

## ESS – Annual Enrollment Step 8: Review and Save

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

You can review your changes, and save them to finalize the enrollment process by choosing the Save button. You can edit the benefits plans at any time during the enrollment period of October 26, 2015 through November 12, 2015.

The summary screen displays the Plan selected, option, coverage, as well as pre-tax and post-tax costs to the employee.

**Open Enrollment: Step 8 of 8 (Review and Save)**

Previous Next Save

1 Personal Profile 2 Dependents 3 Benefits Summary 4 Health Plans 5 Insurance Plans 6 Savings Plans 7 Flexible Spending Accounts 8 Review and Save

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Plans to Be Removed									
Plan Type	Starts On	Status	Plan Name	Option	Credit Amount	Coverage	Pre-Tax Costs	Post-Tax Costs	
FSA Day Care	01/01/2016	Current	FSA Child/Adult Day Care				62.50 USD Monthly		
	01/01/2016	Waived							

Unchanged Plans									
Plan Type	Starts On	Status	Plan Name	Option	Credit Amount	Coverage	Pre-Tax Costs	Post-Tax Costs	
Dental	01/01/2016	Current	Dental	Preventive		Employee + Child/ren	160.20 USD Annually		
Medical	01/01/2016	Current	High Deductible w/HSA	HDHP 100/70		Employee + Child/ren	682.56 USD Annually		
Vision	01/01/2016	Current	Vision	Basic		Employee + Child/ren			
Dep Life Child	01/01/2016	Current	Dep Life Child	Child 10000 Dollars		10,000.00 USD		14.40 USD Annually	
Dep Life Spouse	01/01/2016	Current	Dep Life Spouse	Spouse 25000 Dollars		25,000.00 USD		57.00 USD Annually	
	01/01/2016	Pending	Dep Life Spouse	Spouse 50000 Dollars		50,000.00 USD		114.00 USD Annually	
Optional Life	01/01/2016	Current	Optional - Group Term Life	5x Salary - Optional Life		375,000.00 USD		922.56 USD Annually	
ShortTerm Disab	01/01/2016	Current	Short Term Disability	Short Trm Dis 15 DWP		300.00 USD		104.40 USD Annually	
	01/01/2016	Pending	Short Term Disability	Short Trm Dis 15 DWP		600.00 USD		208.80 USD Annually	
HSA Plan	01/01/2016	Current	Health Savings Plan				5,000.00 USD Annually		

**Plans not Enrolled In**

Plan Type  
FSA Health

You must click Save and then Log Off in order to save your elections. Failure to SAVE will result in loss of your changes.

- If changes are needed, click Previous

**Open Enrollment: Step 8 of 8 (Review and Save)**

Previous Next Save

1 Personal Profile 2 Dependents 3 Benefits Summary 4 Health Plan

When you have made all of your benefit selections, click Save.

**Open Enrollment: Step 8 of 8 (Review and Save)**

Previous Next Save

1 Personal Profile 2 Dependents 3 Benefits Summary 4 Health Plans 5 Insurance Plans 6 Savings Plans 7 Flexible Spending Accounts 8 Review and Save

A confirmation message will display.

**Open Enrollment**

Data saved successfully

## Print Benefit Elections Summary

To print a copy of the benefits selection summary **at the point of enrollment** follow these steps:

1. Click Print Benefit Elections Summary.



2. A document will launch in Adobe Reader. Use the Adobe Reader floating toolbar to print.

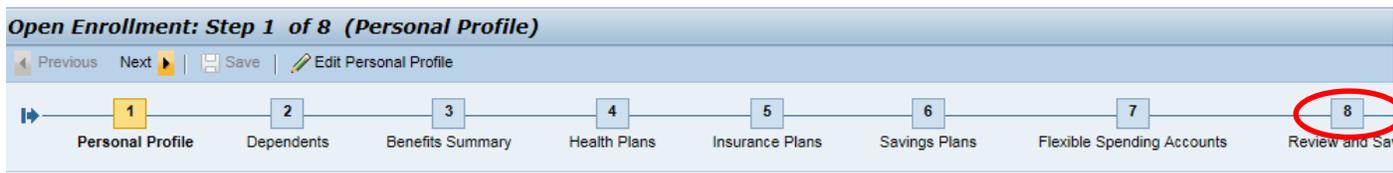


3. Click Close in the top left corner to return to the summary screen

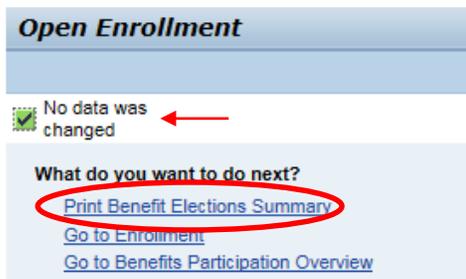


To print a copy of the benefits selection summary **at a later date** follow these steps:

1. Navigate to Annual Enrollment within the Benefits and Payment sub-tab.
2. Click Accept for the Terms and Conditions.
3. Click Step 8 in the roadmap.



4. Click Save – even if no changes were made.
  - A confirmation message that no data was changed will display
  - Click Print Benefit Elections Summary



When you are finished working in myNKU and selecting your benefit coverage, click Log off in the top right corner to securely end your myNKU session.

