



## Open Enrollment November 1-15, 2024

All employees must make Medical, Dental and Vision elections for the new plan year beginning January 1, 2025, by going into the Open Enrollment (OE) portal in MyIIT. Flexible Spending elections must be made through WageWorks. Life insurance changes may be made by submitting forms to Human Resources.

Through the Online OE process in MyIIT, you will be able to make changes to the elections, add or remove benefits, add or remove dependents and associate dependents with your benefits. This document provides instructions for viewing your elections and dependents as well as making medical, dental, and vision elections.

You must complete OE in order for the elections to be submitted to Human Resources and Payroll. If you do not wish to enroll in or continue with any of these benefits in 2025, you must select the Waive option for benefits you do not wish to elect. If you do not complete the online OE process, your current elections will remain in place for 2025, with the exception of Flexible Spending accounts. **You must reenroll in Flexible Spending every year by visiting [www.wageworks.com](http://www.wageworks.com).**

### **By November 15, 2024:**

- **All changes for medical, dental, and vision must be made in Banner by midnight.**
- **FSA elections must be made by 11pm CST.**
- **All Supplemental Life enrollment materials and any additional required documentation (e.g. proof of dependent status) must delivered to Human Resources no later than 5pm.**

**You are strongly encouraged to verify that your changes to medical, dental, and vision were successful. Please email Anjuli Rabindranath at [arabindr@iit.edu](mailto:arabindr@iit.edu) or Viktoria Rill at [vrill@iit.edu](mailto:vrill@iit.edu) to verify.**

### **Instructions included in this guide**

*Click on the page name to go directly to that page*

**NEW: [Banner 9 Self Service demonstration video](#) (Passcode: n=7Q0&cZ)**

[Reviewing your coverage](#)

[Dropping, changing or adding plans](#)

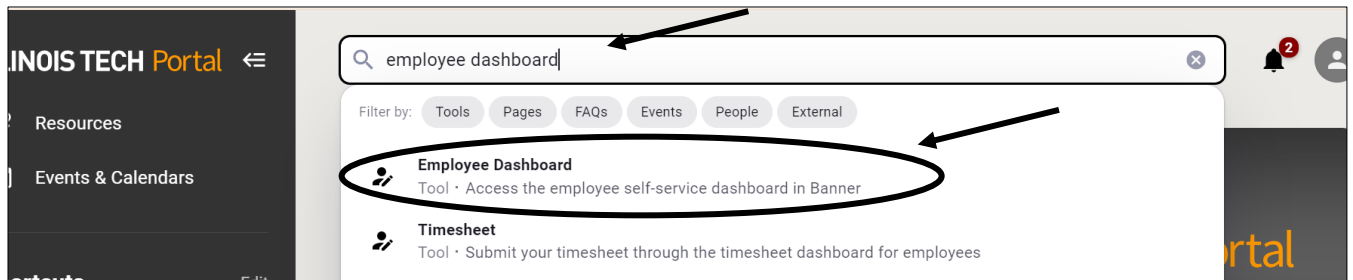
[Reviewing and adding dependents to MyIIT](#) *Proof of dependent status required*

[Adding yourself and your dependents to a plan, or changing coverage dates](#)

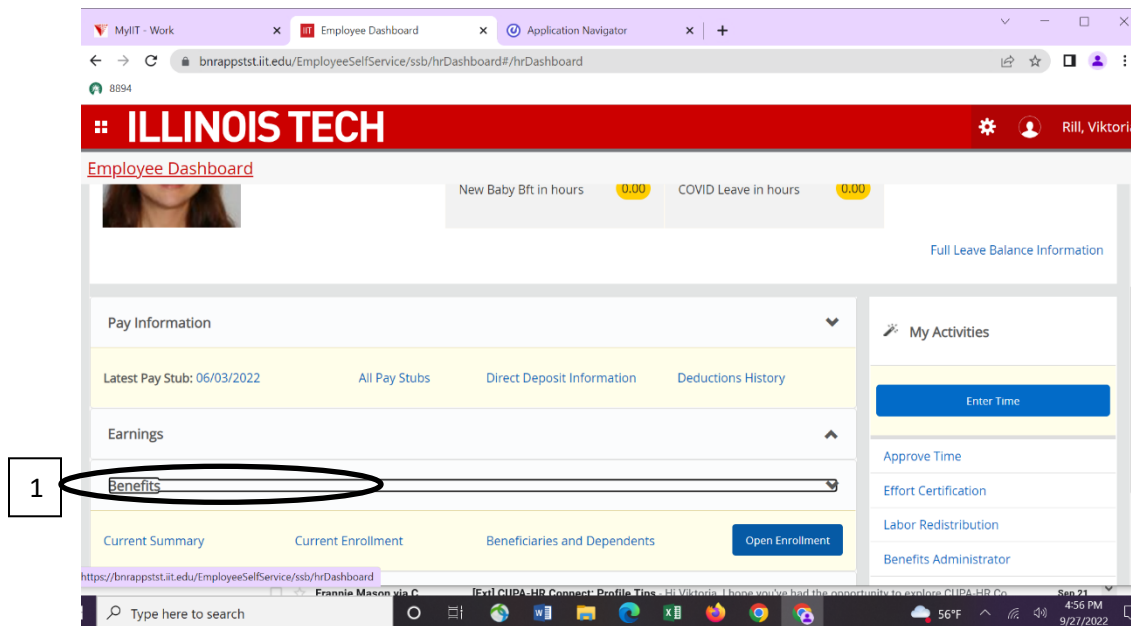
[Frequently asked questions](#)

