

Daemen Benefits Enrollment Tutorial



Benefit Enrollment

Ready to enroll? Make sure you have:

- ✓ Your social security number
- ✓ The dates of birth and socials of your dependents

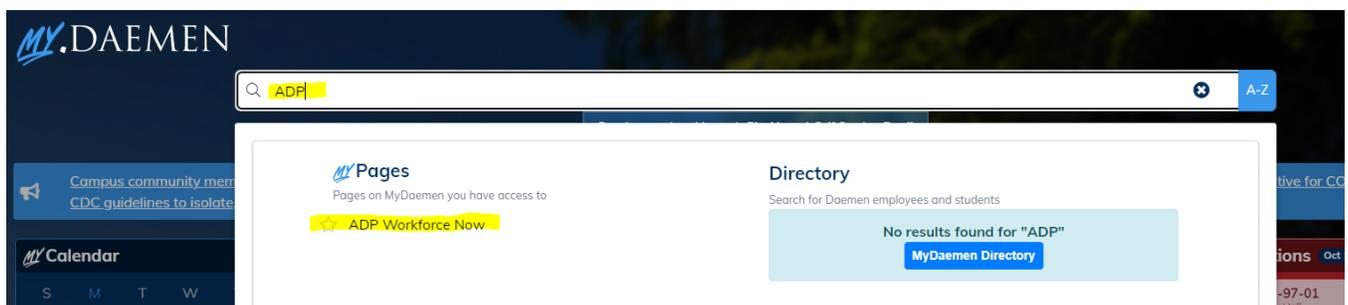
PLEASE NOTE: Electing an FSA, DFSA or HSA account requires you to fill out paperwork for account setup. Those instructions are included below, so please take special notice of the instructions to ensure quick processing.

If you elect the **High Deductible medical account**, you will automatically be enrolled in our HSA account. You are not required to make personal deductions, but must fill out the HSA paperwork with your enrollment, noted below.

Accessing ADP

ADP is the payroll and benefit system we use, and what you will navigate into in order to elect your benefits.

In order to get online, navigate to My.Daemen.edu. In the search bar at the very top, type "ADP." It will load as ADP Workforce Now. Click this link to launch.



Benefit Enrollment

Once you load ADP, you will get a reminder prompt showing you how many days you have to enroll (20 from date of hire). Every time you navigate back to the main page in ADP, you will get the prompt to enroll in your benefits. Click the prompt to start enrolling.

Getting Started

You will be taken to your enrollments change. Unsurprisingly, you do not have any enrollments just yet. You will have an option in the upper-left tile to “Start Enrollment.” Click on the button to get started.

The screenshot shows the ADP Daemen College benefits enrollment dashboard. The top navigation bar includes "Home", "Resources", and "Myself". The main heading is "Enrollments". There are three main tiles: "New Hire Benefits Enrollment" (with a "Start enrollment" button), "Your Benefits" (with a "View benefits" button), and "Report a Life Change" (with a "Report a change" button). Below these is a "Dependents & Beneficiaries" tile with a "Manage" button. The dashboard also includes links for "What's new", "Share feedback", and a heart icon.

You will be taken to a welcome dashboard giving you a brief overview of the benefits available to you. Click “Next.”

Benefit Enrollment

New Hire

Welcome

Manage Dependents

Select Benefits

Review and Submit

Welcome

Welcome to Daemen University! The New Hire enrollment period gives you the opportunity to make benefit election changes for **20 days** beginning your date of hire.

You are able to elect the following Benefits:

- Health Insurance
- Dental Insurance
- Vision Insurance
- Voluntary, Spouse, and/or Child Life Insurance Coverage

You will also be able to add dependents/beneficiaries and assign them to your benefit elections.

Flex Spending Account (FSA), Dependent Care Account (DCA), and Health Savings Account (HSA) elections are done separately from this electronic enrollment. Please contact the Benefits Coordinator for more information.

***Please note:** The guaranteed issue amount for Employee Voluntary Life is \$150,000 and \$10,000 for Spouse Voluntary Life for initial enrollees. This means no evidence of insurability is required for up to \$150,000 upon new hire enrollment. Anything beyond this will require an evidence of insurability to be completed and approval from underwriting.

