Open Enrollment
Created on Tuesday, April 07, 2009

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/.

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Open Enrollment 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 lessons are NOT the actual plans and rates you will be choosing when you actually go through Open Enrollment. All examples contain fictitious characters and are not based on actual people.
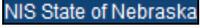
Getting Started

Procedure

In this lesson you will learn how to sign onto NIS and how to navigate to Open Enrollment.

Step	Action
1.	To sign onto NIS you will first need to go to the website nis.ne.gov. NOTE: Do not use "www" when typing in the address.
2.	To sign onto NIS click on the **Sign on to NIS** button. **Sign on to NIS**
3.	When you sign onto NIS you will need to be sure you type your User ID and your password correctly. If you enter it incorrectly three times in a row the system disables your User ID. If that happens contact the IMS Help Desk (402-471-4636 or 1-800-982-2468) to restore it.
4.	Type your User ID in the **User ID** field and your password in the **Password** field. **Note:** If you do not know your NIS User ID you will need to contact the Help Desk at 471-4636 or 1-800-982-2468. If you do not know your password, click on the Forgot Password button at nis.ne.gov.

Step	Action
5.	Click the **Sign In** button. Sign In
6.	Click the **NIS State of Nebraska** link. NIS State of Nebraska
7.	Click the **OPEN ENROLLMENT** link. OPEN ENROLLMENT
8.	You have successfully navigated to **Open Enrollment**. **Open Enrollment** opens to the **Employee Personal Infomation** screen. **End of Procedure.**

Open Enrollment

These lessons will take you through the Open Enrollment process step by step. As you go through each lesson you will be instructed on the steps and options available to you in the Open Enrollment process. The purpose of these lessons is to give you an overall understanding of the Open Enrollment process. The names, information, and selections used in these lessons are only used as an example. When you go through the live Open Enrollment process you will need to make your own selections, and these work instructions should only be used as a guide.
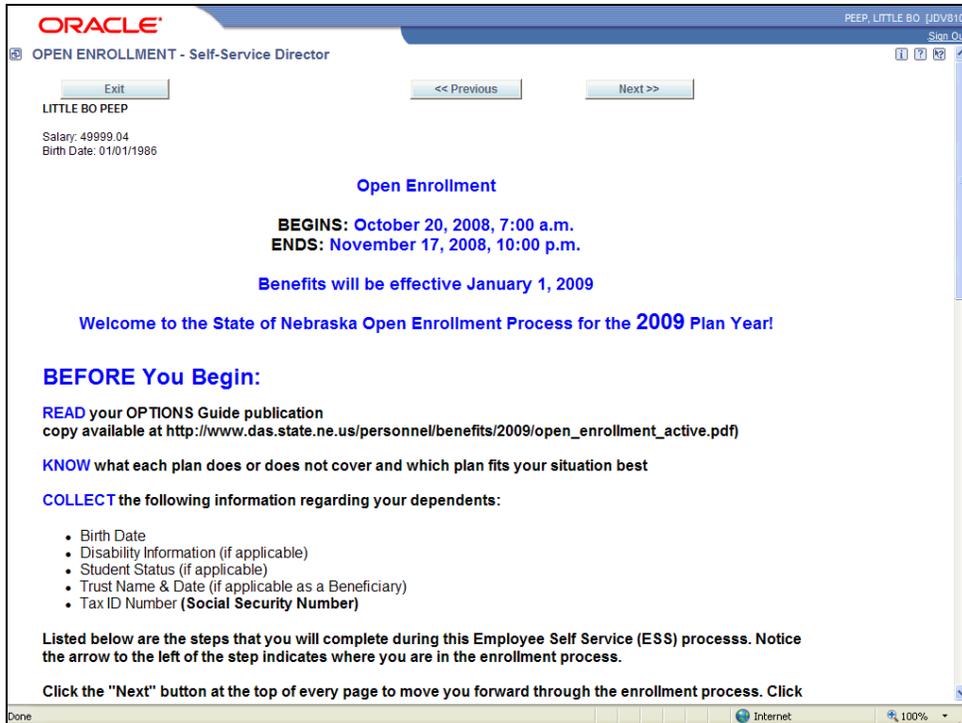
Employee Personal Information and Phone Numbers

Procedure

This lesson will cover the steps of Employee Personal Information and Employee Phone Numbers of the Open Enrollment process.

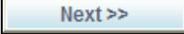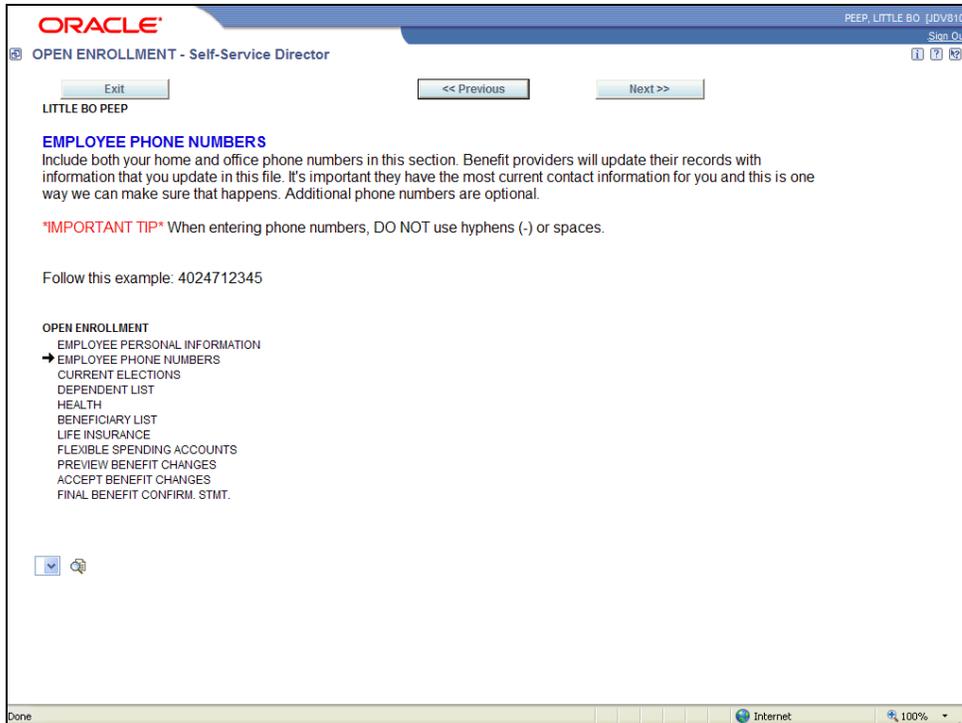| Step	Action
1.	The first screen of the Open Enrollment process displays the beginning date and ending date of the Open Enrollment process.
2.	It is strongly suggested that when you go through the Open Enrollment process that you first read through the information provided on the first page. **Note**: The information you see in this lesson may not reflect what you will see when you actually go through the Open Enrollment process.
3.	At the bottom of the screen are listed the steps of Open Enrollment. The black arrow tells you which section you will be going to next.
4.	On each screen you will see an **Exit** button. Clicking on **Exit** will end your Open Enrollment process. If you exit during the Open Enrollment process you will have to start over from the beginning.
5.	Navigation buttons are also along the top of each screen. **Previous** will take you back to the beginning of the current step you are on, and **Next** will take you to the next step of the Open Enrollment process. **DO NOT** use the navigation buttons of your browser while in NIS.

