



ENROLLMENT INSTRUCTIONS

Step 1: Get Ready. What You'll Need to Enroll...

A Computer. All associates will enroll online for Benefits 2008. **If you do nothing, your current elections will continue with the exception of the Health Care FSA or the Dependent Day Care FSA.** You must re-enroll for these plans in 2008. If you want to change your elections or you want to elect the Health Care FSA or the Dependent Day Care FSA, then you'll need to go online and enroll. **Remember, you must take the Humana Health Assessment in order to elect Medical coverage for 2008.**



Benefits 2008 Information. Information about 2008 benefits is available on our special Benefits webpage, at www.stvincenthealthbenefits.org. You can access this website from the St. Vincent Intranet, click on "Associate Information", "Associate Benefits Information", and then "Benefits 2008". On this website, you can view the 2008 Enrollment Guide, and watch a PowerPoint presentation to learn about Benefits. When you are ready to enroll, click the "Log in to Enroll" link on the left.

Your Personalized Worksheet (optional). This statement reports your most recent benefit elections and lists your covered dependents. The information printed on the worksheet is available in **eBenefits**, our online enrollment system. If you want to review your worksheet before enrolling, you can access and print your worksheet from **eBenefits**. Access **eBenefits** through one of the methods described below. You will see a link to download and print your worksheet.

Access the Online Enrollment System (eBenefits)

You have **three ways** to access the online enrollment system. **Choose the option** that is most convenient for you...

<i>Through the Kiosk at your facility</i>	<i>Through the computer at your worksite</i>		<i>From any computer with Internet access</i>
From the Welcome Screen, click on Associate Link.	From the St.Vincent Intranet.	From the Saint John’s Intranet	Type www.stvincenthealthbenefits.org into your web browser address
Click on “St.Vincent Benefits Enrollment”	Click on “Associate Information” located on the bar across the top of the screen, then click on “Associate Benefits Information”	Click on “St. Vincent Benefits”	On the left side of the screen, click on “Log In To Enroll”
You will see the Associate Self Service Log In Page. Type in your last name and Social Security Number and click on the “Continue” button.	Click on “Learn about 2008 Benefits” for more information about Benefits, or click on “Log In To Enroll” if you are ready to enroll	You will see the Associate Self Service Log In Page. Type in your last name and Social Security Number and click on the “Continue” button.	You will see the Associate Self Service Log In Page. Type in your last name and Social Security Number and click on the Continue button.
The system will then ask you for your PIN. If you have never used the Associate Self Service feature before you will need to create your PIN number. If you don’t remember your PIN you will need to call the HR Service Center.	You will see the Associate Self Service Log In Page. Type in your last name and Social Security Number and click on the “Continue” button.	The system will then ask you for your PIN. If you have never used the Associate Self Service feature before you will need to create your PIN number. If you don’t remember your PIN you will need to call the HR Service Center.	The system will then ask you for your PIN. If you have never used the Associate Self Service feature before you will need to create your PIN number. If you don’t remember your PIN you will need to call the HR Service Center.
You’ll see the Benefits Enrollment Screen with a letter to you.	The system will then ask you for your PIN. If you have never used the Associate Self Service feature before you will need to create your PIN number. If you don’t remember your PIN, you will need to call the HR Service Center.	You’ll see the Benefits Enrollment Screen with a letter to you.	You’ll see the Benefits Enrollment Screen with a letter to you.
Click on the “Select” button to continue. Carefully read the instructions on each page to make your benefit elections. Once you have entered all of your elections, click the “Submit” button twice.	You’ll see the Benefits Enrollment Screen with a letter to you. Click on the “Select” button to continue. Carefully read the instructions on each page to make your benefit elections. Once you have entered all of your elections, click the “Submit” button twice.	Click on the “Select” button to continue. Carefully read the instructions on each page to make your benefit elections. Once you have entered all of your elections, click the “Submit” button twice.	Click on the “Select” button to continue. Carefully read the instructions on each page to make your benefit elections. Once you have entered all of your elections, click the “Submit” button twice.