Back

Next

Dependents & Beneficiaries

You will need to enter your dependents and/or beneficiaries first.

- **Dependents** are people (spouse, child) who will go on your benefits.
- **Beneficiaries** are recipients of basic and voluntary life insurance in the event of your passing.

Click the “add dependent or beneficiary” to get started.

Benefit Enrollment

New Hire

- Welcome
- Manage Dependents**
- Select Benefits
- Review and Submit

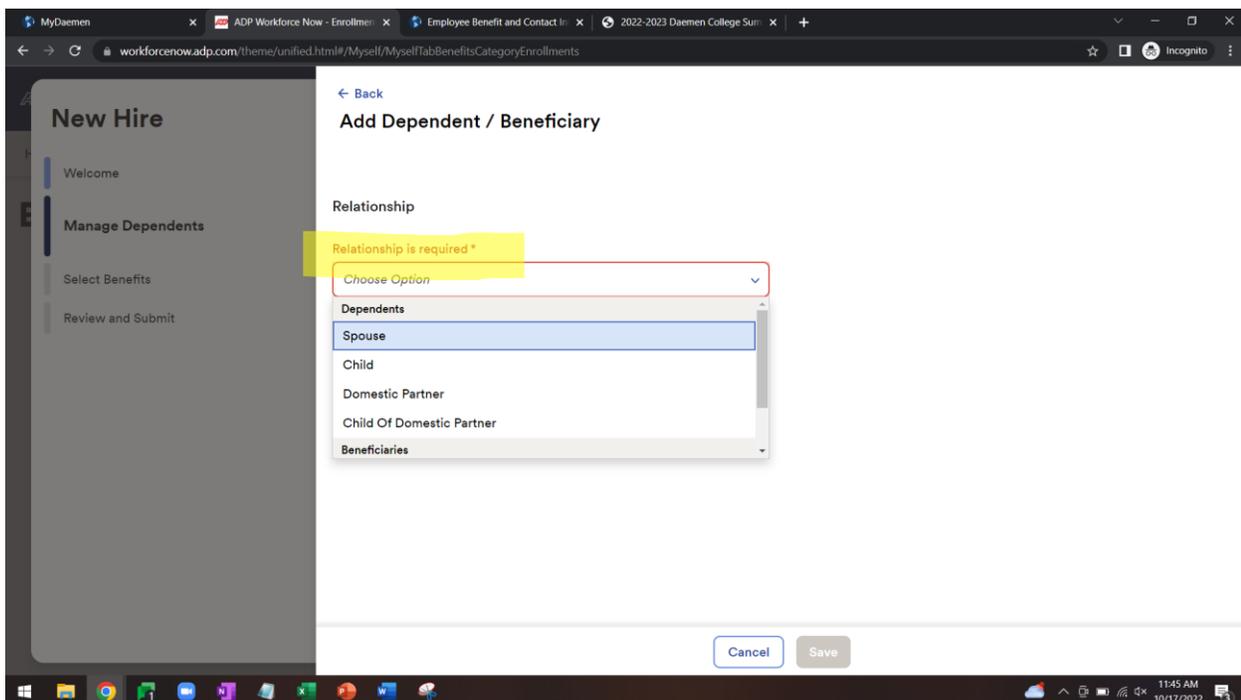
Manage Dependents

Before you continue, take a moment to review your Dependent and Beneficiary information.

[+ Add dependent or beneficiary](#)

There are currently no entries.

A pop-up will appear for individuals to add. Click on the drop-down to begin with relationship for dependents, and a person or organization for the beneficiary info.



You will need the date of birth and social for your dependents, but when entering your beneficiary, you will simply need a good way of contacting that person.

Benefit Enrollment

You may not have dependents, but **you should always have a beneficiary**. Daemen provides basic life and AD&D, and you have the opportunity to purchase more insurance on top of that.

