All employees must make Medical, Dental and Vision elections for the new plan year beginning January 1, 2017, by going into the Open Enrollment (OE) portal in MyIIT. Flexible Spending elections must be made through WageWorks. Life insurance changes may be made by submitting forms to Human Resources.

Through the Online OE process in MyIIT, you will be able to make changes to the elections, add or remove benefits, add or remove dependents and associate dependents with your benefits. This document provides instructions for viewing your elections and dependents as well as making medical, dental, and vision elections.

You must complete OE in order for the elections to be submitted to Human Resources and Payroll. If you do not wish to enroll in or continue with any of these benefits in 2017, you must select the Waive option for benefits you do not wish to elect. If you do not complete the online OE process, your current elections will remain in place for 2017, with the exception of Flexible Spending accounts. **You must reenroll in Flexible Spending every year by visiting [www.wageworks.com](http://www.wageworks.com).**

**All changes must be completed, and all required documentation delivered to Human Resources no later 3pm on November 23, 2016.**

You are strongly encouraged to verify that your changes to medical, dental, and vision were successful. Please email Viktoria Rill at vrill@iit.edu to verify.

**Instructions included in this guide**

*Click on the page name to go directly to that page*

- Reviewing your coverage
- Dropping, changing or adding plans
- Reviewing and adding dependents to MyIIT
- Adding dependents to a plan
- Frequently asked questions
Reviewing your coverage

- Log in to MyIIT
- Go to the Work tab
- Under Employment Details, click on the Benefits link
- You will now be on the Benefits and Deductions page
  
  ![Benefits and Deductions](image1)

  - Click on Open Enrollment (see #1 above)
  - When the page reloads, click on the Start Open Enrollment button.
  - When the page reloads, you will see your current benefit selections. If you do not wish to make changes, click the Complete button (see #2 below).

  ![Open Enrollment](image2)
Dropping, Changing, or Adding Plans

- Log in to MyIIT
- Go to the Work tab
- Under Employment Details, click on the Benefits link
- You will now be on the Benefits and Deductions page

- Click on Open Enrollment (see #1 above)
- When the page reloads, click on the Start Open Enrollment button.
- When the page reloads, you will see your current benefit selections. To make changes, click on the blue Health hyperlink (see #2 below)
• When the page reloads, you will see options available for your open enrollment group. Benefits in which you are currently enrolled will be in blue.

• To drop or change, click on the plan you wish to change or drop (see #3 below). Note: when switching medical or dental plans, you must drop your current plan before electing you new plan.

- TO DROP COVERAGE click the Stop Benefit button (see #4 on next page).

- TO CHANGE PLANS you must first drop your current plan using the instructions above.
  - When you get back to the Open Enrollment Group page, select the plan in which you wish to enroll (hyperlinks for all plans will become available to you once you drop your current plan).
  - When the page reloads, select your tier in the My Choice section (see #5 on next page), then click the Submit Change button (see #6 on next page).

- TO ADD A PLAN you must first drop the Waived Coverage option using the instructions above.
  - When you get back to the Open Enrollment Group page, select the plan in which you wish to enroll (hyperlinks for all plans will become available to you once you drop your current plan).
  - When the page reloads, select your tier in the My Choice section (see #5 on next page), then click the Submit Change button (see #6 on next page).
• TO CHANGE TIERS first select your current plan (see #3 on previous page). When the page reloads, select your tier in the My Choice section (see #5 below), then click the Submit Change button (see #6 below). Note: Single Plus One plans will cover you and a spouse or one child. Family plans will cover you plus two or more dependents.

• When the page reloads, you will be taken back to the page showing your benefit elections.

• To review your summary and complete your open enrollment, click on the Open Enrollment hyperlink (see #7 on previous page).

• When the page reloads, review your summary and click the Complete button (see #8 below).
Reviewing and adding dependents to MyIIT

Note: Adding a dependent to MyIIT does not automatically enroll him/her in benefit plans. Once you have completed adding the dependent to MyIIT, you must go to the section entitled Adding dependents to a plan to enroll your new dependent.

Reviewing Dependents:

- Log in to MyIIT
- Go to the Work tab
- Under Employment Details, click on the Benefits link
- You will now be on the Benefits and Deductions page
- Next, click on the Beneficiaries and Dependents link.
- When the next page loads, you will see any dependents currently listed (see below).
- Review your dependents, and either continue to Open Enrollment (click on the Open Enrollment hyperlink, #1 below), or add dependents as is applicable.

Adding dependents:

- To add a new dependent, from the Beneficiaries and Dependents page, click on the Add a New Person hyperlink (see #2 below).
• When the new page loads, enter the required information and click the Submit Changes button (see #3 below). **Please note that SSN and Birthdate are required.** Additionally:
  - Please select “Active” in the Active drop down box (see #4 below).
  - Please select “Both” in the Beneficiary or Dependent drop down box (see #5 below).
  - When adding a **spouse**, please note that the Dependent Child Type will automatically populate with “Step or Foster Child, not legally adopted, or not a US Citizen or National.” This is a glitch in the Ellucian system, is in the process of being resolved, and will have no impact on your spouse’s actual relationship setup.

