

Welcome to the Electronic Open Enrollment process for Plan Year 2016.

Please note, ALL EMPLOYEES , regardless of whether you are participating in our benefits or not will need to go through the electronic system to verify and update information.

You will have the opportunity to elect, decline or change the following benefits in this system:

- Medical;
- Vision;
- Voluntary Supplemental Life;
- Health Savings Account (HSA) election. You MUST be enrolled in the High Deductible Health Plan to participate in the HSA. (HRA participants do not need to elect anything);
- Supplemental Retirement Accounts (403b);
- Supplemental Retirement Account Catch-up (403b – for employees over 50 ONLY);
- **NEW BENEFIT:** Voluntary Critical Illness Insurance (AFLAC);
- **NEW BENEFIT:** Voluntary Accident Insurance (AFLAC).

We hope this document will assist you as you navigate the electronic system. The open enrollment module is accessed through your Employee Self Services screen, on the right hand side.

Please use the worksheets here to record your data prior to signing in. We ask that if at all possible you only go through the system one time. If you must make changes and go through a second time, notify Sarah Arnold, HR Assistant at sarnold@nrao.edu.

Thank you!

Your HR Team

Plan Year 2016 Open Enrollment Electronic Process – Enrollment Guide

Electronic Open Enrollment is accessed through your Employee Self-Service/Electronic Timekeeping portal. Log in as if you were going to enter your timecard, and click the ESS tab at the top of the page.

Before entering the Open Enrollment module, you may want to **View Current Benefit Elections**.

Caution: Do not use your browser forward and back buttons to navigate in the system. Always use the links and buttons within your enrollment windows.

Plan Year 2016 Open Enrollment Electronic Process – Enrollment Guide

ORACLE JD Edwards EnterpriseOne Roles Personalization

Home Navigator Open Applications Recent Reports Favorites

Benefits Confirmation

[E-MAIL a Copy of This Statement](#)

YOUR NAME
Your Address

Current Elections
Employee Number: Your Number

Total Employee Cost:		\$ 1,273.61 (per pay period)
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Benefits Category	Benefits Plan Selected	Employee Cost (per pay period)
Outside Of Benefit Group	ADD Supplemental 2X	\$ 0
Outside Of Benefit Group	Life Dependent First MON	\$ 2.30
Outside Of Benefit Group	Life Dependent Second MON	\$ 2.30
Outside Of Benefit Group	Life Dependent Third MON	\$ 2.30
Outside Of Benefit Group	Life Spouse Mon	\$ 7.11
Medical Benefits	Medical EE + Family	\$ 261.00

Covered Dependents:

YOUR DEPENDENT		
Dental Benefits	Dental EE + Family	\$ 54.00
Vision	Vision EE + Family	\$ 18.04
Supplemental Life	Supplemental Life 2X	\$ 19.00
LTD	LTD > 30 Years of Age	\$ 14.92
403B Deduction	403bTIAA-CREF%Pay Period enter as a deimal	\$ 392.64
Health Savings Account	HSA Family Contribution	\$ 500.00
Health Savings Account	HSA EE FAMILY	\$ 0
Vacation Benefit	Vacation Exempt	\$ 0
Vacation Benefit	Accrual Pool	\$ 0
Sick Time Benefit	Sick Time Benefit	\$ 0
Doctor Visits	PTO Doctor/Dentist	\$ 0
Employer Reportable Benefits	MedFam	\$ 0

\$

javascript:onClick=JDEDTAFactory.getInstance("").post("0_1_56")

Your **View Current Benefit Elections** page will be similar to the screen above. You should be able to see the benefits you have elected and their associated coverage tier (family, employee only, Supplemental Life 2x, etc.).

You may have dependents showing on this screen; however, they will not be linked to the plans, and may be incorrect. We are cleaning up our dependent data with this exercise.

You can print this screen from your browser print button, take a screen shot and print from Word, or email the statement to yourself. When you are done reviewing, hit Exit to return to the main screen.

Plan Year 2016 Open Enrollment Electronic Process – Enrollment Guide

ORACLE JD Edwards EnterpriseOne

Home Navigator Open Applications Recent Reports Favorites

Self-Service Director

YOUR NAME
Your marital status
Your salary
Your birth date

Confirm Information.

Open Enrollment

- Employee Personal Information
- Employee Phone Numbers
- Employee Emergency Contacts
- Dependent List
- Medical Plans
- Indemnity Plans
- Preview Benefit Changes
- Accept Benefit Changes
- Final Benefit Confirm. Stmt.

Exit

<< Previous

Next >>

Navigation buttons.

Do not use the Exit button unless you are ready to leave and discard your changes.

When you enter the Open Enrollment Module, you will see several pieces of important information. In the upper left-hand corner, will be your:

- Name
- Marital status
- Salary
- Birth Date

Ensure that this data is correct. If it is not, exit the process and notify Sarah Arnold at sarnold@nrao.edu immediately.

Within the system are navigation buttons. Use these buttons to move between screens.

IMPORTANT: The system **DOES NOT SAVE INFORMATION BETWEEN SCREENS.** It will time-out and lose your changes after an hour. We highly recommend completing the worksheets here before entering the online system. If you **Exit** before the final acceptance screen, your changes will be lost.

