




# Your Benefits Information

## Reviewing Your Benefits Summary




1. Select **Self Service, Employee, Home, [Employee Home](#)**. The **Employee Home** page displays. Click on **[Benefits Home](#)** to go to the **Benefits Home** page.

### Employee Home

-  **[Personal Information Home](#)**  
Review and edit your contact information, including name and marital status changes.
-  **[Benefits Home](#)**  
Review health, life insurance, flexible spending accounts or other benefit information.  
Review dependent information.
-  **[Payroll and Compensation Home](#)**  
Access your on-line paycheck, direct deposit, and other deduction or contribution information.  
Review your job, salary and compensation history.

- **NOTE:** You can also select **Self Service, Employee, Home, [Benefits Home](#)**. The **Benefits Home** page displays.

### Benefits Home

-  **Benefits Information**  
Review your current and historical benefits information, including Health, Life Insurance, and Flexible Spending Accounts.  
[Benefits Summary](#)
-  **Flexible Spending Accounts**  
Review dependent care and health care spending account plan information.  
[Flexible Spending Accounts](#)
-  **Dependent Information**  
Review personal information and benefits coverage for your dependents.  
[Dependent Personal Information](#)  
[Dependent Coverage Summary](#)

Go To: [Employee Home](#)

2. Click on **[Benefits Summary](#)** in the **Benefits Information** section. The **Benefits Summary** page displays.
  - **NOTE:** You can also select **Self Service, Employee, View, Benefits Summary**.

## Benefits Summary

Sample Employee

[Current Medical/Dental Rates](#)

To view your benefits as of another date, enter the date and click Go:

11/03/2006

Type of Benefit	Plan Description	Coverage or Participation
<a href="#">Medical</a>	PPO Before Tax	Empl+1
<a href="#">Dental</a>	Regents Dental	Empl Only
<a href="#">Life and AD/D</a>	Basic Life 25,000	\$25,000
<a href="#">Supplemental Life and AD/D</a>	Regents Supp Life 1X After	1 X Salary
<a href="#">Long-Term Disability</a>	Long Term Disability TRS 150	60% of Salary
Sick	Sick Leave (FTE .90 - 1.00)	-----
Vacation	Vacation (FTE - 1.00)	-----
<a href="#">Flex Spending Health - U.S.</a>	Health Care Spending Account	\$300 Pledge
Teachers Retirement System	Teachers Ret Sys 07/01/1996	5% of Earnings

### 3. Review your Benefits Summary information.

- This is a listing of your benefits as of today's date.
- If you would like to see a Benefits Summary for another date, enter that date (MM/DD/YYYY) and click on .
- If you would like to see a listing of the current benefits rates for eligible benefit plans, click on [Current Medical/Dental Rates](#). A new page displays with a listing of these rates. Click on  to return to the **Benefits Summary** page.

Current benefit rates for eligible benefit plans			
Plan	Coverage	Frequency	Empl Premium
1 Blue Choice Before Tax	Emp+Child	M	\$117.60
2 Blue Choice Before Tax	Emp+Spouse	M	\$137.20
3 Blue Choice Before Tax	Empl Only	M	\$65.34
4 Blue Choice Before Tax	Family	M	\$189.48
5 BlueChoice Cons Ch Before Tax	Emp+Child	M	\$199.92
6 BlueChoice Cons Ch Before Tax	Emp+Spouse	M	\$233.24
7 BlueChoice Cons Ch Before Tax	Empl Only	M	\$111.08
8 BlueChoice Cons Ch Before Tax	Family	M	\$322.10
9 Kaiser	Emp+Child	M	\$130.36
10 Kaiser	Emp+Spouse	M	\$152.08
11 Kaiser	Empl Only	M	\$72.42
12 Kaiser	Family	M	\$210.00
13 Kaiser Cons Choice Before Tax	Emp+Child	M	\$221.60
14 Kaiser Cons Choice Before Tax	Emp+Spouse	M	\$258.52
15 Kaiser Cons Choice Before Tax	Empl Only	M	\$123.10
16 Kaiser Cons Choice Before Tax	Family	M	\$357.00
17 PPO Before Tax	Emp+Child	M	\$147.62
18 PPO Before Tax	Emp+Spouse	M	\$172.22
19 PPO Before Tax	Empl Only	M	\$82.02
20 PPO Before Tax	Family	M	\$237.80
21 PPO Consumer Choice Before Tax	Emp+Child	M	\$206.68
22 PPO Consumer Choice Before Tax	Emp+Spouse	M	\$241.10
23 PPO Consumer Choice Before Tax	Empl Only	M	\$114.84
24 PPO Consumer Choice Before Tax	Family	M	\$332.92
25 Regents Dental	Emp+Child	M	\$51.74
26 Regents Dental	Emp+Spouse	M	\$54.46

4. Click on the individual links ([Medical](#), etc.) to display a separate page containing more detailed information for each enrolled Benefit.

