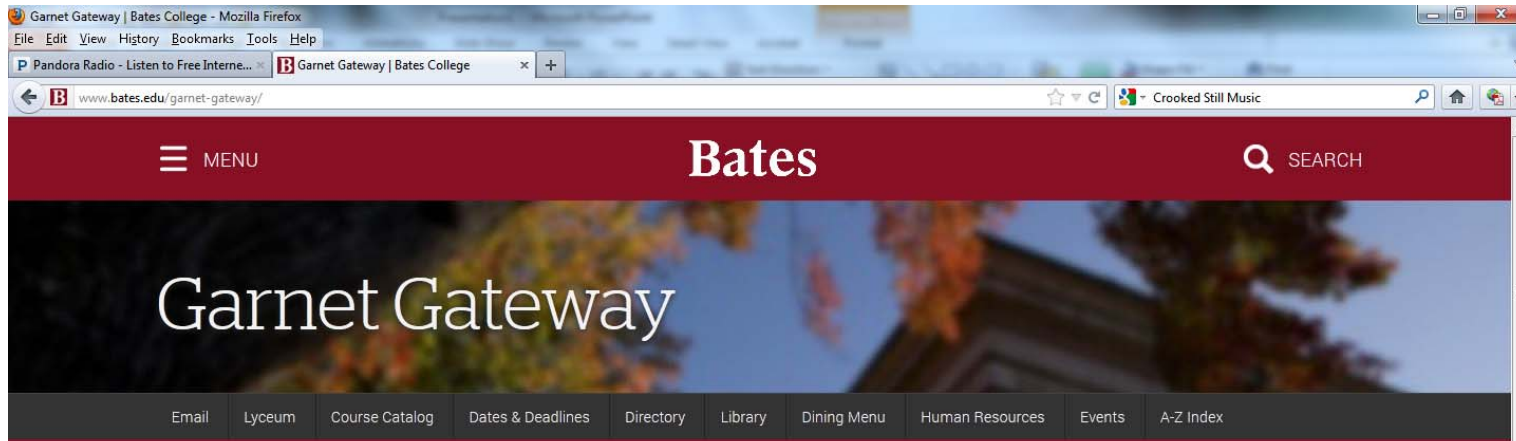


Get to the Garnet Gateway by typing in bates.edu/g in your browser



### Online Records Service

A screenshot of the online records service login form. The form is set against a dark red background with the 'Bates' logo in the top right corner. It contains two input fields: 'User ID:' and 'PIN:'. Below the 'PIN:' field is a 'Sign In' button. At the bottom of the form are three links: 'Reset', 'Help', and 'Forgot my PIN'. A link for 'Forgot my ID' is located at the bottom left of the form area.

Sign into the Garnet Gateway with your User ID (your Bates ID Number) and your previously selected Pin

Main Menu - Mozilla Firefox  
File Edit View History Bookmarks Tools Help  
Pandora Radio - Listen to Free Interne... x B Main Menu x +  
B bates.edu https://bass.bates.edu:4500/bprod/twbkwbis.P\_GenMenu?name=bmenu.P\_Test  
Crooked Still Music

**Personal Information Menu** **Student Menu** **Employee Menu** **Events** **Shadowing Menu** **Logout**



## Main Menu

**Course Look Up - All Terms - Viewing Only**  
**Students - Select Registration Menu To Register**

### Student Menu

#### Employee Menu

- Time Sheet
- Payroll Information Menu
- Tax Information Menu
- Leave Balances
- Benefit Statement
- Data Security Awareness Program (DSAP)

#### Personal Information Menu

- Change PIN
- Change Security Question
- My Emergency Contact for Campus Emergencies
- View E-mail Address(es)
- Name Change Information
- Social Security Number Change Information
- Update Emergency Contacts

#### External Grants

#### Shadowing Menu



Click on Employee Menu to Begin

Put your mouse pointer over the words Annual Online Enrollment and Click

[Personal Information Menu](#) [Student Menu](#) [Employee Menu](#) [Events](#) [Shadowing Menu](#) [Logout](#)



## Employee Menu

### Benefit Statement

#### Time Sheet

- Direct Deposit Allocation
- Earnings History
- [Pay Stub](#)
- Deductions History



### Now Available:

#### Annual Benefits Enrollment

**Opens:** Monday, November 10th, 2014  
**Closes:** Tuesday, November 25th, 2014

### 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](#)

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



## Annual Enrollment

**Open Enrollment Start Date:** Nov 06, 2014

**Open Enrollment End Date:** Nov 25, 2014

**Benefits Effective Date:** Dec 28, 2014

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

*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](mailto:bsawyer@bates.edu)

**Ken Emerson**  
Associate Director  
786-8271  
[kemerson@bates.edu](mailto: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 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

**Open Enrollment Start Date:** Nov 06, 2014

**Open Enrollment End Date:** Nov 25, 2014

**Benefits Effective Date:** Dec 28, 2014

Group	Benefits Status
<b>1) Health &amp; Dental Insurance</b>	Bates Dental Plan will be continued into the new year.
<b>2) Healthcare &amp; Dependent Care Reimbursement Accounts</b>	No choices made in this group.