## Reviewing your coverage

- Access the Illinois Tech Portal by going to [portal.iit.edu](http://portal.iit.edu). Please go ahead and log into the Illinois Tech portal with your credentials if prompted to do so.
- When you're on your dashboard, please click on the search bar at the top and type in 'Employee Dashboard'. From the search results that appear please select the 'Employee Dashboard' link.



- When the new tab loads, open up the **Benefits** section (see #1 below)



- Click on the blue **Open Enrollment** button
- When the page reloads, click on the **Start Open Enrollment** button.
- When the page reloads, you will see your current benefit selections. If you do not wish to make changes, click the **Complete** button (see #2 below).

The screenshot shows a web browser window with the following elements:

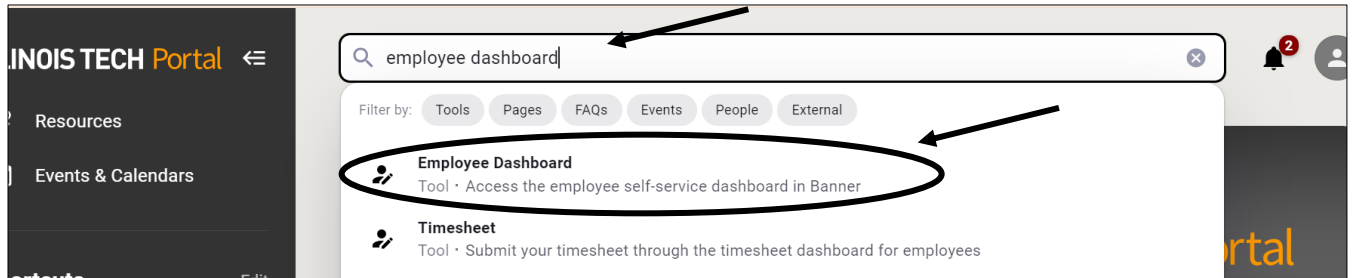
- Browser tabs: MyIIT - Work, Open Enrollment, Application Navigator.
- Address bar: bnrappstst.iit.edu/EmployeeSelfService/ssb/benefits#/pOpenenrollment
- User ID: 8894
- Header: ILLINOIS TECH
- Breadcrumbs: [Employee Dashboard](#) > [Benefits and Deductions](#) > [Open Enrollment](#)
- Section: Open Enrollment
- Key Dates:
  - Open Enrollment Start Date: 09/27/2022
  - Open Enrollment End Date: 11/15/2022
  - Benefits Effective Date: 12/25/2022
- Table of Benefits Status:

Group	Benefits Status
Health	BCBS - High Deductible Health Plan will be continued into the new year. Health Savings Account will be continued into the new year. Health Savings Account - Employer Contribution will be continued into the new year. EyeMed Coverage Waived will be continued into the new year. Delta Dental - PPO Dental Insurance will be continued into the new year.
- Buttons: Complete (circled in blue), Restart, Cancel, Calculate Cost.

