

# 2021 BENELECT OPEN ENROLLMENT

NOVEMBER 9 – 30, 2020

## INSTRUCTIONS FOR USING THE HCM SYSTEM FOR OPEN ENROLLMENT

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### *Before You Start*

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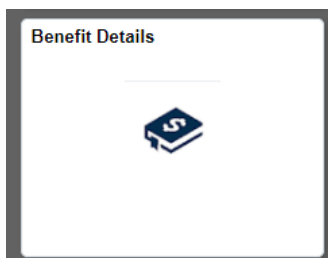
You need to know your CWRU network ID (abc1234) and password in order to access the PeopleSoft Human Capital Management (HCM) System. For assistance with your CWRU network ID and associated password, please contact the [Help Desk online](#) or by phone at 368-HELP (368-4357).

For those who are covered under Anthem health plans for 2020, your Event Status will reflect as “Submitted”. If you wish to make any changes, simply click on the Select button. This will take you to your enrollment summary where you can elect to edit your choices for 2021.

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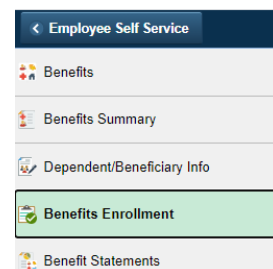
### *Accessing HCM and Benelect Enrollment*

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[Log in to HCM](#), select the **Benefit Details** tile and then **Benefits**

**Enrollment.** 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 [case.edu / hr](#). A link to “HCM” is located at the top right of the page next to FAQ and Forms.



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### *Making Your Benelect Elections Online*

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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 9 through 8 p.m. November 30, 2020. If you encounter any problems with the HCM System, please contact the Help Desk by phone at 368-HELP (368-4357) or online at [UTech Help](#).

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 2021 Benelect elections being defaulted as your 2020 elections – including your Flexible Spending Account contribution amounts.

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

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### *Open Enrollment Support*

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Throughout the open enrollment period, HR representatives and computer kiosks will be available at 320 Crawford Hall from 8:30 to 5:00. Please contact the Human Resources Service Center to make an appointment to use the kiosks. You can also e-mail open enrollment questions anytime to [AskHR@case.edu](mailto:AskHR@case.edu) or call the HR Service Center at 368-6964 between 8:30 a.m. and 5 p.m. from November 9 through November 30. Please direct all HCM System issues to the Help Desk by phone at 368-HELP (368-4357) or online at [UTech Help](#).

2020 Benelect Open Enrollment

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## Important Benelect Open Enrollment Screen Displays

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

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### Benefits Enrollment

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## 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.

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Your Benelect choices have not been recorded in the HCM System until you receive this confirmation page:

### Benefits Enrollment

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## 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. **Employees who have enrolled in and/or made coverage changes to their supplemental life insurance and/or dependent life insurance must submit the evidence of insurability form.**

Check the Human Resources website on December 7, 2020 for instructions on how to print a copy of your Open Enrollment Confirmation Form. Please contact us **no later than December 18, 2020** to report any errors.