

Staff

## ***Vassar College Benefits Open Enrollment***

❖ November 1<sup>st</sup> through November 30, 2011 ❖

### ***Open Enrollment Using Banner Online***

- Go to **Banner Online**: If you don't have a link set up, go to the Vassar home page and click the "information and resources" tab, then "Ask Banner," and then, partway down the page, "Banner Online." Then click "enter secure area now." Your ID number is your 999 Vassar ID. If you need a PIN, click the "forgot PIN" button or contact the CIS Help Desk at ext. 7224.
- Before Open Enrollment, please **list your family members in Banner**. Include anyone who could participate in Vassar's benefits, even if they do not do so currently: your spouse or registered domestic partner, and/or any children under age 26. Once you've logged in, click on Employee Information → Benefits and Deductions → Dependent Information. You will see yourself listed as "Dependent 1." Mid-screen, click on Add a New Person. When you reach the box saying "beneficiary or dependent", use the drop-down menu: if they are NOT on your health or dental plan, select "dependent." If they are on either health or dental, select "both." (NOTE: You will see retirement, flex and life insurance on the beneficiaries list. However, we do NOT store that information in Banner.) Once complete, click "submit change." Enter all family members; then, on the main menu, click "Update coverage and allocations." You can then add or confirm coverage on your health and/or dental plan. Note the screen instructions: if your family member is already on your insurance, use today's date as "begin date." If you want to add them to your coverage for the first time as part of Open Enrollment, use 1/1/12. If you are dropping coverage for a family member, put 12/31/11 in the "termination" box.
- **Open Enrollment**: You'll see the link on the main page of Banner Online, beneath "employee information." Read the text at the top of each screen, which helps navigate around some of Banner Online's names and buttons. When you are done with each benefit group, click the link at the bottom of the page that says "Return to Main Menu to Complete." That brings you back to where you can choose another benefit group or save your work and submit your changes to Benefits, which you do by clicking the COMPLETE button.

## *Questions and Answers*

**How will I know that Benefits received my elections?** When you finish Open Enrollment and click COMPLETE, you'll get a confirmation email.

**What if I don't want to change anything?** As always, we want to ensure that you have reviewed your benefits. Once you enter Open Enrollment you will see your current benefits and status. Click COMPLETE to confirm.

**How do I add or drop family members on my insurance?** See above, "list your family members in Banner."

**What is the RESTART button for?** RESTART erases ALL of the changes you made in the Open Enrollment session, even for benefits groups you aren't currently viewing. If you need to restart, re-enter everything from that session.

**What if I hit COMPLETE but then want to change something?** You can go back in any time through November 30<sup>th</sup>. Once you COMPLETE, a new button appears saying RE-START OPEN ENROLLMENT. Make changes where you need to, and then COMPLETE again.

**Flex spending: it says, "will be continued into the next year."** Yes, it will, even if you don't change your amount, but ONLY if you click COMPLETE. That will comply with the IRS requirement that you have actively elected flex for 2012.

**I don't take Vassar health insurance and get the 'Cash Out' payment. Where do I elect that?**

Once you've looked through everything, including your health insurance section where you have "made no selections," click COMPLETE. We will process cash-out payments for everyone with no Vassar health insurance who COMPLETEs Open Enrollment online.

**I'm confused by my "cost" amounts when I select "Calculate Costs".** Banner does some math to translate your per-paycheck costs into an *average* monthly cost.

**More Questions?** Contact us in Benefits at ext. 5850, or [benefits@vassar.edu](mailto:benefits@vassar.edu).