### Medical

Sample Employee  
To view your benefits as of another date, enter the date and click Go:

#### Medical

**Plan Name:** PPO Before Tax  
**Plan Provider:** BORPPO - BlueCross BlueShield  
**Coverage:** Employee + 1  
**Group Number:** BOR0980  
**Customer Service:** **Ext:**

#### Covered Dependents

Name	Relationship
<a href="#">Spouse Employee</a>	Spouse

5. Click on [Return to Employee Benefit Summary](#) to return to the **Benefits Summary** page.

## Reviewing Your Flexible Spending Accounts

1. Select **Self Service, Employee, Home, [Employee Home](#)**. The **Employee Home** page displays. Click on **[Benefits Home](#)** to go to the **Benefits Home** page.
  - **NOTE:** You can also select **Self Service, Employee, Home, [Benefits Home](#)**. The **Benefits Home** page displays.
2. Click on **[Flexible Spending Accounts](#)** in the **Flexible Spending Accounts** section. The **Flexible Spending Accounts** page displays.

### Flexible Spending Accounts

Sample Employee

Your Flexible Spending Account(s) in 2006

#### Select Calendar Year

You may review your Flexible Spending Account status and activity for any calendar year.

To review past benefits information, enter the year and click the Go button.

Calendar Year:  (YYYY)

#### Select Account

For this Calendar Year you are enrolled in the Flexible Spending Account(s) listed below. Please click on the one you wish to review.

<u>Spending Account</u>	<u>Annual Pledge</u>	<u>Contributions YTD</u>
Health Care Spending Account	300.00	212.50

3. Review your Flexible Spending Account information.
  - This is a listing of your accounts for the current calendar year. Your annual pledge amount(s) and the year-to-date amount(s) contributed are shown here.
  - If you would like to review the Flexible Spending Accounts for another calendar year, enter that year (YYYY) and click on .
4. Click on one of the **Go to [links](#)** to return to the appropriate page.

# Reviewing and Changing Your Dependent Information

## Reviewing and Changing Dependent Personal Information

1. Select **Self Service, Employee, Home, [Employee Home](#)**. The **Employee Home** page displays. Click on **[Benefits Home](#)** to go to the **Benefits Home** page.
  - **NOTE:** You can also select **Self Service, Employee, Home, [Benefits Home](#)**. The **Benefits Home** page displays.
2. Click on **[Dependent Personal Information](#)** in the **Dependent Information** section. The **Dependent Summary** page displays.
  - **NOTE:** You can also select **Self Service, Employee, Tasks, [Dependent Summary](#)**.

### Dependent Summary

Click the Dependent's name if you would like to review or change personal information.

---

#### Summary

[Spouse Employee](#)

<b>Address:</b> 1234 Self Service Lane	<b>Relationship to Employee:</b> Spouse
<b>City:</b> Anywhere	<b>Date of Birth:</b> 01/01/1964
<b>State:</b> GA	<b>Social Security Number:</b> <a href="#">View details</a>
<b>Country:</b> United States	
<b>Zip Code:</b> 30999	
<b>Telephone:</b> 706/555-7890	

3. Review the Summary information for each dependent.
  - **NOTE:** For security reasons, the Social Security number is not shown. You can see this number by placing your mouse/cursor over [View details](#) and the number will be shown in a hover-text box.
4. Click on the **[Dependent Name](#)** to change the dependent information. The **Dependent Personal Information** page displays.

### Dependent Personal Information

Click Edit at the bottom of this page to update your Dependent's personal information.

Personal Information	
<b>First Name:</b>	Spouse
<b>Middle Name:</b>	
<b>Last Name:</b>	Employee
<b>Name Prefix:</b>	Mrs
<b>Name Suffix:</b>	
<b>Gender:</b>	Female
<b>Birthdate:</b>	01/01/1964
<b>SSN:</b>	<a href="#">View details</a> (Social Security Number)
<b>Relationship to Employee:</b>	Spouse

Status Information	
<b>Marital Status:</b>	Married
<b>Student:</b>	No
<b>Disabled:</b>	No
<b>Smoker:</b>	No

5. Review the Dependent Personal Information in these sections:

- **Personal Information**
- **Status Information**

Address and Telephone	
<input type="checkbox"/>	<b>Same Address as Employee</b>
<input type="checkbox"/>	<b>Same Phone as Employee</b>

Address	
<b>Country:</b>	United States
<b>Address:</b>	1234 Self Service Lane Anywhere, GA 30999 PeopleSoft

Address	
<b>Phone:</b>	706/555-7890

\* Required Field

[Edit](#)

6. Review the Dependent Personal Information in these sections:

- **Address and Telephone**
- **Address**
- **Address**


7. Click on [Return to Dependent Summary](#) to return to the **Dependent Summary** page.

## Changing Dependent Personal Information

1. Click on . The **Dependent Personal Information** page displays with the fields that you can change active.

### Dependent Personal Information

Click Save once you have edited your Dependent's personal information.