In the next few weeks you will receive a Confirmation Statement of your benefits elections. Please review it to assure that your benefits elections are correct. If you need to make changes to your Confirmation Statement, please contact the HR Service Center.

Step 2: Begin enrollment.

Now that you see the Benefits Enrollment screen. Verify your name. Read the letter. Click on the “Select” button next to your Job Title for the Open Enrollment event.

The screenshot shows a Microsoft Internet Explorer browser window displaying the PeopleSoft Benefits Enrollment page. The browser title is "Employee-facing registry content - Microsoft Internet Explorer provided by St. Vincent Health". The address bar shows the URL: http://psoftdev.stvincent.org:82/psp/dev/EMPLOYEE/HRMS/c/W3EB_MENU.W3EB_ENR_SELECT.GBL?Page=W3EB_ENR_SELECT&Action=L. The page header includes the PeopleSoft logo and navigation links for Home and Sign out. A search box is visible in the top left. The main content area is titled "Benefits Enrollment" and displays the name "John Doe". Below the name is a welcome message and instructions. A table titled "Open Benefit Events" is shown with the following data:

Event Description	Event Date	Event Status	Job Title	
Open Enrollment	12/30/2006	Open	Technical Specialist	Select

Below the table, it states: "Once you click Select, it may take up to 1 minute for your benefits enrollment information to load." At the bottom, there are links for "Employee Home" and "Benefits Home". Two callout boxes are present: one pointing to the name "John Doe" with the text "Verify your name", and another pointing to the "Select" button with the text "Click the SELECT button for your Open Enrollment event".

Stop and contact the HR Service Center, if you encounter these issues:

- If your name is not displayed in your letter, please do not proceed with your enrollment.
- If you do not see Open Enrollment in your list of open benefit events, please do not proceed with your enrollment.

Step 3: Review Your Benefit Options.

After you've clicked on Select, you should see the heading "Open Enrollment" and your name again. Carefully read the instructions at the top of the page on how to make your benefit elections and how to submit your enrollment. The Enrollment Summary follows this enrollment information. The Enrollment Summary is long. You will need to use the scroll bar to move down the page to read all of the information. **Here's what to review:**

- **Benefit Plans.** As you scroll down the page, you will see the benefit plan types that you are eligible to elect in 2008 – medical, dental, etc.
- **Coverage Elections.** Under each plan, you'll see your "Current" coverage election - the coverage that you elected in 2007. And you'll see a "New" election – the coverage and payroll deduction for the same coverage level in 2008. If you are currently enrolled in the Health Care FSA or the Dependent Day Care FSA, please note that your "New" election for these plans is \$0 or "no coverage." You must re-elect these plans in 2008.
- **Payroll Deductions.** Next to the "New" coverage level under each plan is the 2008 payroll deduction – this is the estimated amount that is deducted each pay period.

Employee-facing registry content - Microsoft Internet Explorer provided by St. Vincent Health

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Back Forward Stop Home Search Folders Favorites Address

Links

PeopleSoft.

Menu Search: Employee Self Service

Benefits Enrollment

Open Enrollment

John Doe

Open Enrollment is your annual opportunity to modify your benefit choices. Making a benefit decision is important. Please review your Enrollment Summary below. If you want to retain all of your current elections, scroll to the bottom of the page and click on the **Submit** button. To make benefit plan changes, click the **Edit** button to view and select your options for each plan. Once all of your elections have been entered, click on the **Submit** button at the bottom of the page to send your new choices to the Benefits Department.

To continue participating in the Flexible Spending plans or the Voluntary AD&D plans next year, you must first click on the **Edit** button next to the desired FSA or AD&D plan and then enter your election or annual pledge amount. You will be able to review the cost of each benefit on the Enrollment Summary below.

