NYIT Self-Service Application Instructions
Benefits Open Enrollment – Local 282

The NYIT Self-Service Application gives employees access to view and change certain Benefits data. Benefits which *can be changed at any time* are the Life Insurance beneficiary designations and Retirement pension allotments. **Medical, Dental and Flexible Spending Account (FSA) benefits can be changed only during NYIT’s Open Enrollment period.** Changes made through this application will change the employee’s NYIT Personnel Record in Human Resources.

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### NYIT Self Service Applications → Benefits

#### Updating Current Benefits


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Oracle Applications Home Page
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2. You will be brought to the *Dependents and Beneficiaries* page.

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Dependents and Beneficiaries
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3. Click NEXT and you will be brought to the *Select Program* page. What appears on this screen depends upon your benefits enrollment status:

   - **If you are not** enrolled in or eligible for NYIT benefits, you will be brought to the following screen. If you are eligible for NYIT benefits but are not currently enrolled, please contact Human Resources at 516-686-7668 or **humanresources@nyit.edu**
4. **If you are** currently enrolled in an NYIT Benefits Program, you will be asked to select the program you want to update. The NYIT Retirement Pension program refers to your TIAA-CREF pension benefits – these benefits can be updated at any time throughout the year. **The NYIT Active Benefits program includes your Medical, Dental, and FSA benefits** – these can only be updated during the Open Enrollment period.

5. If **NYIT is not** in it’s Open Enrollment Period, you will be brought to the blue ‘Current Benefits’ tab. This displays your benefits as of the current date. Note the dropdown box that allows you to view your benefit enrollments as of a selected date. This page also includes the ‘Update Beneficiaries’ button (refer to the PDF document “Changing Life Insurance Beneficiaries” for instructions on how to update beneficiary allotments).

6. If **NYIT is in it’s Open Enrollment Period**, you will be brought to the blue ‘Benefits Enrollment’ tab below. During Open Enrollment, **you cannot add or change Dependents or Life Insurance Beneficiaries** – you must contact HR to make these changes. Click on the ‘Update Benefits’ button – you can update your benefits at any time during the Open Enrollment period.
7. During Open Enrollment, there are several important steps you will follow. The first step in the process is **Update Enrollments**. From there you progress to **Update Enrollments Additional Data**, **Cover Dependents**, **Update Beneficiaries** and finally, you’ll receive a **Confirmation Statement**.

8. In **Update Enrollments**, under Medical, there are **four new Plans** each providing three or four Options for the employee. **The default value will be the UHC Choice Standard Plan with your current level of benefits (employee only, employee + 1 or employee + family).** If you want to choose a different plan, you will only be allowed to select one of the choices in this section. Please note that the “**Periodic Cost**” is the amount that will be deducted from your paycheck each pay period before taxes are deducted. **Note: The information below is an example; your plan costs may differ**.

9. If you choose an option under the **Medical Waiver** plan, your Medical benefits will be waived but you will still be allowed to enroll in the MetLife PPO Dental as shown below.
10. The LTD Annuity Plan, Long Term Disability Plan, Long Term Care Plan and Life Insurance Plan are all set to a default value equal to your current benefit. **If you want to make a change to any of these plans, you must contact the Benefits Office.**

11. The FSA Healthcare or FSA Dependent Care plans both default to the “Not Enrolled” option. If you want to enroll in either or these plans you have to select the Enrolled option then enter a coverage amount; if you do not choose a coverage amount, the mandatory minimum annual amount will deducted for this benefit. You can only choose one of the four options under the FSA Dependent Care Filing.

- Click on the Tip symbol to view the minimum and maximum contribution for the FSA Healthcare and FSA Dependent Care.

**Tip**

When entering the coverage amount for the FSA Healthcare - FSA Healthcare - Enrolled, enter a value between 480.00 and 2,500.00 in increments of 0.01.

**Tip**

When entering the coverage amount for the FSA Dependent Care - FSA Dependent Care Filing Joint - Enrolled, enter a value between 480.00 and 5,000.00 in increments of 0.01.

When entering the coverage amount for the FSA Dependent Care - FSA Dependent Care Filing Separate - Enrolled, enter a value between 480.00 and 2,500.00 in increments of 0.01.
• Click next to proceed to the next step, ‘Update Enrollments Additional Data’.

