

ESS – New Hire Benefits Enrollment

Location(s):

Employee Self Service

Purpose: Benefits Enrollment for new hires provides the opportunity to enroll in health care, life insurance, and flexible spending benefits for the current calendar year.

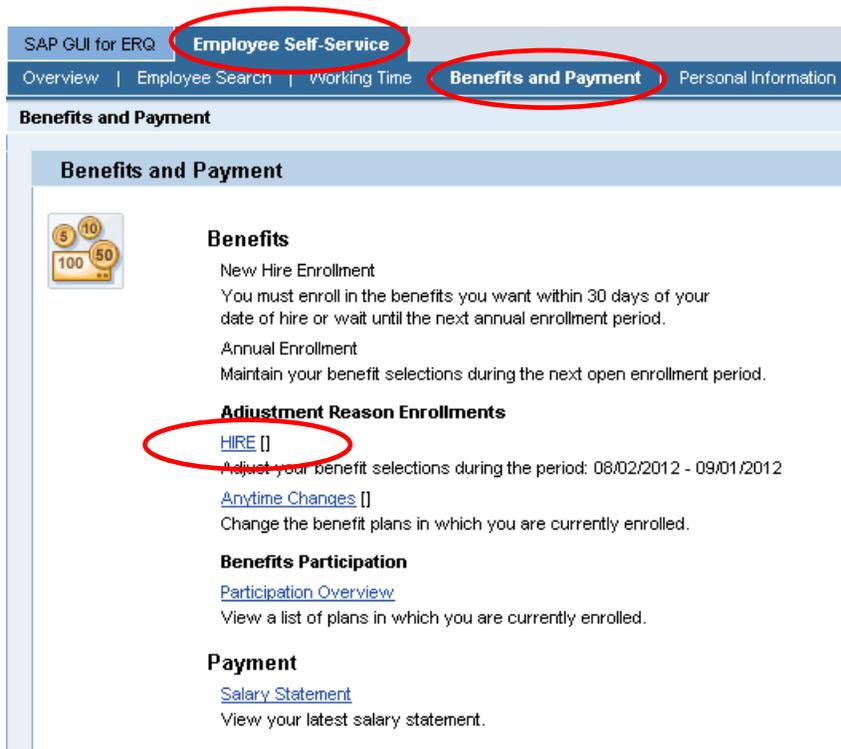
You can enroll either on or off campus. **Virtual Private Network (VPN)** is not necessary to access ESS.

SAP often uses pop-up windows to display messages. You will need to make sure that your internet browser is set up to allow pop-up windows. The Service Center is available to answer questions related to off campus use or pop-ups at x6911.

1. Log into myNKU
 - a. <https://myNKU.nku.edu/irj/portal>
2. Select the Employee Self Service tab.

Selecting Your Benefits

3. Click Benefits and Payment tab.
4. Click the HIRE link.



SAP GUI for ERQ **Employee Self-Service**

Overview | Employee Search | Working Time **Benefits and Payment** | Personal Information

Benefits and Payment

Benefits and Payment



Benefits

New Hire Enrollment
You must enroll in the benefits you want within 30 days of your date of hire or wait until the next annual enrollment period.

Annual Enrollment
Maintain your benefit selections during the next open enrollment period.

Adjustment Reason Enrollments

[HIRE \[\]](#)

Adjust your benefit selections during the period: 08/02/2012 - 09/01/2012

[Anytime Changes \[\]](#)
Change the benefit plans in which you are currently enrolled.

Benefits Participation

[Participation Overview](#)
View a list of plans in which you are currently enrolled.

Payment

[Salary Statement](#)
View your latest salary statement.