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ORACLE JD Edwards EnterpriseOne

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Employee Personal Information

Employee Information Employee Address

YOUR NAME

Hailing Name

Employee Number

Tax ID

YOUR NAME
Your employee number
Your SSN

Verify your Tax ID (SSN) is correct.

Exit << Previous Next >>

javascript:Click=JDEDTAFactory.getInstance().post(0,1,61)

100%

This screen includes your Employee Number and Tax ID (SSN).

Ensure that this data is correct. If it is not, exit the system, notify Sarah Arnold at sarnold@nrao.edu immediately.

Within the system are navigation buttons. Use these buttons to move between screens. The system **DOES NOT SAVE INFORMATION BETWEEN SCREENS.**

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ORACLE JD Edwards EnterpriseOne

Home Navigator Open Applications Recent Reports Favorites Roles Personalization Help MERRICKS, DENISE M. [JPO900] Sign Out

Employee Personal Information

Employee Information Employee Address

YOUR NAME

Address Line 1

Address Line 2

City

State

Postal Code

Country

☒ Same Address for Dependents

Exit << Previous Next >>

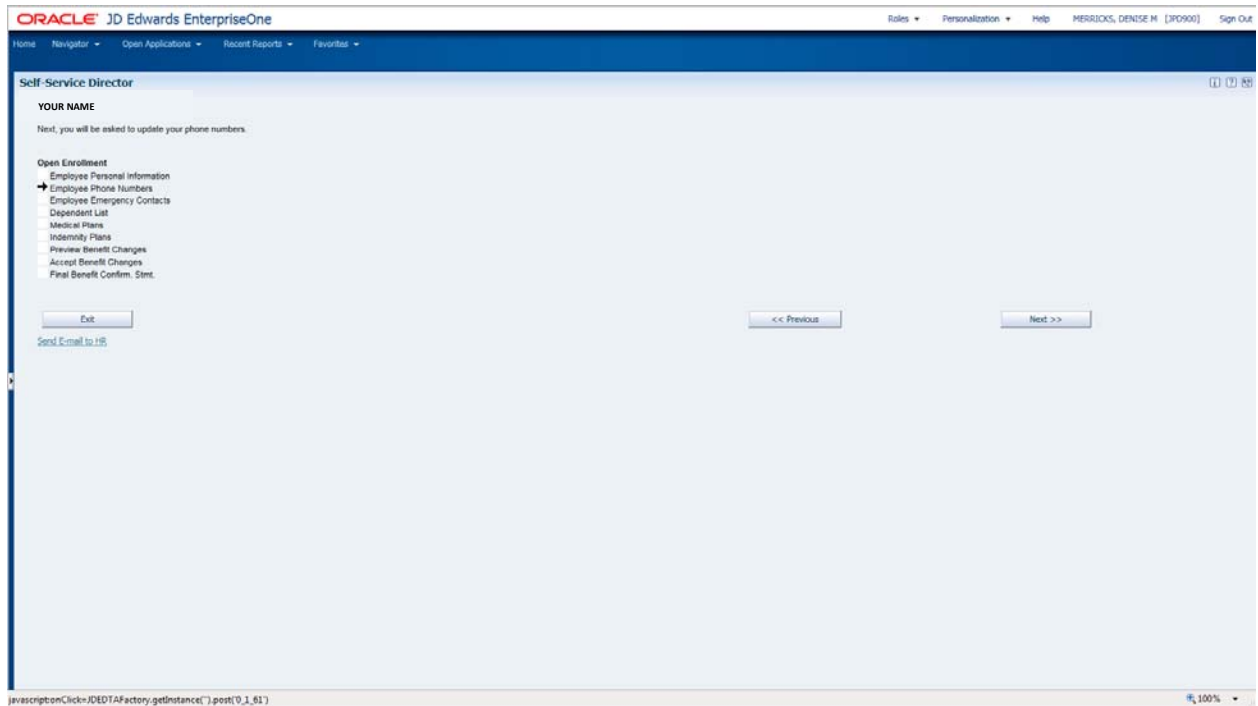
Dependent address the same.

javascript:Click=JDEDTAFactory.getInstance().post(0,1,61) 100%

The address screen is fully editable. If your address is incorrect, you may fix it here. The module will upload the corrections to JDE.

If your dependents have the same mailing address you can click on the box in this screen to have it filter through to the dependent entry screens.

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A table of contents will be shown between each major section of the system, alerting you to what is coming up next.

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Electronic Process – Enrollment Guide

The employee phone number screen is fully editable. Please include one phone number where you can be reached outside of work.

This information will feed the online staff phone book. If you do not want your home or cell phone listed there, email Sarah Arnold at sarnold@nrao.edu, and we can ensure it is kept private.