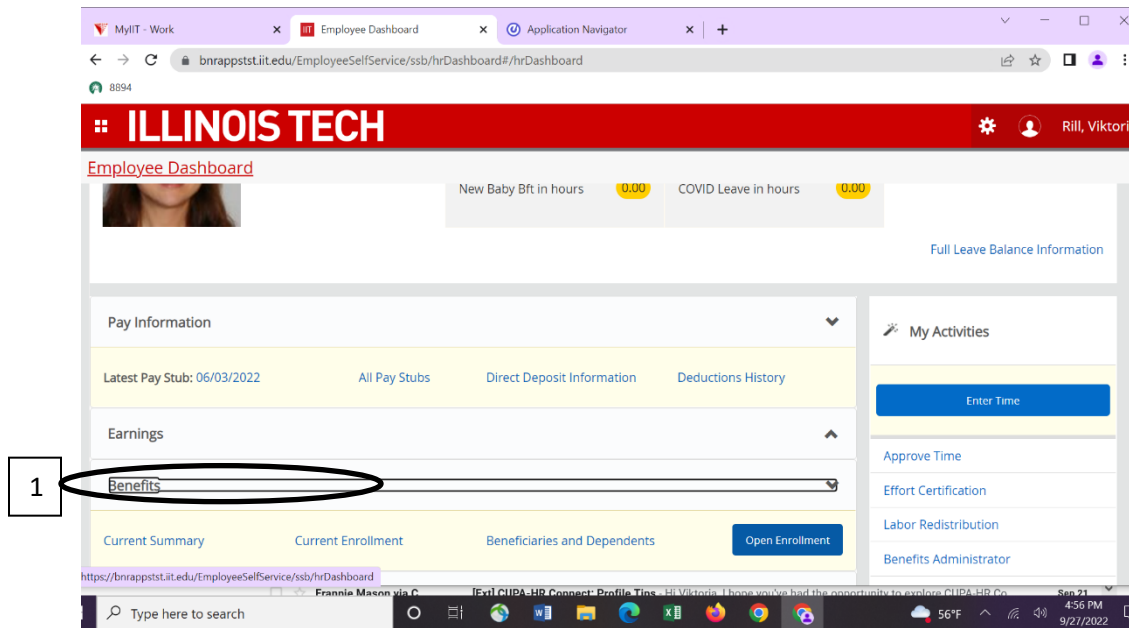
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## Dropping, Changing, or Adding Plans

- Access the Illinois Tech Portal by going to [portal.iit.edu](https://portal.iit.edu). Please go ahead and log into the Illinois Tech portal with your credentials if prompted to do so.
- When you're on your dashboard, please click on the search bar at the top and type in 'Employee Dashboard'. From the search results that appear please select the 'Employee Dashboard' link.

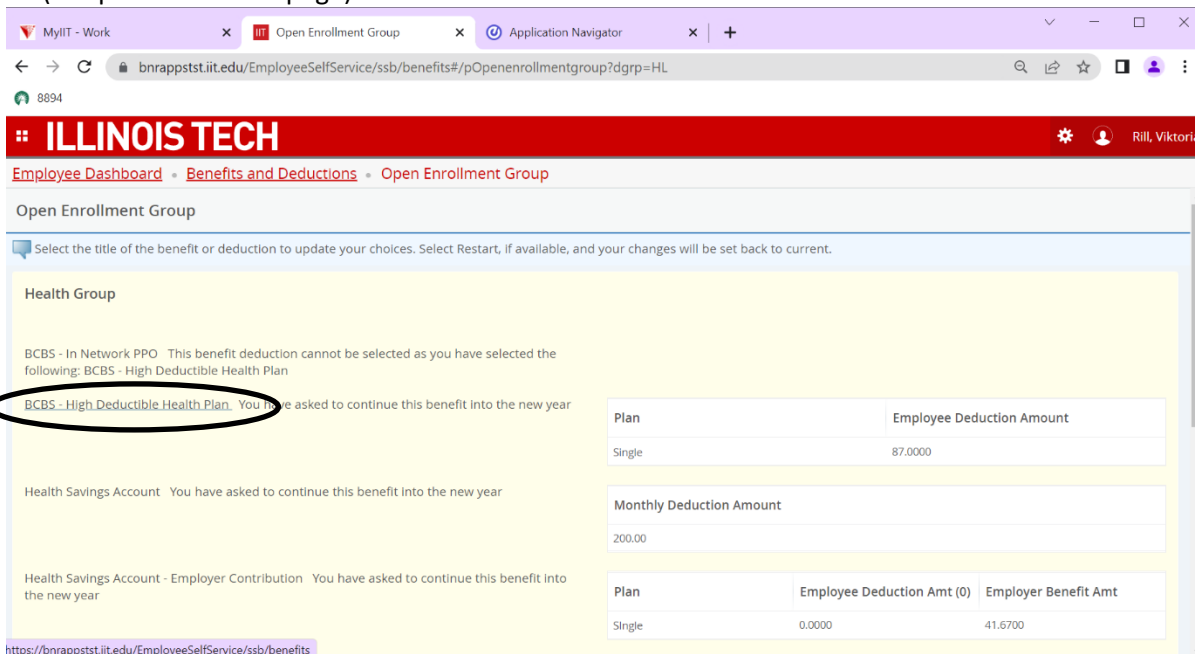
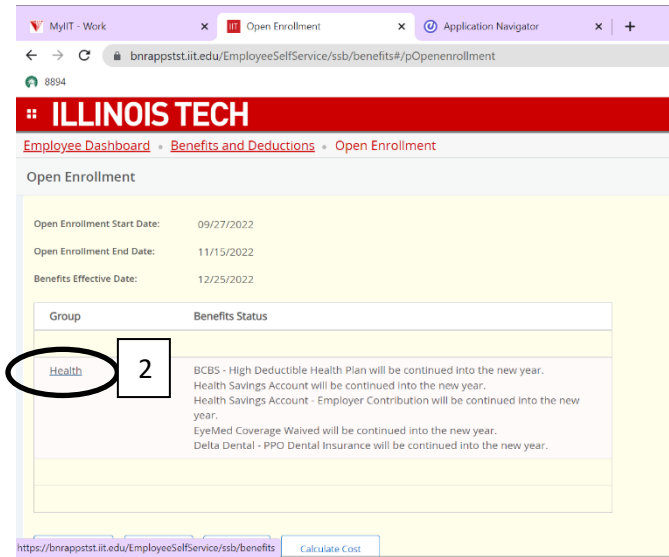