Step	Action
6.	After reviewing the information on the first screen, click the **Next >>** button.
7.	On the Employee Personal Information screen your name, employee number, and tax ID (social security number) are displayed in the top window. This screen is for informational purposes only. No changes can be made.

Step	Action
8.	Click the **Next >>** button. Next >>
9.	On the second screen of Employee Personal Information your address will be displayed. Again, this screen is for informational purposes only.
10.	Click the **Next >>** button. Next >>
11.	Next you will review your phone numbers on record and make any necessary changes.

Step	Action
12.	Click the **Next >>** button. Next >>
13.	If you have gone through the Open Enrollment process before and you had entered your phone numbers, those numbers will be displayed. You can either edit existing phone numbers or enter new ones. To enter a phone number type the area code (402 for example) in the **Prefix** field, the phone number in the **Number** field, and select the type of number from the **Type of Phone Number** drop down. When you enter your phone number(s) be sure not to use hyphens (-) or spaces.

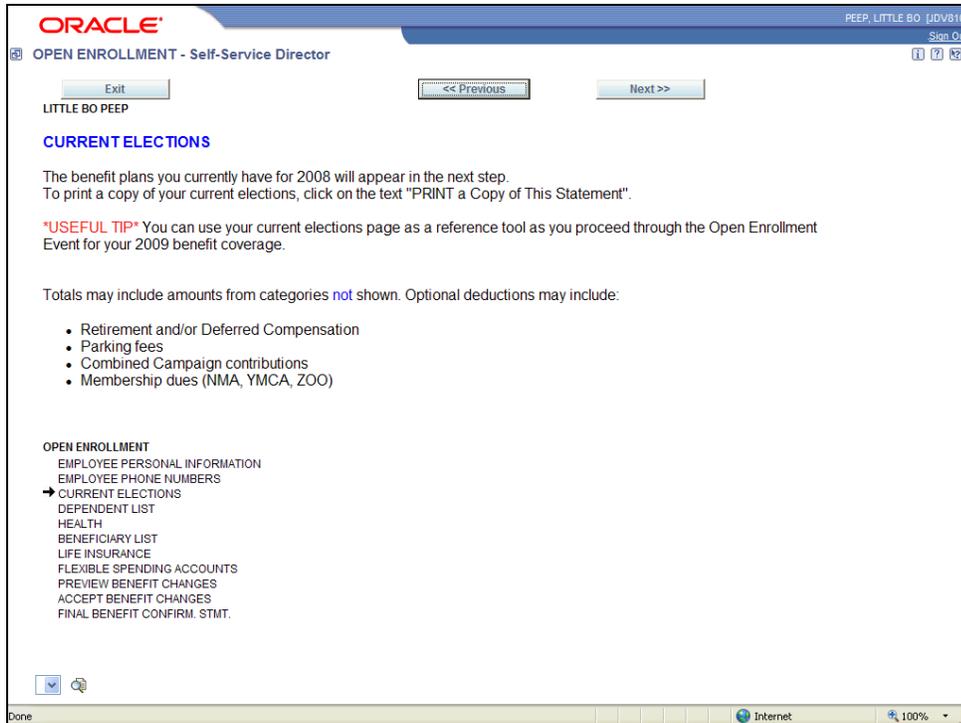| Step	Action
14.	**Note**: For Blind and Visually Impaired users: You will need to go out of the Edit Mode in JAWS and then back in to select the type of phone number. Each time you exit Edit Mode and come back into Edit Mode the next type of phone number will be listed. Continue to do this until the one you need comes up.
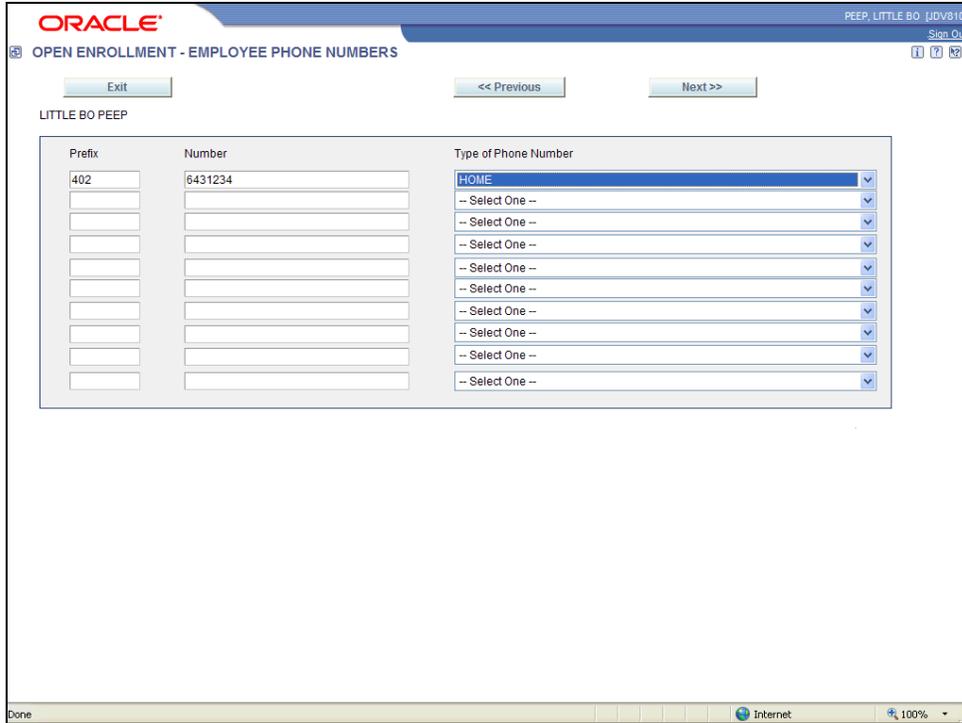
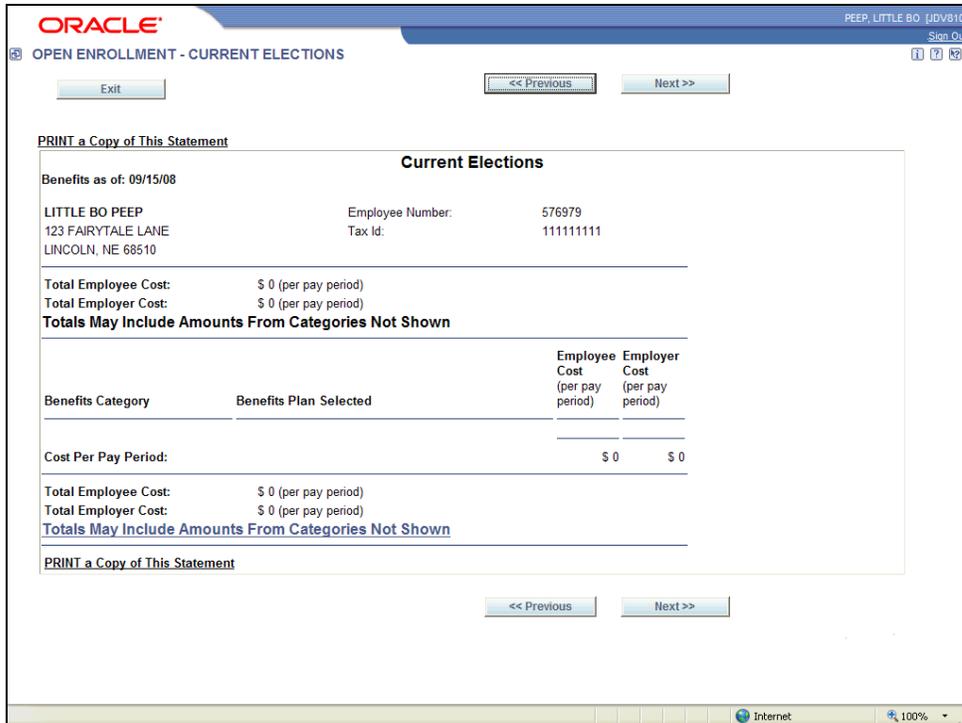| Step	Action
15.	After reviewing or editing your numbers click the **Next >>** button.
16.	You have completed the Employee Personal Information and Phone Numbers lesson. **End of Procedure.**

