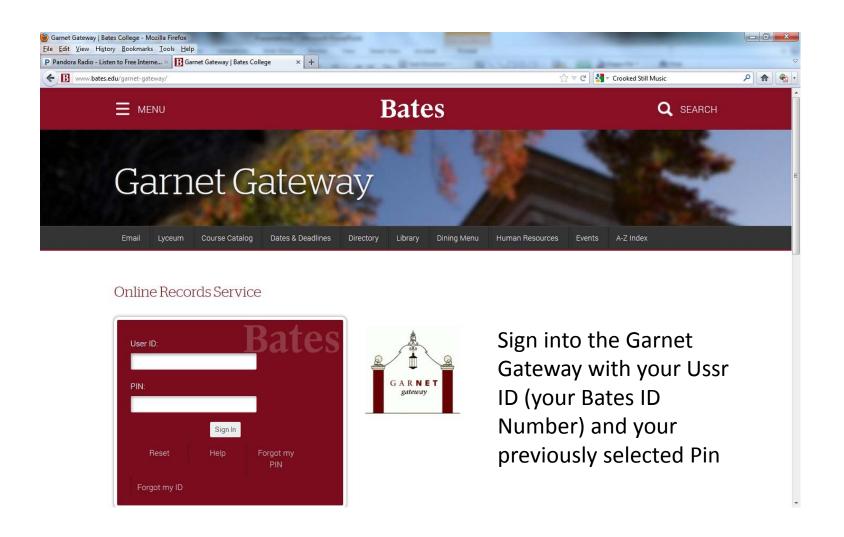
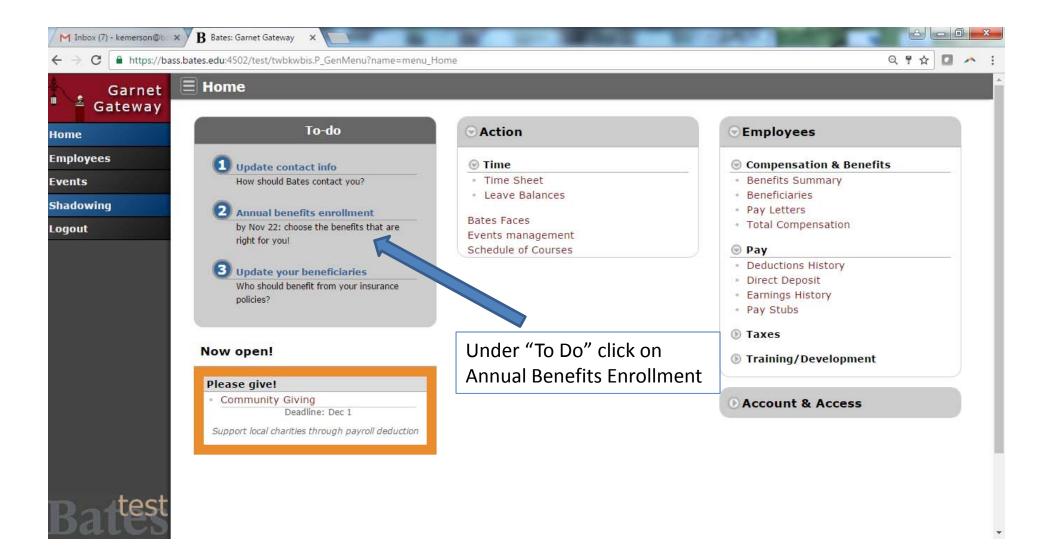
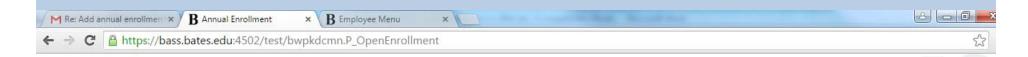
# Get to the Garnet Gateway by typing in bates.edu/g in your browser





The first time you enter the open enrollment process you will open the annual enrollment process by clicking on the Start Annual Enrollment button.