5. Select the radio button of the Benefit to enroll
6. Click Add Plan

Plan	Enrollment Validity	Costs	Remarks
Dental			
<input checked="" type="radio"/> Enroll	Starts on 9/1/2012		
Medical			
<input type="radio"/> Enroll	Starts on 9/1/2012		Humana website/wizard access
Vision			
<input type="radio"/> Enroll	Starts on 9/1/2012		
Dependent Life			
<input type="radio"/> Enroll	Starts on 9/1/2012		
Optional Life			
<input type="radio"/> Enroll	Starts on 9/1/2012		
Short Term Disab			
<input type="radio"/> Enroll	Starts on 9/1/2012		
FSA De			
<input type="radio"/> Enroll	Starts on 9/1/2012		
FSA He			
<input type="radio"/> Enroll	Starts on 9/1/2012		

*This column contains estimated contributions, based on your salary. Therefore, the amounts:

Add Plan Edit Plan Remove Plan

You may need to scroll to the bottom of the page to see the Add Plan button.

7. Select plan options by clicking the box to the left to highlight the desired row
8. Click Select Dependents (even if choosing Employee only coverage)

Dental - choose plan options (starts on 9/1/2012)

Option	Dependent Coverage	Employee Cost (Annually)*	Employer costs (Annually)*
<input checked="" type="checkbox"/> Basic	Employee only	22.44	207.96
<input type="checkbox"/> Basic	Employee + Child(ren)	201.24	236.28
<input type="checkbox"/> Basic	Employee + Spouse	223.8	236.64
<input type="checkbox"/> Basic	Employee + Family	447.48	243.36
<input type="checkbox"/> Buy Up	Employee only	231.84	228.96
<input type="checkbox"/> Buy Up	Employee + Child(ren)	798.6	235.32
<input type="checkbox"/> Buy Up	Employee + Spouse	687.72	233.76
<input type="checkbox"/> Buy Up	Employee + Family	1,257	240.36
<input type="checkbox"/> No Coverage Elected	Waived Coverage	0	0

The amounts are in USD.

Pre-Tax Deductions

◀ Previous Step **Select Dependents** ▶

9. Designate covered dependents by clicking in the appropriate box(es).

Note: If you have dependents and want to enroll them in coverage but do not see them listed, then you need to add them to your record first. Click [here](#) for instructions on adding dependents to your record.

Select between 2 and 20 dependent(s) for plan Dental.

Name	Relationship	Select
Nellie Norse	Spouse	<input checked="" type="checkbox"/>
Nora Norse	Child	<input checked="" type="checkbox"/>
Nate Norse	Child	<input checked="" type="checkbox"/>
Nellie Norse	1st Emergency Contact	<input checked="" type="checkbox"/>

10. Click Add Plan to Selection

No dependents allowed for dependent coverage Employee only in plan Dental.

11. The selection is then reflected under Remarks.

Selection for HIRE

Plan	Enrollment Validity	Costs	Remarks
Dental			
<input checked="" type="radio"/> Dental	Starts on 9/1/2012	447.48 USD Annually (Pre-Tax)	Basic - Employee + Family

Click here to review.

12. Review of the information selected.

Plan Details

Details of Plan Dental

Participation Period	Starts on 09/01/2012
Plan Option	Basic
Dependent Coverage	Employee + Family
Employee Cost (Pre-Tax)	447.48 USD Annually
Employer Cost	243.36 USD Annually
Deduction Model	NKU Annual Benefits (M)
Dependents	Nellie Norse Nora Norse Nate Norse

Optional Life Insurance example
Short Term Disability example
Health Savings Account example

Optional Life Insurance example

1. Select Optional Life
2. Click Add Plan

Dependent Life

Dependent Life Starts on 9/1/2012 22.80 USD Annually (Post-Tax) [DLIF - Spouse - Coverage amount: 10,000.00 USD](#)

Optional Life

Enroll Starts on 9/1/2012

ShortTerm Disab

Enroll Starts on 11/1/2012

FSA Dependent

Enroll Starts on 9/1/2012

FSA Health

Enroll Starts on 9/1/2012

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Add Plan Edit Plan Remove Plan

Previous Step **Review Enrollment** Exit

3. Select the appropriate option.
4. Click Select Beneficiaries.



Offer for Optional Life

Optional - Group Term Life - choose plan options (starts on 9/1/2012)

Option	Basic Coverage	Additional Units	Total Coverage	Employee Post-Tax (Annually)*
1x Salary - Optional Life	50,000	0	50,000	209.4
2x Salary - Optional Life	100,000	0	100,000	418.8
3x Salary - Optional Life	150,000	0	150,000	628.2
4X Salary - Optional Life	200,000	0	200,000	837.6
5x Salary - Optional Life	250,000	0	250,000	1,047
Add'l -Optional Life to Max.	0	0	(0 - 550) x 1,000.00	0

The amounts are in USD.