Important: Your enrollment will not be complete until you click on the **Submit** button at the bottom of the page.

Enrollment Summary

		Before Tax	After Tax
Edit	Medical		
Current:	SVH Medical Plan-PPO:Assoc & Fm		
New:	SVH Medical Plan-PPO:Assoc & Fm	147.03	
Edit	Dental		
Current:	Dental Plan - Basic:Assoc & Fm		
New:	Dental Plan - Basic:Assoc & Fm	20.42	

Current and New Elections

Benefit Plan Types

Benefits Enrollment - Microsoft Internet Explorer provided by St. Vincent Health

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Back Forward Stop Home Search Folders Favorites Address Links

PeopleSoft.

Menu Search: Employee Self Service

Edit	Vision		
Current:	Vision Plan - Full Service:Assoc & Fm		
New:	Vision Plan - Full Service:Assoc & Fm	8.60	
Edit	Comprehensive Legal Plan		
Current:	No Coverage		
New:	No Coverage		0.00
Edit	Basic Term Life		
Current:	Lf Basic: 1 * Salary		
New:	Lf Basic: 1 * Salary: \$52,000	0.00	
Edit	Supplemental Term Life		
Current:	No Coverage		
New:	No Coverage		0.00
Edit	Voluntary AD&D		
Current:	No Coverage		
New:	No Coverage		0.00
Edit	Dependent Term Life		
Current:	Child Life-10,000: \$10,000		
New:	Child Life-10,000: \$10,000		0.65
Edit	Spouse Supplemental Life		
Current:	No Coverage		
New:	No Coverage		0.00
Edit	Short-Term Disability		
Current:	Short Term Disability-50%: 0.00% of Salary		
New:	Short Term Disability-70%: 70.00% of Salary		0.00

Error on page.

Click the Edit button next to plan types that you want to change

Estimated Payroll Deduction Amounts

Step 4: Make Your 2008 Benefit Elections.

To review or change the coverage options under any plan in the Benefits Summary, click on the **Edit button** next to the name of the plan (Medical, Dental, etc.), and you will see a list of the options and payroll deductions. You can make a new selection by clicking on the small circle button next to the option that you want to elect.

To elect coverage for your dependents (spouse, children, or legal dependents), click on the **Edit button** next to the name of the plan in the Benefits Summary. You will see the name of the plan you selected and your name at the top of the screen. Then scroll down the page to see a list of your current dependents, and click on the enroll box next to the name of the dependent you wish to cover.

To add a dependent or change dependent information, click on the **Edit button** next to the name of the plan in the Benefits Summary. You will see the name of the plan you selected and your name at the top of the screen. Then scroll down to the Enroll Your Dependents section and click on the Add/Review Dependents button. You will then see a list of your dependents and their information. To change information on the page, click on the name of the dependent you want to change and click on the Edit button to type in your new information. To add a dependent, click on “Add a dependent or beneficiary.”

The system does not allow you to change the name of an existing dependent. To change or correct a dependent name, please contact the HR Service Center.

Examples of the above features are outlined on pages 4 through 9.

If you do not want to change any of your benefit elections, and if you do not want to enroll in Flexible Spending Plans, then you may scroll down to the bottom of the Enrollment Summary page and click on the “Submit” button.

NOTE: All benefit elections and coverage changes begin from the Enrollment Summary screen. Then by clicking the edit button you can see each individual plan. From the plan screen, you can change your elections. When you are satisfied with your choices, click on the Continue button at the bottom of the page and you will return to the Enrollment Summary.

The screenshot shows a web browser window titled "Employee-facing registry content - Microsoft Internet Explorer provided by St. Vincent Health". The page is the "Comprehensive Legal Plan" screen for John Doe. It displays a table of coverage options with radio buttons for selection. A "Continue" button is highlighted at the bottom. Two callout boxes provide instructions: one points to the radio button for "Associate & Family" coverage, and another points to the "Continue" button.

