



Employee Self-Service Benefits Enrollment

Available
November
2nd – 30th

Open Enrollment 2010



Employee Self-Service, Benefits Enrollment allows you to enter your own benefit elections using the Employee Self-Service module of MaineStreet. This year, Self-Service Enrollment will be accessible **November 2** through **November 30, 2009**.

*Elections made during this period will be effective **January 1, 2010**.*

Benefits Summary

To view your current, future or historical enrollments, click Employee Self Service > Benefits > **Benefits Summary**.

Benefits Summary

To view your benefits as of another date, enter the date and click Go:

08/21/2008

Type of Benefit	Plan Description	Coverage or Participation
Medical	Anthem HMO Choice POS NonRep	Family
Dental	CIGNA Dental Plan	Employee + 1 Depend
Vision	Vision Plan	Employee Only

Beneficiary Designations

Provide HR with critical beneficiary information and update your life insurance beneficiaries by clicking *Life, Supplemental Life, AD and D & Supplemental AD and D* on the **Benefits Summary** page.

Change Current Beneficiaries and Allocations

You may designate Primary or Contingent beneficiaries by allocating a percent. Contingent beneficiaries receive benefits only if all Primary beneficiaries are deceased. All percents for Primary beneficiaries must total 100. All percents for Contingent beneficiaries (if any) must also total 100.

Name	Relationship	Current Primary Percent	Current Contingent Percent	New Primary Allocation	New Contingent Allocation
Seth Ridge	Son		50	<input type="text"/>	<input type="text"/>
Devan Ridge	Son		50	<input type="text"/>	<input type="text"/>
Mel Ridge	Spouse	100		<input type="text"/>	<input type="text"/>

Why use Self-Service, Benefits Enrollment?

It's Efficient!

Not only will UMS reduce printing & postage costs, but Self-Service also improves the efficiency of data entry and benefits administration.

It's Convenient!

Accessible anytime, anywhere, 24 hours a day, 7 days a week!

It's Informative!

Self-Service provides links to important information to help you make informed choices.

It's Confidential!

Your information is secured by your MaineStreet User ID and password. No need to worry about your private information getting lost in the mail!

It's Easy as 1-2-3!

- 1) **Log in** to MaineStreet and navigate to Benefits Enrollment;
- 2) **Enter** your new options and coverage levels, and;
- 3) **Submit** your choices to the benefits office.



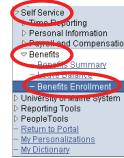


Benefits Enrollment

Easy as 1-2-3!

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1 Go to <https://mainestreet.maine.edu>, log in and then navigate to Benefits Enrollment by clicking **Employee Self-Service, Benefits**, and then **Benefits Enrollment**. To begin, click the **Select** button.



Benefits Enrollment

John Test

Welcome to MaineStreet Benefits Enrollment where you have an opportunity to review your current benefit elections and make informed choices about new elections. (Based on eligibility requirements) The University of Maine System is proud to offer a flexible, comprehensive benefit package designed to:

- provide benefits for a variety of needs and lifestyles; and
- keep benefits affordable.

After your initial enrollment, the only time you may change your benefit elections is during an open enrollment period or if you experience a qualified family or employment status change. [Click here for more information about this year's Open Enrollment.](#)

The information icon provides you with additional information about your enrollment.

The Select button next to an event means it is currently open for enrollment.

To begin your enrollment, click **Select**.

Note: Some events may be temporarily closed until you have completed enrollment for a prior event if you experience any difficulties, contact your Campus Benefits Office.

Open Benefit Events	Event Date	Event Status	Job Title
Open Enrollment	01/01/2008	Open	Professor Emeritus Select

*Note: Contact your campus benefits office if the **Select** button is not available. Also, pop-up blockers must be disabled to access some of the links. For best results, use [Internet Explorer](#) or [Mozilla Firefox](#).*

2 Click **Change** next to each benefit that you would like to change and make your new selections. Then click **Continue** to store your selection.

Remember: *Flexible Spending Accounts* are the only benefits that you **MUST** re-enroll in every year. Therefore, you must click **Change** and enter your annual pledge amount for the new year even if it is the same as last year's.

To continue participating in the Flexible Spending Accounts next year, IRS requires you to re-enroll during the Open Enrollment period. If you do not want to enroll in the 2008 Flexible Spending Accounts or make any changes to your other current benefit elections, you do not have to complete this process or send your paper forms to the Campus Benefits office. [Click here for more information about this year's Open Enrollment.](#)

Note: Only the benefits that are allowed to be changed during Open Enrollment will be shown here. For a complete list of your benefits, see your Benefits Summary page in Self-Service. You can also visit our website: <http://www.maine.edu/system/hr/bene.php>

Important: Your enrollment will not be complete until you click **Submit** to send your choices to the Benefits Department. If you leave this page, any changes will be stored but the Benefits Department will not be notified.

Plan Description

Enrollment Summary

Change	Flex Spending Health - U.S.	Before Tax
Current:	FSA Health Care: \$1,500.00	
New:	No Coverage	
Change	Flex Spending Dependent Care	Before Tax

3 When you are satisfied with all of your choices, scroll to the bottom of the Enrollment Summary page and click **Submit**.

*Note: This is the first of a series of two **Submit** buttons.*

New:	Family Coverage: \$50,000	1.30
Change	Short-Term Disability	Before Tax
Current:	Waive	
New:	Waive	0.00

This table summarizes estimated costs for your new benefit choices.

Your Costs	Before Tax	After Tax	Total
	166.41	17.01	183.42

These costs do not include certain choices that are based on variable earnings.

1 Submit Click **Submit** to send your final choices to the Benefits Department. If you leave this page, your changes will be stored but the Benefits Department will not be notified. **Have No Changes** Or click the **Have No Changes** button if you are happy with your prior elections and do not want to make any changes.

Benefits Enrollment

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 and notify the Campus Benefits office. **Remember!** This is only a test database and your benefit enrollments will NOT be affected.

Cancel 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 your enrollment deadline. However, once you click **Submit** your benefit choices will be sent to the Benefits Department for processing.

Authorize Elections

By submitting your benefit choices you:

- authorize the University to take deductions from your paycheck to pay your share of the benefit costs
- authorize the University to send necessary personal information to your selected providers to initiate and support your coverage
- understand that you cannot change, start or stop your benefit enrollments during the year unless you experience a qualifying family or employment change and that it is your responsibility to inform the University of desired changes within 31 days of the qualifying event
- understand that in accordance with IRS regulations, you will forfeit any unused balances in your Flexible Spending Account(s) as of April 15 following the end of the plan year

2 Submit Click **Submit** if you understand and agree to the conditions above and wish to send your benefit choices to the Benefits Department. **Important Note: If you leave this page without clicking **Submit**, any changes will be stored but the Benefits Department will not be notified and your changes will not be processed.**

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

Need help with...

- **Online Instructions?** Click **Help** in MaineStreet to access online, easy-to-follow, step-by-step instructions.
- **UMS Benefits?** Contact your campus benefits office if you have any questions about your benefit options.
- **Open Enrollment?** Visit our website for more information: <http://www.maine.edu/system/hr/benenroll.php>
- **User ID & Password?** Call the IT User Services Help line, **1-800-696-4357**, if you need help with your User ID and password or have trouble logging in to MaineStreet.

If you cannot use MaineStreet Self-Service or prefer to complete paper forms for Open Enrollment, contact your campus HR/Benefits office.