Record your phone numbers here prior to signing in.		
		Home
		Cell
		Work
		Other
		Other

Plan Year 2016 Open Enrollment Electronic Process – Enrollment Guide

The screenshot displays the Oracle JD Edwards EnterpriseOne Self-Service Director interface. The top navigation bar includes the Oracle logo, the text "JD Edwards EnterpriseOne", and user information: "Rules", "Personalization", "Help", "MESSICKS, DENISE M. [3FO900]", and a "Sign Out" link. Below the navigation bar, the "Self-Service Director" title is visible. The main content area is titled "YOUR NAME" and contains a message: "It may be necessary to contact someone on your behalf. Please provide at least one emergency contact name and phone number. Click on the 'Add' button to add a new emergency contact or the 'Delete' button to delete an existing emergency contact. If you need to update an existing contact's information, click on her/his name to change information." A left-hand menu lists several options: "Open Enrollment", "Employee Personal Information", "Employee Phone Numbers", "Employee Emergency Contacts" (which is highlighted with a mouse cursor), "Dependent List", "Medical Plans", "Indemnity Plans", "Preview Benefit Changes", "Accept Benefit Changes", and "Final Benefit Confirm. Stmt.". At the bottom of the main content area, there are three buttons: "Exit", "<< PREVIOUS", and "Next >>". A small "Send E-mail to HR" link is also present. The bottom status bar shows the URL "javascript:Click-JDEDTAFactory.getInstance().post('0_1_81')", a zoom level of "100%", and a small printer icon.

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ORACLE JD Edwards EnterpriseOne

Home Navigator Open Applications Recent Reports Favorites Roles Personalization Help MERRICKS, DENISE M [JPO900] Sign Out

Employee Emergency Contacts

YOUR NAME

Click on person's name to change their information.

Records 1 - 3 Customizer Grid

Name	Contact Relationship	Phone Number
☐		CELL OR MOBILE
☒		CELL OR MOBILE
☐		CELL OR MOBILE

Send E-mail to: [E]

<< Previous Next >>

100%

The employee emergency contact screen may show existing individuals. You can edit them by clicking on their name. Please include at least one person we can contact outside of work on your behalf.

You may have as many contacts as you like, we will follow the order of the list from top to bottom.

To add a new contact, click the “Add A Contact” button.

Plan Year 2016 Open Enrollment Electronic Process – Enrollment Guide

Emergency Contact Information

YOUR NAME

Name - First, MI, Last

Mailing Name

Contact Relationship

Remark 1

Prefix, Phone Number, Type CELL OR MOBILE

Prefix, Phone Number, Type -- Select One --

Address Line

City

State

Postal Code

Country USA

[Exit](#) [Send E-mail to HR](#) [<< Previous](#) [Next >>](#)

The employee emergency contact screen is fully editable. Please include at least one person we can contact outside of work on your behalf.

You may have as many contacts as you like, we will follow the order of the list from top to bottom.

We do not need mailing addresses for emergency contacts. Name, phone number, and relationship is all that is required.

Record your emergency contacts here prior to signing in.		
Name	Relationship	Phone number

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ORACLE JD Edwards EnterpriseOne Roles Personalization Help MERRICKS, DENISE M. [JFO900] Sign Out

Home Navigator Open Applications Recent Reports Favorites

Self-Service Director

YOUR NAME

Please add your eligible dependents (under age 26) regardless of whether or not you intend to cover them on your medical plan. If both you and your spouse are employees of NRAO then they only need to be added to the employee who will be covering them unless you are covering them on different types of plans. For example one spouse covers them for medical and one covers them for life insurance. If you intend to drop a dependent please contact Denise Merricks in the HR Department 434-396-0318. When entering your dependent's SSN, do not enter dashes enter 123456789 not 123-45-6789. Only click add if you need to add a new dependent otherwise when you try to exit the system will throw you completely out and you will have to start completely over from the beginning. YOUR PREVIOUS ENTRIES WILL NOT HAVE BEEN SAVED!!!

Open Enrollment

- Employee Personal Information
- Employee Phone Numbers
- Employee Emergency Contacts
- Dependent List
- Medical Plans
- Voluntary Plans
- Preview Benefit Changes
- Accept Benefit Changes
- Final Benefit Confirm. Sent

Exit << Previous Next >>

Send E-mail to HR

javascript: 100%

Plan Year 2016 Open Enrollment Electronic Process – Enrollment Guide

ORACLE JD Edwards EnterpriseOne

Home Navigator Open Applications Recent Reports Favorites

Roles Personalization Help MERRICKS, DENISE M. [JPO900] Sign Out

Dependent List

YOUR NAME

Click on person's name to change his or her personal information

Records 1 - 5

Dependent	Relationship	Full Time Student	Birth Date
			03/28/1980
			11/03/1989
			03/14/2001
			08/29/1999
			06/24/2002

Show All Dependents

Add New Dependent Exit << Previous Next >>

Send E-mail to HR

See CAUTION below.

If you have dependents in the system, click on their name to edit their information.

javascript: 100%

The dependent screen may show existing dependents in the system. You can edit their information by clicking on it. If you need to delete a dependent, contact Sarah Arnold at sarnold@nrao.edu.

To add new dependents, click the **Add New Dependent** button. A worksheet to record your dependent data is on the next page.

CAUTION! Do not click **Add New Dependent** button unless you truly have someone to add. Not adding new information after clicking the button will create a duplicate record of yourself and the system will not allow you to continue.

Record your dependent information here prior to signing in.				
Name	Relationship	Date of Birth	SSN	Address (if different from employee)

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Update Dependent Information

Dependent Information Dependent Address Dependent Additional Information

DEPENDENT NAME

Name - First, Middle, Last

Mailing Name *

Dependent Number

Tax ID

Prefix, Phone Number, Type

Prefix, Phone Number, Type

E-Mail Address

Exit << Previous Next >>

The first dependent screen is fully editable. Use the worksheet on the previous page to record this information before signing into the system.

Required fields are Name, Tax ID (SSN), Date of Birth, Gender, and Mailing Address.

