

Getting Started

- To enroll in benefits online, please be sure to use Internet Explorer (IE) or Firefox browsers.
- Navigate to the College home page by typing **www.bowdoin.edu** in the address line.
- From the home page, click on the Faculty or Staff Gateway. Click on the HRforYou button.

Log on to HRforYou

Initial log on? Each benefits-eligible employee has an HRforYOU self-service user name (first initial, middle initial, and full last name) and password. Please use your assigned user name and password to log on to HRforYOU. If you do not remember your initial password, type in your username and click on **Need a password reminder** to display your reminder phrase or call the HRforYOU Assistance line (x7070).

Already logged on to HRforYou at least once? Use the *new* password you entered when you initially logged on. If you do not remember your *new* password, type in your user name and click on **Need a password reminder?** If the reminder phrase does not help you, click on **Forget your password?** or call the HRforYOU Assistance line (x7070).

Review your Current Benefits

- Under Personal Information, click on **Employee Reports**, then click on **Benefits Statement—Current**. Review the information listed for each benefit (level of coverage, dependents if any, and beneficiaries). You may want to print this to use as a guide and determine if you need to make changes for 2011 OR
- You may also review your current benefit elections directly as part of the enrollment process below.

To Enroll in Benefits for 2011

- On the home page, you will see a banner scroll above the To Do list.
- Click on **Please enroll now** and read the instructions to enroll in your benefits.

 **Enrollment Notice:**

You haven't completed Open Enrollment for 2011. It ends in 1 day. [Please enroll now.](#)

1. **Verify Dependent Information** - The system must have accurate, up-to-date information about your family members in order to process the correct benefit choices for coverage next year. If you want to elect health and/or dental coverage for a new family member not on your list, you must add him/her first. Human Resources must review and update any changes to your family members before you enroll. Therefore, if you make a change to your list, please return to Open Enrollment to elect your benefits at a later time (but before November 19 at 5:00 pm).
2. **Verify Benefit Information** - If your dependent list is correct, click on **NEXT**, and your Current Benefit Elections will be displayed. Completely review each benefit. Coverage levels for yourself, any dependents, and beneficiary information will be displayed in the left column for each benefit.

Want to keep everything the same as last year? If you are **not** electing a flexible spending (reimbursement) account for 2011 and you wish to retain all of your benefits exactly as you see them on the screen, scroll to the bottom of the page, read the authorization, and click on the blue **COMPLETE ENROLLMENT** button.

Need to make a change to one or more benefits? Click on the blue **CHANGE** button for that benefit, review and update the information, then click **SAVE**. If you make a change to a benefit, you must also review and update information for your dependents and /or beneficiaries associated with that benefit by clicking on the **DEPENDENTS** or the **BENEFICIARIES** button. Be sure to click **SAVE!** Detailed information about how to make changes is on the reverse of this form.

Want health care and/or dependent flexible spending accounts? You must click on the blue **CHANGE** button to enter and save the new annual amount(s), *even if you are keeping the rest of your benefit elections the same. You must elect these accounts every year.* Be sure to click **SAVE**, scroll to the bottom of the page, read the authorization and click on the blue **COMPLETE ENROLLMENT** button.
3. **Review your Pending Benefits you have just selected** - Under Personal Information, click on **Employee Reports**, then click on **Benefits Statement—Pending**. You must enter the starting date of 1/1/2011 and the end date of 12/31/2011. Review the information listed for each benefit (level of coverage, dependents if any, and beneficiaries). If you see any errors or need to make a change, print out the report, clearly mark the change and return the copy to Human Resources immediately. Any benefit changes must be made by November 19, 2010.

[HRforYou Assistance Line: 798-7070 \(x7070\)](#)

IMPORTANT

- If you need to make any changes to the list of family members displayed when you click **Please enroll now**, you must do that first and wait for those changes to be processed BEFORE you can continue enrolling.
- Protect your password and collect any printed copies promptly so no one has access to your personal information.
- **Always click LOGOUT to exit the program when you are finished.**

MAKING CHANGES TO SPECIFIC BENEFITS during OPEN ENROLLMENT

In general, TO MAKE A CHANGE FOR A BENEFIT during Open Enrollment, click on the blue **CHANGE** button for that benefit, review and update the information, then click **SAVE**. Be sure to make appropriate changes to **DEPENDENTS /BENEFICIARIES**.