Current Ellections

Procedure

This lesson covers the step of reviewing your current elections of the Open Enrollment process.

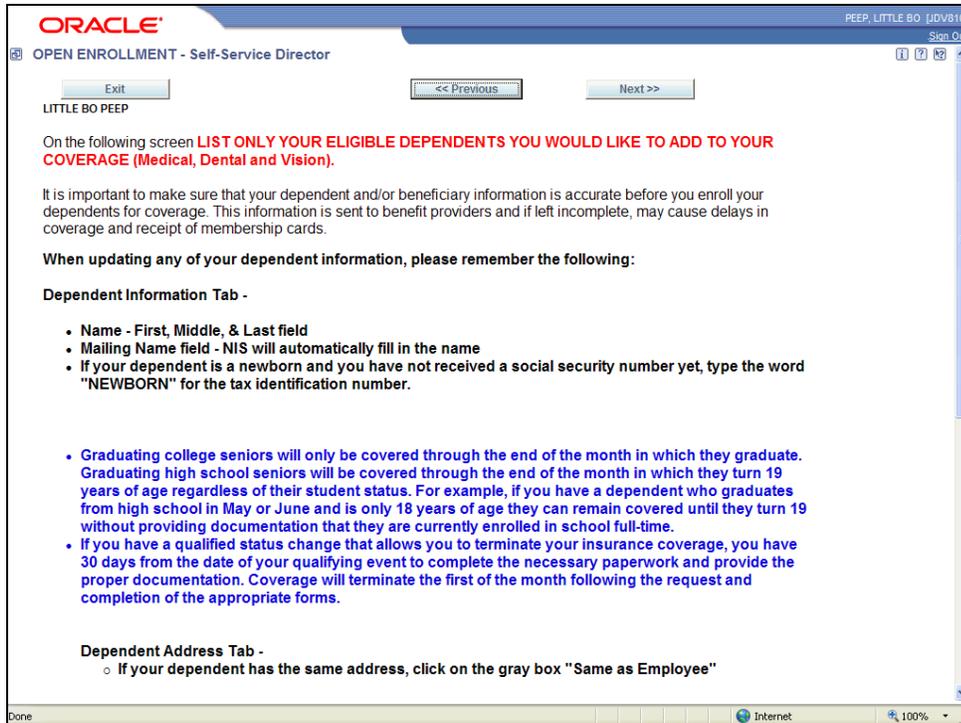| Step	Action
1.	Next you will review your current elections. Click the **Next >>** button. ![Next >>]
2.	You are taken to the Current Elections screen. This screen will display your current elections. If you do not have any current elections then no elections will be displayed. You can print this screen as a statement if you like by clicking on the **PRINT a Copy of This Statement** link.

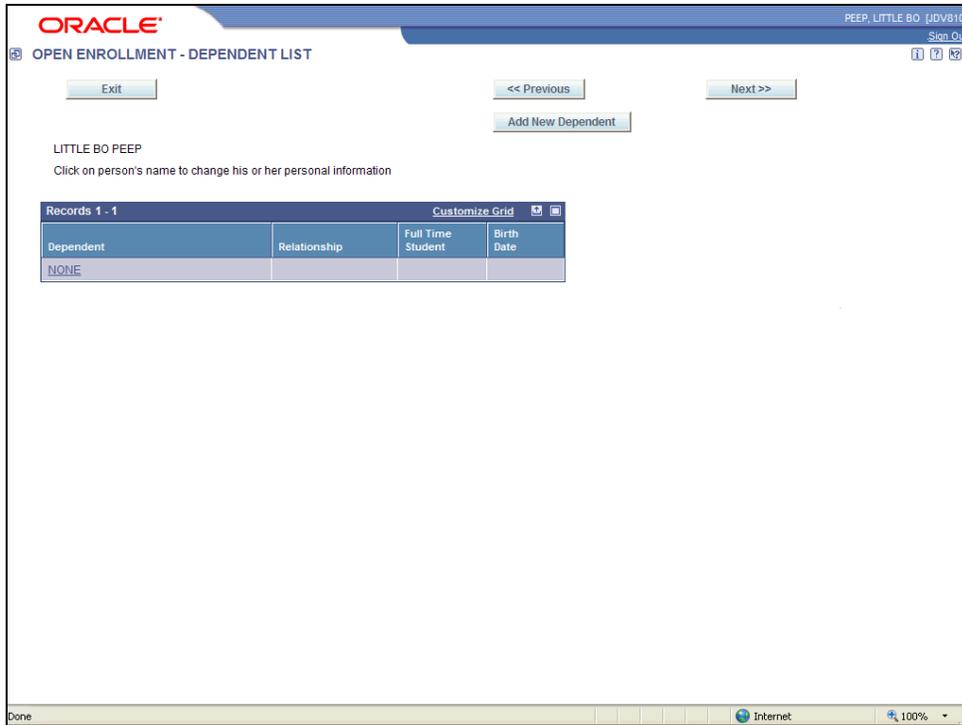| Step	Action
3.	Click the **Next >>** button. ![Next >>]
4.	You have successfully completed the Current Elections lesson. **End of Procedure.**

Dependent List

Procedure

This lesson covers the step of reviewing and adding new dependents or editing existing dependents during the Open Enrollment process.

