WHAT YOU NEED TO KNOW WHILE ENROLLING GUIDE

Within Oracle Cloud, navigate to Me > Benefits to review resources, add dependents to cover by your plan, complete your benefit enrollment, and review completed enrollments.

I. REVIEW EMPLOYEE RESOURCES

Resources to assist you through your new hire enrollment can be found here, including information on what to gather **BEFORE** you start the enrollment process and where to find resources **AFTER** you have completed the enrollment.

II. PEOPLE TO COVER

Here you will provide information for your eligible dependents and beneficiar(ies). Under People, click Add and begin inputting demographic information for each additional eligible dependent you wish to cover on your plan or individual you wish to have listed as a beneficiary on a plan:

- First, Middle, Last Name
- Relationship
- Gender
- Relationship Start Date
  - Spouse: Date of Marriage
  - Child: Date of Birth
  - Domestic Partner or DP Child(ren): Date Domestic Partnership was established
- Date of Birth
- Social Security Number (SSN)

If you will be adding a Trust or Organization as a beneficiary, add this information through the Beneficiary Organizations section. Additional information such as the Trust Name will be required to complete these fields. Once you have this information, click Save in the upper righthand corner.

ADDITIONAL INFORMATION

If adding a Domestic Partner and/or their child(ren), under the *Relationship* box you will need to indicate the appropriate taxability option.

- Taxable: No, this person **does not qualify** as my IRC Section 152 dependent; Federal and/or State taxes will apply to the cost of their coverage
- Non-Taxable: Yes, this person **does qualify** as my IRC Section 152 dependent; Neither Federal and/or State taxes will apply to the cost of their coverage.

If adding a dependent who is disabled onto your benefits, contact the HR Service Center for additional information.

Select United States as National Identifiers to open up additional required fields. Select the applicable category (typically Social Security Number). If the dependent does not have a Social Security Number, contact the HR Service Center for additional information. In the National ID box, enter your dependent's Social Security Number with no dashes.

Once you have added all dependents to be covered by your plan, click Submit to save the information.

III. MAKE CHANGES

Review eligible dependents you entered. When you are ready to proceed, click Continue in the upper righthand corner.

Before proceeding, review the appropriate authorization page to review the Terms and Conditions of the benefit plans. Once you have reviewed, click Accept, and the Start Enrollment page will appear.

MEDICAL

- Click Edit
- Make your health insurance selection
    - If enrolling in health coverage, select the appropriate health plan and coverage tier and select the dependents to be covered by the plan.
    - If you are not enrolling in health coverage, select the Health Insurance Buy Back option
- Once completed, click OK and Continue

DENTAL

- Click Edit
- Make your dental insurance selection, if applicable select the dependent(s) to be covered by the benefit
- Once completed, click OK and Continue

HEALTH SAVINGS ACCOUNT

- If enrolling in the High Deductible Health Plan (HDHP), click Edit
- Enroll in the Health Savings Account (HSA) that corresponds with your medical coverage level (family or single)
- HSA Employer Contribution should remain checked
- If you are enrolling in the Combination Flexible Spending Account (FSA) as well, indicate your election here (minimum of $100)
- Once completed, click OK and Continue

FLEXIBLE SPENDING ACCOUNT

- If enrolling in a Traditional (non-HDHP) medical plan and would like to participate in a flexible spending account (FSA), click Edit
- Make your Health Care FSA election here (minimum $100); click OK
- Make your Dependent Day Care FSA election here (minimum $100); click OK
- Once completed, click Continue

LIFE INSURANCE

- Click Edit
- **BASIC LIFE AND AD&D:** You are automatically enrolled in the Basic Life and AD&D but need to select your beneficiar(ies).
- **DEPENDENT LIFE:** Indicate if you wish to waive or enroll in this life insurance benefit

- **SUPPLEMENTAL LIFE AND AD&D, EMPLOYEE:** Indicate if you wish to waive or enroll in this life and AD&D insurance benefit
  - If enrolling, select your coverage up to $250,000
    - To elect additional coverage beyond $250,000, contact the HR Service Center to apply through medical underwriting which is sent to the vendor for review.
  - If enrolling, select your beneficiar(ies)
  - Click OK
- **SUPPLEMENTAL LIFE INSURANCE, SPOUSE/DP:** Indicate if you wish to waive or enroll in this life insurance benefit for your spouse or domestic partner; you must elect employee Supplemental Life and AD&D coverage to elect this benefit
  - If enrolling, select coverage up to $30,000
    - You are able to elect up to 50% of the coverage you elected (i.e. if you elected $40,000 in Employee Supplemental Life and AD&D coverage you can only elect $20,000 in Spouse/DP coverage)
    - To elect additional coverage beyond $30,000, contact the HR Service Center to apply through medical underwriting which is sent to the vendor for review.
- **SUPPLEMENTAL LIFE INSURANCE, CHILD(REN):** Indicate if you wish to waive or enroll in this life insurance benefit for your children; you must elect employee Supplemental Life coverage to elect this benefit
- Click Continue

LIFELOCK

- Click Edit
- Make your election to Waive or Enroll in this benefit, if applicable select the dependent(s) to be covered by the benefit
- Once completed, click OK and Continue

RETIREMENT

- Click Edit
- Click the link to the Fidelity website; you will need to setup your account to make your 401(k)/Roth deferral and investment election and name your beneficiar(ies)
- Once completed, click OK and Continue

Once you have completed your enrollment, click Submit.

IV. PENDING ACTIONS

If the system identified any errors, these can be found in the Pending Actions tile.

If you have any questions on what you need to do to resolve your pending actions, contact the HR Service Center.

V. YOUR BENEFITS

Based on your selections, review your current benefit enrollment, including the total cost of your benefits per pay period.