- When the new tab loads, open up the **Benefits** section (see #1 below)



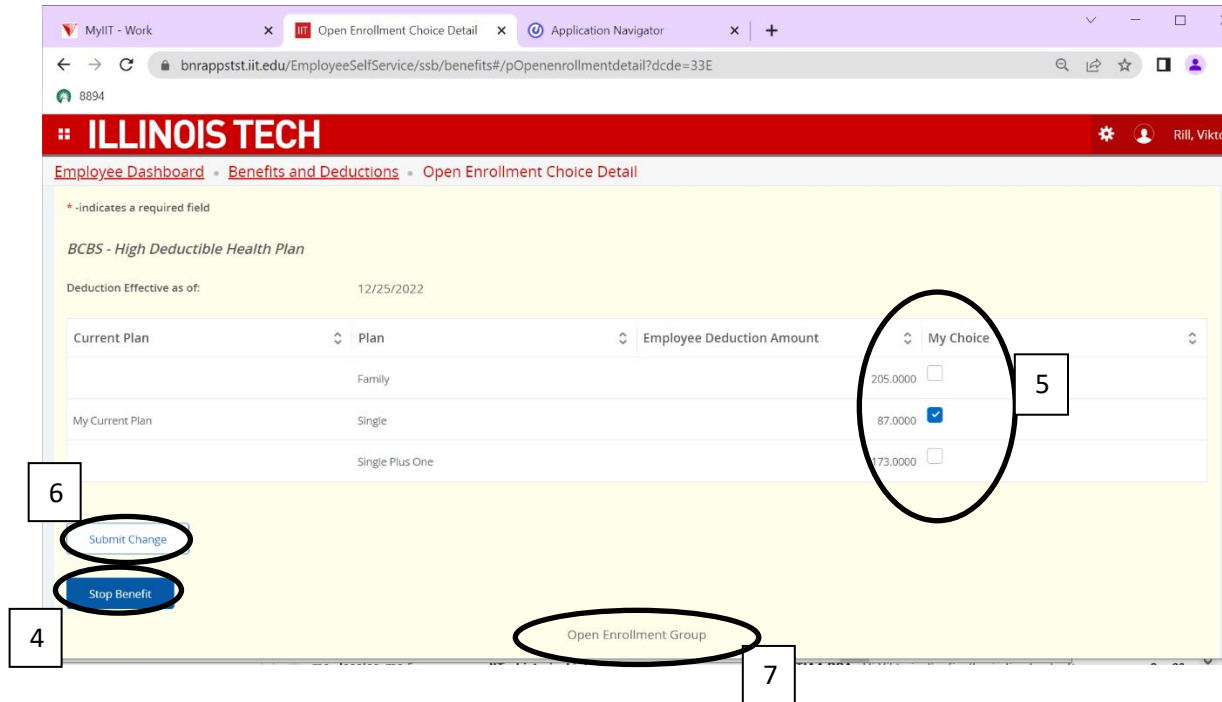
- Click on the blue **Open Enrollment** button
- When the page reloads, click on the **Start Open Enrollment** button.

- When the page reloads, you will see your current benefit selections. To make changes, click on the blue **Health** hyperlink (see #2 to the right)
- Tip: if the link is not live, make sure you've clicked the Start Open Enrollment button.
- When the page reloads, you will see options available for your open enrollment group. Plans in which you are currently enrolled will be live links, and have your deduction amounts to the right (see picture on next page).



- To drop or change, click on the plan you wish to change or drop (see #3 above). Note: when switching medical/dental plans, you must drop your current plan before electing your new plan.