Health Care and Dependent Care Flexible Spending (Reimbursement) Accounts

1. To elect a health care or dependent care flexible spending account for 2011, you must click on the blue **CHANGE** button for each type of account.
2. If you currently have an account, the current annual amount will be displayed and there will be a checkmark in the HAS column as well as the ELECT column. To elect the same amount for 2011, click **SAVE**. You may also change the amount before clicking **SAVE**. When you return to the Current Elections page, the new amount will be displayed. A small yellow NEW icon will also be displayed.
3. If you are electing a flexible spending account for the first time, enter the annual amount and click to make a checkmark in the ELECT column before clicking **SAVE**. When you return to the Current Elections Page, the new amount will be displayed as well as a small yellow NEW icon.

Health and Dental Insurance

1. Click the blue **CHANGE** button to review your current coverage (Employee, Employee + Spouse, Employee + Children, or Employee + Family, or None). If you are not making any changes, simply click **SAVE**.
2. If you want to change your coverage for 2011, click to mark your new coverage option and then click **SAVE**. When you return to the Current Elections page, your new coverage level will be displayed as well as a small yellow NEW icon. PLEASE NOTE: The per pay period costs for health and dental are correct. Multiply the per pay period cost by the number of your annual pay periods to determine the correct annual cost.
3. Click on the blue **COVER DEPENDENTS** button to review or update dependents who will be covered by your plan for 2011. If you are not making any changes, your dependents will show automatically. Simply click **SAVE**.
4. If you are changing coverage, be sure to click on each appropriate dependent in the drop down box and elect coverage for them before clicking **SAVE**. **If you have never been on the College health plan before, OR if you are electing coverage for a new family member who has not been on the plan, contact Human Resources if you have any questions.**

Life Insurance

Basic Life Insurance (in the amount of 2x your annual salary) is a benefit automatically provided to you by the College at no cost to you. Click on the blue **BENEFICIARIES** button to review or update individuals who are your beneficiaries for this plan, then click **SAVE**.

Supplemental Life Insurance is additional insurance you may purchase at four levels (1x, 2x, 3x, and 4x your annual salary). **You may only increase your coverage by one level each year.** If you increase your coverage, be sure to click on **BENEFICIARIES** to update individuals who will be your beneficiaries for this plan, then click **SAVE**. You may decrease your coverage by more than one level or select NONE to cancel supplemental coverage completely.

Dependent Life Insurance is available for your spouse/domestic partner (\$10,000 or 25,000 or 50,000) and/or children (\$5,000 or 10,000). **YOU** are the beneficiary for this insurance plan -- you do not need to indicate beneficiaries. **You may only increase coverage levels by one level each year.** You may decrease your coverage by more than one level or select NONE to cancel dependent life insurance completely, then click **SAVE**.

Short Term Disability Insurance is available for non-exempt (hourly) employees working a regular schedule of at least 30 hours/week during the academic year. You may elect to PAY for Plan A (14 day waiting period), OR, elect Plan B (60 day waiting period) which is available at NO COST to you. You may change from Plan A to Plan B or vice-versa. Click **SAVE** when finished.

Long Term Disability Insurance (in the amount of 60% of your annual salary) is a benefit automatically provided at no cost to exempt and non-exempt employees who meet the eligibility requirements. You are automatically enrolled in this benefit.

FINISHING OPEN ENROLLMENT

When all of your information appears correctly for each benefit, scroll to the bottom of the page, read the AUTHORIZATION and click on the blue **COMPLETE ENROLLMENT** button. Please note that the displayed summary cost information may be incorrect

IF YOU ARE UNCERTAIN ABOUT YOUR BENEFIT ELECTIONS, you may:

- **SAVE SELECTIONS AND ENROLL LATER.** The changes you have made will be saved and you can finish later.
- **START OVER** to abandon your changes and return to the top of the Open Enrollment page to begin again OR
- **CANCEL** to return to the home page without saving anything OR
- Contact Human Resources (x3033 or x3837) for specific questions about your benefits.

WANT TO REVIEW THE BENEFITS YOU HAVE JUST SELECTED? - Under Personal Information, click on **Employee Reports**, then click on **Benefits Statement—Pending**. Review the information listed for each benefit (level of coverage, family members if any, and beneficiaries). Please report any errors or required changes to Human Resources immediately. Any benefit changes must be made by November 19, 2010