• Once this process is complete, you must add your new dependent to your health, dental, and/or vision plans in order to enroll him or her for coverage (see Adding dependents to a plan).
Adding dependents to a plan

Note: You must provide proof of relationship to Human Resources before your dependent’s coverage is approved and finalized. Acceptable documentation may include a marriage certificate to add a spouse, and affidavit for a domestic partner relationship, birth certificates to add children, etc.

- Log in to MyIIT
- Go to the Work tab
- Under Employment Details, click on the Benefits link
- You will now be on the Benefits and Deductions page
- Next, click on the Beneficiaries and Dependents link.
- To review dependents covered under your plans and add dependents to plans, click on the Coverage and Allocations Summary hyperlink (see #1 below).
- When the Benefits Coverage and Allocations Summary page loads, you will see a list of your dependents, and the plans in which each individual is enrolled (see below).

To add a dependent to a plan, scroll down to the Enroll Coverage and Allocations section (see below).

Next, find the plan you to which you wish to add the dependent, and click on the Coverage Details hyperlink (see #2 below).

When the page reloads, covered dependents will have a checkmark in the box to the left of their names. Dependents who are not covered will have a blank box to the left of their names (see #3 below).
• When adding a dependent to a plan, check the box next to his or her name, and enter 01/01/2017 in the **Begin Date** field (see #4 on previous page).

• To remove a dependent from a plan, uncheck the box next to his or her name.

• Click the **Choose or Update** box to save your changes (see #5 on previous page). When the page reloads you should see confirmation of the updates on the far right-hand side of the page (see #6 below).

• To add a dependent to multiple plans, you must go into the **Coverage Details** for each plan to which you wish to add the dependent (see #2 on previous page).

**YOU MUST PROVIDE PROOF OF RELATIONSHIP TO HUMAN RESOURCES BEFORE YOUR DEPENDENT’S COVERAGE IS APPROVED AND FINALIZED.** Acceptable documentation may include a marriage certificate to add a spouse, and affidavit for a domestic partner relationship, birth certificates to add children, etc. If you have any questions, please contact Human Resources.
Frequently Asked Questions

Q. When does Open Enrollment end?
A. Open enrollment runs from November 1 – 23, 2016. All changes must be made by 3pm on November 23, 2016.

Q. When do my OE changes become effective?

Q. I don’t want to make any changes at OE. Do I need to do anything?
A. While you are encouraged to log and verify your coverage, if you do not take action all benefits will carry forward into 2017, with the exception of Flexible Spending accounts. Employees must reenroll in Health and Dependent Care Flexible Spending Accounts each year by going to www.wageworks.com.

Q. What happens if I miss OE, or need to make benefit changes after it ends?
A. If you miss OE, you miss your chance to make changes for the 2017 plan year, and must wait until the next OE for changes effective January 1, 2018. The only exception is that you may make changes if you experience a Life Status Changing Event, such as a marriage, divorce, birth or adoption of a child, spouse gains or loses employment, etc.

Q. What do I do if I experience a Life Status Changing event?
A. Contact Human Resources for information on changes you may make as a result of your event. Life Status Changing Events should be reported as soon as possible, as changes must be made within 31 days of the event.

Q. How do I add dependents at OE?
A. To add a dependent, first add him or her within MyIIT, then add him or her to the appropriate plan(s).

Q. How do I change plans?
A. To change plans, please visit the Dropping, Changing or Adding Plans page of this guide.

Q. What coverage tier should I elect for myself and my dependents?
A. Single Plus One plans will cover you and a spouse or one child. Family plans will cover you plus two or more dependents.

Q. Where do I go to enroll in or make change to my Flexible Spending Accounts?
A. To enroll in, or re-up, your Health and Dependent Care Flexible Spending Account elections, go directly to WageWorks (www.wageworks.com).

Q. I’m having a baby in 2017. Do I need to add the dependent during OE?
A. No. The birth of a child is considered a Life Status Changing Event. You will have 31 days from the event date to add your new baby. Please contact Human Resources for information on documentation requirements and for additional information.

Q. Can I elect supplemental life insurance, or change my election, during OE?
A. Yes, however, enrollments, changes, and cancellations for life insurance cannot be completed online. Additionally, new elections and coverage increase requests are subject to medical underwriting.
Enrollment/change/cancellation and Evidence of Insurability Forms are linked to the initial OE communication, or can be obtained by contacting Human Resources.

**Q. Can I change my 403(b) contributions at OE?**  
A. Yes. In fact, 403(b) contributions can be changed at any time during the year. To change your election, please complete a Salary Reduction Form, available on the Human Resources Forms page in MyIIT, and return it to Human Resources.

**Q. How do I change my withholdings and/or direct deposit information?**  
A. In order to change your withholdings, you will need to complete revised W-4 forms, and send them to the payroll department. Forms are available on the IIT payroll department’s web page ([http://www.iit.edu/payroll/payroll_forms.shtml](http://www.iit.edu/payroll/payroll_forms.shtml)).