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

#### Need Help?

[Review benefits for next year](#)

#### Resources:

[Detailed Information](#)  
[Frequently Asked Questions](#)  
[Online Tutorial](#)

#### Benefits Contacts:

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**Ken Emerson**  
Associate Director  
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[kemerson@bates.edu](mailto:kemerson@bates.edu)

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.

bates.edu https://bass.bates.edu/4302/test/bwpkdcnrlp\_OpenEnrollmentGroup?dgrp=HL

Personal Information Menu Student Menu **Employee Menu** Events Logout

## 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

Plan	Your Contribution	Bates Contribution
(1)-You Only	2.50	13.55

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. ⚠ Cannot be combined with HSA medical plan

**[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**

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.

[Personal Information Menu](#)
[Student Menu](#)
[Employee Menu](#)
[Events](#)
[Logout](#)

## [PPO] Aetna (Formerly OAP)

**Adding dependents or changing coverage levels:** remember to submit the **Dependent Coverage Change Form** to HR.

**Your medical reimbursement account choices:** If you enroll in the PPO you may also elect the Healthcare Reimbursement Account. However, if your spouse has a Health Savings Account (either at Bates or another employer) you would only be able to elect a Limited Purpose Flexible Spending Account.

### Make an election:

Deduction Effective as of: Dec 28, 2014

Plan	Your Contribution	Bates Contribution	My Choice
(1)-You Only	37.50	268.00	<input type="radio"/>
(2)-You & Spouse	157.50	484.05	<input type="radio"/>
(3)-You & Child(ren)	135.00	414.90	<input type="radio"/>
(4)-You, Spouse & Child(ren)	250.00	666.50	<input type="radio"/>
(5)-You & Domestic Partner	157.50	484.05	<input type="radio"/>
(6)-You, Partner & Child(ren)	250.00	666.50	<input type="radio"/>



Add Choice

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



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.

[Personal Information Menu](#) [Student Menu](#) [Employee Menu](#) [Events](#) [Logout](#)

## Health Insurance Contribution Credit Application (Under \$60,000 In 2013 Household Income)

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 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.

*Due to the changes in plans and contributions 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.

*If you wish to exit this screen without applying, please click on one of the menu links at the bottom of the page.*

### **Make an election:**

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

#### **Elect**

Yes-I Qualify for the Credit

**My Choice**



[Add Choice](#)

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

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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..



**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 2<sup>nd</sup> form.

Name of Bates Employee:			Bates ID Number:		
<b>1</b>	<b>Add</b>	<b>Delete</b>	First:	Middle:	Last:
	<input type="radio"/> Choice HSA <input type="radio"/> PPO <input type="radio"/> Dental	<input type="radio"/> Choice HSA <input type="radio"/> PPO <input type="radio"/> Dental	<input type="radio"/> Male <input type="radio"/> Female DOB: SSN:	<input type="radio"/> Self <input type="radio"/> Spouse <input type="radio"/> Partner <input type="radio"/> Child	<input type="radio"/> Has other Medical Insurance?
<b>2</b>	<b>Add</b>	<b>Delete</b>	First:	Middle:	Last:
	<input type="radio"/> Choice HSA <input type="radio"/> PPO <input type="radio"/> Dental	<input type="radio"/> Choice HSA <input type="radio"/> PPO <input type="radio"/> Dental	<input type="radio"/> Male <input type="radio"/> Female DOB: SSN:	<input type="radio"/> Self <input type="radio"/> Spouse <input type="radio"/> Partner <input type="radio"/> Child	<input type="radio"/> Has other Medical Insurance?
<b>3</b>	<b>Add</b>	<b>Delete</b>	First:	Middle:	Last:
	<input type="radio"/> Choice HSA <input type="radio"/> PPO <input type="radio"/> Dental	<input type="radio"/> Choice HSA <input type="radio"/> PPO <input type="radio"/> Dental	<input type="radio"/> Male <input type="radio"/> Female DOB: SSN:	<input type="radio"/> Self <input type="radio"/> Spouse <input type="radio"/> Partner <input type="radio"/> Child	<input type="radio"/> Has other Medical Insurance?
<b>4</b>	<b>Add</b>	<b>Delete</b>	First:	Middle:	Last:
	<input type="radio"/> Choice HSA <input type="radio"/> PPO <input type="radio"/> Dental	<input type="radio"/> Choice HSA <input type="radio"/> PPO <input type="radio"/> Dental	<input type="radio"/> Male <input type="radio"/> Female DOB: SSN:	<input type="radio"/> Self <input type="radio"/> Spouse <input type="radio"/> Partner <input type="radio"/> Child	<input type="radio"/> Has other Medical Insurance?

