

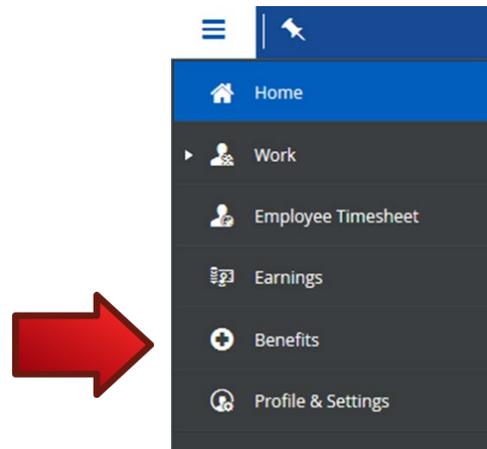
Annual Open Enrollment in Dayforce

- ALL benefit-eligible employees must submit an enrollment, even if waiving benefits.
- The enrollment will be completed in Dayforce
- Retirement elections are not included in the Annual Open Enrollment, but can be done via a separate enrollment at any time.

READ ON TO LEARN HOW TO NAVIGATE DAYFORCE

Dayforce Navigation

- Log into Dayforce with your LionLink credentials:
 - <https://sso.dayforcehcm.com/albrightcollege>
 - Please be sure to select your “employee” role if you have more than one role.
- Navigate to the Main Menu and select “Benefits”



Finding the Enrollment

- Click on the Start Enrollment button for “Annual Benefits Open Enrollment”

Enrollments Refresh

Below is a listing of available Enrollments. To access an Enrollment select "Start/Continue Enrollment"

Annual Benefits Open Enrollment 2022-2023 Due in 17 day(s)	 Pending	Start Enrollment
Retirement Contribution Enrollment and Changes	 Available	Start Enrollment





Navigating the Enrollment

- Please read the introduction section carefully as there are helpful tips and links within the message to ensure your enrollment is a success!
- At the top of the page, you can easily track your status at anytime during the enrollment. You are also able to navigate back to any previous page by using the “Back” and “Next” buttons and you will not lose any information already entered.

(Caution: DO NOT use the back button in your browser)



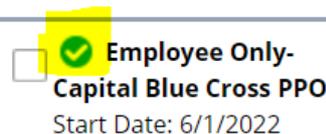
Profile Data Updates in Dayforce

- In the Profile forms section, please take the time to verify, add, and/or remove current dependents or beneficiaries
 - Dependent = Person who you want to add onto your health insurance plans
 - **Spouse, Child (under age 26), Domestic Partner**
 - **You WILL need social security numbers and birth dates in order to add a dependent**
 - Beneficiary = Person or Organization that is to receive your life insurance benefits in the event of your passing
 - **Using the Beneficiary form, you can only “Add” a Beneficiary. You will need to navigate to the Elections section of the Annual Open Enrollment form in order to designate the benefits (%)**
 - **Having a social security number for beneficiaries is very helpful, but not required**
- Click “Next” at the bottom of the enrollment when you are done with these two forms.



Making Elections in Dayforce

- Once you navigate to the “Elections” section of the enrollment form please be prepared to READ! Every section contains instructions and requires some type of election
 - If you do not wish to elect a certain type of benefit, please choose the “Waive” option for that plan type.
- If you do not see the coverage option you are looking for (Employee + Spouse, Employee + Children, etc.), click the “Back” button in the enrollment (not in the browser) to review your Dependent info on the Profile page.
- Plans with a green check mark indicate the current coverage in which you are currently enrolled. You still need to click the checkbox even if you want to stay enrolled in the same plan.





Electing Health Plan Options

- Make an election in each of the sections for:
 - Medical Plans
 - Dental Plans
 - Vision Plans

(remember to choose the “Waive” option if you’re not enrolling in a certain plan)
- If you need assistance determining which plan is right for your needs, review the “Plan Highlights”

Plan Highlights
Carrier: Capital Blue Cross
Plan Type: Preferred Provider Organization (PPO) - No referrals to see a specialist
Deductible (Single): \$1,500
Out-of-Pocket Maximum (Single): \$6,350
Office Visit/Specialty Visit Copayment: \$25
Telehealth Copayment: \$15
Emergency Care Copayment: \$100
Urgent Care Copayment: \$50



Electing Flexible Spending Accounts

- Make an election in each of the sections for:
 - Healthcare Flexible Spending Account
 - Dependent Care Flexible Spending Account(remember to choose the “Waive” option if you’re not enrolling in a certain plan)
- It is CRITICAL to ensure you choose an annual amount for each of these FSA’s, if you are electing them. Do not leave it at the default \$1.00.