Coverage Level	Your Costs	Tax Class
<input type="radio"/> Associate Only	\$3.81 \$0.00	\$3.81 After-Tax
<input checked="" type="radio"/> Associate & Family	\$5.54 \$0.00	\$5.54 After-Tax
<input type="radio"/> No Coverage		

Click the button next to the benefit plan that you want to elect

Click the Continue to store your individual plan elections and to return to the Enrollment Summary page

Step 4: Make Your 2008 Benefit Elections (continued)

Example: REVIEWING/CHANGING YOUR MEDICAL COVERAGE

Benefits Enrollment - Microsoft Internet Explorer provided by St. Vincent Health

PeopleSoft.

Menu
Search: []
Employee Self Service

Home | Sign out

New Window | Customize Page

Benefits Enrollment

Medical

John Doe

Important! Your current coverage is: SVH Medical Plan-PPO with Associate & Family coverage.

Select an Option

Here Are Your Available Options With Your per-pay-period Costs:

[Overview of all Plans](#)

Select one of the following plans:

SVH Medical Plan-EPO

Coverage Level	Your Costs	Tax Class
Associate Only	\$34.72 \$0.00 \$34.72	Before-Tax
Associate & Spouse	\$71.80 \$0.00 \$71.80	Before-Tax
Associate & Child(ren)	\$62.79 \$0.00 \$62.79	Before-Tax
Associate & Family	\$92.87 \$0.00 \$92.87	Before-Tax

SVH Medical Plan-PPO

Coverage Level Your Costs Tax Class

Done Internet

Click the button next to the benefit plan that you want to elect

Medical Plan Names and the Per-Pay-Period Costs

Example: REVIEWING/CHANGING MEDICAL COVERAGE *for your dependents*

Benefits Enrollment - Microsoft Internet Explorer provided by St. Vincent Health

PeopleSoft.

Menu
Search: []
Employee Self Service

Home | Sign out

Enroll Your Dependents

The following list displays all enrolled dependents. If an eligible dependent is not included on the list, click the **Add/Review Dependents** button. Providing they meet the definition of a dependent, eligible dependents may be added to your contract during this Open Enrollment. If you are currently covering a dependent that is no longer eligible, it is your responsibility to remove that dependent.

[Click Here to View the Complete Definition of a Dependent](#)

You may enroll any of the following individuals for coverage under this plan by checking the **Enroll** box next to the dependent's name. To remove a dependent, uncheck the box.

Enroll	Name	Relationship
<input checked="" type="checkbox"/>	Jane Doe	Spouse
<input checked="" type="checkbox"/>	Jerry Doe	Son
<input checked="" type="checkbox"/>	Julie Doe	Daughter
<input checked="" type="checkbox"/>	James Doe	Son
<input type="checkbox"/>	Test test	Sister

Add/Review Dependents

Continue Click **Continue** to store your choice until you are ready to submit your final enrollment on the Enrollment Summary.

Cancel Click **Cancel** to ignore all entries made on this page and return to the Enrollment Summary.

Done Internet

Click on the Enroll check box next to the dependents that you want to cover

Click on the Continue button to store your choices and return to the Enrollment Summary page

NOTES:

1. The enrollment system will automatically elect the appropriate coverage level for medical, dental and vision coverage from your list of covered dependents. For example, if you check the enroll box next to your spouse's name, the system will elect "Associate and Spouse" coverage under the plan.
2. All benefit elections and coverage changes begin from the Enrollment Summary screen. Then by clicking the edit button you can see each individual plan. From the plan screen, you can change your elections. When you are satisfied with your choices, click on Continue and you will return to the Enrollment Summary.