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

Plan	Your Contribution	Bates Contribution
(1)-You Only	2.50	13.55

- 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  
This benefit deduction cannot be selected as you have selected the following:  
[PPO] Aetna (formerly OAP)

**[PPO] Aetna (formerly OAP)**

You have asked to start this benefit in the new year

Plan	Your Contribution	Bates Contribution
(1)-You Only	37.50	268.00

- 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)

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



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

## Healthcare & Dependent Care Reimbursement Accounts

You must actively make an election each year in order to participate. Your current elections will not carry forward automatically.

**Dependent Care:** If contributing to the **Dependent Care Account**, you must also complete and submit the **Dependent Care Subsidy Form**.

**Healthcare Reimbursement Account:** New: unused contributions of up to \$500 can be carried over into next year, with a new filing deadline of February 28th for this year's expenses.

**Limited Purpose Flexible Spending Account:** If you select the [HSA] Aetna Consumer Choice Plan, this account can be used in combination with the tax advantaged Health Savings Account (HSA) to cover medical expenses for you and your tax dependents. *Note: The HSA must be set up separately through Human Resources*

### Make an election:

**Dependent Care Reimbursement Account Contribution**

You have not selected this benefit deduction.

**Higher Dependent Care Subsidy Application (under \$60,000 in 2013 Household Income)**

You have not selected this benefit deduction.

**Healthcare Reimbursement Account Contribution**

You have not selected this benefit deduction.

**Healthcare Reimbursement Account with Debit Card**

You have not selected this benefit deduction.

**Limited Purpose Flexible Spending Account**

You have not selected this benefit deduction.

**Limited Purpose Flexible Spending Account with Debit Card**



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 you 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).

[Personal Information Menu](#) [Student Menu](#) [Employee Menu](#) [Events](#) [Logout](#)

## Dependent Care Reimbursement Account Contribution

**Pay periods:** monthly employees (12) | full year bi-weekly employees (24) | academic year bi-weekly employees (21)

**Annual contribution:** minimum \$100, maximum \$5,000, including your annual contribution and the College's Dependent Care Subsidy.

The College's contribution can be found on the **Dependent Care Subsidy Form** which you will need to fill out and return to HR.

Employees whose household adjusted gross income as listed on their previous year's tax return is less than \$60,000 may apply for a **Higher Dependent Care Subsidy**.

**Note:** You have until March 15th to use contributions from this year. To ask about your current balance please call Group Dynamic at 781-8800 or toll free at 1-800-626-5300.

Enter an amount in either space, the other amount will automatically calculate.

### Make an election:

Deduction Effective as of: Dec 28, 2014

Per Pay Period Contribution :

Total for the Year :

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.

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

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.

[Personal Information Menu](#) [Student Menu](#) [Employee Menu](#) [Events](#) [Logout](#)

## Healthcare Reimbursement Account Contribution

If you enroll in the [HSA] Aetna Consumer Choice Plan you are not eligible to enroll in the Healthcare Reimbursement Account.

**Pay periods:** monthly employees (12) | full year bi-weekly employees (24) | academic year bi-weekly employees (21)

**Annual contribution:** minimum \$100, maximum \$2,550.

(**Note:** Any carry over amount **will** count toward the minimum, but **not** toward the maximum.)

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.

To ask about your current balance please call Group Dynamic at 781-8800 or toll free at 1-800-626-3539.

Enter an amount in either space, the other amount will automatically calculate.

### Make an election:

Deduction Effective as of: Dec 28, 2014

Per Pay Period Contribution :

Total for the Year :

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.

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



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.

[Personal Information Menu](#) [Student Menu](#) [Employee Menu](#) [Events](#) [Logout](#)

## Limited Purpose Flexible Spending Account

**Pay periods:** monthly employees (12) | full year bi-weekly employees (24) | academic year bi-weekly employees (21)

**Annual contribution:** minimum \$100, maximum \$2,550.

If you select the [HSA] Aetna Consumer Choice Plan, this account can be used in combination with the tax advantaged Health Savings Account (HSA). With an LFSA you may be reimbursed for dental and vision expenses for you or any of your tax dependents. Once you've reached a federally mandated amount of medical deductible expenses you can also use the account for reimbursement of your medical expenses.