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Roles Personalization Help MERRICKS, DENISE M. [JPO900] Sign Out

Home Navigator Open Applications Recent Reports Favorites

Update Dependent Information

Dependent Information Dependent Address Dependent Additional Information

DEPENDENT NAME

Address Line 1

Address Line 2

City

State

Postal Code

Country

Same as Employee

Exit << Previous Next >>

javascript 100%

The second dependent screen is also fully editable. Use the worksheet to record this information before signing into the system.

Required fields are Name, Tax ID (SSN), Date of Birth, Gender, Mailing Address. If the dependent lives at the same address as you and this is not prefilled, you use the **Same as Dependent** button to transfer this information to the record automatically.

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The screenshot shows the 'Update Dependent Information' form in the Oracle JD Edwards EnterpriseOne system. The form is titled 'Update Dependent Information' and has three tabs: 'Dependent Information', 'Dependent Address', and 'Dependent Additional Information'. The 'Dependent Information' tab is active. The form contains the following fields and controls:

- DEPENDENT NAME** (Section Header)
- Gender**: Radio buttons for ☒ Male and ☐ Female.
- Relationship**: A dropdown menu with 'Spouse' selected.
- Date of Birth**: A date input field.
- Legally Disabled?**: A checkbox.
- Date of Disability**: A date input field.
- Date of Medicare**: A date input field.
- Date of Death**: A date input field.
- Buttons**: 'Exit', '<< Previous', and 'Next >>'.

The form is displayed in a web browser window with the Oracle JD Edwards EnterpriseOne header and a footer showing 'javascript:' and '100%' zoom.

Use the worksheet to record this information before signing into the system.

Required fields are Name, Tax ID (SSN), Date of Birth, Gender, Mailing Address.

Plan Year 2016 Open Enrollment Electronic Process – Enrollment Guide

The screenshot shows the Oracle JD Edwards EnterpriseOne Self-Service Director interface. At the top, the Oracle logo and "JD Edwards EnterpriseOne" are displayed. The top navigation bar includes links for Home, Navigator, Open Applications, Recent Reports, and Favorites. The right side of the header shows the user's name, MERRICKS, DENISE M, and a Sign Out link. The main content area is titled "Self-Service Director" and "YOUR NAME". Below this, a message states: "On the next screen you will be asked to elect medical and vision coverage for yourself and your dependent. This is not an open enrollment year for dental. Change cannot be made to your dental plan without a qualifying event. Please see HR if you have questions. Confirm each member of your family that you want covered on the AUI/PLAO medical plan and/or vision plan is checked. To drop someone from your coverage uncheck the box under the appropriate plan." A list of "Open Enrollment" options is shown, including Employee Personal Information, Employee Phone Numbers, Employee Emergency Contacts, Dependent List, Medical Plans (highlighted with a mouse cursor), Indemnity Plans, Preview Benefit Changes, Accept Benefit Changes, and Final Benefit Confirm. Below the list are buttons for "Exit", "<< Previous", and "Next >>". A link "Send E-mail to HR" is also present. The bottom of the screen shows "javascript:" and a zoom level of "100%".

ORACLE JD Edwards EnterpriseOne

Roles Personalization Help MERRICKS, DENISE M [JFO900] Sign Out

Home Navigator Open Applications Recent Reports Favorites

Self-Service Director

YOUR NAME

On the next screen you will be asked to elect medical and vision coverage for yourself and your dependent. This is not an open enrollment year for dental. Change cannot be made to your dental plan without a qualifying event. Please see HR if you have questions. Confirm each member of your family that you want covered on the AUI/PLAO medical plan and/or vision plan is checked. To drop someone from your coverage uncheck the box under the appropriate plan.

Open Enrollment

- Employee Personal Information
- Employee Phone Numbers
- Employee Emergency Contacts
- Dependent List
- Medical Plans
- Indemnity Plans
- Preview Benefit Changes
- Accept Benefit Changes
- Final Benefit Confirm. Start

Exit

Send E-mail to HR

<< Previous

Next >>

javascript: 100%

Plan Year 2016 Open Enrollment Electronic Process – Enrollment Guide

ORACLE JD Edwards EnterpriseOne

Home Navigator Open Applications Recent Reports Favorites

Medical Plans

YOUR NAME

Total Deductions Per Pay Period 2754.94

For more information, click on the link to the right.

• MEDICAL
• VISION

Check on the coverage you would like to select for yourself and your dependents.

Name	Relationship	MEDICAL	VISION
	Self	☒	☒
		☒	☒
		☒	☒
		☒	☒
		☒	☒

Records 1 - 6

Customize Grid

Recalculate

Exit

<< Previous

Next >>

100%

On this screen you will see yourself and all entered dependents. Select each dependent you want to cover and which plan(s) you want them covered under.

If you are **DECLINING medical coverage**, select only yourself and hit the next button.

Plan Year 2016 Open Enrollment Electronic Process – Enrollment Guide

ORACLE JD Edwards EnterpriseOne

Home Navigator Open Applications Recent Reports Favorites Roles Personalization Help MERRICKS, DENISE M [JPO900] Sign Out

Elect Coverage

YOUR NAME

[Medical Benefits](#)

Total Deductions Per Pay Period 2754.94

A selection is required. You must select only one of the available plans.