Selecting Your Benefits

Finally, you will be taken to the benefit overview of all the plans available to you. For plans with more than one option, such as medical, you will have an opportunity to click “view all plans” to look at costs and compare. If you do not want any singular benefit, you will need to click “waive benefits,” and provide a reason why you don’t want that benefit (covered elsewhere, not interested, etc). **If you do not want any insurance, you will still need to waive the coverages.**

Select Benefits



10 days left to enroll

Effective: October 7, 2022

Your cost per paycheck

\$0.00

Go to section ▾

Action Required

These plans need your attention. You can confirm details for this plan or click View all plans to select another plan. You can also waive the benefit.



Medical

Waive benefit

View all plans

Multiple available options

You have 2 benefit options available to choose from. See what is right for you!



Vision

Waive benefit

View all plans

Finish later

Back

Next

Some plans, like medical and vision, have two options. When you click “view all plans,” you will be presented with both options, the cost per pay check, and the option on the

bottom to still waive the benefit. If you recently added a dependent, they will be listed as an option to select under “Covered Individual.”

HSA & FSA Enrollments

If you select either of the medical plans, the very next option is to enroll in the corresponding savings account. For High Deductible plan members, that is the HSA. **You will always receive an HSA account, whether you make personal deductions or not. You will receive the employer contribution.**

Medical



✓ You enrolled in Signature Deductible 3, STAFF.

Click Continue to Health Savings Account, Staff for the next benefit, or click View all benefits to manually select another benefit to work on.

[View all benefits](#)

[Continue to Health Savings Account, Staff](#)

You **must have an HSA account** to receive the employer contribution quarterly, so if you have the deductible insurance, do **not** pass this screen.

You don't need to enter any payroll contributions to move receive the employer contribution. That said, you can enter custom amounts up to the annual max (which includes the Daemen contribution). **Notice an “additional details” link at the top right under the name of the Health Savings Account.** Click it and download the forms to fill out for your new account. You will also need a copy of your driver's license. We will upload them momentarily.

Health Savings Account, Staff
Effective: June 1, 2023 [Additional details](#)

Selected

Provider
Lakeshore Savings (HSA)

Contributions
Enter contribution amount to view your estimated cost.
Your estimated annual contribution can be any amount from \$0.00 up to \$2,350.00.
For the entire year, I want to contribute:

Maximum Yearly Goal

Custom Amount

Frequency	Contribution	
Per Pay Period ▼	0	
Payments	× 26	
Annual Contribution	\$0.00	

Total Contribution
\$0.00

Per Paycheck Costs

Your Cost
\$0.00

Flex Spending Account

Identical to the Deductible-HSA experience, if you enroll in the CoPay plan, you will be immediately prompted to enroll in the FSA. As there is no company contribution, this account is totally optional for you to elect.

While there is no employer match, you can contribute up to the annual max per year. Again, download the document in the “additional details” link and fill it out; we will upload it momentarily.

Flex Spending Account, Staff[Additional details](#)[Enter your contribution amount to view the cost.](#)Provider
ProFlex**Contributions**

Enter contribution amount to view your estimated cost.

Your estimated annual contribution can be any amount from \$0.00 up to \$3,050.00.

For the entire year, I want to contribute:

 Maximum Yearly Goal Custom Amount**Frequency**

Per Pay Period

Contribution

Payments

x 26

Annual Contribution

\$0.00

Total Contribution**\$0.00** Confirm the details for this plan selection.[Confirm details](#)

Once all your insurances are elected or waived, you will come to an “upload documents” section.

Document Upload

On the second to last page, before you confirm your benefits, you will have a document upload. If you **elected a new HSA or FSA**, you will need to upload the corresponding documents. Fill out and upload the forms that were provided underneath the “additional details” text link on both accounts. Upload them here.

Add Document



Drag the file here to upload
or

 [Upload files](#)

Max file size is 512kb. Files need to be in .doc, .docx, .gif, .htm, .html, .jpg, .pdf, .rtf, .txt, .wps or .wps formats.

Review & Submit

As you elect benefits, the “cost per paycheck” total will calculate accordingly. Remember this is a biweekly amount. When finished, you will click “next,” review your benefits, and confirm. Ensure that you navigate all the way to the end and receive the confirmation to be sure you have the benefits you elected.

Keep in mind that your new hire enrollment window will still be active, so if you change your mind, you will still be able to go into ADP through My Daemen > ADP > Myself > Benefits > Enrollments to make changes.