

# SWC

## 2024 Open Enrollment Colleague Self-Service Guide



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## Introduction



Open Enrollment can be a daunting time for employees. By using online enrollment, employees will eventually save time and make the process more efficient. Online Open Enrollment enables employees to self-enroll in benefit programs, review their benefits data, and report life event changes.

The new online platform **requires** all benefit eligible employees to enter their dependent and beneficiary information. Employees can choose plans based on eligibility criteria, compare costs, and review benefit summaries.

The following guide will assist you as you go through the online enrollment. If you need additional assistance, please schedule your appointment with one of our American Fidelity Representatives by clicking on the link below.

We are partnering with **American Fidelity** to assist employees through the online enrollment process. Employees can schedule one-on-one appointment to receive individual guidance.

Schedule your appointment with [American Fidelity](#).

In addition the Benefits Department will provide trainings via zoom and in person. Join zoom meeting via the provided link or attend in person at the Chula Vista Campus, Office of Equity and Engagement Room 64-242 B, 900 Otay Lakes Rd. Chula Vista, CA 91910.

### **Benefit Training Schedule:**

Tuesday, October 24, 2023, at 10:00am- 11:00am

Wednesday, November 1, 2023, at 10:00am-11:00am

Meeting URL: <https://swccd-edu.zoom.us/j/6988125102>  
Meeting ID: 698 812 5102

# Before You Get Started

## Have the following information readily available:

1. **Dependent Information:** name, date of birth, and social security number.
2. **Beneficiary Information:** name, date of birth, and social security number.

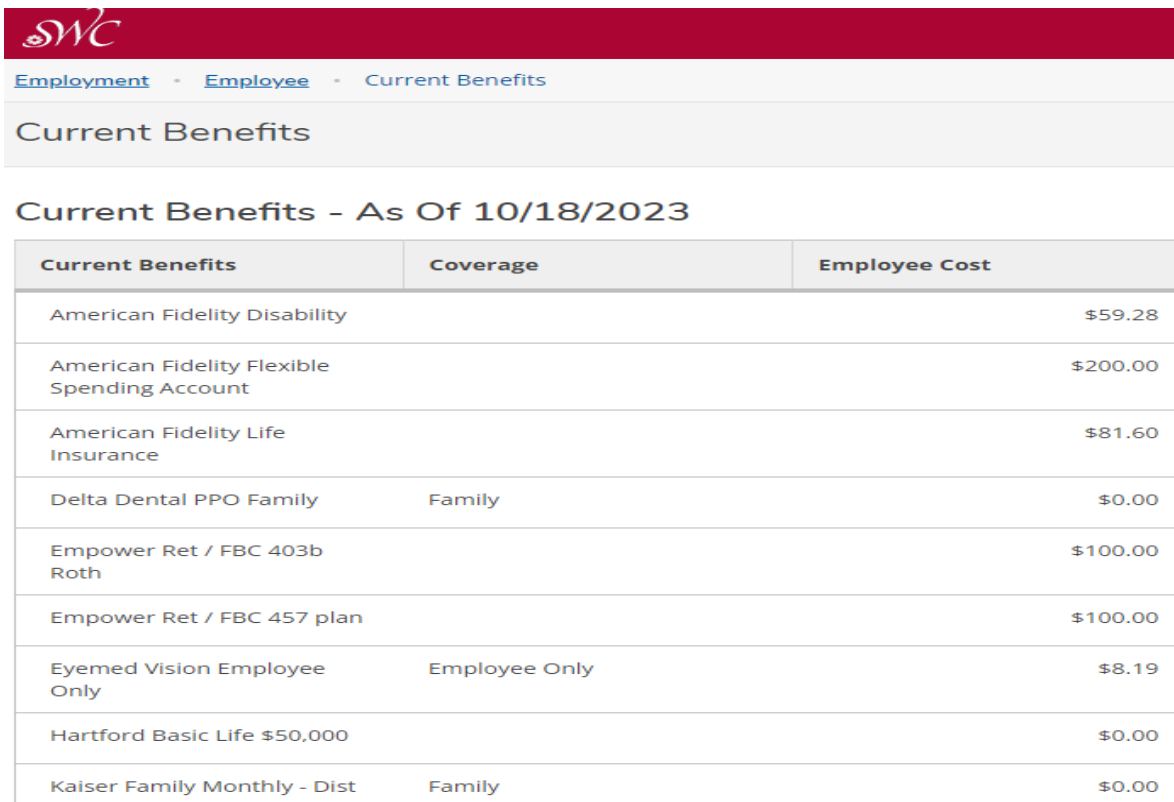
**\*Note:** A beneficiary can be both dependent and beneficiary.