Records 1 - 2 Customize Grid

Elect	Plan	Plan Cost
☒	Medical EE + Family	266.00
☐	Decline Coverage	.00

[Recalculate](#) [Exit](#) [Send Email to HR](#) [< Previous](#) [Next >](#)

100%

Make your plan selection on this screen. If you are not changing, be sure your current election (confirm on “View Current Benefits” report) is clicked and hit next.

If you have more than one dependent you selected on the previous screen, you will not see an option for “Employee + 1” coverage.

If you are **DECLINING medical coverage**, you can select that option here.

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ORACLE JD Edwards EnterpriseOne

Home Navigator Open Applications Recent Reports Favorites

Roles Personalization Help MERRICKS, DENISE M. [JFO900] Sign Out

Elect Coverage

YOUR NAME
Vision

Total Deductions Per Pay Period 2754.94

Records 1 - 4 Customize Grid

Elect	Plan	Plan Cost
☐	Vision EE Only	6.25
☐	Vision EE + 1	10.96
☒	Vision EE + Family	18.04
☐	Decline Coverage	.00

Recalculate
Exit

Send E-mail to HR

< Previous
Next >

100%

Make your plan selection for vision on this screen. If you are not changing, be sure your current election (confirm on “View Current Benefits” report) is clicked and hit next. It is possible this screen will be skipped if you are not making changes.

If you are **DECLINING vision coverage**, you can select that option here.

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ORACLE JD Edwards EnterpriseOne Roles Personalization Help MERRICKS, DENISE M. [JF0900] Sign Out

Home Navigator Open Applications Recent Reports Favorites

Self-Service Director

YOUR NAME

The next screen allows you to elect additional insurance coverages that are new this year. Your Health Savings Account (HSA) will continue in 2016 without action on your part. However, if you would like to change the amount you are contributing, you can do so on the next screen. Remember: HSAs can be adjusted at any time during the year, not just during open enrollment. The annual limit for HSA contributions, including the employer portion (\$425 single/\$650 family) is \$3,350 for individuals and \$6,750 for families. If you are age 55 or over, you can contribute an additional \$1,000. It is YOUR responsibility to monitor the total amount contributed to your account each tax year. THE SYSTEM WILL ALLOW YOU TO CLICK ON MULTIPLE BUTTONS ON THE SAME SCREEN, HOWEVER IT IS THE FIRST BUTTON THAT IS CLICKED THAT THE SYSTEM ACCEPTS AS THE OPTION OF CHOICE. SO IF YOU HAVE TWO BUTTONS CHECKMARKED SUCH AS EMPLOYEE ONLY AND FAMILY THE EMPLOYEE ONLY WILL BE THE ONE PROCESSED. PLEASE BE CAREFUL WHEN MAKING YOUR SELECTIONS AND VERIFY YOUR SELECTIONS USING THE CONFIRMATION STATEMENT.*****

Open Enrollment

- Employee Personal Information
- Employee Phone Numbers
- Employee Emergency Contacts
- Dependent List
- Medical Plans
- Indemnity Plans
- Review Benefit Changes
- Accept Benefit Changes
- Final Benefit Confirm. Stmt.

When entering your HSA amounts, please enter the PER PAY PERIOD cost. Monthly employees please divide your annual election by 12. Biweekly employees please divide your annual election by 24.

Exit << Previous Next >>

Send E-mail to HR

100%

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Home Navigator Open Applications Recent Reports Favorites Roles Personalization Help MERRICKS, DENISE M [JPO900] Sign Out

Indemnity Plans

YOUR NAME

Select the benefit categories you want to change.

Records 1 - 7 Customize Grid

Select To Change	Category Description	Description
☒	Supplemental Life	Plan Changes Allowed
☒	403B Deduction	Plan Changes Allowed
☒	403B Ded Catch Up Over Age 55	Plan Changes Allowed
☒	Health Savings Account	Plan Changes Allowed
☒	Insurance Accidental EE	Plan Changes Allowed
☒	Insurance Critical Care EE	Plan Changes Allowed
☒	Insurance Critical Care Spouse	Plan Changes Allowed

Exit

Send E-mail to LSP

< < Previous Next > >

100%

Select each other coverage you are continuing or electing on this screen. If you do not want a benefit, do not select it.

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ORACLE JD Edwards EnterpriseOne

Home Navigator Open Applications Recent Reports Favorites

Roles Personalization Help MERRICKS, DENISE M (JPO900) Sign Out

Elect Coverage

YOUR NAME
Supplemental Life

Total Deductions Per Pay Period

Records 1 - 3 Customize Grid

Elect	Plan	Plan Cost
☐	Supplemental Life 1X	9.50
☒	Supplemental Life 2X	19.00
☐	No Supplemental Life	.00

Recalculate
Exit

Send E-mail to HR

< Previous
Next >

100%

Your life insurance selection should be pre-filled. If not, check your Current Benefits report and select the appropriate coverage.

If you want to increase your coverage, do so here by selecting the appropriate amount. Click the form link at the top, complete and send to HR via the form button or at benefitforms@nrao.edu.

NOTE: Increases to life insurance will require you submit a form to Cigna for medical underwriting. HR will provide this form if you increase your coverage.

