



ENROLLMENT INSTRUCTIONS

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

A Computer. All associates will enroll online for Benefits 2009. **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 2009. 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 2009.**



Benefits 2009 Information. Information about 2009 benefits is available on our special Benefits webpage, at www.stvincenthealthbenefits.org. You can access this website from the St.Vincent Intranet by clicking on *Associate Information > SVH Benefits > Learn About 2009 Benefits* or by typing the address into your browser. On this website, you can view individual guides or watch videos to learn about each benefit program. When you are ready to enroll, click the “Enroll” link at the top of the home page.

Your Personalized Worksheet (optional). This statement reports your most recent benefit elections and lists your covered dependents and will be emailed to you. If you do not have a St.Vincent email address, you can access and print your worksheet from eBenefits, our online enrollment system. To access eBenefits use one of the methods described on the following page. 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 from the St. Vincent Intranet</i>	<i>From any computer with Internet access</i>
From the Welcome Screen, click on the "Current Associates" Link and then click on "St. Vincent Benefits Enrollment"	Click on "Associate Information" located on the bar across the top of the screen, then click on "SVH Benefits"	Type www.stvincenthealthbenefits.org into your web browser address
Click on "Learn about 2009 Benefits" for more information about Benefits, or click on "Click here to ENROLL" if you are ready to enroll	Click on "Learn about 2009 Benefits" for more information about Benefits, or click on "Click here to ENROLL" if you are ready to enroll	At the top of the screen click on "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 User ID & Password and click on "Sign In" button	You will see the Associate Self Service Log In Page. Type in your User ID & Password and click on "Sign In" button
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.	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.

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.

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

File Edit View Favorites Tools Help

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

Links

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Menu Search: Employee Self Service

Benefits Enrollment

John Doe

Welcome to the St. Vincent Benefits online enrollment site. This system will provide you with convenient access to your benefit options. To ensure you get the most value from your company benefits, carefully review your Benefits Enrollment Guide and online enrollment instructions before you enroll. The **Info** button provides you with additional information about your enrollment. To get started...click **Select**. If no **Select** button appears, then your event is not ready. Contact the HR Service Center at 317-338-8640, or toll free at 877-784-4772, or via email at HRSvcCtr@stvincent.org if you have any questions.

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

Once you click Select, it may take up to 1 minute for your benefits enrollment information to load.

Go to: [Employee Home](#)
[Benefits Home](#)

Done Internet

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 2009 – 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 2009. 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 2009.
- **Payroll Deductions.** Next to the “New” coverage level under each plan is the 2009 payroll deduction – this is the estimated amount that is deducted each pay period.

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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

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

Current and New Elections

Benefit Plan Types

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Plan Type	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	Lf Basic: 1 * Salary	Lf Basic: 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	No Coverage	No Coverage	0.00	
Spouse Supplemental Life	Child Life-10,000: \$10,000	Child Life-10,000: \$10,000	0.65	
Short Term Disability	No Coverage	No Coverage	0.00	
	Short Term Disability-50%: 0.00% of Salary	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 2009 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.

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Employee Self Service

Comprehensive Legal Plan

John Doe

Important! Your current coverage is: Legal Plan 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:

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		

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.

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 2009 Benefit Elections (continued)

Example: REVIEWING/CHANGING YOUR MEDICAL COVERAGE

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

PeopleSoft.

Menu
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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.

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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 2009 Benefit Elections (continued)

Example: ADDING A DEPENDENT

The screenshot shows a web browser window titled "Benefits Enrollment - Microsoft Internet Explorer provided by St. Vincent Health". The address bar shows a URL from pssoftdev.stvincent.org. The page content includes a "Menu" sidebar, a "Search" field, and a main section titled "Enroll Your Dependents".

The "Enroll Your Dependents" section contains the following text:

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

Below the table are three buttons: "Add/Review Dependents", "Continue", and "Cancel".

The "Continue" button has the text: "Click **Continue** to store your choice until you are ready to submit your final enrollment on the Enrollment Summary."

