **Employee** Finance

Search Go [SITE MAP](#) [HELP](#) [EXIT](#)

Beneficiaries and Dependents

Select the Name to change information for an individual. Choose Add A New Person to make additions. Select Update Coverage and Allocations to add or change coverage or allocations.

Name	SSN or SIN or TIN	Relationship	Birth Date	Gender	Status	Member Type	College Status
Employee			Apr 27, 1958	Female	Active	Both	Does not attend college
Spouse / Domestic Partner			Jun 05, 1962	Male	Active	Dependent	Does not attend college
Child			Dec 19, 1991	Female	Active	Dependent	Does not attend college
Child			Apr 11, 1996	Female	Active	Dependent	Does not attend college
Child			Jan 30, 1994	Male	Active	Dependent	Does not attend college
Child			Oct 31, 2014	Male	Active	Both	Does not attend college

[Add a New Person](#) | [Coverage and Allocations Summary](#)

[Retirement Plan](#) | [Benefits](#) | [Flexible Spending Accounts](#) | [Miscellaneous](#) | [Open Enrollment](#) | [Summary](#)

[Return To Benefits and Deductions Menu](#)

RELEASE: 8.11.2

- When the new page loads, enter the required information and click the **Submit Changes** button (see #3 below). **Please note that SSN and Birthdate are required.** Additionally:
 - Please select “Active” in the Active drop down box (see #4 below).
 - Please select “Both” in the Beneficiary or Dependent drop down box (see #5 below).
 - *When adding a **spouse**, please note that the Dependent Child Type will automatically populate with “Step or Foster Child, not legally adopted, or not a US Citizen or National.” This is a glitch in the Ellucian system, is in the process of being resolved, and will have no impact on your spouse’s actual relationship setup.*

⚠ Social Security Number and Birth Date for spouse and dependents are required for United States institutions.

Change the beneficiary information as desired, then select Submit Changes.

* - Indicates a required field.

Date Added: MM/DD/YYYY

First Name:*

Middle Name or Initial:

Last Name:*

Relationship:*

SSN or SIN or TIN:

Birth Date: MM/DD/YYYY* **4**

Gender:

Active: **4**

Beneficiary or Dependent: **5**

Spouse Employment:

Marital Status:

College Status:

College Begin Date: MM/DD/YYYY

College End Date: MM/DD/YYYY

Disabled Indicator:

Dependent Child Type:

Remove Beneficiary:

For United States institutions, Dependent Child Type is only used for the purposes of reporting covered dependent children under the Affordable Care Act.

3

[Beneficiaries and Dependents](#)

- **Once this process is complete, you must add your new dependent to your health, dental, and/or vision plans in order to enroll him or her for coverage** (see [Adding dependents to a plan](#)).

Adding dependents to a plan

Note: You must provide proof of relationship to Human Resources before your dependent's coverage is approved and finalized. Acceptable documentation may include a marriage certificate to add a spouse, and affidavit for a domestic partner relationship, birth certificates to add children, etc.

- Log in to MyIIT
- Go to the **Work** tab
- Under **Employment Details**, click on the **Benefits** link
- You will now be on the **Benefits and Deductions** page
- Next, click on the **Beneficiaries and Dependents** link.
- To review dependents covered under your plans and add dependents to plans, click on the **Coverage and Allocations Summary** hyperlink (see #1 below).



Personal Information **Employee** Finance

Search Go [SITE MAP](#) [HELP](#) [EXIT](#)

Beneficiaries and Dependents

Select the Name to change information for an individual. Choose Add A New Person to make additions. Select Update Coverage and Allocations to add or change coverage or allocations.

Beneficiaries and Dependents Information							
Name	SSN or SIN or TIN	Relationship	Birth Date	Gender	Status	Member Type	College Status
		Employee	Apr 27, 1958	Female	Active	Both	Does not attend college
		Spouse / Domestic Partner	Jun 05, 1962	Male	Active	Dependent	Does not attend college
		Child	Dec 19, 1991	Female	Active	Dependent	Does not attend college
		Child	Apr 11, 1996	Female	Active	Dependent	Does not attend college
		Child	Jan 30, 1994	Male	Active	Dependent	Does not attend college
		Child	Oct 31, 2014	Male	Active	Both	Does not attend college

[Add a New Person](#) | [Coverage and Allocations Summary](#) 1

[Retirement Plan](#) | [Health Benefits](#) | [Flexible Spending Accounts](#) | [Miscellaneous](#) | [Open Enrollment](#) | [Benefit Summary](#)

[Return To Benefits and Deductions Menu](#)

RELEASE: 8.11.2

- When the Benefits Coverage and Allocations Summary page loads, you will see a list of your dependents, and the plans in which each individual is enrolled (see below).