Plan Year 2016 Open Enrollment
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The screenshot shows a web application titled "Elect Coverage" with a header bar containing "Actions", "Recent Reports", and "Favorites". Below the header, there is a section for "YOUR NAME" and a link for "403b Deduction". A table titled "Records 1 - 4" is displayed, showing four rows of 403b plan options. The first row is "403b TIAA-CREF Pay Period Amount in Dollars" with a cost of .00. The second row is "403b TIAA-CREF % Pay Period enter as a decimal" with a rate of .0500 and a cost of 392.64. The third row is "403b Fidelity Pay Period Amount in Dollars" with a cost of .00. The fourth row is "Fidelity % Pay Period enter as a decimal" with a rate of .0500 and a cost of 78.53. Below the table are buttons for "Recalculate", "Exit", and "Send E-mail to HR". Two orange callout boxes are overlaid on the form. The first callout box, pointing to the "403b Deduction" link, contains the text: "If you are **making changes**, click on a link to open a window with fully editable pdf forms." The second callout box, pointing to the table, contains the text: "Remember to enter percentages as decimals, not whole numbers. You can split your election between the carriers."

Select	Plan	Enter Amount or Rate	Plan Cost
☐	403b TIAA-CREF Pay Period Amount in Dollars		.00
☒	403b TIAA-CREF % Pay Period enter as a decimal	.0500	392.64
☐	403b Fidelity Pay Period Amount in Dollars		.00
☐	Fidelity % Pay Period enter as a decimal		78.53

Your 403b (supplemental retirement account) selection should be pre-filled. If not, check your Current Benefits report and select the appropriate coverage. If you want to continue with your current contribution, be sure it is appropriately elected.

You can front-load your 403b contribution at the beginning of the year. If you want to maximize over the year, divide the annual amount by your number of pay periods. **REMEMBER:** you are entering a **PER PAY PERIOD AMOUNT**. If you want to front load we will need a second form to stop the larger amount.

If you want to change your contributions, do so here by entering the amount based on your contribution type (flat dollar or percent of pay). If you do click the form link at the top, complete and send to HR via the form button or at benefitforms@nrao.edu.

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Rules Personalization Help MESSICKS, DENISE M. [3FO900] Sign Out

Elect Coverage

YOUR NAME

403b Def. Catch Up Over Age 55

Total Deductions Per Pay Period 2754.94

Records 1 - 4 Customize Grid

Elect	Plan	Enter Amount or Rate	Plan Cost
☐	403b TIAA-CREF Catch Up In Dollars		.00
☐	403b TIAA-CREF Catch Up % Enter as Decimal		7,852.84
☐	403b Fidelity Catch Up		.00
☐	403b Fidelity Catch Up %		.00

Recalculate
Exit

Send E-mail to HR

< Previous
Next >

YOUR NAME

javascript:ClickInJDEDTAFactory.getInstance().post(0,19)

100%

If you are not over the age of 50, you are not eligible for the 403b catch-up.

If you are currently contributing, your catch-up selection should be pre-filled. If not, check your Current Benefits report and select the appropriate coverage. If you want to continue with your current contribution, be sure it is appropriately elected.

You can front-load your 403b catch-up contribution at the beginning of the year. **REMEMBER:** you are entering a **PER PAY PERIOD AMOUNT**. If you want to front load we will need a second form to stop the larger amount.

If you want to change your contributions, do so here by entering the amount based on your contribution type (flat dollar or percent of pay). If you do click the form link at the top, complete and send to HR via the form button or at benefitforms@nrao.edu.

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Elect Coverage

YOUR NAME
[Health Savings Account](#)

Records 1 - 4

	Elect	Plan	Enter Amount or Rate	Plan Cost
	☐	HSA Employee Contribution		300.00
	☒	HSA Family Contribution	500.0000	500.00
	☐	HSA Catch Up Over 50yrs		.00
	☐	HSA Decline Coverage		.00

Recalculate
Exit

[Send E-mail to HR](#)

<< Previous

Your HSA (health savings account) selection should be pre-filled. If not, check your Current Benefits report and select the appropriate coverage. If you want to continue with your current contribution, be sure it is appropriately entered.

You can front-load your HSA contribution at the beginning of the year. If you want to maximize your contribution over the year, divide the annual amount by your number of pay periods. **REMEMBER:** you are entering a **PER PAY PERIOD AMOUNT**. If you want to front load we will need a second form to stop the larger amount.

If you want to change your contributions, do so here by entering the amount based on your contribution type (flat dollar or percent of pay). If you do click the form link at the top, complete and send to HR via the form button or at benefitforms@nrao.edu.

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Elect Coverage

YOUR NAME

[Insurance Accidental EE](#)

Records 1 - 5 Customize Grid

Elect	Plan	Plan Cost
☐	Acc Ins EE Only MO	14.32
☐	Acc Ins EE & Spouse MO	22.47
☐	Acc Ins EE + 1 MO	29.77
☐	Acc Ins Family MO	37.92
☐	Decline Coverage	.00

Recalculate
Exit

[Send E-mail to HR](#)

< < Previous Next > >

If you elected Accident Insurance from AFLAC in the main election list, you will see this coverage screen. If you did not, you will not get this screen. If you are electing this coverage, you will need to complete an enrollment form.

HR will provide enrollment forms to all employees electing this new voluntary benefit.