Step 4: Make Your 2008 Benefit Elections (continued)

Example: ADDING A DEPENDENT

The screenshot shows the 'Enroll Your Dependents' page in the PeopleSoft system. The page includes a search bar, a menu, and a table of dependents. The table has columns for 'Enroll', 'Name', and 'Relationship'. The 'Enroll' column contains checkboxes, with the first four checked and the last one unchecked. Below the table are three buttons: 'Add/Review Dependents', 'Continue', and 'Cancel'. A callout box with an arrow points to the 'Add/Review Dependents' button.

Enroll Your Dependents

The following list displays all enrolled dependents. If an eligible dependent is not included on the list, click the **Add/Review Dependents** button. Providing they meet the definition of a dependent, eligible dependents may be added to your contract during this Open Enrollment. If you are currently covering a dependent that is no longer eligible, it is your responsibility to remove that dependent.

[Click Here to View the Complete Definition of a Dependent](#)

You may enroll any of the following individuals for coverage under this plan by checking the **Enroll** box next to the dependent's name. To remove a dependent, uncheck the box.

Enroll	Name	Relationship
<input checked="" type="checkbox"/>	Jane Doe	Spouse
<input checked="" type="checkbox"/>	Jerry Doe	Son
<input checked="" type="checkbox"/>	Julie Doe	Daughter
<input checked="" type="checkbox"/>	James Doe	Son
<input type="checkbox"/>	Testtest	Sister

Add/Review Dependents

Continue Click **Continue** to store your choice until you are ready to submit your final enrollment on the Enrollment Summary.

Cancel Click **Cancel** to ignore all entries made on this page and return to the Enrollment Summary.

To add a new dependent, review or update existing dependent data, click on the Add/Review Dependents button

Benefits Enrollment - Microsoft Internet Explorer provided by St. Vincent Health

File Edit View Favorites Tools Help

Address http://psftdev.stvincent.org:82/psp/dev/EMPLOYEE/HRMS/c/W3EB_MENU.W3EB_ENR_SELECT.GBL?NAVSTACK=Clear&FolderPath=PORTAL_ROOT_OI

Links

PeopleSoft. Home Sign out

Menu Search: Employee Self Service

Enrollment Dependent/Beneficiary Summary

Click the Dependent/Beneficiary's name if you would like to review or change personal information.

[Add a dependent or beneficiary](#)

Summary

[Jane Doe](#)

Relationship to Employee: Spouse **Date of Birth:** 08/25/1974

Dependent/Beneficiary Type: Both Dependent & Beneficiary

Marital Status: Married

Student: No

Disabled: No

[Jerry Doe](#)

Relationship to Employee: Son **Date of Birth:** 09/21/1991

Dependent/Beneficiary Type: Both Dependent & Beneficiary

Marital Status: Single

Student: No

Disabled: No

Click on "Add a dependent or beneficiary" to enter a new record

Click on the Dependent or Beneficiary's name to review and update existing information

Employee-facing registry content - Microsoft Internet Explorer provided by St. Vincent Health

File Edit View Favorites Tools Help

Address

Links

PeopleSoft. Home Sign out

Menu Search: Employee Self Service

Date of Birth: 08/25/1974

Dependent/Beneficiary Type: Both Dependent & Beneficiary

Relationship to Employee: Spouse

Status Information

Marital Status: Married

Student: No

Disabled: No

Smoker: No

Address and Telephone

Same Address as Employee

Country: United States

Address: 123 Any Street
Indianapolis, IN 46268

Same Phone as Employee

Phone: 317/555-1212

* Required Field

[Edit](#)

Review the personal data and click edit at the bottom of the page to update or add information

Benefits Enrollment - Microsoft Internet Explorer provided by St. Vincent Health

File Edit View Favorites Tools Help

Address http://psftdev.stvincent.org:82/psp/dev/EMPLOYEE/HRMS/c/AW3EB_MENU.W3EB_ENR_SELECT.GBL?NAVSTACK=Clear&FolderPath=PORTAL_ROOT_OI

Links

PeopleSoft. Home Sign out

Menu Search: Employee Self Service

Dependent/Beneficiary Personal Information

John Doe

Click Save once you have added your Dependent/Beneficiary's personal information.