*For Example: If you are including your spouse in your medical coverage and designating them as a recipient of your life insurance, then your spouse is both a dependent and a beneficiary.*

**\*Note:** A beneficiary can also be an organization.

*For example: A trust, estate, charity, or non-profit organization.*

3. **Current Benefits:** Copy of your current benefits from Self-Service (see example below). You can find your current benefits when you log into **MYSWC**. Go to **Colleague Self-Service Menus**, and click on **Employee**, then click on **Current Benefits**.



The screenshot shows the MYSWC interface. At the top is a red header with the MYSWC logo. Below it is a breadcrumb trail: Employment - Employee - Current Benefits. The main heading is 'Current Benefits'. Below this is a sub-heading 'Current Benefits - As Of 10/18/2023'. A table follows with three columns: Current Benefits, Coverage, and Employee Cost. The table lists various benefits and their associated costs.

Current Benefits	Coverage	Employee Cost
American Fidelity Disability		\$59.28
American Fidelity Flexible Spending Account		\$200.00
American Fidelity Life Insurance		\$81.60
Delta Dental PPO Family	Family	\$0.00
Empower Ret / FBC 403b Roth		\$100.00
Empower Ret / FBC 457 plan		\$100.00
Eyemed Vision Employee Only	Employee Only	\$8.19
Hartford Basic Life \$50,000		\$0.00
Kaiser Family Monthly - Dist	Family	\$0.00

4. **Provider Name and Provider ID (UHC ONLY):** If you are enrolled or plan to enroll in a UHC Health Plan, please have the provider's name and ID number for you and your dependents. If you do not have this information, you can go to [search UHC Provider](#).

# Things To Know

## 1. Who is a Dependent:

- Your spouse (the person you are legally married to under state law, including a same-sex spouse).
- Your domestic partner (upon completion of a [Domestic Partner Affidavit](#)).
- Your children (including your domestic partner's children who are):
  - Under the age of 26.
  - Over 26 years of age **ONLY** if they are incapacitated due to a disability and primarily dependent on you for support.
  - Named in a Qualified Medical Child Support Order (QMCSO) as defined by federal law.
  - Court ordered legal guardianship.

## 2. Dependent Eligibility Documents:

- Birth Certificates (children only)
- Marriage Certificate (if issued within the past two years)
- First page of recent Federal Tax Return form 1040 (if married longer than two years)
- [Full List of Eligibility Documents](#)

*If you are adding dependents for the first time, be sure to upload eligibility documents through ServiceNow under the [Document Dropbox for Human Resources](#), document type "Benefits".*

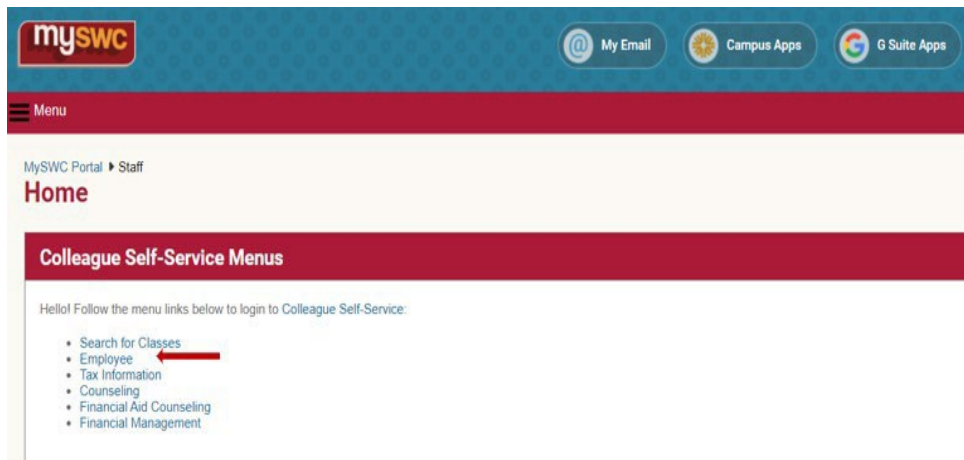
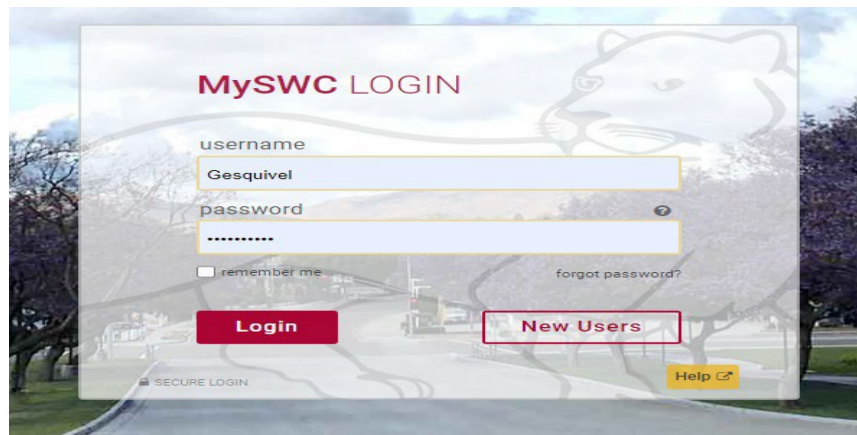
*Any dependents verified during the 2022 VEBA Dependent Audit **do not** need to provide documentation this year.*

