New Hire Guide to Benefit Election using the Shared Services/ADP Employee Portal

Step 1: Make sure you have registered for ADP. If you have not, instructions can be found on VSU’s Human Resources and Employee Development webpage. Select ADP/Shared Services Information in the gray box on the right-hand side. This link will take you to the Shared Services Information Library where you will click How to Register. Follow these instructions.


Step 3: Click on User Login

Step 4: Enter User Name and Password and click OK. (Your user name is not your email address but the User Id that was created during the ADP Registration process, and the password is the one you created when you registered for ADP.)

This site is a secured site. The data entered and accessed through this portal Website is encrypted and is secure. Access to this portal site requires a User name and password specific to you as a user. Do not give your User Name or password to anyone. Do not leave your User name or password where someone can obtain it.
Step 5: Click on the **BENEFITS** tab

Your benefits information is accessible under the **Benefits** tab. From the Benefits tab, you can access pages to elect, view and update information about Health, Dental, Dependent Life, Long Term Disability, Short Term Disability, Life insurance and any other Health and Wellness plans that may be available to you from your institution. The Health and Wellness benefits are maintained in BOSS which is a service provided by ADP. Retirement elections are viewable in BOSS but must be enrolled via a paper form through a link on the Benefits page. You will be able to access your vendor for your retirement from a link on the Benefits page under the Recommended Links section. Upon initial hire, you will receive a packet for your enrollment elections. Once you receive this packet, you will be able to access BOSS through the Single Sign on portal of Employee Self Service.

Step 6: Click on the link **My Benefits**
Step 7: Maximize your screen and click on CONTINUE button.

Welcome to the University System of Georgia benefits website.

Please remember...

- You must submit your elections. Review your elections on the Summary screen and click the Submit button to save those elections.
- The system is designed to work with the navigation buttons provided on the site. Do not use the Back and Forward buttons on your browser.
- Use the scroll bar to view all of the information on each screen.
- You will need to provide birth dates and Social Security Numbers for dependents you wish to cover. If you do not have this information available at this time, you may wish to log off and return to the site when you have this information.
- You can only make changes to your benefits elections during the Annual Enrollment period or due to a qualifying life event change such as marriage, birth, etc.

Please note that the screen shots and order of steps might vary slightly from this guide. Always refer to the instructions provided in the left-hand column of the screen.

Step 8: Add A Dependent

Before enrolling in your plans, you will need to add your dependents so that you can select those dependents in the enrollments.

1. Enter the Dependent’s information in the Dependent’s Maintenance box. Note: For dependents under the age of 2, you are not required to enter in a Social Security Number.
2. After entering the dependent’s information, click the Add button.
3. A warning box will appear to inform you that you will need to enroll the dependent in benefit coverage. Click OK.
4. The dependent will now appear in the Dependent Information

5. Repeat process for each dependent you wish to add.

6. Click the Continue button when done.
Step 9: BENEFICIARY INFORMATION AND MAINTENANCE
Follow the instructions in the left column to add Beneficiaries. Once you are done, click the Continue Button.

Step 10: ENROLL IN MEDICAL INSURANCE

a. Select within the circle beside the Plan Name for which you wish to enroll. The coverage costs are shown beside each plan. The coverage election will determine the cost of your plan. Please note the screen shoot below is an example and does not reflect actual coverage costs.

b. Click the box beside each dependent’s name to place a check so that the dependent(s) will be elected for coverage.
c. Click the Continue Button, and repeat the process for DENTAL and VISION insurance.

Step 11: BASIC LIFE is given to all benefited employees. Please make sure that you designate your Beneficiary % and identify Primary and Secondary Beneficiaries.

Step 12: SUPPLEMENTAL LIFE Click the Supplemental Life link. The Supplemental Life enrollment page will appear.
Select the circle beside the Plan Name for which you wish to enroll. Or select No Coverage if you do not wish to enroll in this plan. The coverage amount and the coverage costs are shown beside each plan. **If you elect coverage make sure you complete your Beneficiary Designation before clicking Continue.**

Click the **Continue Button**. A warning box will appear to validate the selection. Click **OK**.

**If you elect 3X Salary, an Evidence of Insurability (EOI) form is required. If the EOI is required, you will receive the EOI paperwork in an email from Minnesota Life. If they do not get a response from you within 60 days, they will mail the EOI to your home. You will have a total of 90 days to get this completed and returned to Minnesota Life for approval.**

You will now see the Benefit Elections section again. The cost of your enrollment is also shown. Notice that your coverage will not change until the EOI has been approved.

