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

Sign into the Garnet Gateway with your Usrr ID (your Bates ID Number) and your previously selected Pin.
Click on Employee Menu to Begin
Put your mouse pointer over the words Annual Online Enrollment and Click

Employee Menu

Benefit Statement

Time Sheet
- Direct Deposit Allocation
- Earnings History
- Pay Stub
- Deductions History

Student Employment

Tax Information Menu
- W4 Tax Exemptions or Allowances
- W2 Year End Earnings Statement
- Electronic W-2 Consent

Leave Balances

Electronic Personnel Action Forms

Data Security Awareness Program (DSAP)

Visitor Network Access

Return to Main Menu

https://bacs.bates.edu/4502/test/bwpkIndxP_ChosePayStubYear
The first time you enter the open enrollment process you will open the annual enrollment process by clicking on the Start Annual Enrollment button.
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 through 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.
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.

Benefits Effective Date for bi-weekly employees is 12/28/14
Benefits Effective Date for monthly employees is January 1, 2015
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 option.

Health & Dental Insurance

You must make a medical plan election this year. Your current medical plan election will not carry forward.

If adding dependents or changing coverage levels remember to submit the Dependent Coverage Change Form to HR.

Health Insurance Contribution Credit (HICC) If you enroll in the PPO 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.

Make an election:

☑ Bates Dental Plan
You have asked to continue this benefit into the new year.

☐ Opt Out of Bates Dental Plan - I am covered under other Dental Insurance.
This benefit deduction cannot be selected as you have selected the following:
Bates Dental Plan

☐ Health Insurance Contribution Credit Application (under $60,000 in 2013 Household Income)
You have not selected this benefit deduction.

☐ [HSA] Aetna Consumer Choice Plan
You have not selected this benefit deduction.

☐ [PPO] Aetna (formerly OAP)
You have not selected this benefit deduction.

☐ Opt Out of Bates Medical Plan - I am covered under other Health Insurance

Plan | Your Contribution | Bates Contribution
--- | --- | ---
(1) You Only | 2.50 | 13.50

Cannot be combined with HSA 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.

### Make an election:

**Deduction Effective as of:** Dec 28, 2014

<table>
<thead>
<tr>
<th>Plan</th>
<th>Your Contribution</th>
<th>Bates Contribution</th>
<th>My Choice</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)-You Only</td>
<td>37.50</td>
<td>268.00</td>
<td></td>
</tr>
<tr>
<td>(2)-You &amp; Spouse</td>
<td>157.50</td>
<td>484.05</td>
<td></td>
</tr>
<tr>
<td>(3)-You &amp; Child(ren)</td>
<td>135.00</td>
<td>414.90</td>
<td></td>
</tr>
<tr>
<td>(4)-You, Spouse &amp; Child(ren)</td>
<td>250.00</td>
<td>666.50</td>
<td></td>
</tr>
<tr>
<td>(5)-You &amp; Domestic Partner</td>
<td>157.50</td>
<td>484.05</td>
<td></td>
</tr>
<tr>
<td>(5)-You, Partner &amp; Child(ren)</td>
<td>250.00</td>
<td>666.50</td>
<td></td>
</tr>
</tbody>
</table>

© 2014 Ellucian Company L.P. and its affiliates.
If you choose the PPO 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 2013 tax form along with the Health Insurance Contribution Credit Form.
If you add or remove a dependent from either your medical or dental plan coverage you need to complete the Dependent Coverage Change Form and return it to Human Resources.

<table>
<thead>
<tr>
<th>Name of Bates Employee:</th>
<th>Bates ID Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Human Resources**

**Dependent Coverage Change Form**

**Instructions:** To add or delete a dependent to the medical or dental plans 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 2nd form.