Personal Information Menu Student Menu Employee Menu Events Shadowing Logout



# **Annual Enrollment**

Open Enrollment Start Date: Nov 05, 2015 Open Enrollment End Date: Nov 24, 2015

Benefits Effective Date: Jan 01, 2016 Group

**Benefits Status** No choices made in this group. Health & Dental Insurance Healthcare & Dependent Care Reimbursement Accounts No choices made in this group. No choices made in this group. Vision

To finalize your enrollment, click Complete when you have finished making your elections:

Start Open Enrollment

# Need Help?

Review benefits for next year

#### Resources:

**Detailed Information** Frequently Asked Questions **Online Tutorial** 

#### **Benefits Contacts:**

### Brenda Sawyer

Human Resources Specialist 786-6176

# bsawyer@bates.edu

#### Ken Emerson

Associate Director 786-8271

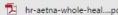
kemerson@bates.edu







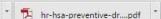




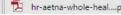








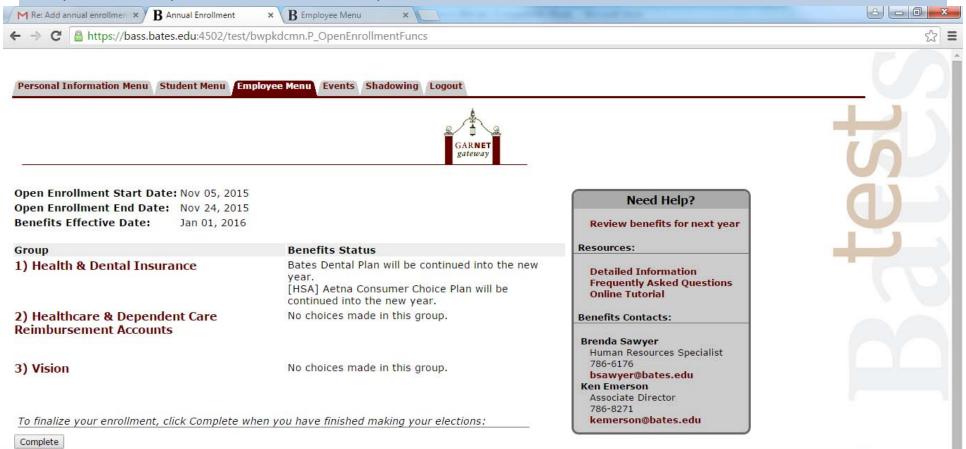




# You are now ready to start making your elections

Before you start making your elections, it is suggested that you spend a little time looking at the tools that have been made available to help you though the process.

- 1. Review Benefits for next year: Once you have made your elections you will want to check here to make sure they are what you elected.
- 2. Detailed Instructions will explain the various healthcare choices you have available.
- 3. Frequently Asked Questions (FAQ) will help to answer some of the questions you may have on the online enrollment process.
- 4. Online Tutorial...You can look at the online tutorial as many times as you need to.
- 5. If you still have questions at the end of this process, contact Ken or Brenda for assistance.