Personal Information

First Name: Judy
 Middle Name:
 Last Name: Doe
 Name Prefix:
 Name Suffix:
 *Gender: Female
 Birthdate: 9/25/06
 *Dependent/Beneficiary Type: Both Dependent & Beneficiary
 *Relationship to Employee: Daughter

Status Information

*Marital Status: Single Marital Status Date:
 Student: No Student Status Date:

Enter or Update your dependent or beneficiary's information and choose the correct Dependent Beneficiary Type. The choices are:

1. Beneficiary Only
2. Both Dependent & Beneficiary
3. Inactive

Only dependents with a relationship code of Spouse, Daughter, Son, or Legal Dependent can be set up with the "Both Dependent and Beneficiary" type.

Any relationship code can be used for a Beneficiary type.

Employee-facing registry content - Microsoft Internet Explorer provided by St. Vincent Health

File Edit View Favorites Tools Help

Address http://psftdev.stvincent.org:82/psp/dev/EMPLOYEE/HRMS/c/AW3EB_MENU.W3EB_ENR_SELECT.GBL?Page=W3EB_ENR_SELECT&Action=L

Links

PeopleSoft. Home Sign out

Menu Search: Employee Self Service

*Marital Status: Single Marital Status Date:
 Student: No Student Status Date:
 Disabled: No Date of Death:
 Smoker: No

Address and Telephone

Same Address as Employee
 Country: United States
 Address: 123 Any Street
 Indianapolis, IN 46268

Same Phone as Employee
 Phone: 317/555-1212

* Required Field
 Save
[Return to Enrollment Dependent/Beneficiary Summary](#)

Click "Save" to store your changes, then click on "Return to Enrollment Dependent/Beneficiary Summary"

NOTE: All benefit elections and coverage changes begin from the Enrollment Summary screen. Then by clicking the edit button you can see each individual plan. From the plan screen, you can change your elections. When you are satisfied with your choices, click on Continue and you will return to the Enrollment Summary.

Example: DE-ACTIVATING A DEPENDENT and/or BENEFICIARY

Click the Edit button next to plan type that you want to deactivate a dependent (Medical, Dental, Vision, etc.) beneficiary (basic life, supplemental life.)

Plan Name	Current	New	Before Tax	After Tax
Vision	Vision Plan - Full Service Assoc & Fm	Vision Plan - Full Service Assoc & Fm	8.60	
Comprehensive Legal Plan	No Coverage	No Coverage		0.00
Basic Term Life	LfBasic: 1 * Salary	LfBasic: 1 * Salary: \$52,000		0.00
Supplemental Term Life	No Coverage	No Coverage		0.00
Voluntary AD&D	No Coverage	No Coverage		0.00
Dependent Term Life	Child Life-10,000: \$10,000	Child Life-10,000: \$10,000		0.65
Spouse Supplemental Life	No Coverage	No Coverage		0.00
Short-Term Disability	Short Term Disability-50%: 0.00% of Salary	Short Term Disability-70%: 70.00% of Salary		0.00

To de-activate a **dependent**, scroll to the bottom and click on the Add/Review Dependents button.

To de-activate a **beneficiary**, scroll to the bottom and click on the Add/Review Beneficiaries button.

Enroll Your Dependents

The following list displays all enrolled dependents. If an eligible dependent is not included on the list, click the **Add/Review Dependents** button. Providing they meet the definition of a dependent, eligible dependents may be added to your contract during this Open Enrollment. If you are currently covering a dependent that is no longer eligible, it is your responsibility to remove that dependent.

[Click Here to View the Complete Definition of a Dependent](#)

You may enroll any of the following individuals for coverage under this plan by checking the **Enroll** box next to the dependent's name. To remove a dependent, uncheck the box.