Personal Information Employee Finance

Search [] Go SITE MAP HELP EXIT

Benefits Coverage and Allocation Summary

Review Beneficiaries and Dependents currently associated with your benefit choices. Select Add or Change Coverage or Add or Change Allocations to enroll or update coverage or allocations for the associated benefit.

[Jump to Bottom](#)

Beneficiaries and Dependents Information

Employee, Born on Apr 27, 1958 and Does not attend college.

Benefit or Deduction	Coverage Begin Date	Coverage End Date	Primary or Contingent	Allocation
In Network PPO	Aug 30, 2005			

Spouse / Domestic Partner, Born on Jun 05, 1962 and Does not attend college.

Benefit or Deduction	Coverage Begin Date	Coverage End Date	Primary or Contingent	Allocation
In Network PPO	Aug 30, 2005			

Child, Born on Dec 10, 1991 and Does not attend college.

- To add a dependent to a plan, scroll down to the **Enroll Coverage and Allocations** section (see below).
- Next, find the plan you to which you wish to add the dependent, and click on the **Coverage Details** hyperlink (see #2 below).

Enroll Coverage and Allocations

Enrolled Benefits Information

Benefit or Deduction	Action	Status	Start Date	Stop Date
Dearborn National - Basic Life Insurance and AD&D		Active	Jun 01, 1999	
Dearborn National - Long Term Disability		Active	Dec 01, 2007	
Dearborn National - Supplemental Life - Employee		Active	Dec 21, 2014	
Delta Dental - DHMO Dental Insurance	Coverage Details	Active	May 01, 2006	
EyeMed Vision Plan (INSIGHT network)	Coverage Details	Active	Dec 21, 2014	
Federal Income Tax		Active	Jun 14, 1999	
Fidelity Retirement Plan - Additional		Active	Dec 21, 2014	
Fidelity Retirement Plan - Base Retirement		Active	Dec 21, 2014	
Flexible Spending Account - Medical		Active	Jun 01, 2007	Dec 19, 2015
Illinois State Tax		Active	Jun 14, 1999	
Imputed Income		Active	Aug 01, 1999	
In Network PPO	Coverage Details	Active	Aug 30, 2015	
Medicare		Active	Dec 15, 1999	
Short Term Disability		Active	Jan 02, 2008	
Social Security		Active	Dec 15, 1999	
TIAA-CREF Retirement Plan - Additional RA		Active	Dec 23, 2012	
TIAA-CREF Retirement Plan - Base Retirement		Active	Dec 23, 2012	

[Return to Top](#)

[Beneficiaries and Dependents](#)
[Return To Benefits and Deductions Menu](#)

- When the page reloads, covered dependents will have a checkmark in the box to the left of their names. Dependents who are not covered will have a blank box to the left of their names (see #3 below).

Personal Information **Employee** Finance

Search Go SITE MAP HELP EXIT

Benefits Coverage

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 Deduction Termination Reason, if applicable, and select the checkbox under Choose Benefit to update.

* - Indicates a required field.

In Network PPO
Status: Active
Start Date: Aug 30, 2015
Stop Date:

Choose Benefit*	Name	Relationship	Existing Coverage	Begin Date MM/DD/YYYY*	End Date MM/DD/YYYY	Deduction Termination Reason	Other Coverage
<input type="checkbox"/>		Employee	Yes	08/30/2005		Not Selected	No other coverage
<input type="checkbox"/>		Spouse / Domestic Partner	Yes	08/30/2005		Not Selected	No other coverage
<input type="checkbox"/>		Child	Yes	08/30/2005		Not Selected	No other coverage
<input type="checkbox"/>		Child	Yes	08/30/2005		Not Selected	No other coverage
<input type="checkbox"/>		Child	Yes	08/30/2005		Not Selected	No other coverage
<input type="checkbox"/>		Child	Yes	09/01/2015		Not Selected	No other coverage

Coverage and Allocations Summary | Beneficiaries and Dependents
Return To Benefits and Deductions Menu

- When adding a dependent to a plan, check the box next to his or her name, and enter 01/01/2018 in the **Begin Date** field (see #4 on previous page)
- To remove a dependent from a plan, uncheck the box next to his or her name.
- Click the **Choose or Update** box to save your changes (see #5 on previous page). When the page reloads you should see confirmation of the updates on the far right-hand side of the page (see #6 below).