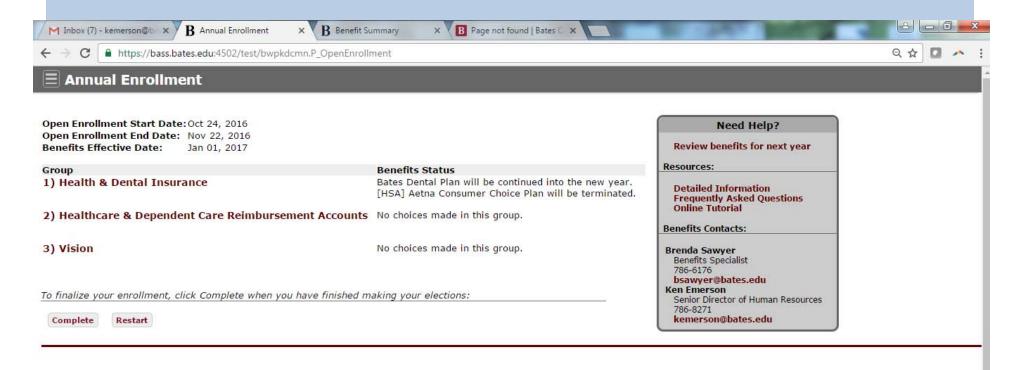


You are now ready to start making your elections

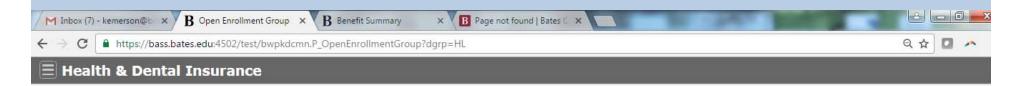
Once you start annual enrollment you will notice that your current medical and dental elections are carried forward.

For the reimbursement accounts you must make a new election each year. Your current reimbursement account elections do not carry forward.

You will also see the brand new vision plan option. You also must make an election to enroll in the vision plan.



Please make your medical and dental elections first. Your medical election will effect what medical reimbursement account options you have available to you. Note the Health Insurance Contribution Credit is only available if you choose the PPO or Whole Health (ACO) options.



#### If you do nothing, your current elections will be continued effective January 1st.

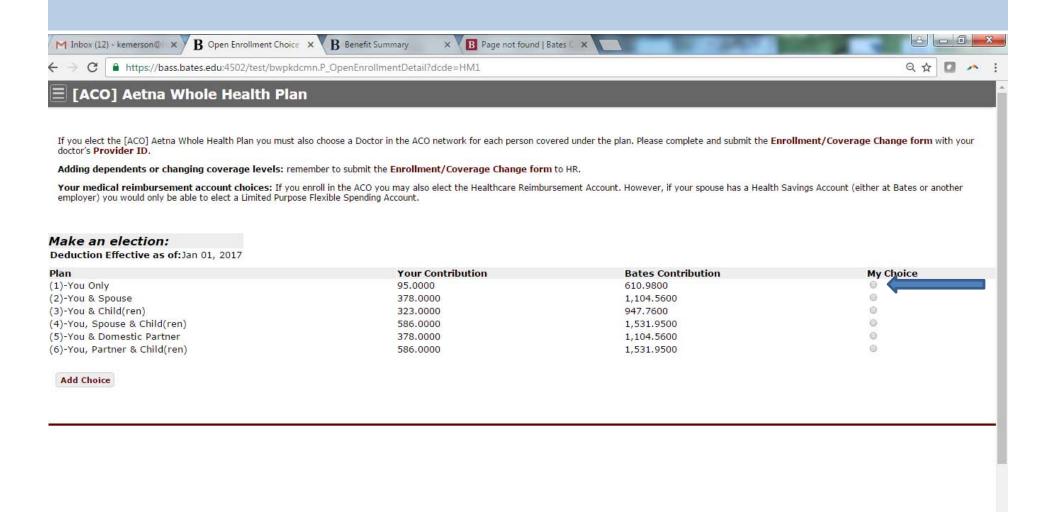
To change plans: 1) click on your current election 2) click on the Stop Benefit button 3) click on your benefit choice 4) make your election 5) click submit

If adding dependents or changing coverage levels remember to submit the Enrollment/Coverage Change form to HR.

Health Insurance Contribution Credit (HICC) If you enroll in the PPO or the ACO and your household Adjusted Gross Income is less than \$60,000 (from last year's tax form) you may apply for the HICC. If you qualify, you will receive a credit for 20%, 25% or 30% of the amount you contribute toward your medical plan.



Select the medical plan you want and then choose the level of coverage by clicking on the My Choice button next to the level of coverage you want.



[ 1) Health & Dental | 2) Reimbursement Accounts | 3) Complete Annual Enrollment ]

If you choose the PPO or the Whole Health (ACO) you may also choose the Health Insurance Contribution Credit. If you qualify, choose My Choice. You will have to send in a copy of your 2015 tax form along with the Health Insurance Contribution Credit Form.



