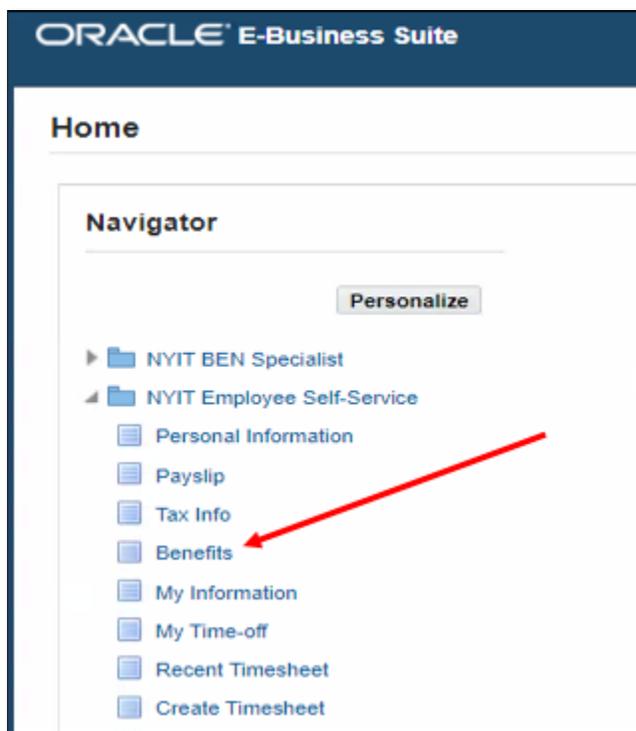


NYIT Employee Self-Service Open Enrollment Instructions

The NYIT Self-Service Application gives employees access to view and change certain Benefits data. **Medical, Dental, and Flexible Spending Account (FSA) benefits can be changed only during NYIT's Open Enrollment period** unless you have a qualifying event. Pre-tax employee contributions to the Health Savings Account (HSA) for eligible employees can be elected any time for employees who participate in the High Deductible Health Plan (who are not actively enrolled in Medicare A and or B). Changes made through this application will change the employee's NYIT Personnel Record in Human Resources.

NYIT Employee Self Service Applications → Benefits

1. On the NYIT Employee Self Service Menu, Select **Benefits**



2. **Add/Update Dependents/Beneficiaries**, if applicable
 - a. **Click Add a new dependent, if needed**
Enter dependent/beneficiary information, then click **Apply**
Note: Social Security Numbers cannot be entered in Employee Self-Service. If you're adding a new dependent to your medical plan, please complete a [OE Enrollment -Dependent Update Form](#) and upload to [HR Secure Submissions](#). Failure to provide your dependent's SSN may cause a delay in processing your medical and or dental coverage.
 - b. *To update an existing dependent/beneficiary record, click the pencil icon for the applicable name, change information, then click Apply.*
3. Click **Next**, default option **NYIT Active Benefits Program** should be selected. Click **Next**.
Note: Retirement Pension changes are not permitted during the Open Enrollment event.

4. View your **Current Benefits**

Note: if you do not wish to make changes to your benefits, your current benefits will rollover, except for the following benefits plans:

- Medical Waiver Bonus
- Health Savings Account
- FSA Healthcare
- FSA Dependent Care

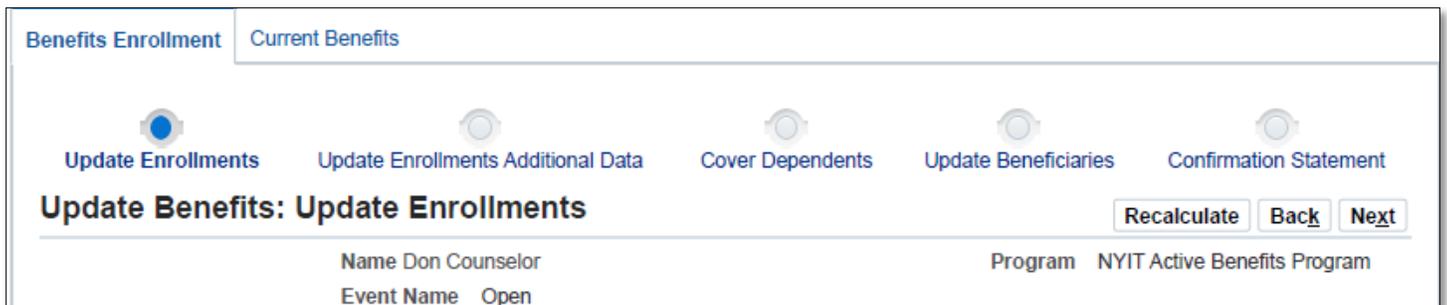
5. To make changes, click the **Benefits Enrollment** tab, then Click **Update**



Note: Only benefit plans that can be changed via the Employee Self Service Application will appear. If you wish to make changes to Voluntary Life Insurance plans, please complete a [OE Enrollment -Dependent Update Form](#) and upload to [HR Secure Submissions](#) for processing.

6. Under **Update Benefits: Update Enrollments**, select your desired benefit plans

Note: Periodic Cost is the deduction per pay-period



A. **Medical Options**

- *Medical Waiver*
 - ❖ If you select Medical Waiver, you are required to upload proof of other coverage effective January 1 to [HR Secure Submissions](#) . *Note: Proof of coverage must include your name, coverage type, and effective date.*
- *Out-of -Network Plan*
- *Premier Plan*
- *High Deductible Health Plan w/ Health Savings Account (HSA)*
 - ❖ If you select the High Deductible Health Plan with Health Savings Account (HSA) and are not actively enrolled in Medicare Part A and or B, you must enter a coverage amount for the **HSA Savings plan**. *Note: If you are enrolled*

in Medicare Part A and or B, please contact HRBenefits@nyit.edu for alternatives.

B. Dental Plan

C. Flexible Spending Accounts

- FSA Healthcare
- FSA Dependent Care
- ❖ If you wish to enroll in either or both plans you must select the *Enrolled* option, and enter a coverage amount. *Note: If you do not enter a coverage amount, the minimum annual amount will be auto deducted.*

7. Click **Next**. Under **Update Enrollments Additional Data**, click **Next** again

8. Under **Update Benefits: Cover Dependents**, designate dependents

- A. Check **Cover** to add dependent
- B. Uncheck **Cover** to remove a dependent
Note: Only eligible dependents will appear for coverage
- C. Click **Next**

Dependent	Relationship	Eligible	Ineligibility Reason	Cover
Jane Counselor	Spouse	Yes		<input checked="" type="checkbox"/>

9. Under **Update Benefits: Update Beneficiaries**, update percentage, if applicable

- A. Change your primary and contingent beneficiary percentages for Basic Life Insurance
Note: Primary and Secondary Beneficiaries must equal 100%
- B. Click **Next**

10. Under **Confirmation Statement**, review your elections for accuracy.

- A. Select **Back** to update benefit elections
or
- B. Click **Printable Page** to print a copy or **Confirmation Statement** save a PDF copy for your records
- C. Click **Finish** to finalize and submit your enrollment
Note: Once finalized, you will return to Benefit Home screen

Questions/Assistance

- ❖ For login issues, contact ITS Help Desk at 516-686-1188 or nyit.edu/itshelp
- ❖ For questions regarding system navigation, contact HR Benefits at 516.686.1344 or hrbenefits@nyit.edu
- ❖ For plan specific questions, contact Carenet/MyAdvocate at 833-968-1775 or MyAdvocateServices