

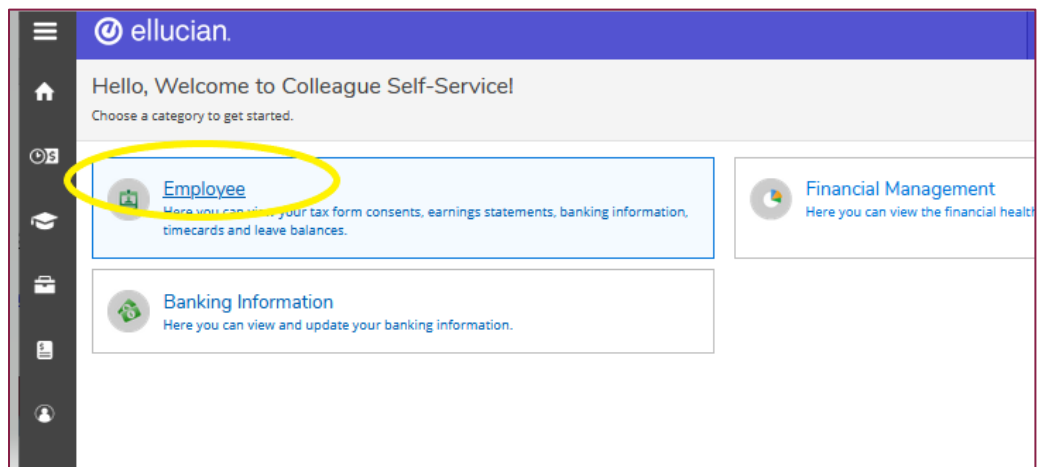


ROANOKE COLLEGE

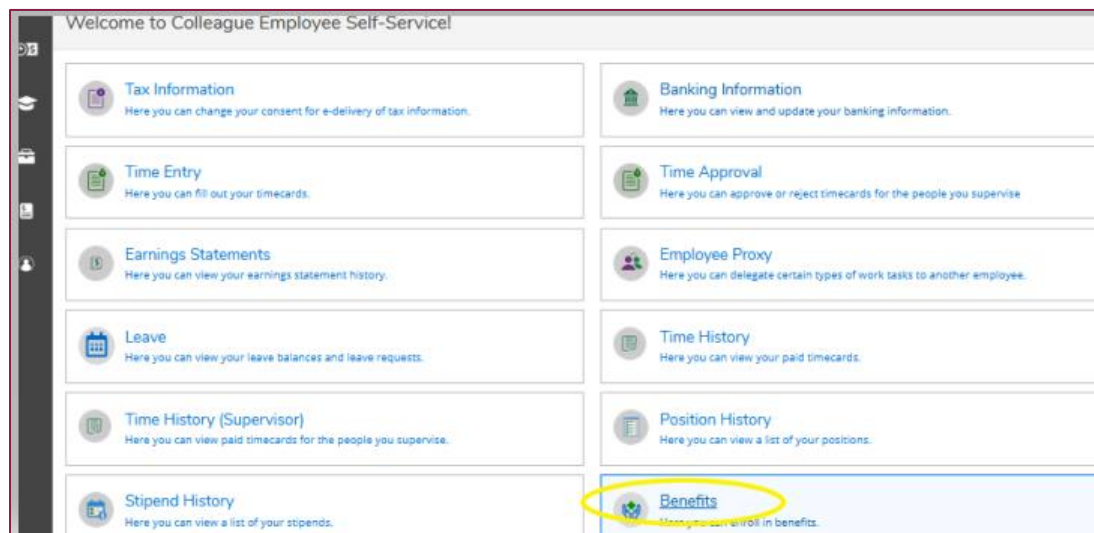
Instructions for Open Enrollment in Self-Service

2024 Plan Year (**October 24th - November 7th**)

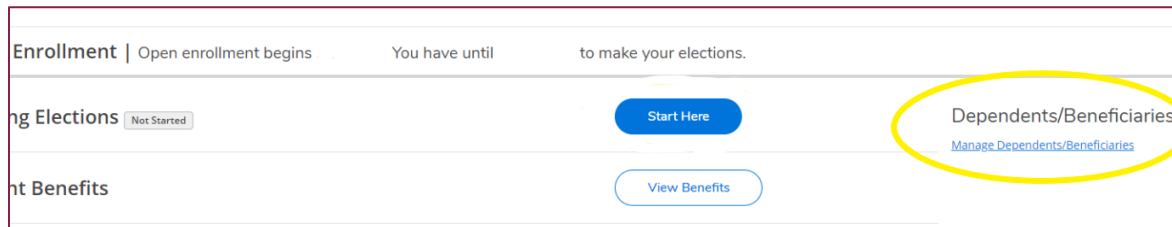
1. Go to selfservice.roanoke.edu/Student/Account/Login.
2. Login to Employee Self-Service.
3. On the landing page, select “**Employees**”.