EyeMed Vision Plan (INSIGHT network)
Status: Undefined Status
Start Date: Jan 01, 2016
Stop Date:

Choose Benefit*	Name	Relationship	Existing Coverage	Begin Date MM/DD/YYYY*	End Date MM/DD/YYYY	Deduction Termination Reason	Other Coverage	Messages
<input type="checkbox"/>		Employee	No	01/01/2016		Not Selected	No other coverage	✓ Successfully updated.
<input type="checkbox"/>		Spouse / Domestic Partner	No	01/01/2016		Not Selected	No other coverage	✓ Successfully updated.
<input type="checkbox"/>		Child	No	01/01/2016		Not Selected	No other coverage	✓ Successfully updated.
<input type="checkbox"/>		Child	No	01/01/2016		Not Selected	No other coverage	✓ Successfully updated.

- To add a dependent to multiple plans, you must go into the **Coverage Details** for each plan to which you wish to add the dependent (see #2 on previous page).
- YOU MUST PROVIDE PROOF OF RELATIONSHIP TO HUMAN RESOURCES BEFORE YOUR DEPENDENT'S COVERAGE IS APPROVED AND FINALIZED.** Acceptable documentation may include a marriage certificate to add a spouse, and affidavit for a domestic partner relationship, birth certificates to add children, etc. If you have any questions, please contact Human Resources.

Frequently Asked Questions

Q. When does Open Enrollment end?

A. Open enrollment runs from November 1 – 21, 2017. **All changes must be made by 3pm on November 21, 2017.**

Q. When do my OE changes become effective?

A. Changes made during OE become effective January 1, 2018.

Q. I don't want to make any changes at OE. Do I need to do anything?

A. While you are encouraged to log and verify your coverage, if you do not take action all benefits will carry forward into 2018, with the exception of Flexible Spending accounts. **Employees must reenroll in Health and Dependent Care Flexible Spending Accounts each year by going to www.wageworks.com.**

Q. What happens if I miss OE, or need to make benefit changes after it ends?

A. If you miss OE, you miss your chance to make changes for the 2018 plan year, and must wait until the next OE for changes effective January 1, 2019. The only exception is that you may make changes if you experience a Life Status Changing Event, such as a marriage, divorce, birth or adoption of a child, spouse gains or loses employment, etc.

Q. What do I do if I experience a Life Status Changing event?

A. Contact Human Resources for information on changes you may make as a result of your event. Life Status Changing Events should be reported as soon as possible, as changes must be made within 31 days of the event.

Q. How do I add dependents at OE?

A. To add a dependent, first [add him or her within MyIIT](#), then [add him or her to the appropriate plan\(s\)](#).

Q. How do I change plans?

A. To change plans, please visit the [Dropping, Changing or Adding Plans](#) page of this guide.

Q. What coverage tier should I elect for myself and my dependents?

A. Single Plus One plans will cover you and a spouse or one child. Family plans will cover you plus two or more dependents.

Q. Where do I go to enroll in or make change to my Flexible Spending Accounts?

A. To enroll in, or re-up, your Health and Dependent Care Flexible Spending Account elections, go directly to WageWorks (www.wageworks.com).

Q. I'm having a baby in 2018. Do I need to add the dependent during OE?

A. No. The birth of a child is considered a Life Status Changing Event. You will have 31 days from the event date to add your new baby. Please contact Human Resources for information on documentation requirements and for additional information.

Q. Can I elect supplemental life insurance, or change my election, during OE?

A. Yes, however, enrollments, changes, and cancellations for life insurance cannot be completed online. Additionally, new elections and coverage increase requests are subject to medical underwriting.

Enrollment/change/cancellation and Evidence of Insurability Forms are linked to the initial OE communication, or can be obtained by contacting Human Resources.

Q. Can I change my 403(b) contributions at OE?

A. Yes. In fact, 403(b) contributions can be changed at any time during the year. To change your election, please complete a Salary Reduction Form, available on the Human Resources Forms page in MyIIT, and return it to Human Resources.

Q. How do I change my withholdings and/or direct deposit information?

A. In order to change your withholdings, you will need to complete revised W-4 forms, and send them to the payroll department. Forms are available on the IIT payroll department's web page (http://www.iit.edu/payroll/payroll_forms.shtml).