The "Cancel" button has the text: "Click **Cancel** to ignore all entries made on this page and return to the Enrollment Summary."

A callout box with a black border and white background points to the "Add/Review Dependents" button. The text inside the callout box reads: "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

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Address

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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

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

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

Links

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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

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

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*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

[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

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

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

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

Error on page. Internet

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Address http://psftdev.stvincent.org:82/psp/dev/EMPLOYEE/HRMS/c/AV3EB_MENU.W3EB_ENR_SELECT.GBL?NAVSTACK=Clear&FolderPath=PORTAL_ROOT_OI

PeopleSoft. Home Sign out

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Search: Employee Self Service

Enroll Your Dependents

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[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](#)

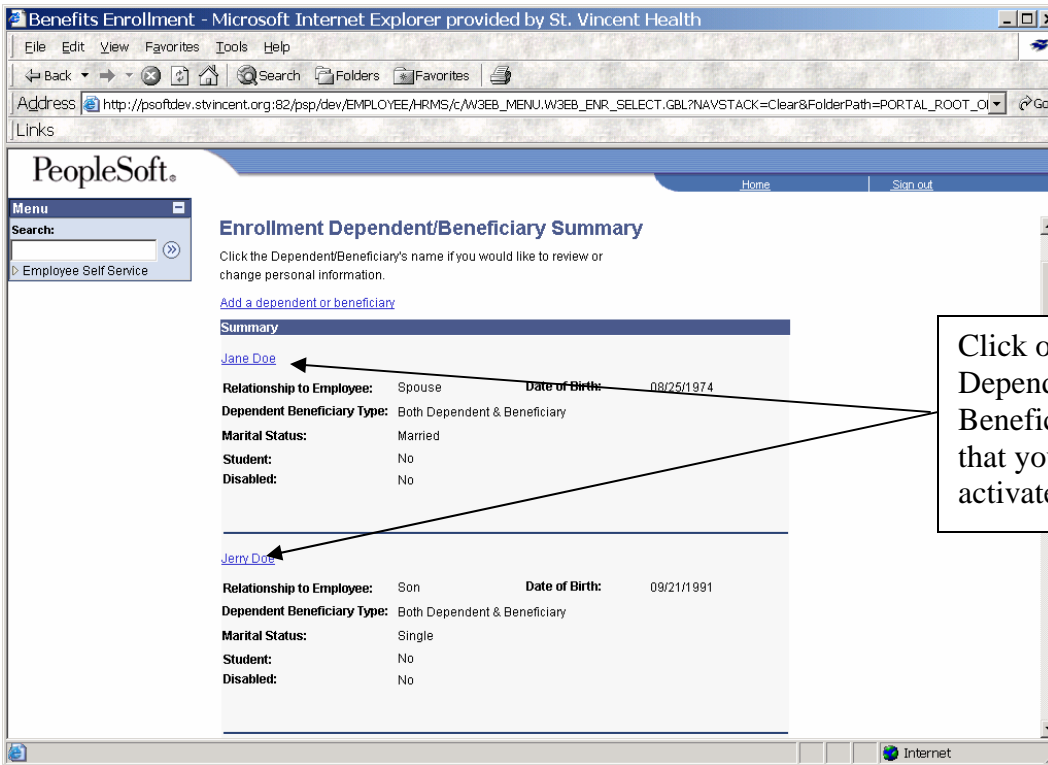
[Continue](#) Click **Continue** to store your choice until you are ready to submit your final enrollment on the Enrollment Summary.

[Cancel](#) Click **Cancel** to ignore all entries made on this page and return to the Enrollment Summary.

