Open Enrollment Benefit Event - Employee Self Service

Overview

You will go through a Benefit Open Enrollment event once a year to elect Benefits for the coming year payroll deductions. You can choose Plans appropriate for your Benefit Group or you can elect to waive any or all of the Plans. At the end of the Enrollment, you will have a confirmation statement with an electronic signature to show and confirm your elections.

Disclaimer: The benefit plans and rates included in these screenshots are NOT current and are for example purposes only. All examples contain fictitious characters and are not based on real people.

NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: http://www.das.state.ne.us/.

NIS Definitions

<table>
<thead>
<tr>
<th>Definition</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beneficiary</td>
<td>An entity (person or trust) who will receive death benefits and is designated as Primary (first to receive death benefits, all or a portion) or Secondary (receives a portion of the death benefits, or the total in case the Primary is deceased.)</td>
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<tr>
<td>Deduction</td>
<td>A specific amount of money reducing your paycheck to pay for a benefit you elect and receive as a State employee.</td>
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<tr>
<td>Dependent</td>
<td>An employee’s spouse or child(ren) to be provided benefits coverage under the State employee insurance program.</td>
</tr>
<tr>
<td>Drop Down Arrow</td>
<td>Provides a list of options available to be entered into field.</td>
</tr>
<tr>
<td>ESS</td>
<td>Employee Self Service – allow employees to control specific personal information.</td>
</tr>
<tr>
<td>Help Icon</td>
<td>Provides clarification and instructions on a specific screen.</td>
</tr>
<tr>
<td>NIS</td>
<td>Nebraska Information System – an integrated computer database that connects major business functions within Nebraska State government.</td>
</tr>
</tbody>
</table>
 Roles Icon – allows you to see different menus depending on your security access within NIS.

<table>
<thead>
<tr>
<th>Tax ID</th>
<th>Social Security Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>BD09170414145895 (example only)</td>
<td>Transaction Number – generated by NIS identifying an employee's completion of the Open Enrollment process. This number will be used to track your benefit elections in case there are any future questions.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>User ID</th>
<th>Your unique log-in ID allowing access to NIS.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Password</td>
<td>Your unique 6-10 character password allowing access to NIS.</td>
</tr>
</tbody>
</table>

| Waiver | An election indicating that an employee does not wish coverage for that plan. |

**Navigation**

Employee Self Service > Agency # - (Agency Name) > Self Service Choices > Employee Benefits > Open Enrollment

**Steps**

Start this instruction from the following webpage: www.nis.ne.gov

1. Click on the **Sign on to NIS** button.
2. Type in Your unique User ID and press Tab on your keyboard. Type in Your unique password, and click the Sign In button.

If this is the first time you have signed in since your password was reset, you will be asked for an "old" password. Enter the password that was most recently provided to you by your agency's authorized agent. You will then need to enter a "new" password twice.

If you receive a "Do you want to display the nonsecure items?" warning, click Yes.

3. Click on the Roles drop down arrow and choose your ESS Role.

If you have no other job responsibilities in NIS (NIS is only used for Employee Self Service), you will not have a drop down arrow next to Roles. Skip to step 5.
4. Click the **double right arrow** to the right of the Roles drop down menu.

5. Click the **State of Nebraska** menu.

6. Click the **Employee Self Service** Menu.

7. Click the **Agency** menu.

8. Click the **Self Service Choices** menu.
9. Click the **Employee Benefits** menu.

10. Click on **Open Enrollment** to begin the application.
11. Read the instructions to help you process your open enrollment request and click the **Next >>** button when ready to proceed. The Employee Personal Information window appears.
12. Review your personal information on the Employee Information tab and click Next >>.

The fields on this tab are grayed out and cannot be changed. Contact your HR representative to make any necessary changes.

Click the Yellow Question Mark to receive help instructions about this screen. Click Previous to return to the Employee Information tab, or click Next >> to proceed to the Employee Address tab.

The Exit button is used to end the open Enrollment process completely. The changes made thus far will not be saved.

13. On the Employee Address tab, review your address information.

Address information cannot be changed during Open Enrollment.

14. Click the Next >> button to return to the Self Service Director window.
15. Read the instructions for the next step, Employee Phone Numbers.