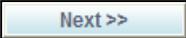| Step	Action
1.	Next you will review your dependent list. Click the **Next >>** button.
2.	On the Dependent List screen your previous dependents will be listed. If you did not have any dependents in the past the dependent list will say NONE. This is where you can edit past dependents by clicking on their name, or you can add new dependents.

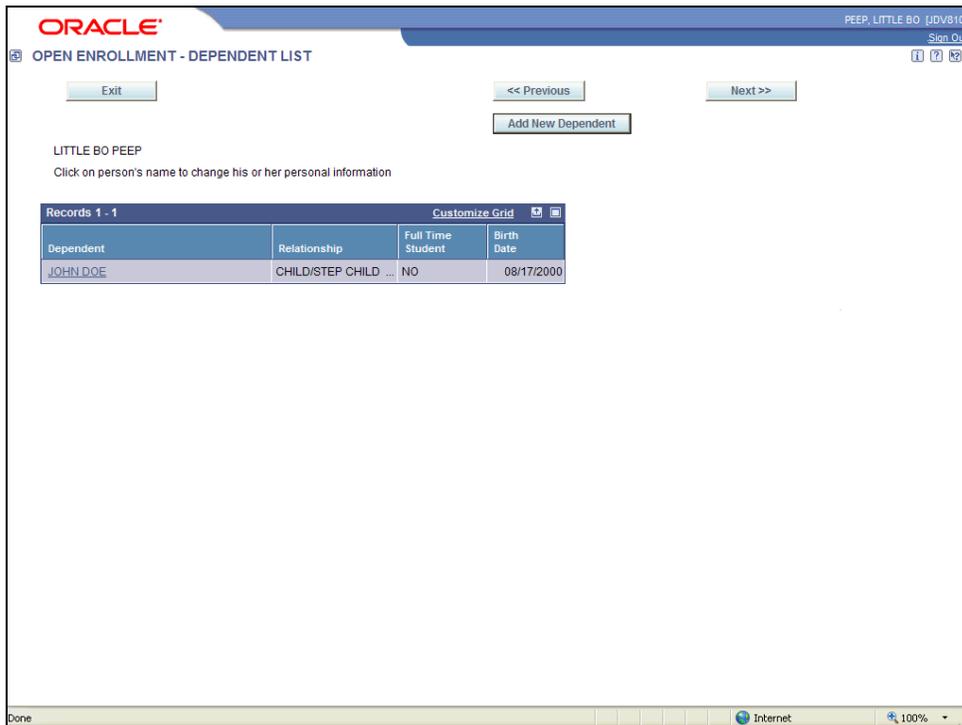| Step	Action
3.	To add a dependent click the **Add New Dependent** button.

Step	Action
4.	Enter the dependents first, middle, and last name in the **Name- First, Milddle, Last** fields.
5.	The Tax ID field is where you will enter your dependent's social security number. When you go through the Open Enrollment process be sure to have your dependents social security numbers on hand.
6.	Click the **Next >>** button.
7.	On this screen you can enter your dependent's address. If it is the same as yours you can click the **Same as Employee** button.
8.	Click the **Next >>** button.
9.	On this screen you select the gender, relationship with you, and birth date of your dependent. Here you will also indicate whether or not they are a student, employed, or disabled. If none of these apply you can leave them blank.

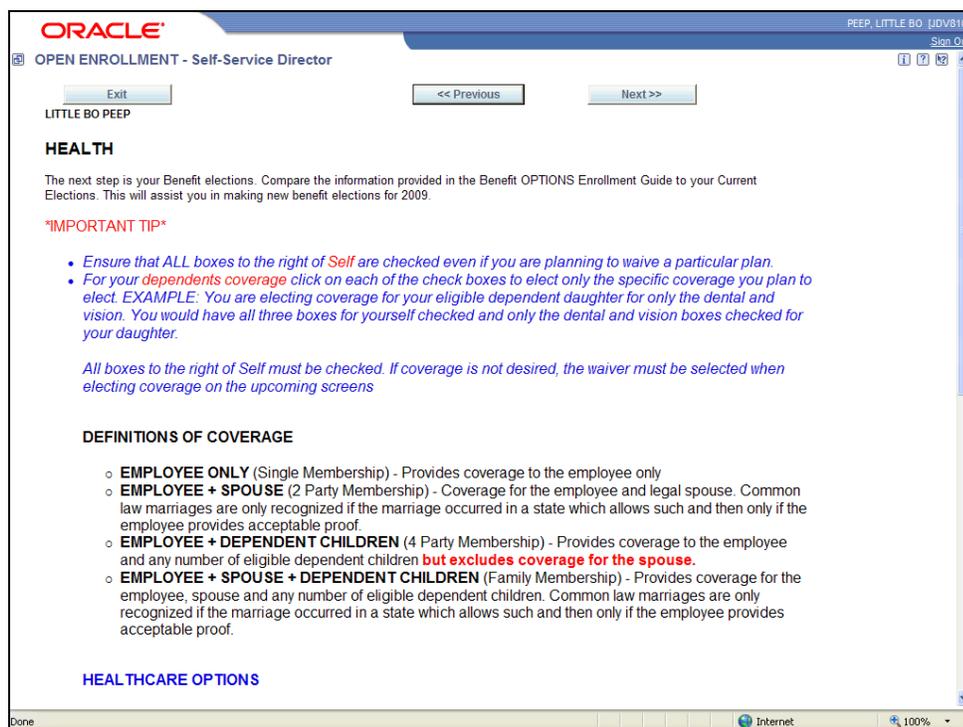| Step	Action
10.	Click the **Next >>** button.
11.	You can add additional dependents if you have them by clicking the **Add New Dependent** button.
12.	To edit a dependent simply click on their name and edit the appropriate fields.