Plan Year 2016 Open Enrollment Electronic Process – Enrollment Guide

The screenshot shows the 'Dependent Enrollment' screen in the Oracle JD Edwards EnterpriseOne system. The top navigation bar includes 'ORACLE JD Edwards EnterpriseOne', 'Roles', 'Personalization', 'Help', 'MERRICKS, DENISE M [JPO900]', and 'Sign Out'. Below the navigation bar, there are tabs for 'Home', 'Navigator', 'Open Applications', 'Recent Reports', and 'Favorites'. The main content area is titled 'Dependent Enrollment' and includes a 'YOUR NAME' field. Below this, it shows 'Total Deductions Per Pay Period 2754.94'. A message states: 'Check on the coverage you would like to provide for yourself and your dependents.' A table with columns 'Name', 'Relationship', and 'Family Monthly' is displayed. The first row shows 'Self' with a checked box in the 'Family Monthly' column. Below the table are buttons for 'Recalculate' and 'Exit'. At the bottom of the main area are buttons for '<< Previous' and 'Next >>'. The bottom status bar indicates 'Contains commands for working with the selected items.' and a zoom level of '100%'.

ORACLE JD Edwards EnterpriseOne

Roles Personalization Help MERRICKS, DENISE M [JPO900] Sign Out

Home Navigator Open Applications Recent Reports Favorites

Dependent Enrollment

YOUR NAME

Total Deductions Per Pay Period 2754.94

Check on the coverage you would like to provide for yourself and your dependents.

Name	Relationship	Family Monthly
	Self	☒

Recalculate Exit

<< Previous Next >>

Contains commands for working with the selected items. 100%

Assign coverage to the individuals you want to be on the Accident Plan (AFLAC) by clicking on their names in this screen.

Plan Year 2016 Open Enrollment Electronic Process – Enrollment Guide

ORACLE JD Edwards EnterpriseOne

Home Navigator Open Applications Recent Reports Favorites Roles Personalization Help MERRICKS, DENISE M [JPO900] Sign Out

Elect Coverage

YOUR NAME

Insurance Critical Care EE

Total Deductions Per Pay Period 2792.86

Records 1 - 2	
Elect	Plan
☒	Voluntary Critical Illness Employee
☐	Voluntary Critical Illness Employee Tobacco

Recalculate
Exit

Send E-mail to HR

< < Previous
Next > >

100%

If you elected Critical Illness coverage from AFLAC in the main election list, you will see this coverage screen. If you did not, you will not get this screen.

HR will provide enrollment forms to all employees electing this new voluntary benefit.

Plan Year 2016 Open Enrollment Electronic Process – Enrollment Guide

ORACLE JD Edwards EnterpriseOne

Home Navigator Open Applications Recent Reports Favorites Roles Personalization Help MERRICKS, DENISE M [JPO900] Sign Out

Elect Coverage

YOUR NAME

[Insurance Critical Illness Spouse](#)

Total Deductions Per Pay Period 2792.86

Elect	Plan
☒	Voluntary Critical Illness Spouse

Records 1 - 1 Customize Grid

Recalculate Exit

Send E-mail to HR

<< Previous Next >>

100%

If you elected Critical Illness coverage from AFLAC in the main election list, you will see this coverage screen. If you did not, you will not get this screen.

Plan Year 2016 Open Enrollment Electronic Process – Enrollment Guide

The screenshot shows the 'Dependent Enrollment' screen in the Oracle JD Edwards EnterpriseOne system. The header includes the Oracle logo and 'JD Edwards EnterpriseOne'. The top navigation bar has links for Home, Navigator, Open Applications, Recent Reports, and Favorites. The right side of the header shows user information: Roles, Personalization, Help, MERRICKS, DENISE M. [JFO900], and Sign Out.

The main content area is titled 'Dependent Enrollment' and includes a sub-header 'YOUR NAME'. Below this, it displays 'Total Deductions Per Pay Period 2792.86'. A message states: 'Check on the coverage you would like to provide for yourself and your dependents.' Below this message is a table with the following structure:

Records 1 - 1		Customize Grid
Name	Relationship	Crit Ill Spouse
	Self	☒

Below the table are buttons for 'Recalculate' and 'Exit'. At the bottom of the screen, there are navigation buttons: '<< Previous' and 'Next >>'. The bottom right corner shows a zoom level of '100%'.

Assign coverage to the individuals you want to be on the Critical Illness Plan (AFLAC) by clicking on their names in this screen.

Plan Year 2016 Open Enrollment Electronic Process – Enrollment Guide

The screenshot displays the Oracle JD Edwards EnterpriseOne Self-Service Director interface. The top navigation bar includes the Oracle logo, the text "JD Edwards EnterpriseOne", and user information: "Roles", "Personalization", "Help", "MERRICKS, DENISE M. [JFO900]", and a "Sign Out" link. Below the navigation bar, the main content area is titled "Self-Service Director" and "YOUR NAME". A left-hand menu lists the following options: "Open Enrollment", "Employee Personal Information", "Employee Phone Numbers", "Employee Emergency Contacts", "Dependent List", "Medical Plans", "Indemnity Plans", "Review Benefit Changes" (which is highlighted with a mouse cursor), "Accept Benefit Changes", and "Final Benefit Confirm. Stmt.". At the bottom of the menu is an "Exit" button. In the main content area, there are three buttons: "Exit" on the left, "<< Previous" in the center, and "Next >>" on the right. A "Send E-mail to HR" link is located at the bottom left of the main content area. The bottom right corner of the interface shows a zoom level of "100%".