Note: If you are enrolled in FSA Healthcare and have no other medical insurance (other than insurance from NYIT), you can select ‘Yes’ for automatic submission (reimbursement) for medical payments not made with your FSA Healthcare debit card. If you have other medical insurance, you must fill in ‘No’ for automatic submission and submit claims for medical payments not made with your FSA Healthcare debit card.

12. The ‘Cover Dependents’ screen allows you to enroll eligible dependents in a Medical or Dental plan with the Employee Plus One or Employee Plus Family option. Designate dependents by adding or removing a check in the box below ‘Cover’. Note: only eligible dependents will be listed for coverage in this section.

If your previous selections did not involve beneficiaries, the step ‘Update Beneficiaries’ will present no choices.
13. Once you click NEXT, the final step in the process is to obtain confirmation of your benefit elections. Review your elections and check for accuracy. Choose to go ‘Back’, print using ‘Printable Page’, create a ‘Confirmation Statement’ or ‘Finish’. Use ‘Back’ to re-do your changes.

14. When you click on ‘Printable Page’ you will get the page below which you can print for your records. Use the FILE window to select print options.
15. When you click on ‘Confirmation Statement’ you get the prompt below to OPEN or SAVE the PDF document.

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Confirmation Statement

Your changes have been saved. To make additional changes, return to the Overview page and repeat the process. Please print this page for your records.

Confirmation Statement

Name: Don Counselor
Program: NYIT Active Benefits

Tip: Click Confirmation Statement to get a PDF document of your enrollments. Click Finish to complete the enrollment process, then click the Logout link when you are ready to leave the application.
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16. If you want to save it to your computer for later access, choose ‘Save’. If you choose ‘Open’, the PDF document, **NYIT Benefits Confirmation & Summary**, will appear – you can keep this statement for your records.

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**Northern Boulevard | Old Westbury, NY | 11568-8000**

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**Benefits Confirmation & Summary**

Counselor, Mr. Don  
214 Diteway Lane  
Westbury, NY, 11590

Employee Number 7388

Dear Don Counselor,

As a result of your New Hire event on date 01-Aug-2011, you have elected the following benefits. You have also authorized NYIT to deduct from your compensation any and all elected or required contributions or costs for NYIT Active Benefits Program. You acknowledge that by electing NYIT Active Benefits Program benefits, you are authorizing deductions with respect to those benefits that will remain in effect at least until the next open enrollment period, or until you are able to make a change to your benefits as a result of a qualifying life event. You recognize that this election of benefits as stated below will carry over for each subsequent plan year, to the extent such benefits continue to be offered, unless you elect otherwise in a subsequent enrollment period.

**Benefits Selections**
The selections below were explicitly chosen by you.

<table>
<thead>
<tr>
<th>Plan</th>
<th>Option</th>
<th>Coverage</th>
<th>Coverage Start Date</th>
<th>Pre-Tax Rate</th>
<th>After-Tax Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical - Medical - Dental Waiver</td>
<td>Employee + One</td>
<td>01-Aug-2011</td>
<td>0.00</td>
<td>104.17</td>
<td></td>
</tr>
<tr>
<td>Dental - Metlife PPO Dental</td>
<td>Employee + One</td>
<td>01-Aug-2011</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>FSA Healthcare - FSA Healthcare</td>
<td>Not Enrolled</td>
<td>01-Aug-2011</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>FSA Dependent Care - FSA Dependent Care Filing Separate</td>
<td>Not Enrolled</td>
<td>01-Aug-2011</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>

**Totals**: 0.00  
0.00

**Covered Dependents**
These are the dependents you have enrolled in the benefits plans.

<table>
<thead>
<tr>
<th>Plan</th>
<th>Option</th>
<th>Full Name</th>
<th>Relationship</th>
<th>Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical - Medical - Dental Waiver</td>
<td>Employee + One</td>
<td>Counsel, Fredrick</td>
<td>Child</td>
<td>01-Aug-2011</td>
</tr>
<tr>
<td>Dental - Metlife PPO Dental</td>
<td>Employee + One</td>
<td>Counsel, Fredrick</td>
<td>Child</td>
<td>01-Aug-2011</td>
</tr>
</tbody>
</table>

For additional information, please contact Terri Katsch in Human Resources at katsch@nyit.edu or call 516.686.7668.

Regards,
NYIT Benefits Department
17. If you click ‘Finish’, you’ll get a summary of your current benefits. Note that when you choose ‘Finish’ then click NEXT, you will be at the beginning of the process where you ‘Change Program’ or ‘Update Benefits’—choosing this option will not allow you to access the ‘Confirmation Statement’ above.