Enroll	Name	Relationship
<input checked="" type="checkbox"/>	Jane Doe	Spouse
<input checked="" type="checkbox"/>	Jerry Doe	Son
<input checked="" type="checkbox"/>	Julie Doe	Daughter
<input checked="" type="checkbox"/>	James Doe	Son
<input type="checkbox"/>	Test test	Sister

Add/Review Dependents

Continue Click **Continue** to store your choice until you are ready to submit your final enrollment on the Enrollment Summary.

Cancel Click **Cancel** to ignore all entries made on this page and return to the Enrollment Summary.

Benefits Enrollment - Microsoft Internet Explorer provided by St. Vincent Health

File Edit View Favorites Tools Help

Address http://psftdev.stvincent.org:82/psp/dev/EMPLOYEE/HRMS/c/W3EB_MENU.W3EB_ENR_SELECT.GBL?NAVSTACK=Clear&FolderPath=PORTAL_ROOT_OI

Links

PeopleSoft. Home Sign out

Menu Search: Employee Self Service

Enrollment Dependent/Beneficiary Summary

Click the Dependent/Beneficiary's name if you would like to review or change personal information.

[Add a dependent or beneficiary](#)

Summary

[Jane Doe](#)

Relationship to Employee: Spouse **Date of Birth:** 08/25/1974

Dependent Beneficiary Type: Both Dependent & Beneficiary

Marital Status: Married

Student: No

Disabled: No

[Jerry Doe](#)

Relationship to Employee: Son **Date of Birth:** 09/21/1991

Dependent Beneficiary Type: Both Dependent & Beneficiary

Marital Status: Single

Student: No

Disabled: No

Click on the Dependent or Beneficiary's name that you wish to de-activate.

Employee-facing registry content - Microsoft Internet Explorer provided by St. Vincent Health

File Edit View Favorites Tools Help

Address

Links

PeopleSoft. Home Sign out

Menu Search: Employee Self Service

Date of Birth: 08/25/1974

Dependent Beneficiary Type: Both Dependent & Beneficiary

Relationship to Employee: Spouse

Status Information

Marital Status: Married

Student: No

Disabled: No

Smoker: No

Address and Telephone

Same Address as Employee

Country: United States

Address: 123 Any Street
Indianapolis, IN 46268

Same Phone as Employee

Phone: 317/555-1212

* Required Field

[Edit](#)

Click edit at the bottom of the page to de-activate information.

Benefits Enrollment - Microsoft Internet Explorer provided by St. Vincent Health

File Edit View Favorites Tools Help

Address http://pssoftdev.stvincent.org:82/psp/dev/EMPLOYEE/HRMS/c/AW3EB_MENU.W3EB_ENR_SELECT.GBL?NAVSTACK=Clear&FolderPath=PORTAL_ROOT_OI

Links

PeopleSoft. Home Sign out

Menu Search: Employee Self Service

Dependent/Beneficiary Personal Information

John Doe

Click Save once you have added your Dependent/Beneficiary's personal information.

Personal Information

First Name: Judy
 Middle Name:
 Last Name: Doe
 Name Prefix:
 Name Suffix:
 Gender: Female
 Birthdate: 9/25/06
 *Dependent Beneficiary Type: Both Dependent & Beneficiary
 *Relationship to Employee: Daughter

Status Information

*Marital Status: Single Marital Status Date:
 Student: No Student Status Date:

Update the "Dependent Beneficiary Type" to "Inactive"

If appropriate, change the selection in the "Relationship to Employee" box.