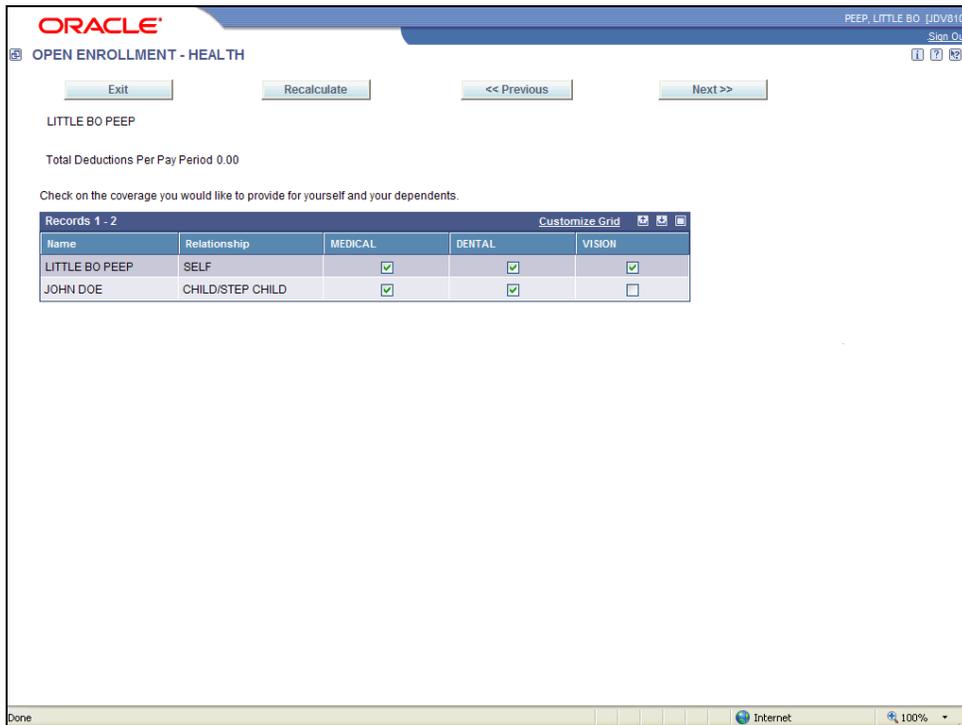| Step	Action
13.	After reviewing, adding, and/or editiing your dependents click the **Next >>** button.
14.	You have completed the Dependent List lesson. **End of Procedure.**

Health Care Selections

Procedure

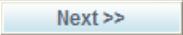This lesson will cover the steps of selecting or waiving health coverage benefits during the Open Enrollment process.

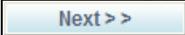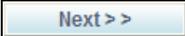| Step	Action
1.	Next you will either select or waive health care coverage. On this screen there is helpful information you should review when going through Open Enrollment.

Step	Action
2.	Click the **Next >>** button.
3.	The grid will display your name and your dependents. On this screen you will need to check the boxes for the coverage you would like for yourself and your dependents. **NOTE:** If you want to waive medical, dental, or vision coverage you need to check the box for yourself, but leave the box for your dependents unchecked. If you leave any box for yourself unchecked you will get an error.

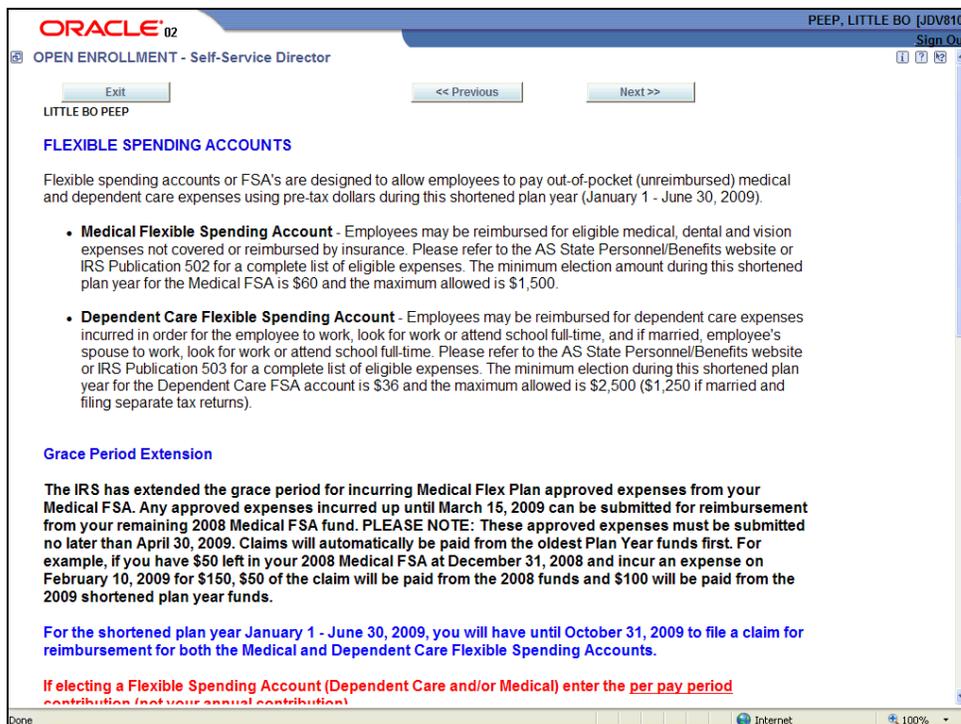| Step	Action
4.	After checking the appropriate boxes click the **Next >>** button.
5.	The medical plans available to you are listed in the grid along with their cost to you per pay period. Check the plan coverage you want to have. If you checked the medical box on the previous screen for only yourself you will have the option on this screen to waive coverage. If, however, you checked the medical box for yourself and your dependent then you will not see the waive option on this screen.
6.	As you go through Open Enrollment and make your selections your total deductions per pay period will be displayed. There is a **Recalculate** button at the top of the page which will update your total.

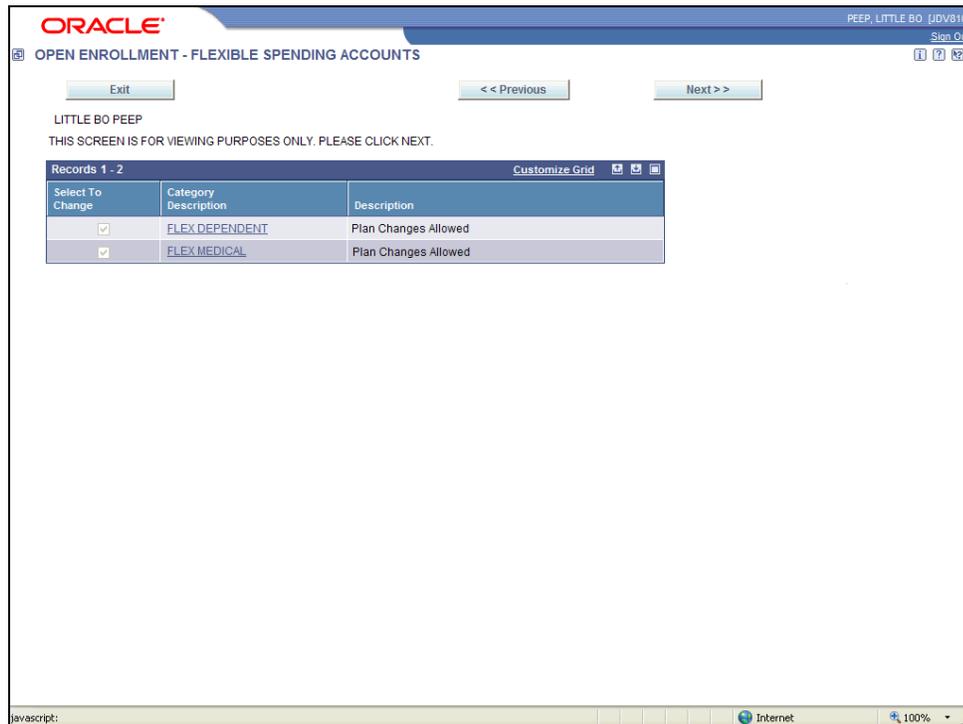| Step	Action
7.	After making your selection click the **Next > >** button. ![Next > >]
8.	Since there is only one plan offered for Dental coverage, if you selected coverage for both yourself and your dependent(s) you will not see a screen with the Dental plan, and you will be taken directly to the Vision selection screen. If you selected Dental coverage for only yourself then you will see a screen allowing you to waive Dental coverage. After waiving or selecting coverage you will need to click the **Next** button.
9.	Vision, like Dental, only has one plan, and if you selected coverage for both yourself and your dependent(s) you will not see a screen with the Vision plan. If you selected Vision coverage for only yourself then you will see a screen allowing you to waive Vision coverage. After waiving or selecting coverage you will need to click the **Next** button.
10.	Click the **Next > >** button. ![Next > >]
11.	You have completed the Health Coverage Selections lesson. **End of Procedure.**

