

ESS – Annual Enrollment: Terms and Conditions

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

Purpose: Annual Enrollment takes place in the fall and provides the opportunity to make changes to your health care and insurance benefits for the upcoming calendar year. The Annual Enrollment period is the only opportunity to make changes unless you experience a qualifying life event. Annual Enrollment provides a great opportunity to review what's new for the upcoming year or re-enroll in a Flexible Spending Account.

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.
2. Select the Employee Self-Service tab.
3. Select the Benefits and Payment sub-tab.
 - Please expand the Important Annual Enrollment Reminders for tips.
4. Select **Annual Enrollment** under Benefits.

The screenshot shows the myNKU Employee Self-Service portal. The 'Employee Self-Service' tab is circled in red. Below it, the 'Benefits and Payment' sub-tab is selected. The main content area is titled 'Benefits and Payment' and contains several sections: 'Benefits', 'New Hire Enrollment', 'Important New Hire Enrollment Reminders', 'Annual Enrollment', and 'Important Annual Enrollment Reminders'. The 'Annual Enrollment' link in the 'Benefits' section and the 'Important Annual Enrollment Reminders' link in the right-hand column are both circled in red.

5. Read the Terms and Conditions, click Accept.

Terms and Conditions

By clicking Accept I understand and agree to all of the following: 1) I will only be enrolled in those benefits for which I am eligible 2) I agree to the terms and conditions of enrollment set forth 3) I agree that any misrepresentation or misstatement of a material fact made on an electronic or any form requesting benefits under the plan shall terminate my eligibility and that of my eligible dependents and may result in corrective action, including dismissal 4) I will be required to provide initial and periodic proof of my dependents' eligibility 5) I authorize Northern Kentucky University to deduct amounts due from my pay on a before-tax basis, as applicable, until further notice 6) I understand that I may not change my before-tax elections during the year unless I have a qualified change as defined by the IRS.

Accept Decline

- If Decline is accidentally clicked, the following will display:

Open Enrollment

⚠ You have not accepted the Terms and Conditions and cannot continue to the next step of the enrollment process.

What do you want to do next?

[Restart Enrollment](#)

[Go to Benefits Participation Overview](#)

- Click Restart Enrollment and you will be directed back to the Terms and Conditions window. Click Accept.

6. The following roadmap will display. Each step in the 8-step Open Enrollment process will have a corresponding reference card.

Open Enrollment: Step 1 of 8 (Personal Profile)

Previous Next Save Edit Personal Profile

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