Employee-facing registry content - Microsoft Internet Explorer provided by St. Vincent Health

File Edit View Favorites Tools Help

Address http://pssoftdev.stvincent.org:82/psp/dev/EMPLOYEE/HRMS/c/AW3EB_MENU.W3EB_ENR_SELECT.GBL?Page=W3EB_ENR_SELECT&Action=L

Links

PeopleSoft. Home Sign out

Menu Search: Employee Self Service

*Marital Status: Single Marital Status Date:
 Student: No Student Status Date:
 Disabled: No Date of Death:
 Smoker: No

Address and Telephone

Same Address as Employee
 Country: United States
 Address: 123 Any Street
 Indianapolis, IN 46268

Same Phone as Employee
 Phone: 317/555-1212

* Required Field
 Save
[Return to Enrollment Dependent/Beneficiary Summary](#)

Click "Save" to store your changes, then click on "Return to Enrollment Dependent/Beneficiary Summary"

Scroll to the bottom and click on the "return to Event Selection" link to get back to the Open Enrollment screen.

YOU MUST OPEN UP EACH OF THE BENEFIT TYPES (medical, dental, vision, basic life etc.) TO HAVE THE CHANGES "APPLY" TO THOSE BENEFITS AS WELL.

Step 5: Submit Your Elections.

Once you have entered all of your benefit plan elections, scroll down to the bottom of the “Benefits Summary” and click on the “Submit” button. The system will then show you a “Submit Benefits Choices” screen. Please read the “Authorization” section on this screen. Then click on “Submit” again.

Your election is now complete. In the next few weeks, you’ll receive a Confirmation Statement of your benefits elections. Please review it to assure that your Confirmation Statement is correct.

Employee-facing registry content - Microsoft Internet Explorer provided by St. Vincent Health

Address: http://psoftdev.stvincent.org:82/psp/dev/EMPLOYEE/HRMS/c/W3EB_MENU.W3EB_ENR_SELECT.GBL?Page=W3EB_ENR_SELECT&Action=L

PeopleSoft. Home Sign out

Menu Search: Employee Self Service

New: LTD-60%: 60.00% of Salary 2.80
Edit Health Care Spending Account Before Tax

Current: FSA Health Care: \$270.00
New: No Coverage 0.00
Edit Dependent Care Spending Acct Before Tax

Current: FSA Dependent Care: \$4,992.00
New: No Coverage 0.00

This table summarizes estimated costs for your new benefit choices.

	Before Tax	After Tax	Total
	176.06	3.45	179.51
	0.00		0.00
Your Costs	176.06	3.45	179.51

The payroll deductions shown here are based on your current rate of pay and age. Payroll deductions for life and disability coverage may change to reflect changes in your age or rate of pay.

Submit Click **Submit** to send your final choices to the Benefits Department.

Important: Your enrollment will not be complete until you Submit your choices to the Benefits Department.

Once all of your elections have been entered, click on the Submit button to send your final choices to the Benefits Department

Employee-facing registry content - Microsoft Internet Explorer provided by St. Vincent Health

Address: http://psoftdev.stvincent.org:82/psp/dev/EMPLOYEE/HRMS/c/W3EB_MENU.W3EB_ENR_SELECT.GBL?Page=W3EB_ENR_SELECT&Action=L

PeopleSoft. Home Sign out

Menu Search: Employee Self Service

Benefits Enrollment

Submit Benefit Choices

John Doe

You have almost completed your enrollment. If you have no further changes, click **Submit** at the bottom of this page to finalize your benefit choices.

Cancel Click **Cancel** if you are not ready to submit your choices and wish to return to the Enrollment Summary.

Do not submit your benefit choices until you have completed your enrollment. You may store your choices on each page and return to the Enrollment Summary as many times as you'd like up until your enrollment deadline. However, once you click Submit your benefit choices will be sent to the Benefits Department for processing.

Once your enrollment is processed, you may not be able to make any further benefit changes until the next Open Enrollment period or if you have a qualified family status change.

Authorize Elections

By submitting your benefit choices, you are authorizing St. Vincent to take deductions from your paycheck to pay for your benefit costs. You are also authorizing St. Vincent to send necessary personal information to your selected providers to initiate and support your coverage.

Submit Click **Submit** to send your final choices to the Benefits Department.

Review the Authorization section and click the Submit button again to finish