Flexible Spending Accounts

Procedure

This lesson will take you through how to sign up or waive flex spending accounts for dependant care and medical costs.
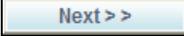
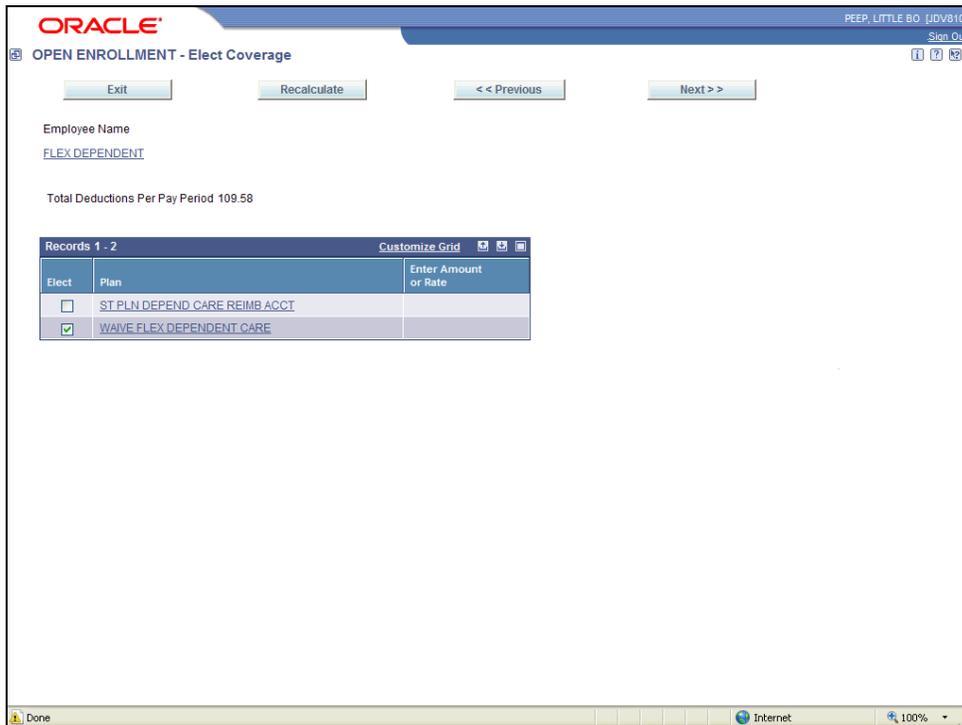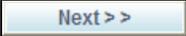| Step	Action
1.	Next you will either select or waive your flex spending accounts. When going through Open Enrollment you should take the time to read through the text on this page. The minimum and maximum pay period contributions are listed at the bottom of the screen.

Step	Action
2.	Click the **Next >>** button.

Step	Action
3.	The check boxes for both the Flex Dependent and Flex Medical accounts are checked by default. You will have the opportunity to waive them later if you wish.

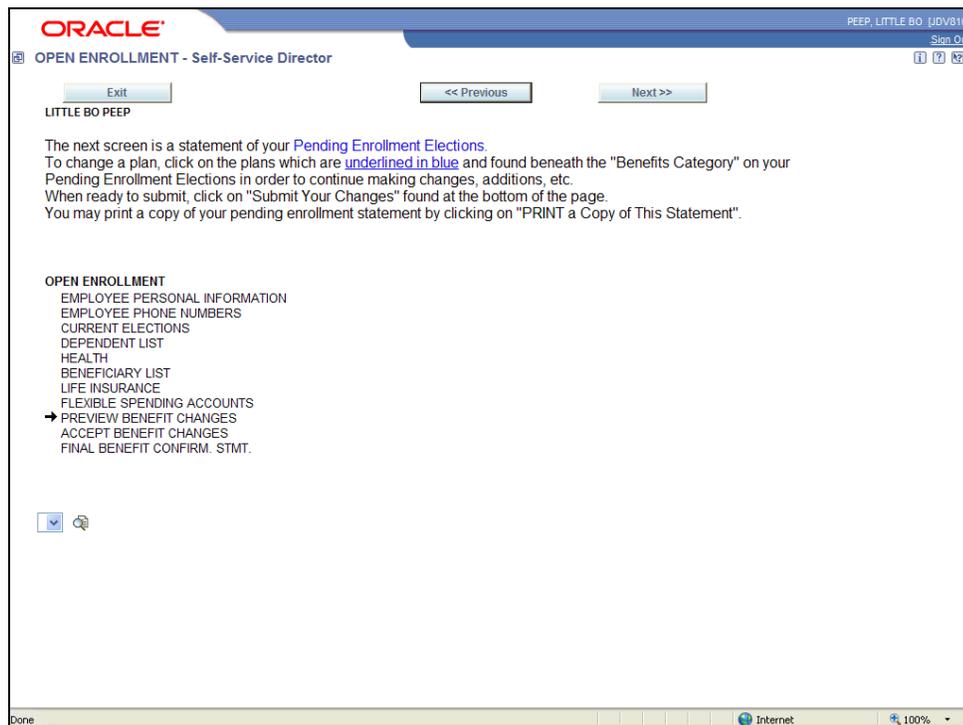| Step	Action
4.	Click the **Next > >** button. Next > >
5.	The first screen you are taken to allows you to either select or waive the option for a Flex Dependent Spending Account. Make your selection by clicking the check box of your selection. If you select the Flex Dependent Spending Account plan you will need to click in the **Enter Amount or Rate** field for that plan and enter the dollar amount you want withheld. The amount you enter here is the amount withheld each pay period. For example, if you want $10 withheld each pay period you would type "**10**" in this field. **Note:** You do not need to enter the dollar ($) sign.