**Switching from the HCRA:** You may carry over up to \$500 remaining in your HCRA into this account in the new year. Any carry over amount **will** count toward the minimum, but **not** toward the maximum.

**Health Savings Account:** to make contributions from your paycheck to the a tax advantaged HSA you must complete and submit the **HSA Payroll Deduction Form** to Human Resources.

*Enter an amount in either space, the other amount will automatically calculate.*

### Make an election:

Deduction Effective as of: Dec 28, 2014

Per Pay Period Contribution :

Total for the Year :

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.

**Higher Dependent Care Subsidy Application (under \$60,000 in 2015 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:  
Limited Purpose Flexible Spending Account

Healthcare Reimbursement Account with Debit Card  
This benefit deduction cannot be selected as you have selected the following:  
Limited Purpose Flexible Spending Account

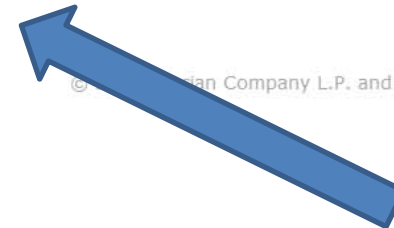
**Limited Purpose Flexible Spending Account**

Per Pay Period Contribution	Total for the Year
45.00	1,080.00

You have asked to start this benefit in the new year

Limited Purpose Flexible Spending Account with Debit Card  
This benefit deduction cannot be selected as you have selected the following:  
Limited Purpose Flexible Spending Account

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



test



To submit your elections you must hit the Complete Button.

Shadowing is active - Ryan P. Blake

Enter PIN and Click Here To End Shadowing Session

Personal Information Menu Student Menu **Employee Menu** Events Logout



## Annual Enrollment

Open Enrollment Start Date: Nov 06, 2014

Open Enrollment End Date: Nov 25, 2014

Benefits Effective Date: Dec 28, 2014

### Group

#### 1) Health & Dental Insurance

#### 2) Healthcare & Dependent Care Reimbursement Accounts

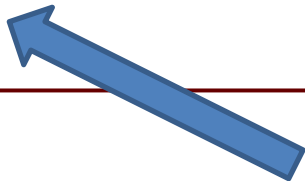
### Benefits Status

Bates Dental Plan will be continued into the new year. [PPO] Aetna (formerly OAP) will be started in the new year.

Limited Purpose Flexible Spending Account will be started in the new year.

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

Complete Restart



### 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](mailto:bsawyer@bates.edu)

**Ken Emerson**  
Associate Director  
786-8271

[kemerson@bates.edu](mailto:kemerson@bates.edu)

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.

[Personal Information Menu](#) [Student Menu](#) [Employee Menu](#) [Events](#) [Logout](#)



**Open Enrollment Start Date:** Nov 06, 2014

**Open Enrollment End Date:** Nov 25, 2014

**Benefits Effective Date:** Dec 28, 2014

Group	Benefits Status
Health & Dental Insurance	Bates Dental Plan will be continued into the new year. [PPO] Aetna (formerly OAP) will be started in the new year.
Healthcare & Dependent Care Reimbursement Accounts	Limited Purpose Flexible Spending Account will be started in the new year.

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

[Reopen Open Enrollment](#)

#### Need Help?

[Review benefits for next year](#)

#### Resources:

[Detailed Information](#)  
[Frequently Asked Questions](#)  
[Online Tutorial](#)

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Associate Director  
786-8271  
[kemerson@bates.edu](mailto:kemerson@bates.edu)



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 28<sup>th</sup>. Be sure to follow these preceding procedures and click on the complete button again to finalize and submit your new elections.

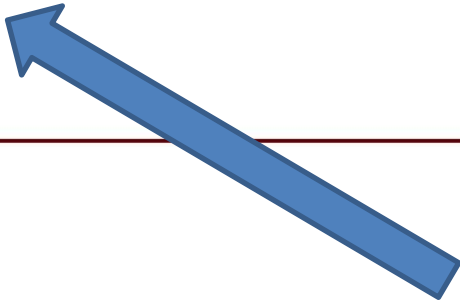


**Open Enrollment Start Date:** Nov 06, 2014  
**Open Enrollment End Date:** Nov 25, 2014  
**Benefits Effective Date:** Dec 28, 2014

Group	Benefits Status
Health & Dental Insurance	Bates Dental Plan will be continued into the new year. [PPO] Aetna (formerly OAP) will be started in the new year.
Healthcare & Dependent Care Reimbursement Accounts	Limited Purpose Flexible Spending Account will be started in the new year.

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

Reopen Open Enrollment



**Need Help?**

[Review benefits for next year](#)

**Resources:**

[Detailed Information](#)  
[Frequently Asked Questions](#)  
[Online Tutorial](#)

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