

ESS – Annual Enrollment Step 5: Insurance Plans

Location(s): myNKU → Employee Self Service (ESS) → Benefits and Payment → Annual Enrollment

Your current elections for insurance plans roll over every year. If you do not want to make a change click Next to proceed to Step 6: Savings Plans.

Note: If you delete a plan, you will lose all guaranteed coverage and may need to provide proof of good health to regain coverage.

You have the ability to add () or edit () an Insurance Plan.

Add

This employee currently does not have a Dependent Life Spouse coverage.

	Dep Life Spouse	01/01/2016
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To add a plan, use the following steps:

1. Click the Add icon.
2. Select the plan to highlight.
3. Click Add.

Select a Dep Life Spouse Plan					
	Plan Name	Option	Coverage	Pre-Tax Costs	Post-Tax Costs
<input type="checkbox"/>	Dep Life Spouse	Spouse 10000 Dollars	10,000.00		22.80 USD Annually
<input checked="" type="checkbox"/>	Dep Life Spouse	Spouse 25000 Dollars	25,000.00		57.00 USD Annually
<input type="checkbox"/>	Dep Life Spouse	Spouse 50000 Dollars	50,000.00		114.00 USD Annually
<input type="checkbox"/>	Dep Life Spouse	Waived Coverage	0.00		

- That plan is now displayed

	Dep Life Spouse	01/01/2016	New	Dep Life Spouse	Spouse 25000 Dollars
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Edit

This employee has Short Term Disability coverage of \$300.

ShortTerm Disab	01/01/2016	Current	Short Term Disability	Short Trm Dis 15 DWP	300.00 USD
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To edit this plan, use the following steps:

1. Click the Edit icon.

Note for Short Term Disability: If you are unsure of the maximum units you can purchase, enter 25 for the additional units and click calculate.

Plan Name	Option	Coverage	Pre-Tax Costs	Post-Tax Costs
Short Term Disability	Short Trm Dis 30 DWP	0.00		
Short Term Disability	Short Trm Dis 15 DWP	0.00		104.40 USD Annually
Short Term Disability	No Coverage Elected	0.00		

Additional Coverage

Additional Unit: x USD

Total Insurance Coverage:

- The allowed number of additional units will be populated

2. Click Add

Plan Name	Option	Coverage	Pre-Tax Costs	Post-Tax Costs
Short Term Disability	Short Trm Dis 30 DWP	0.00		
Short Term Disability	Short Trm Dis 15 DWP	0.00		104.40 USD Annually
Short Term Disability	No Coverage Elected	0.00		

Additional Coverage

Additional Unit: x USD

Total Insurance Coverage:

- A Details box for Evidence of Insurability will display
 - The vendor will require you to provide proof of good health in order to be approved for any election that displays the Evidence of Insurability message.

- Click Close

Details

Evidence of insurability required by 11/27/2015.

Evidence of insurability means that you must provide evidence of good health. To be considered for this coverage, complete the EOI form and return the completed form to the HR department before 11/27/2015. Coverage will either be approved or denied based on the information provided.

- The updated plan in the amount of \$800 is now displayed

ShortTerm Disab 01/01/2016 Pending Short Term Disability Short Trm Dis 15 DWP 800.00 USD

When finished working with Insurance Plans, click Next to proceed to Step 6: Savings Plans

Open Enrollment: Step 5 of 8 (Insurance Plans)

◀ Previous **Next ▶** Save

1 Personal Profile 2 Dependents 3 Benefits Summary 4 Health Plans **5 Insurance Plans** 6 Savings Plans