If you enroll in the PPO or the ACO and your household Adjusted Gross Income is less than \$60,000 (from last year's tax form) you may apply for the Health Insurance Contribution Credit (HICC). If you qualify, you will receive a credit back of 20%, 25% or 30% of the amount you contribute toward the PPO or the ACO.

The HICC is not available for the [HSA] Aetna Consumer Choice plan.

If applying for the Health Insurance Contribution Credit [HICC] please submit the HICC form along with a copy of last year's tax form to HR.

# Make an election: Deduction Effective as of: Jan 01, 2017 Elect Yes-I Qualify for the Credit Add Choice

If you add or remove a dependent from either your medical or dental plan coverage you need to complete the Enrollment/Coverage Change Form and return it to Human Resources..

M Inbox	(12)	7) - kemerson@ ×
← → (	3	www.bates.edu/hr/files/2015/11/hr-enrollment-and-change-form.pdf



Print Your Name

# Human Resources Enrollment/Coverage Change Form

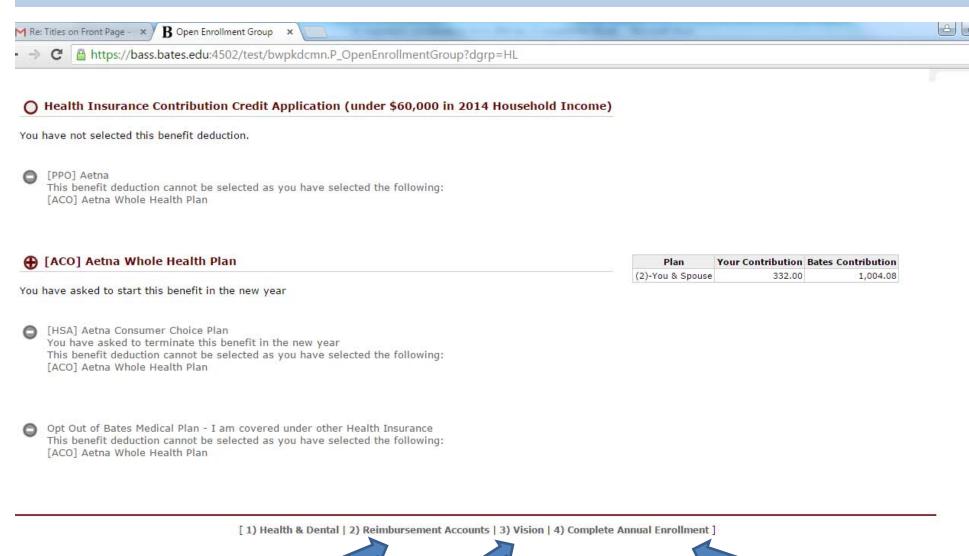
Date

<u>Instructions</u>: To enroll in a plan please complete all information for yourself and covered dependents. To add or delete a dependent to a plan please complete the below information for each dependent you are adding or deleting and indicate what plan you are adding or deleting them from. If you have more than four dependents use a 2<sup>nd</sup> form.

lame	of Bates Er	nployee:		Bates ID Number:	
1	Add	Delete	First:	Middle:	Last:
	• ACO • ACO • PPO • PPO • HSA • HSA		o Male o Female	Self     Spouse    Partner     Child	For ACO Only:
		o HSA	DOB:		Doctor's name:
	o Dental o Vision		SSN:		Provider ID:
2	Add	Delete	First:	Middle:	Last:
	o ACO	• ACO	∘ Male ∘ Female	o Self	For ACO Only:
	o PPO o HSA	o PPO o HSA	DOB:	Spouse	Doctor's name:
	<ul><li>Dental</li><li>Vision</li></ul>	<ul><li>Dental</li><li>Vision</li></ul>	SSN:		Provider ID:
3	Add	Delete	First:	Middle:	Last:
	• ACO	ACO     PPO     HSA     Dental     Vision	o Male o Female	o Self	For ACO Only:
	o PPO o HSA		DOB: SSN:	o Spouse o Partner o Child	Doctor's name:
	o Dental o Vision		SSN:		Provider ID:
4	Add	Delete	First:	Middle:	Last:
	o ACO o ACO	100000000000000000000000000000000000000	∘ Male ∘ Female	o Self	For ACO Only:
	o PPO	HSA o HSA Dental o Dental	DOB:	o Spouse o Partner o Child	Doctor's name:
	<ul><li>Dental</li><li>Vision</li></ul>		SSN:		Provider ID:

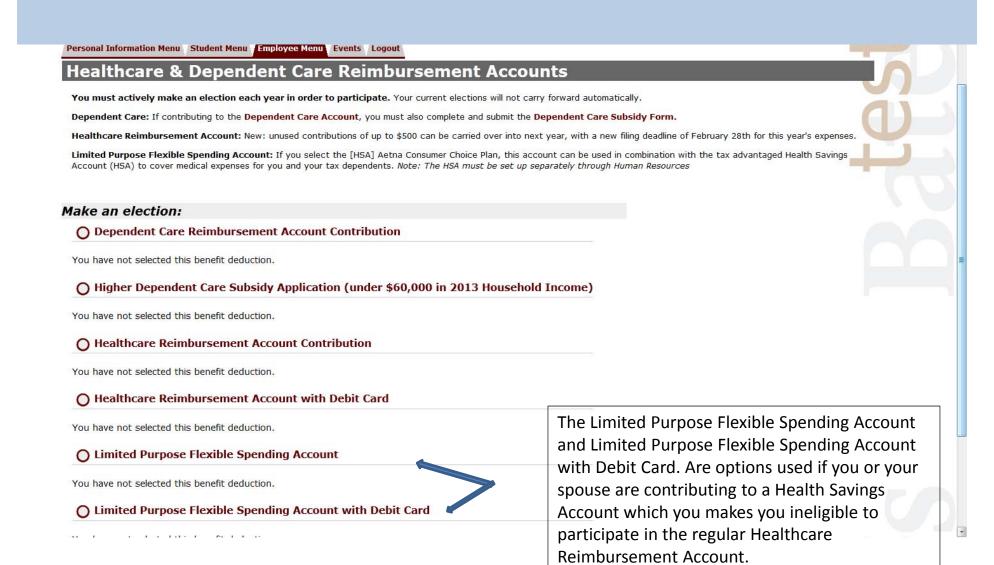
Signature

Once you have made your medical and dental elections you can either (1) go to the reimbursement account menu to make your elections, (2) make your vision plan elections, or if done (3) go to the Complete Annual Enrollment Menu to hit the Complete Button.

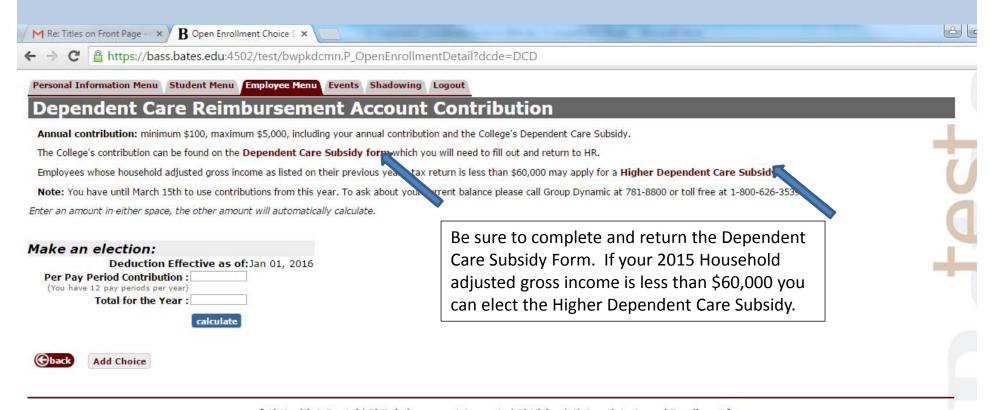


(1)