4. In the lower left select “**Benefits**”.



5. Now on the **Open Enrollment Welcome Screen** with current benefit elections, pending elections and the employees' Dependent/Beneficiary Pool shown.
6. **CARRY DEPENDENT(S)!** If an employee intends to carry an eligible dependent the dependent must be listed in the employees' Dependent/Beneficiary Pool.
7. To view/add an eligible dependent to the Dependent/Beneficiary Pool select **"Manage Dependents/Beneficiaries"**.



8. In this pool, employees can review/ add eligible dependents with their full names, addresses, birth dates and social security numbers. Please have this information available when completing the enrollment process.

Please Note: Employees may cover dependent children on the College benefits until the end of the year they turn age 26.

9. Once all dependents have been entered/updated, return to **Open Enrollment Welcome Screen** by selecting **"Benefits"**.



10. Now on the **Open Enrollment Welcome Screen** with current benefit elections shown.
11. Under Open Enrollment – Pending Elections select **"Start Here"**.

12. Once on the Open Enrollment Benefits screen, all benefits available during Open Enrollment are listed including:

- Medical Insurance
- Dental Insurance
- Vision Insurance
- Flexible Spending Health
- Flexible Dependent Care
- Health Savings Account

Please Note: Flexible Spending & Health Savings Accounts Must Be Re-Elected On An Annual Basis.

13. **IMPORTANT!** To successfully review and submit final elections, **All BENEFITS MUST BE REVIEWED**, even if there are no changes for the new plan year.

Please Note: Flexible Spending and Health Savings accounts must be re-elected on an annual basis – plan elections do not automatically continue.

14. If selecting a tier **OTHER THAN** Employee Only for any benefits – there will be a prompt at the bottom of the screen to select the eligible dependents carried on the applicable benefits.

15. At the bottom of the screen select ***“Add or Manage Dependents”***.

☐ Anthem Plan 9 HMO-Employee Only

☒ Anthem Plan 9 HMO-Employee + Child(ren)

☐ Anthem Plan 9 Hmo-Employee + Spouse

☐ Anthem Plan 9 HMO-Family

☐ Anthem Plan 7 PPO-Employee Only

☐ Anthem Plan 7 PPO-Employee + Spouse

☐ Anthem Plan 7 PPO-Employee + Child(ren)

☐ Anthem Plan 7 PPO-Family

Anthem Plan 9 HMO-Employee + Child(ren)

Dependents

[Manage Dependents/Beneficiaries](#)

☐ Waive this benefit

If you would like to waive medical insurance for the 2022 plan year, please opt out above. If you are currently covered unde

16. Select the eligible dependents to carry.

☒ Anthem Plan 9 HMO-Employee + Child(ren)

☐ Anthem Plan 9 Hmo-Employee + Spouse

☐ Anthem Plan 9 HMO-Family

☐ Anthem Plan 7 PPO-Employee Only

☐ Anthem Plan 7 PPO-Employee + Spouse

☐ Anthem Plan 7 PPO-Employee + Child(ren)

☐ Anthem Plan 7 PPO-Family

Anthem Plan 9 HMO-Employee + Child(ren)

Dependents

☒ Miss Jane L Smith

[Manage Dependents/Beneficiaries](#)

17. When selecting the *Flexible Spending Accounts* (both healthcare and dependent care), employees must enter the Annual Amount.