Step	Action
6.	Click the **Next > >** button. Next > >
7.	The next screen is where you will either select or waive the Flex Medical Spending Account. Make your selection by clicking the check box of your selection. If you select the Flex Medical Spending Account plan you will need to click in the **Enter Amount or Rate** field for that plan and enter the dollar amount you want withheld. The amount you enter here is the amount withheld each pay period. For example, if you want $10 withheld each pay period you would type "**10**" in this field. **Note:** You do not need to enter the dollar ($) sign.
8.	Click the **Next > >** button. Next > >

Step	Action
9.	You have completed the Flexible Spending Accounts lesson. **End of Procedure.**

Preview and Confirm Benefit Changes

Procedure

This lesson will cover the final step of the Open Enrollment Process. You will review and confirm your selections.
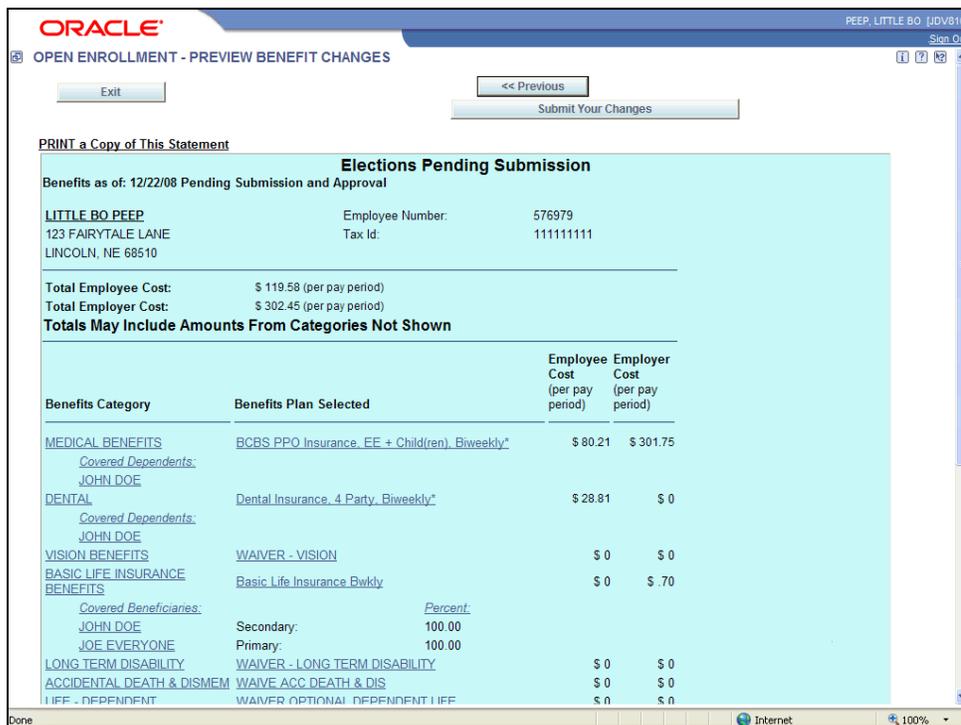

Step	Action
1.	The next screen will allow you to review your selections and make any necessary changes. Click the **Next >>** button.

Step	Action
2.	On this screen you can review your selections and make any necessary changes. To make a change click on the corresponding link. For example, if you need to make a change to your Medical Benefits selections then click on the **MEDICAL BENEFITS** link.
3.	You can print a copy of this statement by clicking on the **PRINT a Copy of This Statement** link.

Step	Action
4.	Additional information can be found at the bottom of the screen.
5.	The cost to you and the State per pay period is displayed at the bottom of the screen.