- When the page reloads, you can drop/change coverage, add a plan, or change coverage tiers.



- **TO DROP COVERAGE** click the **Stop Benefit** button (see #4 above). Note, you must also add your coverage end date ([click here for those instructions](#)) and add the Waived option for the plan you are dropping.
- **TO CHANGE PLANS** you must first drop your current plan using the instructions above.
  - When you get back to the Open Enrollment Group page, select the plan in which you wish to enroll (hyperlinks for all plans will become available to you once you drop your current plan).
  - When the page reloads, select your tier in the **My Choice** section (see #5 on previous page), then click the **Submit Change** button (see #6 on previous page).
  - Remember to add your end dates for the former plan, and start dates for the new plan. [Click here for those instructions](#).
- **TO ADD A PLAN** you must first drop Waived Coverage using the instructions above.
  - When you get back to the Open Enrollment Group page, select the plan in which you wish to enroll (hyperlinks for all plans will become available to you once you drop your current plan).
  - When the page reloads, select your tier in the **My Choice** section (see #5 on previous page), then click the **Submit Change** button (see #6 on previous page).
- **TO CHANGE TIERS** first select your current plan (see #3 on previous page). When the page reloads, select your tier in the **My Choice** section (see #5 on previous page), then click the **Submit Change** button (see #6 on previous page). **PLEASE NOTE YOU ARE NOT DONE AFTER THIS STEP.**
- When the page reloads, you will be taken back to the page showing your benefit elections.

- To review your summary and complete your open enrollment, click on the **Open Enrollment** hyperlink (see #7 on previous page).
- When the page reloads, review your summary and click the **COMPLETE** button (see #8 below).  
**YOU MUST HIT COMPLETE OR YOUR CHANGES WILL NOT TAKE EFFECT.**

**At this point you have made your plan change, but there is a final step in order to properly get you and your dependents covered:** Enter your coverage Begin and End dates in the appropriate coverage and allocations summary screen. For instructions, please see [Adding yourself and your dependents to a plan, or changing coverage dates.](#)

The screenshot shows a web browser window with the URL [bnrappstst.iit.edu/EmployeeSelfService/ssb/benefits#/pOpenenrollment](https://bnrappstst.iit.edu/EmployeeSelfService/ssb/benefits#/pOpenenrollment). The page title is "ILLINOIS TECH" and the breadcrumb trail is "Employee Dashboard > Benefits and Deductions > Open Enrollment".

Open Enrollment Summary:

- Open Enrollment Start Date: 09/27/2022
- Open Enrollment End Date: 11/15/2022
- Benefits Effective Date: 12/25/2022

Group	Benefits Status
Health	BCBS - High Deductible Health Plan will be continued into the new year. Health Savings Account will be continued into the new year. Health Savings Account - Employer Contribution will be continued into the new year. EyeMed Coverage Waived will be continued into the new year. Delta Dental - PPO Dental Insurance will be continued into the new year.

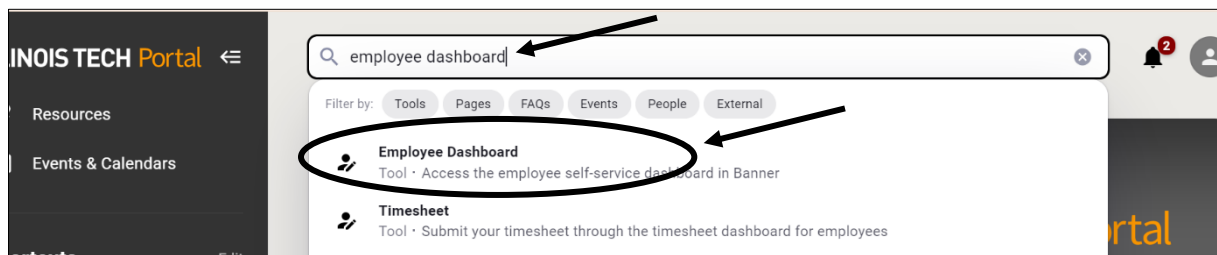
At the bottom of the page, there are four buttons: "Complete", "Restart", "Cancel", and "Calculate Cost". The "Complete" button is circled in black and has a small box with the number "8" next to it.