## 3. Voluntary Plan Changes and Enrollments:

- At this time, changes and/or enrollment options in voluntary plans will not be available through Self-Service. See page 13 for instructions on how to enroll or make changes to voluntary plans.

# Using MySWC Colleague Self-Service Benefits Enrollment

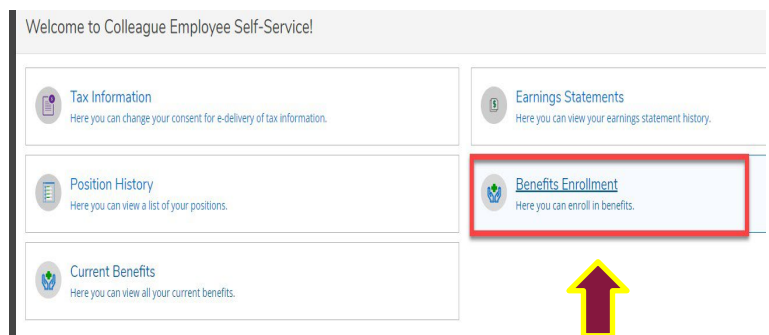
1. To access Benefits Enrollment, sign into your **MySWC Single-Sign-On (SSO)** site (myswccd.edu).



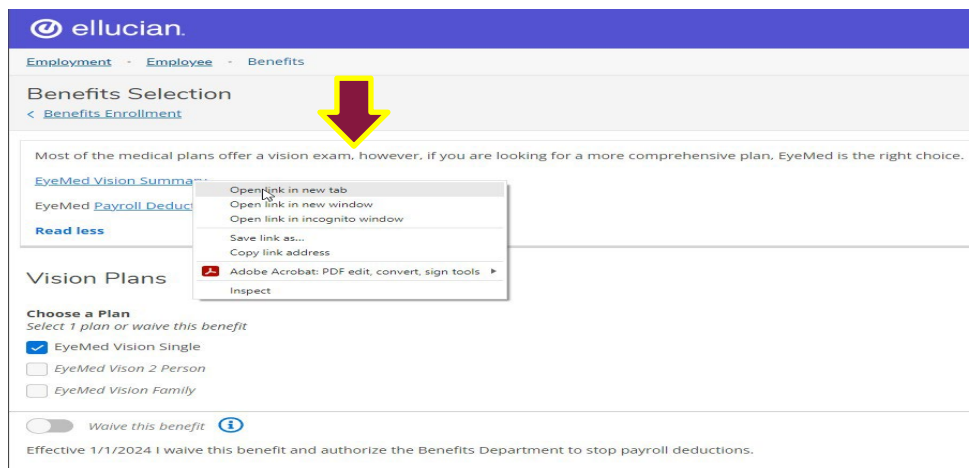
On the Colleague Self-Service Menus, select ***Employee.***



Select the **Benefits Enrollment** tab.

