

2022 BENELECT OPEN ENROLLMENT

NOVEMBER 8 – 30, 2021

INSTRUCTIONS FOR USING THE HCM SYSTEM FOR OPEN ENROLLMENT

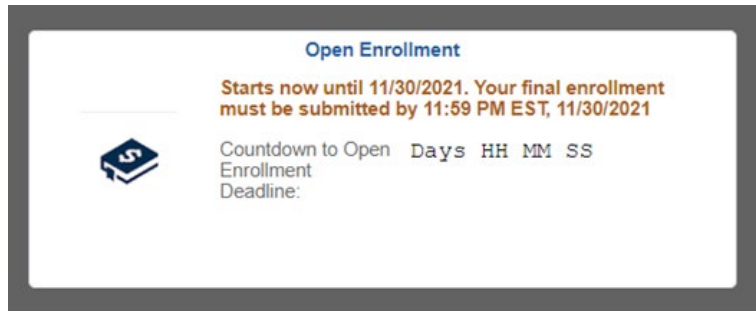
Before You Start

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 [\[U\]Tech 's Help page](#).

This year Benelect is also more readily available using mobile devices as well thanks to HCM 's Fluid application.

Accessing HCM and Benelect Enrollment

To access the HCM System enter the URL [case.edu / hcm](http://case.edu/hcm) . At the sign-in page you will enter your CWRU network ID and password. Once you are logged into HCM the new Open Enrollment tile will appear.



As always, it is advisable to visit the **Current Benefits Summary** tab to view a summary of your current benefit elections prior to making your 2022 Benelect choices. Select **Benefits Enrollment** to begin Open Enrollment.

The HCM System can be accessed from any internet-accessible computer or mobile device. If you are off campus you can access HCM by entering the URL listed above or through the [Human Resources home page](#). A link to "HCM" is located at the top right of the page next to **FAQ** and **Forms**.

Making Your Benelect Elections Online

The HCM System allows you to directly enter your Benelect choices, making the enrollment process fast and accurate. Open enrollment will be available through the HCM System from 7 a.m. on November 8 through 8 p.m. November 30, 2021. If you encounter any problems with the HCM System, please contact the Help Desk by phone at 368-HELP (368-4357) or online at [\[U\]Tech 's Help page](#).

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 2022 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

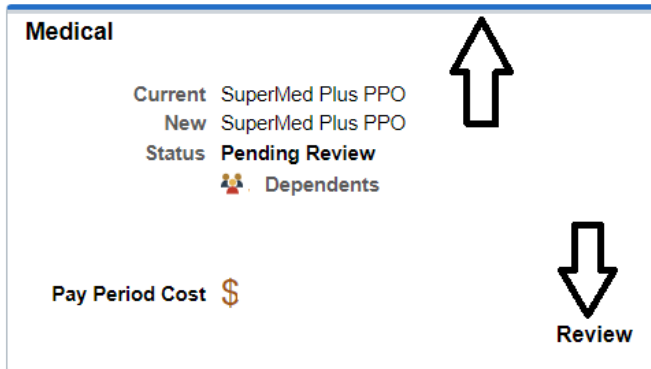
HR representatives and computer kiosks will be available during the Open Enrollment period at 320 Crawford Hall Monday through Friday from 8:30 AM through 5:00 PM for assistance enrolling. You may also e-mail open enrollment questions anytime to AskHR@case.edu. Kiosks are also available at the HR Service Center for your convenience in enrolling. Appointments are highly recommended and can be arranged by calling 216.368.6964 or via email at AskHR@case.edu.

Please direct all HCM System issues to the Help Desk by phone at 216.368.HELP (4357) or online at [\[U\]Tech 's Help page](#).