Personal Information	
First Name:	Spouse
Middle Name:	
Last Name:	Employee
Name Prefix:	Mrs
Name Suffix:	
Gender:	Female
Birthdate:	01/01/1964
SSN:	 (Social Security Number)
Relationship to Employee:	Spouse

Status Information	
Marital Status:	Married
Student:	No
Disabled:	No
Smoker:	No

2. Enter or change the information in the following **Personal Information** fields as needed.

- Same Address as employee
- Same Phone as employee
- Country
- Address
- Phone
- **NOTE:** All other dependent personal information fields may be updated through the HR/Benefits department. Fields marked with an \* are required fields.

**Address and Telephone**

**Same Address as Employee**  
 **Same Phone as Employee**

**Address**

**Country:** United States [Change Country](#)  
**Address:** 1234 Self Service Lane [Edit Address](#)  
Anywhere, GA 30999  
PeopleSoft

**Address**

**Phone:**

\* Required Field

[Return to Dependent Summary](#)

3. Enter or change the information in the **Address and Telephone** and **Address** fields as needed.
  - **NOTE:** Fields marked with an \* are required fields.
4. Click on [Edit Address](#). The **Edit Address** page displays.

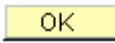

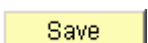


**Edit Address**

**Country:** United States [Change Country](#) [Address Format Instructions](#)  
**Address 1:**   
**Address 2:**

**City:**  **State:**   **Postal:**   
**County:**

5. Enter or change the information in the **Edit Address** fields as needed.
  - **NOTE:** Click on [Address Format Instructions](#) for instructions on how to format information in the fields on this page.

Address Format Instructions	
<p><b>Zip Codes</b></p> <p>Five (5) digits with no punctuation.</p> <p>Nine (9) digits with a hyphen between the 5th and 6th digit.</p>	<p><b>Examples</b></p> <p>12345</p> <p>12345-6789</p>
<p><b>Street Abbreviations</b></p> <p>Street addresses should include abbreviated street suffixes.</p> <p>No periods after street abbreviations.</p> <p>No periods after directional indicators.</p> <p>No pound sign (#) to designate apartment or suite numbers.</p> <p>Use 'Apt' or 'Ste' to designate apartments or suites.</p> <p>Do not allow solitary numbers for apartment numbers.</p>	<p>St, Dr, Blvd</p> <p>Rd, Ln, Hwy</p> <p>NE, SW, S, E</p> <p>Apt 12</p> <p>12 instead of Apt 12</p>
<p>OK</p> <p>Cancel</p>	

- Click on  to return to the **Edit Home Address** page.
6. Click on . This brings you back to the **Dependent Personal Information** page.
  7. Enter or change the information in the **Address** field as needed.
    - **NOTE:** Fields marked with an \* are required fields.
  8. Click on . The **Save Confirmation** page displays.
  9. Verify  The **Save was successful.** appears.
  10. Click on . This brings you back to the **Dependent Personal Information** page.
  11. Verify the dependent information.
  12. Click on [Return to Dependent Summary](#). This brings you back to the **Dependent Summary** page.
  13. Click on [Benefits Home](#). This brings you back to the **Benefits Home** page.
    - **NOTE:** You can also click on [Dependent Coverage Summary](#) to go directly to the **Dependent Coverage Summary** page.

### Reviewing Dependent Coverage Information

1. Click on [Dependent Coverage Summary](#) in the **Dependent Information** section. The **Dependent Coverage Summary** page displays.
  - **NOTE:** You can also select **Self Service, Employee, View, Dependent Coverage**.

**Dependent Coverage Summary**

Sample Employee

To view your benefits as of another date, enter the date and click Go:

11/03/2006

Dependent Name	Relationship	Type of Benefit	Description
<a href="#">Spouse Employee</a>	Spouse	Medical	PPO Before Tax

2. Review the Dependent Coverage Summary information. This page provides a list of your current dependents, their benefits coverage, and their contact information as of today's date.
  - If you would like to see a Dependent Coverage Summary for another date, enter that date (MM/DD/YYYY) and click on .
3. Click one of the [links](#) to go to the appropriate page.