Recalculate

Previous Step **Select Beneficiaries**

5. Apply the Beneficiary Percentage and Contingent Percentage.
6. Click Add Plan to Selection.

1 Plan Selection → a Plan Adjustment → b **Select Beneficiaries** → 1 Plan Selection → 2 Review Enrollment → 3 Completed

[Show GeneralLinksView](#) [Show PlanTypeOfTodayView](#)

Select your beneficiaries and contingent beneficiaries for plan Optional - Group Term Life.

Name	Relationship	Beneficiary Percentage	Contingent Percentage
Nellie Norse	Spouse	100	0
Nora Norse	Child	0	50
Nate Norse	Child	0	50

Short Term Disability example

1. Select Short Term Disability.
2. Click Add Plan.

Optional Life

Optional - Group Term Life Starts on 9/1/2012 418.80 USD Annually (Post-Tax) [2x Salary - Optional Life - Coverage amount: 100](#)

ShortTerm Disab

Enroll Starts on 11/1/2012

FSA Dependent

Enroll Starts on 9/1/2012

FSA Health

Enroll Starts on 9/1/2012

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3. Enter number of units.
4. Click Recalculate.

Note: If you input a number of units greater than what is available to you, the system will reduce the units to the highest number available. Please see the example below.

Plan Selection **Plan Adjustment** Plan Selection Review Enrollment Completed

[Show GeneralLinksView](#) [Show PlanTypeOfTodayView](#)

Offer for ShortTerm Disab

Short Term Disability - choose plan options (starts on 1/12)

Option	Basic Coverage	Additional Units		Total Coverage	Employee Post-Tax (Annually)*
ShortTerm Disability	0	10	$(0 - 10) \times 100.00$	0	0
No Coverage Elected	0	0	No additional units allowed	0	0

The amounts are in USD.

5. Click Add plan to Selection.

Plan Selection **Plan Adjustment** Plan Selection Review Enrollment Completed

[Show GeneralLinksView](#) [Show PlanTypeOfTodayView](#)

Offer for ShortTerm Disab

Short Term Disability - choose plan options (starts on 1/12)

Option	Basic Coverage	Additional Units		Total Coverage	Employee Post-Tax (Annually)*
ShortTerm Disability	0	5	$(0 - 10) \times 100.00$	500	168
No Coverage Elected	0	0	No additional units allowed	0	0

The amounts are in USD.

Health Savings Account example

1. Select FSA Health.
2. Click Add Plan.

Medical			Hi
<input type="radio"/> Humana-HDH-Reg	Starts on 9/1/2012	1,092.00 USD Annually (Pre-Tax)	HDHP 100/70 - Employee + Family
Vision			
<input type="radio"/> Enroll	Starts on 9/1/2012		
Dependent Life			
<input type="radio"/> Dependent Life	Starts on 9/1/2012	22.80 USD Annually (Post-Tax)	DLIF - Spouse - Coverage amount: 10,000.00 USD
Optional Life			
<input type="radio"/> Optional - Group Term Life	Starts on 9/1/2012	418.80 USD Annually (Post-Tax)	2x Salary - Optional Life - Coverage amount: 100,000.00 USD
ShortTerm Disab			
<input type="radio"/> Short Term Disability	Starts on 11/1/2012	168.00 USD Annually (Post-Tax)	ShortTerm Disability - Coverage amount: 500.00 USD
FSA Dependent			
<input type="radio"/> Enroll	Starts on 9/1/2012		
FSA Health			
<input checked="" type="radio"/> Enroll	Starts on 9/1/2012		

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3. Select the Offer for FSA Health.
4. Enter the Contribution Amount.
5. Click Add Plan to Selection.