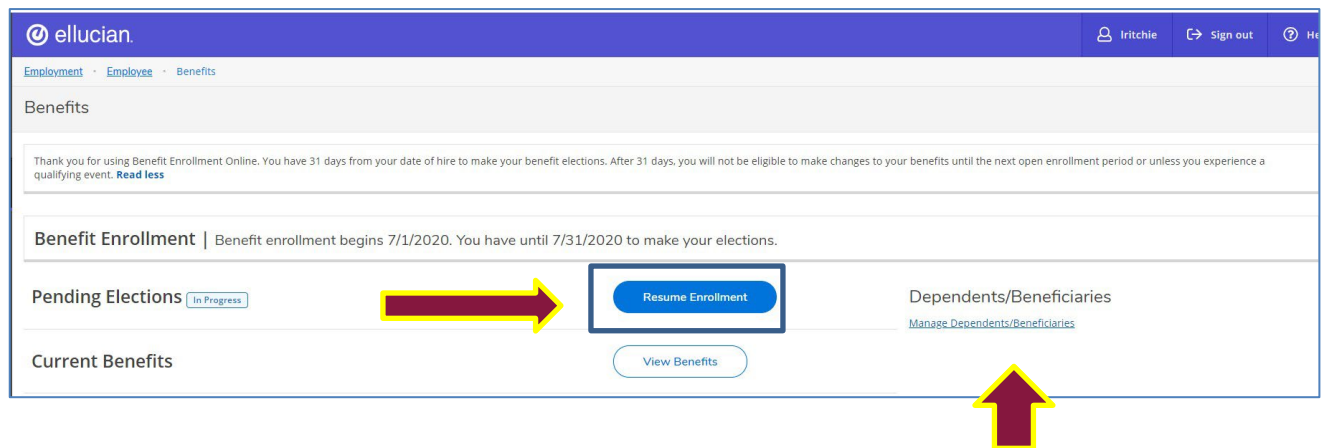


**\*\*Important:** To open attachments within Self-Service, please **right click** on the link and select **"Open in New Tab"**\*\*



## **Benefits Page**

2. On this page you can view the Open Enrollment period. Select ***Begin Enrollment*** to access elections for the 2024 plan year. If you start your Benefit Enrollment and return at a later date, your status will change to ***Resume Enrollment***.



**\*\*** If you are adding dependents to your plans, you can enter your Dependent information before you get started by clicking on ***Manage Dependents***.

## **Enrollment Page**

3. On the Benefit Enrollment Page, you will see the core benefit options (medical, dental, vision, mandatory life insurance, and flexible spending). Click on **update /choose** a plan option for each benefit area. If you are currently enrolled in a medical and/or flexible spending account, you will need to **re-elect** your plan accordingly.

*The mandatory Dental and Life Insurance cannot be waived.*

The screenshot displays the 'Benefits Enrollment' interface. At the top, a header bar contains the title 'Benefits Enrollment' and a back arrow. Below this, a instruction bar states: 'Please update each Benefit below by either enrolling or waiving the benefit.' To the right of this bar are 'Cancel' and 'Save for Later' buttons, and a link for 'Manage Dependents/Beneficiaries'.

The main section, titled 'Enrollment Benefits', lists four categories:

- Medical Insurance**: Includes a link to 'Update Plan' (highlighted with a red arrow) and a toggle switch for 'Waive this benefit' (currently off). Below this, it says 'If you do not wish to enroll in Medical Coverage, please waive this benefit'.
- Dental Insurance**: Includes a link to 'Choose a Plan' (highlighted with a red arrow) and a toggle switch for 'Waive this benefit' (currently on). Below this, it says 'If you do not wish to enroll in Dental Coverage, please "Opt Out"'. A note on the right states 'Dental Insurance (Waived)'.
- Vision Insurance**: Includes a link to 'Choose a Plan' (highlighted with a red arrow) and a toggle switch for 'Waive this benefit' (currently off). Below this, it says 'If you do not wish to enroll in Vision Coverage, please "Opt Out"'. A note on the right states 'Group Term Life Insurance'.
- Flexible Spending Account**: Includes a link to 'Choose a Plan' (highlighted with a red arrow) and a toggle switch for 'Waive this benefit' (currently off). Below this, it says 'If you do not wish to enroll in Vision Coverage, please "Opt Out"'. A note on the right states 'Voluntary Life Spouse'.