Plan Year 2016 Open Enrollment Electronic Process – Enrollment Guide

ORACLE JD Edwards EnterpriseOne Roles Personalization Help MERRICKS, DENISE M [JFO900] Sign Out

Home Navigator Open Applications Recent Reports Favorites

Preview Benefit Changes

<< Previous Submit Your Changes ?

Elections Pending Submission

Benefits as of: 12/21/15 Pending Submission and Approval

Your requested changes will be forwarded to Human Resources for their review, validation and update.

YOUR NAME
Your Address

Employee Number: Your number

Total Employee Cost: \$ 2,752.86 (per pay period)

Totals May Include Amounts From Categories Not Shown

Benefits Category	Benefits Plan Selected	Employee Cost (per pay period)
Medical Benefits	Medical EE + Family	\$ 266.00
<u>Covered Dependents:</u>		
Your Dependents		
Vision	Vision EE + Family	\$ 18.04
Supplemental Life	Supplemental Life 2X	\$ 19.00
403B Deduction	403bTIAA-CREF%Pay Period enter as a decimal	\$ 392.64
403B Ded Catch UP Over Age 55	Not Participating	\$ 0
Health Savings Account	HSA Family Contribution	\$ 600.00
Health Savings Account	HSA EE FAMILY	\$ 0
Insurance Accidental EE	Family Monthly	\$ 37.92
Insurance Critical Care EE	Voluntary Critical Illness Employee	\$ 0
Insurance Critical Care Spouse	Voluntary Critical Illness Spouse	\$ 0
Cost Per Pay Period:		\$ 1,316.53

100%

You can return to previous screens in the preview window by clicking on the underlined links. When you are through reviewing those sections, click next and you will automatically return to this screen.

When you are happy with your changes, click **Submit Your Changes**.

Plan Year 2016 Open Enrollment Electronic Process – Enrollment Guide

The screenshot displays the Oracle JD Edwards EnterpriseOne Self-Service Director interface. The top navigation bar includes the Oracle logo, the application name "JD Edwards EnterpriseOne", and user information: "Roles", "Personalization", "Help", "MERRICKS, DENISE M. (JFO900)", and a "Sign Out" link. Below the navigation bar, the "Home" button is visible, followed by a "Navigator" dropdown menu. The main content area is titled "Self-Service Director" and features a "YOUR NAME" section. A message from HRRAO explains the transition from a paper-based to an electronic enrollment process, stating that all employees must complete the process both electronically and on paper. The "Open Enrollment" section lists several steps: "Employee Personal Information", "Employee Phone Numbers", "Employee Emergency Contacts", "Dependent List", "Medical Plans", "Indemnity Plans", "Preview Benefit Changes", "Accept Benefit Changes" (which is the current step, indicated by a right-pointing arrow), and "Final Benefit Confirm. Stmt.". At the bottom of the list, there is an "Exit" button. To the right of the list, there are "Previous" and "Next" buttons. A "Send E-mail to HR" link is located at the bottom left of the main content area. The bottom right corner of the interface shows a zoom level of "100%".

ORACLE JD Edwards EnterpriseOne Roles Personalization Help MERRICKS, DENISE M. (JFO900) Sign Out

Home Navigator Open Applications Recent Reports Favorites

Self-Service Director

YOUR NAME

TO ASSIST HRRAO IN THE TRANSITION FROM A PAPER BASED OPEN ENROLLMENT PROCESS TO THE ELECTRONIC ENROLLMENT PROCESS WE ARE ASKING THAT ALL EMPLOYEES COMPLETE THE ENROLLMENT PROCESS BOTH ELECTRONICALLY AND ON PAPER. This will allow the Human Resource Department along with HRD to validate that what comes through on the electronic process matches what you are actually choosing. In future years this paper process should not be necessary with a few minor exceptions such as 403b changes that always require a written document. All forms will be submitted to benefitforms@hrdao.edu.

Open Enrollment

- Employee Personal Information
- Employee Phone Numbers
- Employee Emergency Contacts
- Dependent List
- Medical Plans
- Indemnity Plans
- Preview Benefit Changes
- ➔ Accept Benefit Changes
- Final Benefit Confirm. Stmt.

Exit

Send E-mail to HR

Previous Next

100%

Plan Year 2016 Open Enrollment Electronic Process – Enrollment Guide

The screenshot shows the 'Acceptance Form' in the Oracle JD Edwards EnterpriseOne system. The form contains the following text and buttons:

- Header: ORACLE JD Edwards EnterpriseOne
- Navigation: Home, Navigator, Open Applications, Recent Reports, Favorites
- Form Content:
 - Do you authorize Human Resources to update your records with the changes you have made?
 - Click the "Previous" button to view the confirmation screen.
 - Buttons: I accept, Exit, Send E-mail to HR, << Previous
- Footer: 100%

A large red arrow points to the 'I accept' button with the following text: **Only accept once. Multiple acceptances will result in multiple records. If you must make changes after submitting, let HR know.**

If you are ready to have your changes recorded in JDE, click the **I Accept** button. This will take you to a final confirmation screen. It will take a moment or two for the information to process and upload.

WE RECOMMEND YOU EMAIL A COPY OF THE FINAL CONFIRMATION TO YOURSELF FOR YOUR OWN RECORDS.