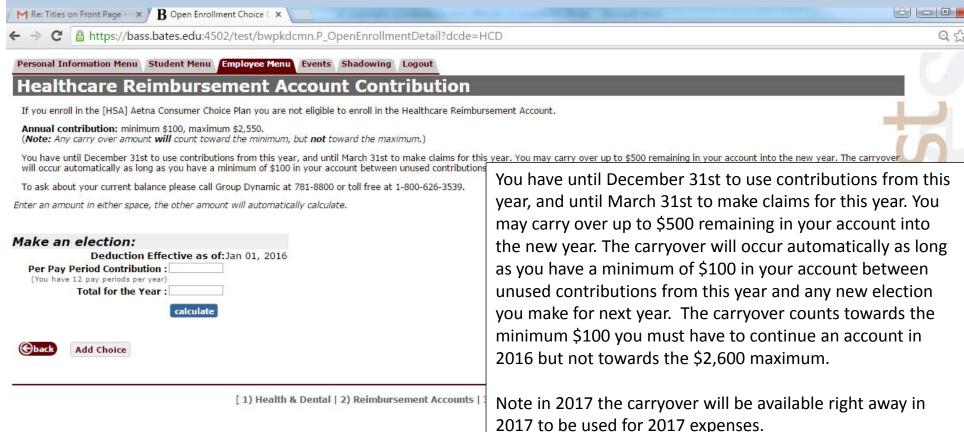
The Dependent Care and Healthcare Reimbursement Accounts must be reentered each year. Your elections from last year are not carried over.



If you elect the Dependent Care Account you can either elect a per pay period amount or the annual amount and the other one will calculate. The maximum that may be contributed is \$5,000 which includes the Bates Subsidy (example you have one child an your receive a \$520 a year subsidy from the college, the most you can contribute is \$4,480).

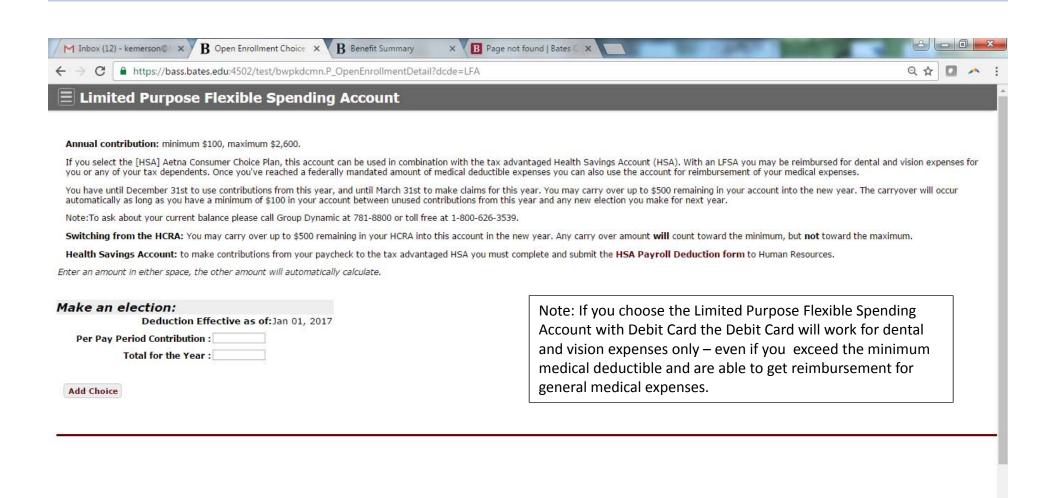


If you chose to participate in the Aetna PPO or Whole Health (ACO) and your spouse (if any) does not contribute to a Health Savings Account you can elect either the Healthcare Reimbursement Account or the Healthcare Reimbursement Account with Debit Card. Enter either the per pay period amount or the annual amount you would like to contribute and hit the calculate button. The maximum you can contribute is \$2,600 in 2015.



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You would choose a Limited Purpose Flexible Spending Account (with or without Debit Card) if you or your spouse are having contributions made to a Health Savings Account.