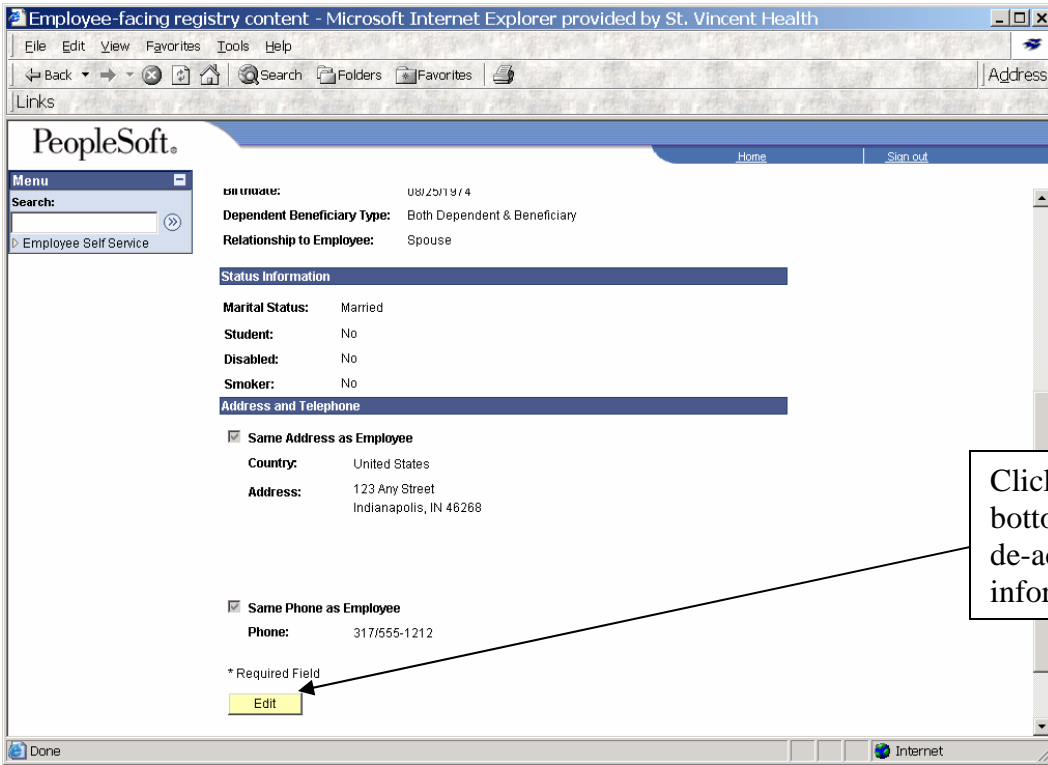
Error on page.

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

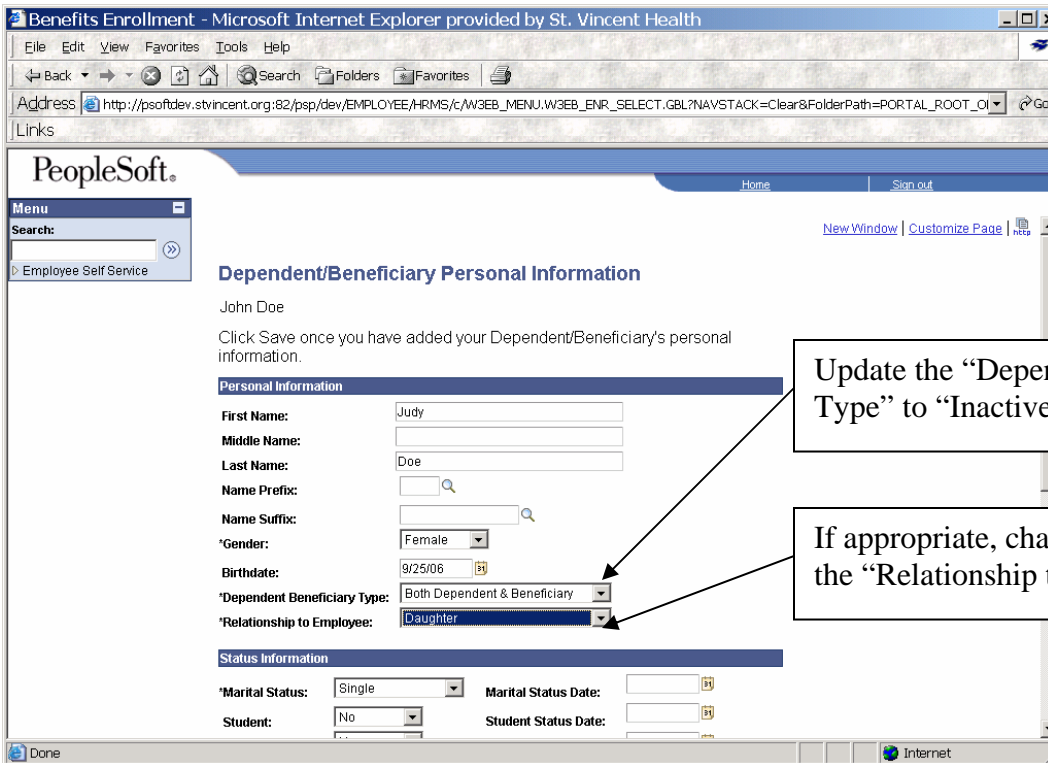
To de-activate a **beneficiary**, scroll to the bottom and click on the Add/Review Beneficiaries button.