Important Benelect Open Enrollment Screen Displays

The Benefits Enrollment screen has tiles for all of your benefits. The tiles that list the benefits you can change during Open Enrollment will have a blue bar across the top and a Review note in the lower right corner:

Can Change



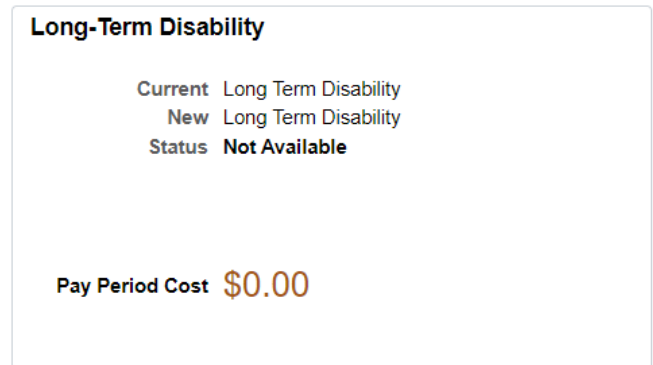
Medical

Current SuperMed Plus PPO
New SuperMed Plus PPO
Status **Pending Review**
👤 Dependents

Pay Period Cost \$

Review

No Changes Allowed



Long-Term Disability

Current Long Term Disability
New Long Term Disability
Status **Not Available**

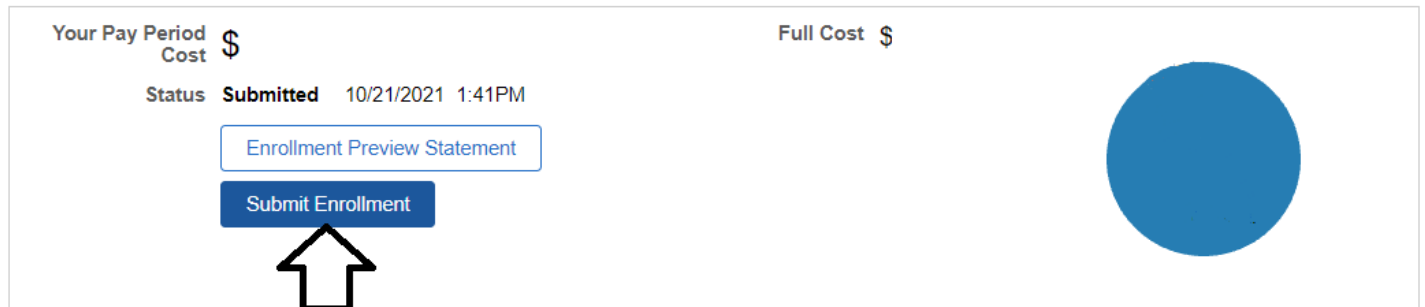
Pay Period Cost \$0.00

Review and change as many or as few of these benefits as you want. Once you have completed all of your desired elections, click on the Submit Enrollment button.

Benefits Enrollment

The Enrollment Overview displays which benefit options are open for edits. All of your benefit changes will be effective the date of the open enrollment event.

▼ Enrollment Summary



Your Pay Period Cost \$ Full Cost \$

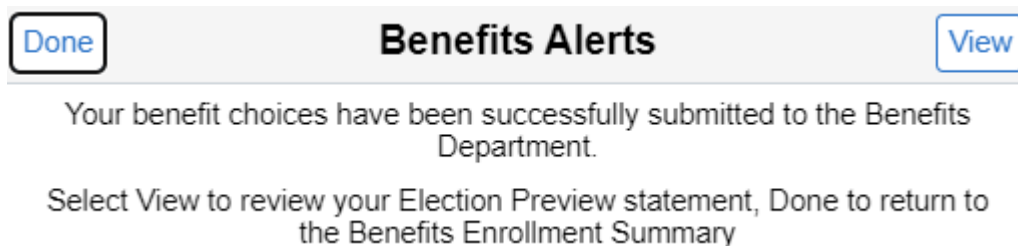
Status **Submitted** 10/21/2021 1:41PM

Enrollment Preview Statement

Submit Enrollment

You will see an Alert, and you can choose to either view your choices or click Done. Once you have clicked Done, you can click the Exit button in the upper left corner of your screen.

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



Benefits Alerts

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

Select View to review your Election Preview statement, Done to return to the Benefits Enrollment Summary