

# *Vassar College Benefits Open Enrollment*

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

Welcome to Open Enrollment for Benefits! This is your opportunity to review your current benefits and select new coverage. We strongly encourage you to attend this year's **Benefits Fair, Tuesday, November 1<sup>st</sup>, 9:00 a.m. to 4:00 p.m., Villard Room**, to meet with representatives for all benefits.

## Open Enrollment Basics

- ☒ **How to Get Information on Your Benefits for 2012:** Find full information on all benefits on the Human Resources website: <http://humanresources.vassar.edu/>. Look under Benefits: Open Enrollment for Staff and Supervisors (hint: you can type HR in the home page search box to get to the HR page quickly.) For face-to-face assistance, visit the Benefits Fair and talk with the Benefits staff and plan representatives.
- ☒ **Open Enrollment is Online!** Use Ask Banner / Banner Online, just as you do to view your pay stubs and submit your time sheet. When you log in to Banner Online, you'll see the Open Enrollment link. Full instructions and FAQs are on the reverse of this sheet. If you want assistance in person, come to the Benefits Fair, where HR staff can help you through the Banner Open Enrollment process.
- ☒ **Deadlines!** Elect your 2012 benefits online by November 30<sup>th</sup>. In order to comply with IRS plan year election deadlines, we cannot accept Flex Spending Account elections after November 30<sup>th</sup>.

## Benefits News for 2012

- ☒ **Health Insurance:** Vassar is making no changes in benefits under any health insurance plan for the coming year. The cost of dependent coverage has risen slightly (3% to 6.1%, depending on the health plan.) You can compare the plans on the Human Resources web page: <http://humanresources.vassar.edu/>. Under Benefits: Open Enrollment for Staff and Supervisors, click on "Health Insurance Comparison Chart." 2012 rates are there, too, and will also appear when you complete Open Enrollment online and select "Calculate Costs."
- ☒ **Family Members:** Many of you have gone in to Ask Banner and listed your family members. This year, we are asking everyone to take a moment to do this before proceeding to Open Enrollment. (Instructions, over.) Once you show your family members, you can list them on your health and dental plans. This step will allow us to review enrollment records and make sure that there are no coverage discrepancies.
- ☒ **Flex Spending Accounts:** One of the provisions of the Health Care Reform Act will impose a limit of \$2,500 on medical flex spending accounts for 2013. There is some uncertainty about whether this cap will actually occur. However, you may want to consider this future limit in your planning for next year: if you are considering an expensive procedure, it is possible that next year (2012) could be the last for the current \$10,000 medical flex limit. Please also note the absolute deadline of November 30<sup>th</sup> for medical and dependent care flex elections.
- ☒ **SRA Limits:** For 2012, the IRS has raised the base annual SRA contribution limit to \$17,000, with the over-age-50 catch-up addition remaining \$5,500. Therefore, next year's SRA limits are \$17,000 if you will be under 50 in 2012, and \$22,500 if you will be 50 or over.

*These are just a few of the benefits available to you. Come to the Benefits Fair and look online at <http://humanresources.vassar.edu/> for full information on these and ► Dental Insurance ► Legal and Financial Counseling through your Employee Assistance Program (EAP)*

## *Open Enrollment Using Banner OnLine*

- **Go to Banner On line:** 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 dependent 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, under "employee information." Click to enter. 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 select 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 let us know you've done that.

**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 on-line.

**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).