16. Click the Next >> button. The Employee Phone Numbers window appears.

17. Complete the following fields:
   
a. Prefix (Area Code)

b. Number - number must be entered without any punctuation (i.e.: hyphen, parenthesis, etc.)

18. Click on the Drop Down Arrow in the Type of Phone Number field to see available options.
19. Click on the **appropriate** Type of Phone Number to enter it in this field.
   You are able to add up to 10 phone numbers.

20. Click the **Next >>** button to return to the Self Service Director window.

21. Read the information and click the **Next >>** button. The Current Elections window appears.

22. This is an example of the Current Elections screen. Review your current benefit information.
23. Click **File, Print** from the browser toolbar to print a copy of your **Current Elections**.

24. Click **Print** to produce a paper copy of your Current Elections.

You can use this paper copy to compare your benefit deductions from last year to this year’s benefit choices presented in the State House Observer, on the DAS Benefits website, or from the Benefit Vendors themselves.

25. Click the **Next >>** button to return to the Self Service Director window.
26. Read the information and click the Next >> button. The Dependent List window appears.

27. Information entered during or since last year's Open Enrollment period will appear in the Dependent List. If no changes need to be made, click Next. The Self Service Director window appears.

- To modify the Dependent, click directly on the Dependent's name.
- To add a dependent that you would like to cover and receive benefits, click the Add New Dependent button.
- Dependents cannot be deleted during the Open Enrollment process. If you do not wish for a dependent to receive benefits, remove the coverage in the next steps.
28. Read the information and click Next >>. The Health window appears. NIS is retrieving your benefits information; this may take a few seconds.

29. Ensure that all check boxes to the right of Self are checked. Click on each of the check boxes to the right of the people for whom you would like to provide Medical, Dental, and Vision coverage.

   All check box to the right of Self must be checked. If coverage is not desired, the waiver must be selected when electing coverage on the upcoming screens.
30. Choose Health/Medical, Dental, and/or vision insurance coverages on the screens that follow.

![Image](magnifying_glass_icon.png) To find a Primary Care Physician (PCP), if required for the benefit plan selected, click into the PCP field and click the visual assist (magnifying glass icon). Choose the appropriate PCP and click Select. For more detailed instructions, please see the Find a Primary Care Physician instructions.

![Image](magnifying_glass_icon.png) If you would like to continue with coverages from the previous year for you and all dependents listed, simply click Next. The Self Service Director window appears.

31. Click Next>>. The Self Service Director window appears.

32. Read the information and click the Next >> button. The Beneficiary List window appears.

33. The existing Dependent List automatically appears on the initial Beneficiary List to choose from. Additional beneficiaries can be added to this list by clicking the Add New Beneficiary button on this screen. This process is similar to Adding a New Dependent.

![Image](magnifying_glass_icon.png) When adding a beneficiary who is not also a dependent, “UNAVAILABLE” may be entered in the Tax ID field. A birth date is required for beneficiaries. (Enter dates in DDMMYY format. Ex. October 2, 2007 would be entered 100207.)
Beneficiaries cannot be deleted during the Open Enrollment process. If you do not wish for a beneficiary to receive benefits, remove the coverage in the next steps.

34. Click **Next >>** to return to the Self-Service Director.

35. Read the information and click the **Next >>** button. The Life Insurance window appears.

36. All available Life Insurance plans appear and are already checkmarked (in order to elect them or select the waiver).

37. Click the **Next >>** button. The Elect Coverage window appears.
38. To continue with your current coverage, simply click Next. To make changes to your coverage, either elect one of the benefit plan(s) or waive the benefit by clicking the check box to the left of the Plan.

Reminder: The Basic Life Insurance policy does not involve an employee payment unless you are a part time eligible employee, so no rate is listed.

If you choose to waive any of the benefits, you will proceed to the next benefit until you are finished choosing Life Insurance and Disability. Long Term Disability and Dependent Life will not have you assign beneficiaries.

39. Click the Next >> button. The Beneficiary Enrollments window appears.

40. If you chose to elect a benefit plan, on Beneficiary Enrollments, you will apply percentages to each of your beneficiaries to total 100% for the Primary Beneficiary and (if applicable) 100% for the Secondary Beneficiary.

