

# Daemen Open Enrollment Tutorial



# Benefit Enrollment

## Ready to enroll? Make sure you have:

- ✓ The dates of birth and socials for your dependents if you have any you will be adding.
- ✓ Printed and filled out HSA paperwork if opening a new HSA account (disregard if this does not apply to you).
- ✓ Printed and filled out FSA paperwork if you are re-enrolling in an FSA or Dependent FSA account (disregard if this does not apply to you).

## 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.

The screenshot shows the MyDaemen.edu website interface. At the top left is the MyDaemen logo. A search bar at the top contains the text "ADP". Below the search bar, there are two main sections: "Pages" and "Directory". The "Pages" section shows a link to "ADP Workforce Now" which is highlighted in yellow. The "Directory" section shows a message: "No results found for 'ADP'" with a "MyDaemen Directory" button below it. On the left side of the page, there are navigation links for "Campus community mem", "CDC guidelines to isolate", and "Calendar".

# Benefit Enrollment

Once you load ADP, you will get a reminder prompt showing you how many days you have to enroll in this session. 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 page. You will have an option in the upper-left tile to “Manage Enrollment.” Click on the button to get started.

The screenshot displays a dashboard with four main tiles. The top-left tile is titled "Open Enrollment 2023" and includes a "Not submitted" status indicator. It shows a countdown of 37 days left to complete the event and a "Manage enrollment" button, which is circled in yellow. The top-right tile is titled "Your Benefits" and has a "View benefits" button. The middle-right tile is titled "Report a Life Change" and has a "Report a change" button. The bottom-left tile is titled "Dependents and Beneficiaries" and has a "Manage" button.

You will be taken to a welcome dashboard giving you a brief overview of the benefits available to you. Click the blue “Next” button in the very bottom right.

## Dependents & Beneficiaries

You will review your dependents/beneficiaries page first. If you have no changes, you can proceed past this section. If you are entering a new dependent and/or beneficiary, please complete this section.

- **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.

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.

MyDaemen

ADP Workforce Now - Enrollmen...

Employee Benefit and Contact In...

2022-2023 Daemen College Sun...

workforcenow.adp.com/theme/unified.html#/Myself/MyselfTabBenefitsCategoryEnrollments

Incognito

### New Hire

Welcome

**Manage Dependents**

Select Benefits

Review and Submit

← Back

## Add Dependent / Beneficiary

Relationship

Relationship is required \*

Choose Option

**Dependents**

- Spouse
- Child
- Domestic Partner
- Child Of Domestic Partner

**Beneficiaries**

Cancel Save

11:45 AM  
10/17/2022

# Benefit Enrollment

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.



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.**

### 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	<a href="#">View all plans</a>
Multiple available options You have 2 benefit options available to choose from. See what is right for you!		
 Dental	Waive benefit	<a href="#">View all plans</a>
Dental, STAFF You have 1 benefit options available to choose from. See what is right for you!		

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.”

Covered Individual

Jane Doe (You)

2 Plans Available

Signature CoPay 1, STAFF  
(1 individual selected)

Provider  
Univera

Your Cost  
**\$139.91**

Select plan

Signature Deductible 3, STAFF ?  
(1 individual selected)

Provider  
Univera

Your Cost  
**\$61.00**

Select plan

Waive benefit

Cancel

## New This Year: 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:

### 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. 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**  
Per Pay Period ▼

**Contribution**

Payments **x 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.

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

× 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 **already had an HSA, you will not need to upload anything.** However, if you **elected a new HSA or are electing an FSA**, you will need to upload the corresponding documents. New HSAs and annual elections of FSAs require



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, .wpd or .wps formats.

## Review & Submit

As you elect benefits, the “cost per paycheck” total will calculate accordingly on the upper right of the page. In the final page, you’ll have your total cost per paycheck, followed by the plans you enrolled in, and the plans you waived. If all looks correct, click “Submit Enrollment,” and you are all set.

Keep in mind that your open enrollment window will still be active for the entire duration of open enrollment, 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.