# Reviewing and adding dependents to your IIT Portal

**Note: Adding a dependent to your IIT Portal does not automatically enroll him/her in benefit plans. Once you have completed adding the dependent to your IIT Portal, you must go to the section entitled [Adding dependents to a plan](#) to enroll your new dependent.**

## Reviewing Dependents:

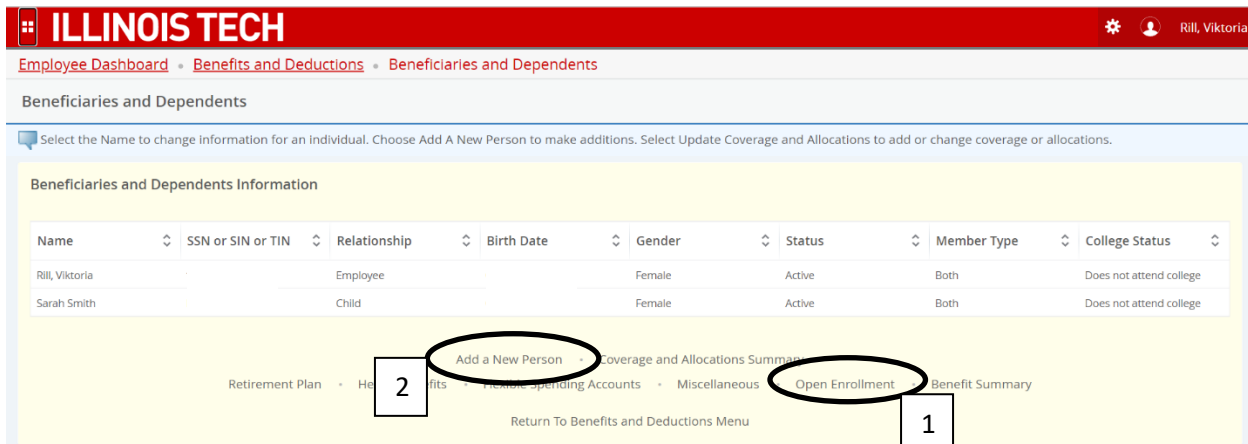
- Access the Illinois Tech Portal by going to [portal.iit.edu](http://portal.iit.edu). Please go ahead and log into the Illinois Tech portal with your credentials if prompted to do so.
- When you're on your dashboard, please click on the search bar at the top and type in 'Employee Dashboard'. From the search results that appear please select the '**Employee Dashboard**' link.



- When the new tab loads, open the **Benefits** section.
- Next, click on the **Beneficiaries and Dependents** link.
- When the next page loads, you will see any dependents currently listed (see below).
- Review your dependents, and either continue to Open Enrollment (click on the **Open Enrollment** hyperlink, #1 below), or add dependents as is applicable.

## Adding dependents

- To add a new dependent, from the Beneficiaries and Dependents page, click on the **Add a New Person** hyperlink (see #2 below).



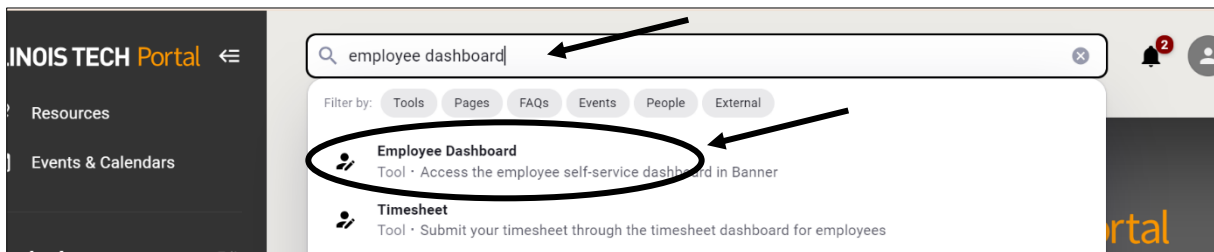


- **When the new page loads, enter the required information:**
  - First and Last Names
  - Relationship (choose from pull down menu)
  - Social Security Number (required for healthcare reporting purposes – leave blank if your dependent does not have an SSN)
  - Date of birth
  - Gender
  - Beneficiary or Dependent drop-down (choose “Both” from pull down menu)
  - Dependent Child Type (new children only, choose from pull down menu)
- Click the **Submit Changes** button
  
- **Once this process is complete, you must add your new dependent to your health, dental, and/or vision plans in order to enroll him or her for coverage** (see [Adding yourself and dependents to a plan, or changing coverage dates](#)).