# Once you have completed your elections you will want to click on the (4) Complete Annual Enrollment Link.

← → C 🖺 https://bass.bates.edu:4502/test/bwpkdcmn.P\_OpenEnrollmentGroup?dgrp=FS

0 4

You have not selected this benefit deduction.

O Higher Dependent Care Subsidy Application (under \$60,000 in 2014 Household Income)

You have not selected this benefit deduction.

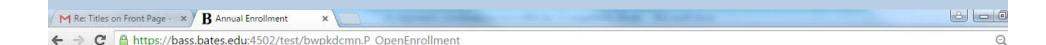
- Healthcare Reimbursement Account Contribution
  This benefit deduction cannot be selected as you have selected the following:
  [HSA] Aetna Consumer Choice Plan
- Healthcare Reimbursement Account with Debit Card This benefit deduction cannot be selected as you have selected the following: [HSA] Aetna Consumer Choice Plan
- O Limited Purpose Flexible Spending Account

You have not selected this benefit deduction.

O Limited Purpose Flexible Spending Account with Debit Card

You have not selected this benefit deduction.

# To submit your elections you must hit the Complete Button.



Personal Information Menu Student Menu Employee Menu Events Shadowing Logout

# **Annual Enrollment**

Open Enrollment Start Date: Nov 05, 2015 Open Enrollment End Date: Nov 24, 2015 Benefits Effective Date: Jan 01, 2016

1) Health & Dental Insurance

2) Healthcare & Dependent Care

**Benefits Status** 

Bates Dental Plan will be continued into the new year. [HSA] Aetna Consumer Choice Plan will be continued into

gateway

the new year.

**Reimbursement Accounts** 

No choices made in this group.

No choices made in this group.

To finalize your enrollment, click Complete when you have finished making your elections:

Complete Restart

3) Vision

# Need Help?

Review benefits for next year

Resources:

**Detailed Information** Frequently Asked Questions **Online Tutorial** 

**Benefits Contacts:** 

**Brenda Sawyer** 

Benefits Specialist 786-6176

bsawyer@bates.edu

Ken Emerson

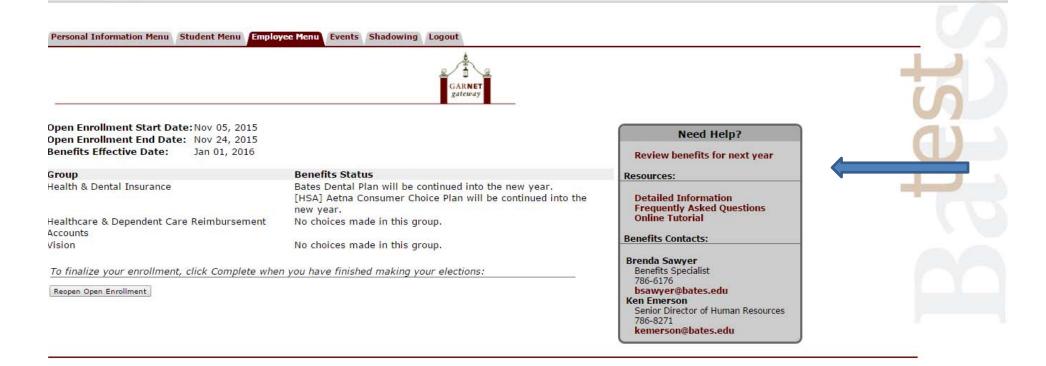
Senior Director of Human Resources 786-8271

kemerson@bates.edu

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To review your elections you may click on the "Review benefits for next year" link with your mouse. Note Firefox and Chrome work better than IE in immediately viewing your updated elections. If they do not appear updated, go to the Employee Menu on the Garnet Gateway and click on the Benefit Statement Link and choose the next year's date from the drop down menu.



After you have completed your annual enrollment, if you need to make changes, you can click on the Reopen Open Enrollment button anytime before annual enrollment ends at midnight on Tuesday November 22nd. Be sure to follow these preceding procedures and click on the complete button again to finalize and submit your new elections.