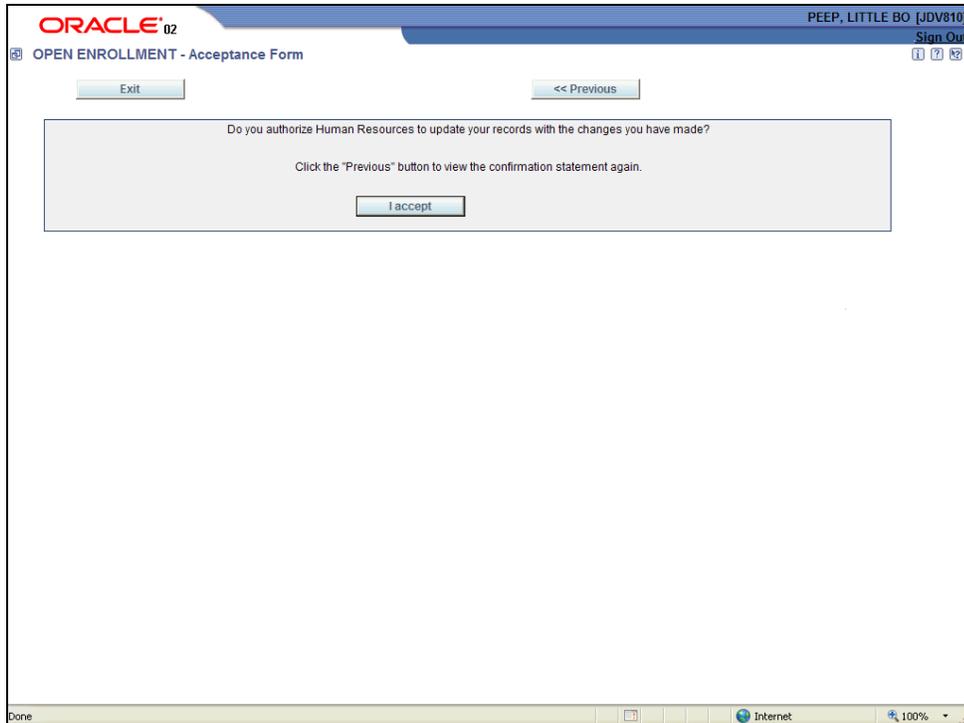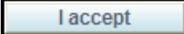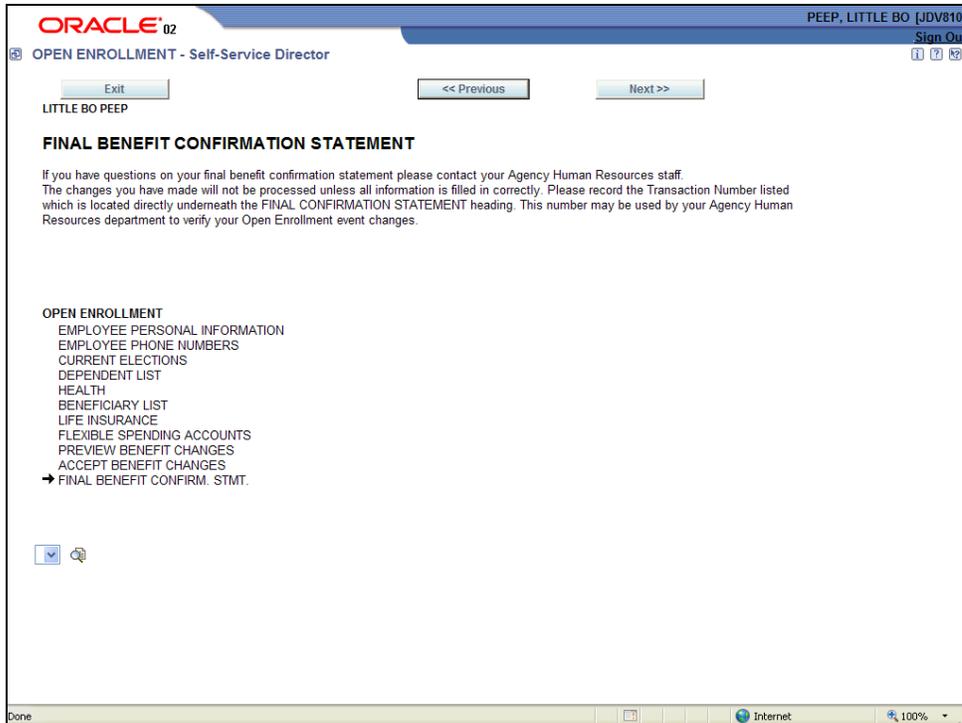| Step	Action
6.	After reviewing your selections click the **Submit Your Changes** button.
7.	The Accept Benefit Changes screen contains some important reminders. It is strongly suggested that when you are going through the Open Enrollment Process that you read through the information on this screen.
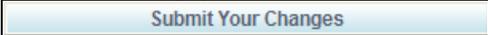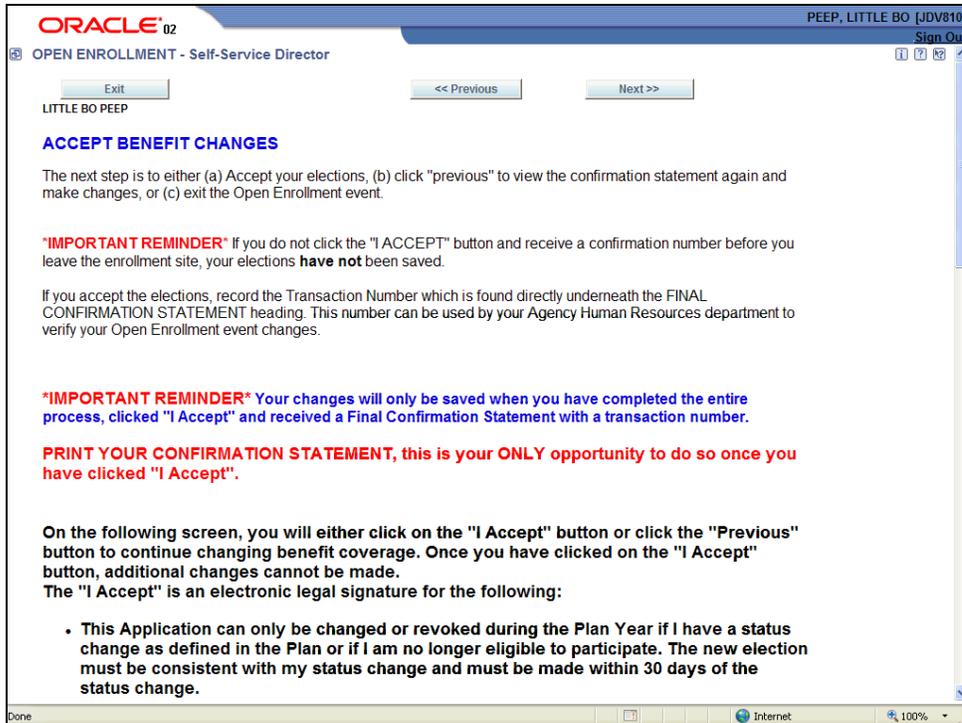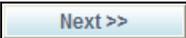
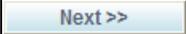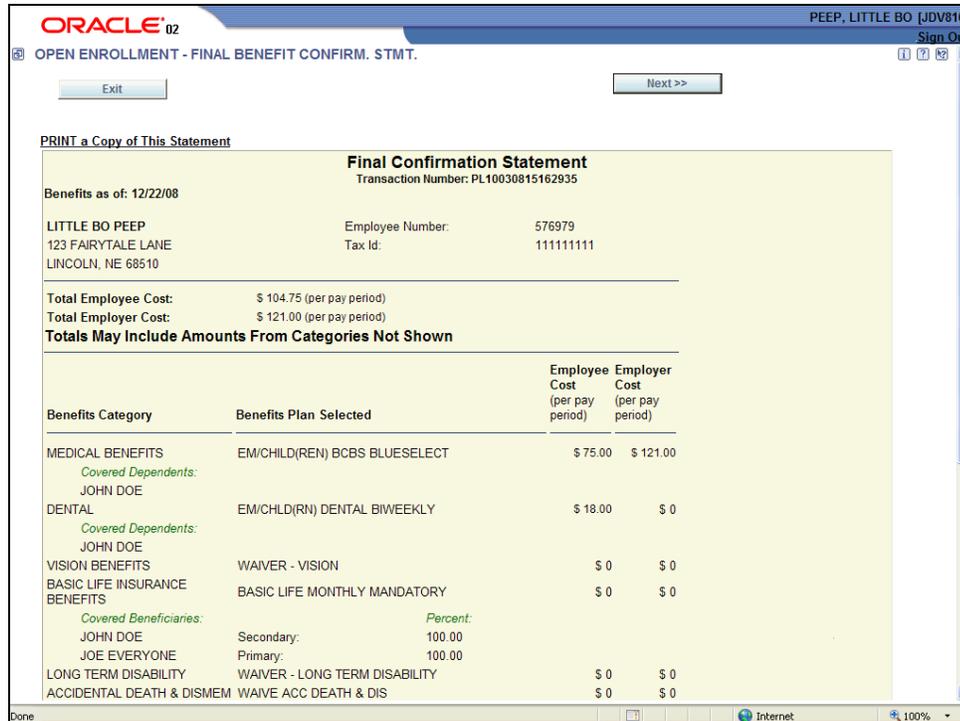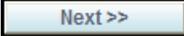| Step	Action
8.	Click the **Next >>** button. ![Next >>]
9.	The **Acceptance Form** screen is where you finalize your changes. If you do not click on the **I accept** button when going through Open Enrollment, your selections **WILL NOT** be saved.

Step	Action
10.	Click the **I accept** button.

Step	Action
11.	Click the **Next >>** button. Next >>
12.	Lastly, you are taken to your Final Confirmation Statement displaying the selections you made and submitted. This page contains your Transaction Number. It is strongly recommended that you print a copy of this statement for your records.

Step	Action
13.	After reviewing and printing your Final Confirmation Statement you can click the **Next >>** button to proceed.
14.	Your selections have been saved and you are taken back to the Welcome page of NIS. After you have completed the actual Open Enrollment process you can go in at any time prior to the Open Enrollment dead line to make changes to your selections. If you do make changes be sure to print your Final Confirmation Page again so you have a record of your Transaction Number.
15.	You have completed the Previewing and Confirming Benefits Selections course. **End of Procedure.**