Welcome to Employee Benefits Enrollment!

During a benefit elections enrollment, you are given the opportunity to update your dependents, beneficiaries, and benefit elections offered through your company.

When navigating through each benefit enrollment screen you will need to carefully read the instructions on each screen which are provided by your Human Resources department.

In this Job Aid

To access an enrollment event, you may do the following:

❶ Sign in through www.paycor.com, then hover over **Me** and select, "Profile Summary".

❷ Open the **Company** menu on the left, and select "Benefit Elections".

❸ Your current enrolled, waived, and past benefit elections will be displayed here.

❹ If there is an enrollment in progress, click the link at the top of the screen.

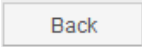**❺** This will open your enrollment event, proceed through each of the screens.

Paycor

The benefits enrollment process also collects any changes that you may need to make to your personal (general), dependent and beneficiary information. Any changes made in these screens will be updated upon the closing of an enrollment event. Any changes made to benefit enrollments will be effective when the benefit plan(s) go into effect.

Updated: 3/2/17

Personal Information

- Verify your personal information.

Click [Back] to return to the previous page (without saving changes), [Next] when you are ready to continue or [Save & Close] to save changes so you can complete the enrollment later. To navigate within the enrollment event, you can also click on any of the blue tabs to the left of your screen.

Note:	If you have personal information that needs to be updated before the end of the enrollment event period, you should make sure to alert your HR administrator of those changes.

Dependents

- Verify/update any dependent information.

Dependents can be added by clicking **Add Dependent**.

Dependents entered on this page can be enrolled in benefits later during this enrollment event. If you are planning on adding a dependent to any benefit plans, you must add them on this page first.

Click [Back] to return to the previous page (without saving changes), [Next] when you are ready to continue or [Save & Close] to save changes so you can complete the enrollment later.

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Beneficiaries

- Verify/update any beneficiary information.

Beneficiaries can be added by clicking **Add Beneficiary**.

Beneficiaries entered on this page can be attached to benefits later during this enrollment event. If you are planning on assigning beneficiaries to any benefit plans, you must add them on this page first.

Click ![Back] to return to the previous page (without saving changes), ![Next] when you are ready to continue or ![Save & Close] to save changes so you can complete the enrollment later.
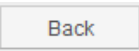
Benefit Plans

- Indicate your elections for the benefit plans included in this enrollment event.

If you have a choice between various benefit plans, all of the plans in that type will appear on the same page. In this example, there are two medical plans available, a Basic and a High Deductible. Information about the plan provider can be found within the gray boxes to the right of the plan. Select the coverage level/volume within the plan in which you wish to enroll.

If the plan allows dependents to be enrolled (such as with most medical plans), any dependents provided earlier on the Dependents page or that already existed in the system are now available for you to enroll. Select the checkbox next to the dependents you want to enroll.

Click [Back] to return to the previous page (without saving changes), [Next] when you are ready to continue or [Save & Close] to save changes so you can complete the enrollment later.

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Summary

- Review your changes and elections; then click the Print Summary button to print this screen for your records.

Once you are finished verify/updating your information, click **Save & Submit** from the last page of enrollment event to save and submit your elections/changes.

Click **Back** to return to the other enrollment screens. You can return to this page at any time by going to Me > Profile Summary > Company > Benefit Elections. You are able to restart the enrollment event process any time **before** the enrollment period closes.

Click the **Save & Submit** button to submit your election choices to your HR administrator for approval.

Email Notification (approval)

Once your enrollment elections/changes have been approved by Human Resources, you will receive an email notifying you of the approval. Follow the link included with the email to return to your enrollment confirmation page.

Email Notification (action required)

If further action is required before HR can approve your elections/changes, you may receive an "ACTION REQUIRED" email that includes specific instructions from your HR department. Follow the link included with the email to return to the first page of the enrollment event.

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