

2019 BENELECT OPEN ENROLLMENT

NOVEMBER 5 – 30, 2018

INSTRUCTIONS FOR USING THE HCM SYSTEM FOR OPEN ENROLLMENT

Before You Start

You must know your CWRU network ID and password in order to access the PeopleSoft Human Capital Management (HCM) System. For assistance with your CWRU network ID and associated password, please contact the Help Desk by phone at 368-HELP (368-4357) or online at help.case.edu.

For best results when making your Benelect elections, we suggest using Internet Explorer as your web browser to access the HCM System.

Accessing HCM and Benelect Enrollment

To access the HCM System enter the URL case.edu/hcm. At the sign-in page you will enter your CWRU network ID and password. Once you are logged into HCM you will navigate to the benefits section by clicking on Main Menu > Self Service > Benefits. Select Benefits Summary to view a summary of your current benefit elections prior to making your 2018 Benelect choices. Select Benefits Enrollment to begin Open Enrollment.

The HCM System can be accessed from any internet-accessible computer. If you are off campus you can access HCM by entering the URL listed above or through the Human Resources web home page at hr.case.edu. A link to "HCM System Login" is located at the bottom of the page under HR Resources.

Making Your Benelect Elections Online

The HCM System allows you to directly enter your Benelect choices online, making the enrollment process fast and accurate. Open enrollment will be available through the HCM System from 7 a.m. on November 5 through 8 p.m. November 30, 2018. If you encounter any problems with the HCM System, please contact the Help Desk by phone at 368-HELP (368-4357) or online at help.case.edu.

When making elections, it is important to make sure that all steps are completed in the enrollment process. If you logout before the final action of submitting your benefit choices, your Benelect elections will not be recorded in HCM. The system will not recognize that any action has been taken during open enrollment which will result in your 2018 Benelect elections being defaulted as your 2019 elections – including your Flexible Spending Account contribution amounts.

The two screen displays on the next page illustrate the final steps in the enrollment process.

Open Enrollment Support

Throughout the open enrollment period HR representatives and computer kiosks will be available at the following locations:

<i>Dates</i>	<i>Locations</i>	<i>Times</i>
November 5-6	Room 320, Crawford Hall	8:30-5:00
November 7	Ballroom, Tinkham Veale UC	11:00-5:00
November 8	Ballroom, Tinkham Veale UC	8:00-2:00
November 13-17	Room 320, Crawford Hall	8:30-5:00
November 20-22	Room 320, Crawford Hall	8:30-5:00
November 27-30	Room 320, Crawford Hall	8:30-5:00

You can e-mail open enrollment questions anytime to AskHR@case.edu, or call the HR Service Center at 368-6964 between 8:30 a.m. and 5 p.m. from November 5 through November 30. **Please direct all HCM System issues to the Help Desk by phone at 368-HELP (368-4357) or online at help.case.edu.**

Important Benelect Open Enrollment Screen Displays

Immediately prior to submitting your benefit elections you will be on a page that looks like this:

Benefits Enrollment

Submit Benefit Choices



You have almost completed your enrollment. If you have no further changes, select the **Submit** button at the bottom of this page to finalize your benefit choices.

Select the **Cancel** button if you are not ready to submit your choices and wish to return to the Enrollment Summary.

Do not submit your benefit choices until you have completed your enrollment. You may store your choices on each page and return to the Enrollment Summary as many times as you'd like up until the end of open enrollment. Once you click Submit your benefit choices will be sent to the Benefits Office for processing.

Authorize Elections

By submitting your benefit choices you are authorizing Case Western Reserve University to take deductions from your paycheck to pay for your benefit costs.

Click **Submit** to send your choices to the Benefits Office.

Select the **Cancel** button if you are not ready to submit your choices and wish to return to the Enrollment Summary.

Your Benelect elections have not been recorded in the HCM System until you see this page:

Benefits Enrollment

Submit Confirmation

Your benefit choices have been successfully submitted to the Benefits Office.

Please remember to complete any forms noted below and return them to the HR Service Center, Crawford Hall, Room 320.

Check the Human Resources website on December 7, 2018 for instructions on how to print a copy of your Open Enrollment Confirmation Form. Please contact us by Dec 17, 2018 to report any errors. **Employees who have enrolled and/or made changes to their supplemental life insurance and/or dependent life insurance must submit the form noted below to the HR Service Center 320 Crawford Hall.**

Earn a \$25 per Month Wellness Premium Incentive for 2019

If you are a medical plan participant, or will be adding our medical coverage for 2019, simply complete all of the following before November 30, 2018, to qualify for a \$25 per month incentive payment:

Tobacco Attestation form (non-tobacco user status) - in HCM go to **Self Service>Benefits>Tobacco Attestation Form** to complete the form

Biometric Screening

- visit [the University Wellness site](#) for information on how to complete biometric screening.

Health Risk Assessment - [click here](#) to complete the HRA

E-mail mxd490@case.edu with questions or to request more information.