**Step 13: SPOUSE LIFE** Select coverage level for spouse life. Click continue and repeat for **CHILD LIFE**.

### Spouse Life

<table>
<thead>
<tr>
<th>Coverage Level</th>
<th>Cost per-pay period</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

NOTE: You currently do not have a spouse on file. You must have a spouse on file to elect Spouse Life coverage. To add your spouse, click Cancel to go back to the Benefit Summary and click on the Add Descendant button.

**An Evidence of Insurability (EOI) form will be required for an election of $50,000 or greater for Spouse Life. If the EOI is required, you will receive the EOI paperwork in an email from Minnesota Life. If they do not get a response from you within 60 days, they will mail the EOI to your home. You will have a total of 90 days to get this completed and returned to Minnesota Life for approval.**

**An EOI is NEVER required for Child Life.**
Step 14: EMPLOYEE AD&D coverage section.

**Employee AD&D**

| 2014 election: No Coverage. Costs shown are per pay period amounts. |

<table>
<thead>
<tr>
<th>Plan Options</th>
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<tbody>
<tr>
<td>Select Coverage Amount</td>
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</table>

<table>
<thead>
<tr>
<th>Coverage Levels</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Only Cost</td>
</tr>
<tr>
<td>$0.00</td>
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</table>

<table>
<thead>
<tr>
<th>Beneficiary Designation</th>
</tr>
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<tbody>
<tr>
<td>You do not have any beneficiaries on file.</td>
</tr>
</tbody>
</table>

Step 15: LONG TERM DISABILITY Select the plan you wish to enroll. Click the Continue Button and repeat for SHORT TERM DISABILITY.

**Long-Term Disability**

Costs shown are per pay period amounts.

<table>
<thead>
<tr>
<th>Plan Options</th>
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<tbody>
<tr>
<td>Option</td>
</tr>
<tr>
<td>MetLife Long Term Disability</td>
</tr>
<tr>
<td>No Coverage</td>
</tr>
</tbody>
</table>

Step 16: HYATT LEGAL PLAN Indicate if you would like to be covered by the Hyatt Legal Plan. If you have any questions, select the link below the box for more information.

**Hyatt Legal Plan**

Costs shown are per pay period amounts.

<table>
<thead>
<tr>
<th>Plan Options</th>
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</thead>
<tbody>
<tr>
<td>Option</td>
</tr>
<tr>
<td>Coverage</td>
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<tr>
<td>Waive</td>
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</tbody>
</table>

For more information about the plan, go to info.legalplans.com; click on link at the top of the page and enter password: oetlaw
Step 17: HEALTH SAVINGS ACCOUNT Enter the amount you would like to annually contribute to the HSA.

Health Savings Account (HSA)

Annual Contribution Amount

You may contribute to the Health Savings Account on an annual basis. In order to participate, you must be enrolled in 32 - 5000 HSA Open Access PPO. HSA maximum amount of $5,000 applies to family coverage ($750 if single). Single coverage is limited to $2,525 annually ($375 if single). Please note, if you are age 55 or older, you can contribute up to $1,000 more to your HSA account.

Note: The employer will match your contributions each paycheck up to $750 for family coverage and $375 for single coverage.

A married individual may contribute to a Health Savings Account (HSA) even if his or her spouse has a non-high Deductible Health Plan, as long as the married individual is not covered by the spouse's non-high Deductible Health Plan.

Please review the US Bank HSA Terms and Conditions.

Step 18: FLEX SPENDING ACCOUNT (FSA) DEPENDENT CARE Enter the annual amount you expect to be contributed to dependent care. Utilizing the included contribution worksheet may be useful for determining the amount. Once completed click update, then click next and repeat the process for FSA HEALTH.

Flexible Spending Account Dependent Care

Annual Contribution Amount

Contribution Worksheet

Eligible Expenses | Expected Annual Expense

In-home care provider expenses | $0.00
Daycare expenses for a dependent adult or child | $0.00
Pre-school expenses | $0.00
Wages paid to a housekeeper for providing care for an eligible dependent | $0.00
Dependent adult care expenses (usually a parent caring for the home, as long as the adult dependent lives with you for more than 50% of the year). | $0.00

Total Estimated Eligible Expenses

Update

Step 19: SUBMIT BUTTON Once you have reviewed your selections in the benefit summary and have no changes use the Submit button in the upper right hand corner. Please note that the Board of Regents implemented a required TOBACCO USER identification survey.
Step 20: CERTIFICATE STATEMENT After you click submit you will see a page similar to the one below will appear. Click I Agree.

Step 21: Congratulations! You have successfully completed your benefits enrollment.

Thank You!

This completes your benefits enrollment.

You may return to this site at any time to review a summary of your benefits, access Provider Directories or make benefit changes due to a change in family status during the year.