Plan Selection **Plan Adjustment** Plan Selection Review Enrollment Completed

To participate in this plan, you must also enroll in one of the following plans for the same period: Humana-HDH-PA, Humana-HDH

[Show GeneralLinksView](#) [Show PlanTypeOfTodayView](#)

Offer for FSA Health

<input type="checkbox"/> Flexible Spending - Medical		
<input checked="" type="checkbox"/> FSA-Medical-HDHP		

Contribution for plan FSA-Medical-HDHP for the target period 1/1/2012 - 12/31/2012

Contribution Amount: USD (Minimum: 60.00 USD - Maximum: 5,000.00 USD)



Note for DLIF: After you click Select Beneficiaries, your name will come up as a beneficiary. Click in the Beneficiary Percentage box and input 100% because this is coverage on your dependents. Then click Add Plan to Selection.

Select your beneficiaries for plan Dependent Life.

Name	Relationship	Beneficiary Percentage
Nathaniel Norse	Employee	100

Enter 100 for Beneficiary Percentage.

To Edit or Remove a Plan

6. Select the radio button and click the appropriate button

Selection for HIRE

Plan	Enrollment Validity	Costs	Remarks
Dental			
<input checked="" type="radio"/> Dental	Starts on 9/1/2012	22.44 USD Annually (Pre-Tax)	Basic - Employee only
Medical			
<input type="radio"/> Enroll	Starts on 9/1/2012		
Vision			
<input type="radio"/> Enroll	Starts on 9/1/2012		
Dependent Life			
<input type="radio"/> Dependent Life	Starts on 9/1/2012	22.80 USD Annually (Post-Tax)	DLIF - Spouse - Coverage amount: 10,000.00 USD
Optional Life			
<input type="radio"/> Enroll	Starts on 9/1/2012		
Short Term Disab			
<input type="radio"/> Enroll	Starts on 11/1/2012		
FSA Dependent			
<input type="radio"/> Enroll	Starts on 9/1/2012		
FSA Health			
<input type="radio"/> Enroll	Starts on 9/1/2012		

*This column contains estimated contributions, based on your salary. Therefore, the amounts shown here may differ significantly from the actual amounts shown on your paycheck.

Save Enrollment

- After benefit selection is complete for all coverage options click Review Enrollment.

Short Term Disab

Enroll Starts on 11/1/2012

FSA Dependent

Enroll Starts on 9/1/2012

FSA Health

Enroll Starts on 9/1/2012

*This column contains estimated contributions, based on your salary. Therefore, the amounts shown here may differ significantly from the actual amounts shown on your paycheck.

- Click Previous Step if information needs to be altered or click Save if information is accurate.

Selection for HIRE

Plan	Enrollment Validity	Costs	Actions
Dental			
Dental	9/1/2012 - 12/31/9999	223.80 USD Annually (Pre-Tax)	Added
Dependent Life			
Dependent Life	9/1/2012 - 12/31/9999	22.80 USD Annually (Post-Tax)	Added

This column contains estimated contributions, based on your salary. Therefore, the amounts shown here may differ signi

- If needed, click Print New Plan Selections

Enrollment

1 Plan Selection → 2 Review Enrollment → 3 **Completed**

Your plan selections have been saved.

What do you want to do next?

[Go to Benefits Participation Overview](#)

[Go to Benefits and Payment Homepage](#)

[Go to Employee Self-Services Homepage](#)

Selection for HIRE

Plan	Enrollment Validity	Costs	Actions
Dental			
Dental	9/1/2012 - 12/31/9999	223.80 USD Annually (Pre-Tax)	Added
Dependent Life			
Dependent Life	9/1/2012 - 12/31/9999	22.80 USD Annually (Post-Tax)	Added

Your benefit enrollment is now complete. **Be sure to log off of myNKU to ensure all effort is saved!**