Click on the Dependent or Beneficiary's name that you wish to deactivate.

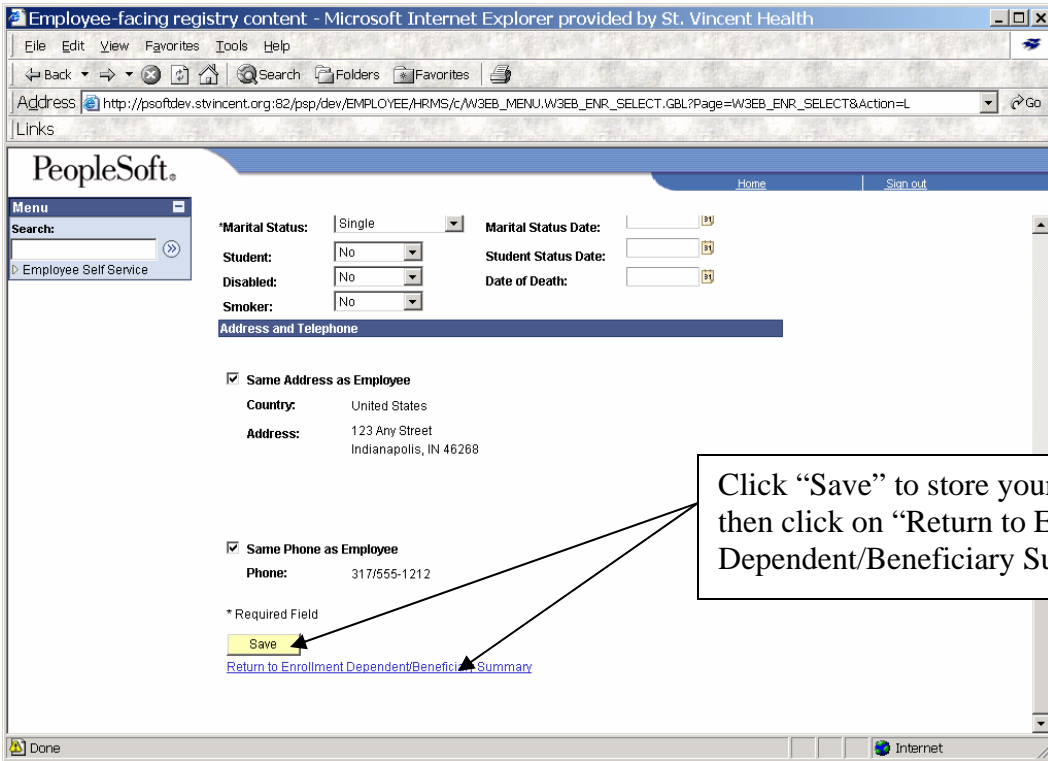


Click edit at the bottom of the page to de-activate information.



Update the "Dependent Beneficiary Type" to "Inactive"

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



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.

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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

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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