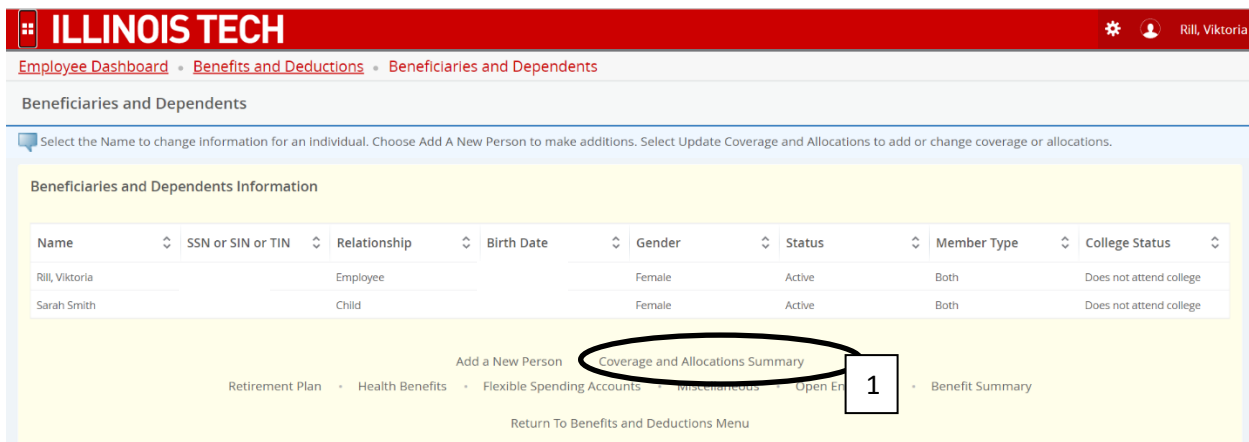
## Adding yourself and dependents to a plan, or changing coverage dates

**Note: You must provide proof of relationship to Human Resources before your dependent's coverage is approved and finalized. Acceptable documentation may include a marriage certificate to add a spouse, and affidavit for a domestic partner relationship, birth certificates to add children, etc.**

- Access the Illinois Tech Portal by going to [portal.iit.edu](http://portal.iit.edu). Please go ahead and log into the Illinois Tech portal with your credentials if prompted to do so.
- When you're on your dashboard, please click on the search bar at the top and type in 'Employee Dashboard'. From the search results that appear please select the '**Employee Dashboard**' link.



- When the new tab loads, open the **Benefits** section.
- Next, click on the **Beneficiaries and Dependents** link.
- To review dependents covered under your plans and add dependents to plans, click on the **Coverage and Allocations Summary** hyperlink (see #1 below).



- When the Benefits Coverage and Allocations Summary page loads, you will see a list of your dependents, and the plans in which each individual is enrolled (see below).

- To add a dependent to a plan, scroll down to the **Enroll Coverage and Allocations** section (see below).

**ILLINOIS TECH**

Employee Dashboard • Benefits and Deductions • Benefits Coverage and Allocation Summary

Enroll Coverage and Allocations

Enrolled Benefits Information

Benefit or Deduction	Action	Status	Start Date	Stop Date
BCBS - High Deductible Health Plan	Coverage Details	Active	10/03/2021	12/24/2022
BCBS - High Deductible Health Plan	Coverage Details	Terminated	07/17/2016	10/02/2021
Dearborn National - Basic Life Insurance and AD&D		Active	08/16/2015	
Dearborn National - Long Term Disability		Active	08/16/2015	
Delta Dental - PPO Dental Insurance	Coverage Details	Active	12/15/2019	
EyeMed Coverage Waived		Active	01/01/2017	
EyeMed Vision Plan (INSIGHT network)	Coverage Details	Terminated	08/30/2015	12/31/2016
Federal Income Tax		Active	08/16/2015	
Fidelity Ret Plan, Employer Match -- Split		Active	12/17/2017	

- Next, find the plan to which you wish to add the dependent, and click on the **Coverage Details** hyperlink (see #2 on previous page).
- When the page reloads you are ready to add or drop yourself or your dependents to or from the plan.

**ILLINOIS TECH**

Employee Dashboard • Benefits and Deductions • Benefits Coverage

Benefits Coverage

Enter the Begin Date of coverage, indicate Other Coverage from the pull-down list, if applicable, and select the checkbox under Choose Benefit. When ending coverage, enter the End Date and the Deduction Termination Reason, if applicable, and select the checkbox under Choose Benefit to update.

EyeMed Vision Plan (INSIGHT network)

Status: Terminated

Start Date: 08/30/2015

Stop Date: 12/31/2016

Choose Benefit	Name	Relationship	Existing Coverage	Begin Date	End Date	Deduction Termination Reason	Other Coverage
<input type="checkbox"/>	Rill, Viktoria	Employee	No	01/01/2023	MM/DD/YYYY	Not Selected	No other coverage
<input type="checkbox"/>	Sarah Smith	Child	No	01/01/2016	12/31/2016	Not Selected	No other coverage
<input type="checkbox"/>	Mike Smith	Spouse / Domestic Partner	No	MM/DD/YYYY	MM/DD/YYYY	Not Selected	No other coverage

Choose or Update

- When adding a dependent to a plan, check the box next to his or her name (see #3 above), and enter 01/01/2025 in the **Begin Date** field (see #4 above)
- To remove a dependent from a plan or add coverage end dates for plans you are dropping, check the box next the individuals name and enter 12/31/2024 in the **End Date** field.
- Click the **Choose or Update** box to save your changes (see #5 above). When the page reloads you should see confirmation of the updates on the far right-hand side of the page (a green checkmark and the message “Successfully updated.”).