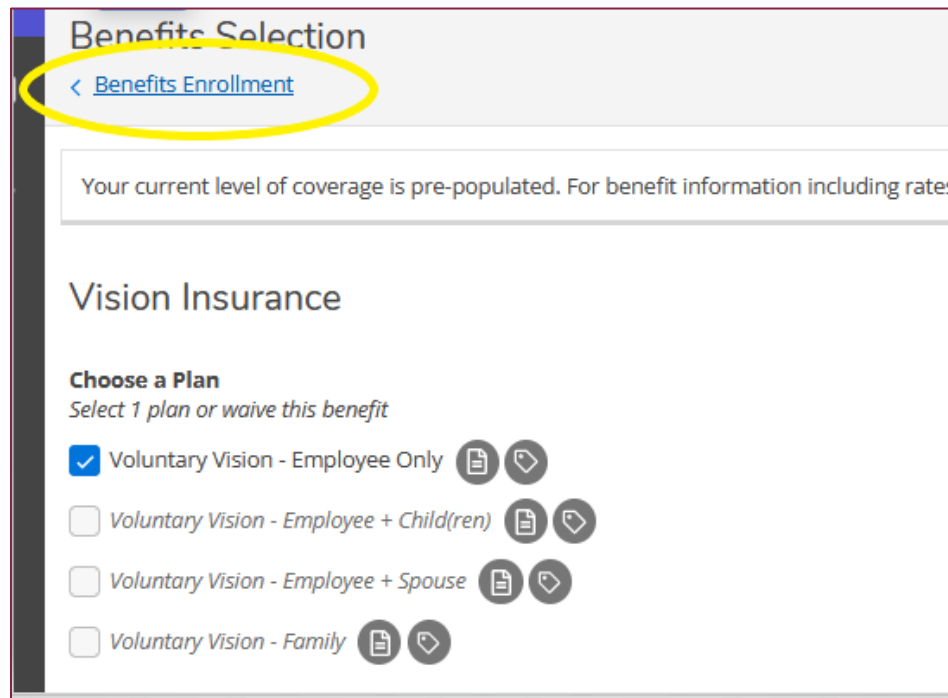
The Self-Service enrollment system will calculate the pay period amount automatically. **Entering the pay period amount will cause an error in the employee FSA contribution.**

18. When selecting the *Health Savings Account (HSA)*, employee must enter the Annual Amount.

The Self-Service enrollment system will calculate the pay period amount automatically. **Entering the pay period amount will cause an error in the employee HSA contribution.**

Enrollment in the Health Savings Account is limited to employees enrolled in qualified high deductible health plans such as plan 7. Should employees wish to enroll in a pre-tax medical expense plan and are not enrolling in a qualified high deductible health, please go back and select the healthcare flexible spending account option.

19. After each benefit has been reviewed/updated/elected employees must select the “**Benefits Enrollment**” button to return to the main menu to select the next benefit to review.

A screenshot of a web application titled "Benefits Selection". At the top left, there is a navigation link "< Benefits Enrollment" which is circled in yellow. Below this, a message states: "Your current level of coverage is pre-populated. For benefit information including rates". The main section is titled "Vision Insurance" and contains a sub-header "Choose a Plan" with the instruction "Select 1 plan or waive this benefit". There are four radio button options: "Voluntary Vision - Employee Only" (which is selected), "Voluntary Vision - Employee + Child(ren)", "Voluntary Vision - Employee + Spouse", and "Voluntary Vision - Family". Each option has a document icon and a dropdown arrow icon to its right.

20. Once ALL benefits have been selected/review/and updated and the employee is ready to review and submit their final benefit elections select the “**Review and Submit**” button on the right side of the page.

- The **“Review and Submit”** button will not turn **BLUE** until ALL benefits have been reviewed.

21. When employees are presented with the final review and submission screen of their final enrollment elections, please review the elections for accuracy.
22. When ready, select the box to agree to the *Terms and Conditions* and select **“SUBMIT”**.

Review and Submit Open Enrollment Benefits

You have elected the following benefits. You may make changes until the enrollment period ends on

Benefit	Benefit Plan	Dependents/Beneficiaries	Health Care Provider Information	Coverage/Participation
Vision Insurance	Waived			
Flexible Spending Health	Waived			
Flexible Dependent Care	Waived			
Health Savings Account	Waived			
Medical Insurance	Anthem Plan 9 HMO-Employee + Child(ren)	Miss Jane L. Smith		Employee + Child(ren)
Dental Insurance	Dental - High-Employee Only			Employee Only

Terms and Conditions

By checking the box below and clicking "SUBMIT", you are providing an electronic signature for your benefit enrollment selections and authorizing Roanoke College to withhold the associated premiums from your pay check on a pre-tax basis.

☒ I have read and accepted these terms

Save for Later

Submit

23. Congratulation! You have completed your Open Enrollment Elections for 2023!!

Please Note: Employee may go back into Self-Service and make changes any time during the Enrollment Period (October 24th - November 7th).

All final benefit selections must be completed and submitted by November 7th.

Please contact Human Resources at 540-375-2442 or 540-375-2455 with any questions.