The View/All Beneficiary link takes you back to the Beneficiary List screen to allow you to enter any additional beneficiaries you would like to include on the list.

41. Click the Next >> button.
42. To continue with your previous year coverage, simply click Next.

43. To continue with your previous coverage, click Next >>.

44. Designate the appropriate beneficiaries and click Next. You will return to the Self Service Director window.
45. To continue to your previous coverage, simply click **Next**. There is no need to designate beneficiaries for this plan.

46. To continue to your previous coverage, simply click **Next**.
47. Designate the appropriate beneficiaries and click **Next**.

48. **Click Next**.

49. Flexible Spending Accounts (or their waivers) **MUST BE RE-ELECTED** during Open Enrollment no matter what you have in the previous year. The deduction amount **per pay period** must also be indicated.

50. **Click Next>>**.
51. Click the appropriate **check box**, indicate the appropriate pay period rate (if necessary), and click **Next >>**. You will return to the Self Service Director window.

52. Click the **Next >>** button to review your pending benefit elections.

53. Review your Open Enrollment elections here on the Elections Pending Submission window. If the benefit elections are not correct, you can click on the blue, underlined Benefits Category in question to review/update them.

54. After reviewing your benefits, click the **Submit Your Changes** button at the top or bottom of the screen.

55. On Open Enrollment – Self-Service Director, read the instructions **very carefully** for accepting your benefit elections.
56. Read the instructions carefully and click the Next >> button. The Open Enrollment – Acceptance Form appears.

If for any reason you would like to go back and change any of your elections, click the << Previous button.

57. Click the I accept button to accept your benefits.

Clicking the I accept button saves all information entered into the Benefits Open Enrollment event. You may decide to update/make changes to this information during the Open Enrollment period.
58. Read the information and click the Next >> button. The Final Benefit Confirm. Stmt window appears.

59. Review and record your Transaction Number that is at the top of your Final Confirmation Statement.

   The Transaction Number is very important to have after the Open Enrollment period. It may be used to track the elections that you have made in the Open Enrollment process.

60. It is very important that you print your Final Confirmation Statement.

61. Click File, Print from the browser toolbar to print a copy of your Final Confirmation Statement.
62. Click **Print** to produce a paper copy of your final Confirmation Statement.

63. Scroll to the bottom of the page and click the **Next >>** button to end the Benefits Open Enrollment Process.

64. You will return to the menu.

65. Click Sign Out to exit NIS.

**Find a Primary Care Physician**

Some medical benefit plans require that a Primary Care Physician (PCP) be designated. If one is not designated by the employee, the insurance provider will choose one for the employee.

Start this instruction from the Open Enrollment - Elect Coverage window.

1. Choose the appropriate medical plan and click **Next**. If a PCP is required for this plan, the Primary Care Physician window will appear.
2. Click into the PCP number field in the grid. The Visual Assist (or magnifying glass Icon) appears in the PCP Number field in the grid, indicating that a searchable list of codes to entered into this field is available. The PCP Number is a **3-DIGIT NUMBER** internally assigned by NIS. Click the Visual Assist Icon.

3. This grid provides a list of PCPs in the insurance carrier network.

4. The right arrow next to Records 1-10 appears to indicate that there are more options available. It does not indicate how many of these options are in this grid. To view all PCPs, click the arrow with a line behind it to view the entire list in the grid.

5. The Query By Example (QBE) line of fields above the column titles allows employees to search for a specific entry in that column.

6. Type **LINCOLN** (in ALL CAPS, and followed by an asterisk) in the QBE line to narrow the list to PCPs in Lincoln only. You could also search by the physician’s name by entering “Smith” (in Title Case, and followed by an asterisk).
7. Click **Find**.

8. The right arrow next to Records 1-10 indicates that there are more options available. It does not indicate how many of these options are in this grid. To view all PCPs, click the right arrow with the line behind it to populate all records in the grid.
9. Click the radio button next to the appropriate PCP and click **Select**. The PCP number will appear in the PCP Number field on the Primary Care Physician window.

10. PCPs can be entered into this grid either by clicking on the Visual Assist Icon to see the available options OR by entering the PCP Number in the field if it is already known.

11. Click **Next** to continue with Dental, Vision, Life Insurance and Flexible Spending Elections. Return to Step 55.