- To add individuals, including yourself, to multiple plans, you must go back into the **Coverage Details** for each plan to which you wish to add the dependent.
- **YOU MUST PROVIDE PROOF OF RELATIONSHIP TO HUMAN RESOURCES BEFORE YOUR DEPENDENT'S COVERAGE IS APPROVED AND FINALIZED.** Acceptable documentation may include a marriage certificate to add a spouse, and affidavit for a domestic partner relationship, birth certificates to add children, etc. If you have any questions, please contact Human Resources.

## Frequently Asked Questions

### **Q. When does Open Enrollment end?**

A. Open enrollment runs from November 1-15, 2024. Banner will close at midnight for medical, dental, and vision changes. WageWorks will close at 11pm CST for FSA enrollments. The Human Resources office will close at 5pm.

### **Q. When do my OE changes become effective?**

A. Changes made during OE become effective January 1, 2025.

### **Q. I don't want to make any changes at OE. Do I need to do anything?**

A. While you are encouraged to log in and verify your coverage, if you do not take action all benefits will carry forward into 2025, with the exception of Flexible Spending accounts. **Employees must reenroll in Health and Dependent Care Flexible Spending Accounts each year by going to [www.wageworks.com](http://www.wageworks.com).**

### **Q. What happens if I miss OE, or need to make benefit changes after it ends?**

A. If you miss OE, you miss your chance to make changes for the 2025 plan year, and must wait until the next OE for changes effective January 1, 2026. The only exception is that you may make changes if you experience a Qualified Life Status Changing Event, such as a marriage, divorce, birth or adoption of a child, spouse gains or loses employment, etc. Changes made due to a life status changing event must be made within 31 days of the event.

### **Q. What do I do if I experience a Life Status Changing event?**

A. Contact Human Resources for information on changes you may make as a result of your event. Life Status Changing Events should be reported as soon as possible, as changes must be made within 31 days of the event.

### **Q. How do I add dependents at OE?**

A. To add a dependent, first [add him or her within MyIIT](#), then [add him or her to the appropriate plan\(s\)](#).

### **Q. How do I change plans?**

A. To change plans, please visit the [Dropping, Changing or Adding Plans](#) page of this guide.

### **Q. What coverage tier should I elect for myself and my dependents?**

A. Single Plus One plans will cover you and a spouse or one child. Family plans will cover you plus two or more dependents.

### **Q. Where do I go to enroll in or make change to my Flexible Spending Accounts?**

A. To enroll in, or re-up, your Health and Dependent Care Flexible Spending Account elections, go directly to WageWorks ([www.wageworks.com](http://www.wageworks.com)). Note: once you've successfully made your election, WageWorks will send a confirmation email to the email address you have on file with them. **If you do not receive a confirmation email your election may not have been successful.**

### **Q. I'm having a baby later this year or in 2025. Do I need to add the dependent during OE?**

A. No. The birth of a child is considered a Life Status Changing Event. You will have 31 days from the event date to add your new baby. Please contact Human Resources for information on documentation requirements and for additional information.

## **Frequently asked questions (continued)...**

### **Q. Can I elect supplemental life insurance, or change my election, during OE?**

A. Yes, however, enrollments, changes, and cancellations for life insurance cannot be completed online. Additionally, new elections greater than 1 times salary and most coverage increase requests are subject to medical underwriting. Enrollment/change/cancellation and Evidence of Insurability Forms are linked to the initial OE communication, or can be obtained by contacting Human Resources.

### **Q. Can I change my 403(b) contributions at OE?**

A. Yes. In fact, 403(b) contributions can be changed at any time during the year. To change your election, [please go through Banner Self Service](#). Salary Reduction Agreement Forms, available on the HR website Forms or Retirement Plan benefits pages or via electronic format available by emailing HR, will be accepted for new match elections, those increasing to the IRS maximum, or those with split vendor allocations only.

### **Q. How do I change my withholdings and/or direct deposit information?**

A. In order to change your withholdings, you will need to complete revised W-4 forms, and send them to the payroll department. Forms are available on the [IIT Payroll Department's web page](#) or you can request electronic versions by emailing HR.