

# 2011 BENELECT OPEN ENROLLMENT

NOVEMBER 8 – 30, 2010

## INSTRUCTIONS FOR USING THE HCM SYSTEM FOR OPEN ENROLLMENT

### Before You Start

*You must know your CWRU network ID and password in order to access the PeopleSoft Human Capital Management (HCM) System.* For assistance with your CWRU network ID and associated password, please contact the Help Desk by phone at 368-HELP (368-4357) or online at help.case.edu.

For best results when making your Benelect elections, we suggest using Internet Explorer as your web browser to access the HCM System.

### Accessing HCM and Benelect Enrollment

To access the HCM System enter the URL [www.case.edu/erp/hcm](http://www.case.edu/erp/hcm). At the sign-in page you will enter your CWRU network ID and password. Once you are logged into HCM you will navigate to the benefits section by clicking on Employee Self Service. On the Employee Home page select Benefits. Under Benefits Information select Benefits Summary where you will be able to view a summary of your current benefit elections prior to making your 2010 Benelect choices. Select Benefits Enrollment to begin Open Enrollment.

The HCM System can be accessed from any internet-accessible computer. If you are off campus you can access HCM by entering the URL listed above or through the Human Resources web home page. A link to "HCM System Login" is located at the bottom of the page under HR Resources.

### Making Your Benelect Elections Online

The HCM System allows you to directly enter your Benelect choices online, making the enrollment process fast and accurate. Open enrollment will be available through the HCM System from 7 a.m. on November 8 through 8 p.m. November 30, 2010. If you encounter any problems with the HCM System, please contact the Help Desk by phone at 368-HELP (368-4357) or online at help.case.edu.

*When making elections, it is important to make sure that all steps are completed in the enrollment process. If you logout before the final action of submitting your benefit choices, your Benelect elections will not be recorded in HCM.* The system will not recognize that any action has been taken during open enrollment which will result in your 2010 Benelect elections being defaulted as your 2011 elections – including your Flexible Spending Account contribution amounts.

Please refer to the next page to see two screen displays that illustrate the final steps in the enrollment process.

### Open Enrollment Support

Throughout the open enrollment period benefits representatives and computer kiosks will be available at the following locations:

<i>Dates</i>	<i>Locations</i>	<i>Times</i>
November 9	Ballroom, Thwing Center	11:00-5:00
November 10	Ballroom, Thwing Center	8:00-2:00
November 11-12	Room 209, Crawford Hall	8:30-5:00
November 15-19	Room 209, Crawford Hall	8:30-5:00
November 22-24	Room 209, Crawford Hall	8:30-5:00
November 29-30	Room 209, Crawford Hall	8:30-5:00

You can e-mail open enrollment questions anytime to [benefits@case.edu](mailto:benefits@case.edu), or call the Benelect Hotline at 368-1234 between 8:30 a.m. and 5 p.m. from November 8 through November 30. **Please direct all HCM System issues to the Help Desk by phone at 368-HELP (368-4357) or online at help.case.edu.**


## Important Benelect Open Enrollment Screen Displays

Immediately prior to submitting your benefit elections you will be on a page that looks like this:

### Benefits Enrollment

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## Submit Benefit Choices



You have almost completed your enrollment. If you have no further changes, click **Submit** at the bottom of this page to finalize your benefit choices.

Click **Cancel** if you are not ready to submit your choices and wish to return to the Enrollment Summary.

Do not submit your benefit choices until you have completed your enrollment. You may store your choices on each page and return to the Enrollment Summary as many times as you'd like up until the end of open enrollment. Once you click Submit your benefit choices will be sent to the Benefits Office for processing.

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### Authorize Elections

By submitting your benefit choices you are authorizing Case Western Reserve University to take deductions from your paycheck to pay for your benefit costs. .

Click **Submit** to send your choices to the Benefits Office.


Click **Cancel** if you are not ready to submit your choices and wish to return to the Enrollment Summary.

*Your Benelect elections have not been recorded in the HCM System until you see this page:*

### Benefits Enrollment

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## Submit Confirmation



Your benefit choices have been successfully submitted to the Benefits Office.

Please remember to complete any forms noted below and return them to the Benefits Office, Crawford Hall, Room 224.

Check the Human Resources website on December 15, 2010 for instructions on how to print a copy of your Open Enrollment Confirmation Form. Employees who have enrolled and/or made changes must submit only the forms noted below.

To return to the Benefits Enrollment page, click **OK**.