

Vassar College Benefits Open Enrollment

☒ November 2nd through November 18th, 2016 ☒

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, Wednesday, November 2nd, 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 2017:** Find full information on all benefits on the Human Resources website: <http://humanresources.vassar.edu/>. Look under Benefits: Open Enrollment for Staff. (Quick link: type HR in the home page search box.) For face-to-face assistance, visit the Benefits Fair and talk with the Benefits staff and plan representatives.
- ☒ **On-Line Open Enrollment:** Use Ask Banner / Banner Online to complete Open Enrollment. **Don't use Firefox** as your browser. Full instructions and FAQs are on the reverse of this sheet. For in-person help, come to the Benefits Fair.

Benefits News for 2017

- ☒ **Health Insurance Choices:** You now have a third health plan available: **Empire Blue Cross EPO**. This plan is a less-expensive Blue Cross option and, in some cases, more affordable than the MVP HMO. The EPO coverage and participating providers are the same as the PPO; the two differences are that the EPO has higher copayments and does not cover non-participating providers. Full information is on-line at <http://humanresources.vassar.edu/>: find the rates under Benefits: Open Enrollment for Staff.
- ☒ **SRAs: Change to Percentage!** This spring, we will introduce a web portal for your retirement plans. All of your Vassar plans – the College contributions and yours, TIAA and Fidelity, will be in one place, and you can use the site to change your SRA any time. The site is built for percentage-based SRAs only, so you will need to **change dollar-based SRA deductions to percentage**. When you use Banner OnLine to complete Open Enrollment, you will see a percentage option come up. Instructions and a calculator will be on the Benefits website in time for Open Enrollment.
- ☒ **SRA Limits:** Next year's **SRA limits** will remain \$18,000 if you will be under 50 in 2017, and \$24,000 if you will be 50 or over.
- ☒ **Flex Spending Accounts: ASI Replaces TASC** The plans are the same; you will get a new flex card from ASI in time for January. ASI requires documentation for some card transactions: speak to their representative at the Benefits Fair or see www.asiflex.com/DebitCards. The annual **limit on medical flex spending accounts is now \$2,600**. The limit remains \$5,000 for child-care.

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 on legal and financial counseling through your Employee Assistance Program (EAP)

Open Enrollment Using Banner OnLine

- Use IE or Chrome browsers, **not Firefox**, and go to **Banner Online**: If you don't have a tab on your browser, 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 and PIN are the same as your email / general ID and PIN. If you need help logging in, contact the CIS Help Desk at ext. 7224.
- **Open Enrollment**: On the main page of Banner Online, click the "employee." Box. Then click *Open Enrollment* in the menu box. Then click the dark "Start Open Enrollment" button. **Read the text at the top of each screen.** When you are done with each benefit group, click the pale blue boxed link at the bottom of the page that says "Return to Open Enrollment Main Menu." That brings you back to where you can choose another benefit group or save your work and submit your changes to Benefits by clicking the button reading **Click Here to Complete Open Enrollment**.

Questions and Answers

How will I know that Benefits received my elections? When you finish Open Enrollment and click **Click Here to Complete Open Enrollment**, 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 Open Enrollment** to confirm.

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 **Click Here to Complete Open Enrollment but then want to change something?** You can go back in any time through November 18th. Once you **Complete Open Enrollment**, a new button appears saying RE-START OPEN ENROLLMENT. Make changes where you need to, and then **Complete Open Enrollment** again.

How do I add or drop family members on my insurance? If your family members aren't already listed in Banner, you'll need to do that before completing Open Enrollment. Once you've logged in to Banner Online, 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 and 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 coverage on your health and/or dental plan. Use 12/26/16 for "begin date." If you are dropping coverage for a family member, put 12/25/16 in the "termination" box. For Open Enrollment, make changes to your policy if necessary: for example, adding your child might change your health plan status from Single to Parent-Child or from Two Adult to Family.

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 Open Enrollment**. That will comply with the IRS requirement that you have actively elected flex for 2017.

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 Open Enrollment**. We will process cash-out payments for everyone with no Vassar health insurance who completes Open Enrollment online.

More Questions? Contact us in Benefits at ext. 5850, or benefits@vassar.edu.