Dependent Care FSA Benecon

Contribution

Enter the desired contribution amount below, or you can select the contribution amount by using the slider or plus and minus button.

Minimum Contribution: \$1.00

Maximum Contribution: \$5,000.00

Annual Contribution

\$1.00 \$5,000.00



Your Cost: \$0.04
Estimated Total Annual Amount: \$1.00

Dependent Care FSA Benecon

Contribution

Enter the desired contribution amount below, or you can select the contribution amount by using the slider or plus and minus button.

Minimum Contribution: \$1.00

Maximum Contribution: \$5,000.00

Annual Contribution

\$1.00 \$5,000.00



Your Cost: \$88.47
Estimated Total Annual Amount: \$2,300.00



Electing Flexible Spending Accounts

- Make an election in each of the sections for:
 - Healthcare Flexible Spending Account
 - Dependent Care Flexible Spending Account(remember to choose the “Waive” option if you’re not enrolling in a certain plan)
- It is **CRITICAL** to ensure you choose an annual amount for each of these FSA’s, if you are electing them. Do not leave it at the default \$1.00.

Dependent Care FSA Benecon

Contribution

Enter the desired contribution amount below, or you can select the contribution amount by using the slider or plus and minus button.

Minimum Contribution: \$1.00

Maximum Contribution: \$5,000.00

Annual Contribution

Slider control showing a value of 1.00. A large red prohibition sign is overlaid on the slider.

Your Cost: \$0.04
Estimated Total Annual Amount: \$1.00

Dependent Care FSA Benecon

Contribution

Enter the desired contribution amount below, or you can select the contribution amount by using the slider or plus and minus button.

Minimum Contribution: \$1.00

Maximum Contribution: \$5,000.00

Annual Contribution

Slider control showing a value of 2,300. A large green checkmark is overlaid on the slider.

Your Cost: \$88.47
Estimated Total Annual Amount: \$2,300.00



Employer-Paid Insurance Plans

- Don't forget those beneficiaries!
 - The insurance plans in this section are automatically assigned to you upon hire and are fully employer-paid, however, all employees need to designate beneficiaries for both the Group Term Basic Life and the Basic AD&D Insurance plans, if you have not already done so, in order to submit the enrollment.
 - No beneficiaries are required for the Long Term Disability Insurance as these benefits are paid directly to the employee.
- Navigate to the Employer Paid Insurance Options section and expand to view the Term Life insurance plans and then click on:

Show Details

Choosing Beneficiaries for Life Insurance

- If you have not yet added any Beneficiaries, your screen will look like this



Beneficiaries

You must designate at least one Primary beneficiary. You may designate any percentage amount greater than 0.00% to each beneficiary, as long as the total for each beneficiary type equals 100%.

[+ Add](#)

Select from the list below to add a new beneficiary.

There are no available beneficiaries to add. To add a new beneficiary, click "Add a new beneficiary"

[Add a new beneficiary](#)

[Remove](#)

- Once you add a beneficiary, you must indicate the type and percentage of benefits they are entitled to. The first beneficiary will default to "Primary". To change the type, simply click inside the box and using the drop down select the type. Do the same thing with the percentage and type in the desired amount. Repeat for any additional beneficiaries.

Type*	Percentage*	Remove
Primary	100.00	✕





Electing Supplemental Life Insurance

- In the Supplemental Life section of the enrollment, make a selection to either Elect or Waive the Employee Supplemental Life.
 - If you elect the supplemental, be sure to click “Show Details” to select your coverage level.
 - **In most cases, you will need to submit a Statement of Health form (link found in enrollment) that must be approved by MetLife before the election and associated deductions will be final.**
 - Choose a beneficiary for this plan.
- If you have a spouse or children listed as dependents, you will also have to Elect or Waive for those plan options
 - Note: You **MUST** elect Employee Supplemental Life to be eligible for Spouse Supplemental or Child Supplemental
 - Just like with Employee Supplemental, please be sure to click “Show Details” to select the coverage level you desire.
 - **In most cases, your elections and associated deductions will not be final for the Spouse Supplemental until a Statement of Health is approved by MetLife (link to form is in the enrollment).**

Reviewing Elections in Dayforce

- Once you make all selections and designate beneficiaries, click “Next” to go to a summary Confirmation page. You will still have the ability to make changes.
- You should be taken to the “Confirmation” page, if there are no errors



Confirmation

Please review the summary of your elections. You are not enrolled until you click the 'Submit Enrollment' button and your choices are approved.