<table>
<thead>
<tr>
<th>#</th>
<th>Add</th>
<th>Delete</th>
<th>First</th>
<th>Middle</th>
<th>Last</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Choice HSA</td>
<td>Choice HSA</td>
<td>Male</td>
<td>Female</td>
<td>Self</td>
</tr>
<tr>
<td></td>
<td>Choice PPO</td>
<td>Choice PPO</td>
<td>Spouse</td>
<td>Partner</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Choice Dental</td>
<td>Choice Dental</td>
<td>Child</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Has other Medical Insurance?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>DOB:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>SSN:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Choice HSA</td>
<td>Choice HSA</td>
<td>Male</td>
<td>Female</td>
<td>Self</td>
</tr>
<tr>
<td></td>
<td>Choice PPO</td>
<td>Choice PPO</td>
<td>Spouse</td>
<td>Partner</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Choice Dental</td>
<td>Choice Dental</td>
<td>Child</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Has other Medical Insurance?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>DOB:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>SSN:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Choice HSA</td>
<td>Choice HSA</td>
<td>Male</td>
<td>Female</td>
<td>Self</td>
</tr>
<tr>
<td></td>
<td>Choice PPO</td>
<td>Choice PPO</td>
<td>Spouse</td>
<td>Partner</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Choice Dental</td>
<td>Choice Dental</td>
<td>Child</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Has other Medical Insurance?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>DOB:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>SSN:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Choice HSA</td>
<td>Choice HSA</td>
<td>Male</td>
<td>Female</td>
<td>Self</td>
</tr>
<tr>
<td></td>
<td>Choice PPO</td>
<td>Choice PPO</td>
<td>Spouse</td>
<td>Partner</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Choice Dental</td>
<td>Choice Dental</td>
<td>Child</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Has other Medical Insurance?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>DOB:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>SSN:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Print Your Name ___________________________ Signature ___________________________ Date ___________________________

**DOB:** Date of Birth,  **SSN:** Social Security Number,  **Choice HSA:** Aetna Consumer Choice (HSA) Plan,  **PPO:** Aetna PPO Plan
Once you have made your medical and dental elections you can either (1) go to the reimbursement account menu to make your elections or if done (2) go to the Complete Annual Enrollment Menu to hit the Complete Button.

**Make an election:**

- **Bates Dental Plan**
  You have asked to continue this benefit into the new year

- **Health Insurance Contribution Credit Application (under $60,000 in 2013 Household Income)**
  You have not selected this benefit deduction.

- **[HSA] Aetna Consumer Choice Plan**
  This benefit deduction cannot be selected as you have selected the following:
  Bates Dental Plan

- **[PPO] Aetna (formerly OAP)**
  You have asked to start this benefit in the new year

  - Opt Out of Bates Medical Plan - I am covered under other Health Insurance
    This benefit deduction cannot be selected as you have selected the following:
    [PPO] Aetna (formerly OAP)
The Dependent Care and Healthcare Reimbursement Accounts must be reentered each year. Your elections from last year are not carried over.

New this year are the Limited Purpose Flexible Spending Account and Limited Purpose Flexible Spending Account with Debit Card. These options are used if you or your spouse are contributing to a Health Savings Account which makes you ineligible to participate in the regular Healthcare Reimbursement Account.
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 and you receive a $520 a year subsidy from the college, the most you can contribute is $4,480).

Be sure to complete and return the Dependent Care Subsidy Form. If your 2013 Household adjusted gross income is less than $60,000 you can elect the Higher Dependent Care Subsidy.
If you chose to participate in the Aetna PPO 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 $2,550 in 2015.

You have until December 31st to use contributions from this year, and until February 28th to make claims for this year. You may carry over up to $500 remaining in your account into the new year. The carryover will occur automatically as long as you have a minimum of $100 in your account between unused contributions from this year and any new election you make for next year. The carryover counts towards the minimum $100 you must have to continue an account in 2016 but not towards the $2,550 maximum.
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.

Note: If you choose the Limited Purpose Flexible Spending Account with Debit Card the Debit Card will work for dental and vision expenses only – even if you exceed the minimum medical deductible and are able to get reimbursement for general medical expenses.
Once you have completed your elections you will want to click on the (3) Complete Annual Enrollment Link.
To submit your elections you must hit the Complete Button.
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 28th. Be sure to follow these preceding procedures and click on the complete button again to finalize and submit your new elections.

---

<table>
<thead>
<tr>
<th>Group</th>
<th>Benefits Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health &amp; Dental Insurance</td>
<td>Bates Dental Plan will be continued into the new year.</td>
</tr>
<tr>
<td>Healthcare &amp; Dependent Care Reimbursement Accounts</td>
<td>PPO Aetna (formerly OAP) will be started in the new year.</td>
</tr>
<tr>
<td></td>
<td>Limited Purpose Flexible Spending Account will be started in the new year.</td>
</tr>
</tbody>
</table>

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

Reopen Open Enrollment

---

Need Help?
- Review benefits for next year
- 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

© 2014 Ellucian Company L.P. and its affiliates.