Close

Save Draft

Back

Print

Submit Enrollment

- If the enrollment does not continue to the Confirmation page, scroll to the top of the enrollment to view any errors that were identified.

Benefit Elections

Select your benefit options below. Upon completion, please proceed by selecting "Next".

There are issues with your selections. You cannot submit the enrollment until correcting the issues in red below.

- Find the errors in highlighted in red throughout the enrollment. Make the corrections and attempt to proceed again by clicking “Next”.



Confirming Elections in Dayforce

- Don't worry, it's not final yet! You now have the opportunity to confirm your enrollment before submitting your selections.
- Review your enrollment carefully. Make sure each of your elections is accurate, all dependents are linked to each plan needed, and you can see the estimated per pay and annual employee cost amounts.
- You can use the “Save Draft” button and return to the enrollment later to submit; however, you run the risk of forgetting to submit it by the deadline.
- If you want to make changes, click on the “Back” button within the enrollment (NOT your browser's back button)
- Once you are happy with your elections, click “Submit Enrollment”



Final Submission in Dayforce

- Congratulations on submitting your Annual Open Enrollment in Dayforce!
 - You can print your elections from the summary page if you do desire.
 - You will also receive a confirmation in your Dayforce Message Center.
- Review the “Next Steps” for helpful information on making the most of your benefit plans and links to vendor sites



Congratulations! Your enrollment has been submitted. You may re-open the enrollment to make changes to your elections until 5/13/2022.

Print

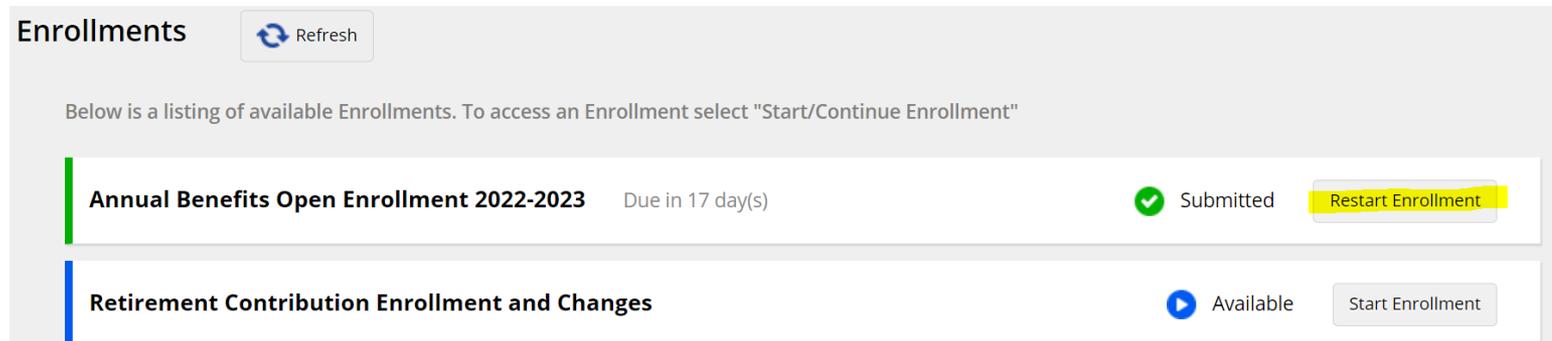
Return to Benefits

Next Steps

Congratulations, you've submitted your online Benefits Enrollment form! Here are some helpful next steps if you made changes to your elections or enrolled in health insurance plans for the first time:

What If I Change My Mind?

- After submitting your enrollment you do have the option to return to the form before May 13 and restart the enrollment; however, you will need to re-select ALL elections.
 - You will be overriding any elections previously made on the first submitted Annual Open Enrollment form



The screenshot shows a web interface for managing enrollments. At the top left, there is a header 'Enrollments' and a 'Refresh' button. Below this, a message states: 'Below is a listing of available Enrollments. To access an Enrollment select "Start/Continue Enrollment"'. There are two enrollment entries listed:

Enrollment Name	Status	Action
Annual Benefits Open Enrollment 2022-2023	Submitted (Due in 17 day(s))	Restart Enrollment
Retirement Contribution Enrollment and Changes	Available	Start Enrollment

- No Changes can be accepted after May 13

Questions



Please contact the Office of Human Resources with any questions!

hr@albright.edu