On the right side, a 'Benefits Summary' box lists the current selections: 'Medical (Traditional) Employee Only', 'Dental Insurance (Waived)', 'Group Term Life Insurance', and 'Voluntary Life Spouse'. At the bottom of this box is a 'Review and Submit' button.



## **Benefit Selection Page**

4. The benefit selection page allows you to view the 2024 plan option information, links to benefit plan summaries, compare premium cost, and select medical coverage.

At this time, current medical selections are **not reflected** in Self-Service. All employees **must** make a selection or waive coverage.

**\*\*Reminder:** To open links in Colleague Self-Service, it is best to right-click and open in a new tab to avoid closing your Colleague Self-Service enrollment page.

*Please read all instructions within each benefit plan section carefully before making your elections.*

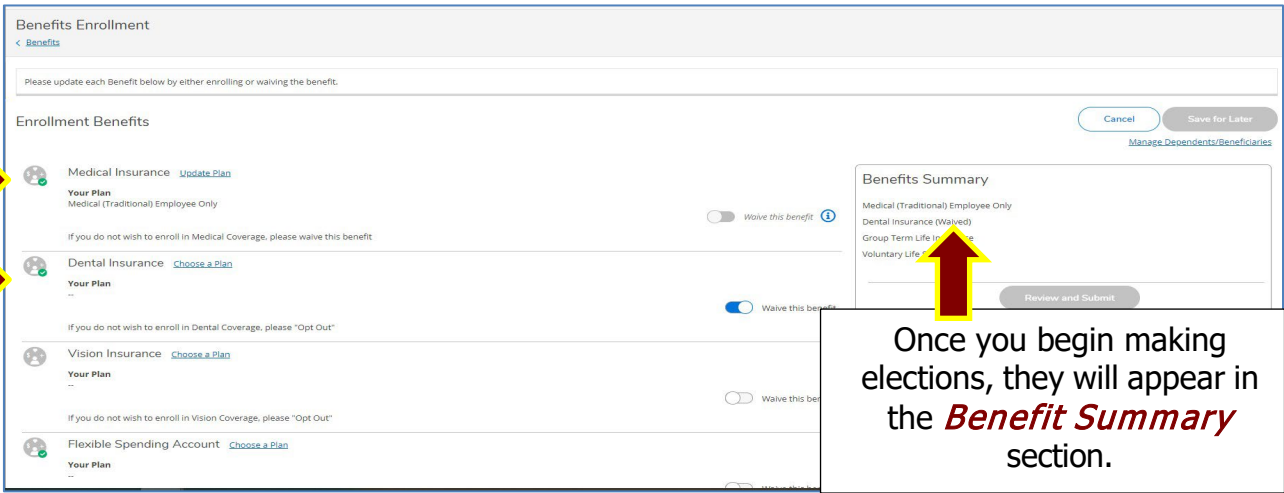
The screenshot shows the 'Benefits Selection' page. At the top, there's a breadcrumb trail: 'Employment > Employee > Benefits'. Below that, the page title is 'Benefits Selection' with a link to '< Benefits Enrollment'. A message states: 'If you would like to enroll in Medical Insurance, you must select the plan and level of coverage you wish to enroll in. For benefit information click on the "Plan" icon. For rate information click on the "Rate" icon.' The 'Medical Insurance' section has a 'Choose a Plan' header and a 'Select 1 plan or waive this benefit' instruction. A 'Show plan information' button is next to the first option. The list of plans includes: 'Medical (Traditional) Employee Only' (checked), 'Medical (Traditional) Employee Spouse', 'Medical (Traditional) Employee Child', 'Medical (Traditional) Employee Family', 'Medical HDHP Employee Only', 'Medical HDHP Employee Spouse', 'Medical HDHP Employee Child', and 'Medical HDHP Employee Family'. At the bottom, there's a 'Waive this benefit' toggle and a note: 'If you do not wish to enroll in Medical Coverage, please waive this benefit.' 'Cancel' and 'Save' buttons are in the top right.

Once a selection has been made click on **Save** and you will see **Elections Updated Successfully**.

The screenshot shows the ellucian Self-Service interface. The top navigation bar includes the ellucian logo, a user profile for 'gesquivel', and links for 'Sign out' and 'Help'. Below the navigation bar, there's a green banner with a checkmark and the text 'Elections updated successfully.' The left-hand navigation menu shows 'Employment > Employee > Benefits' and 'Benefits Selection' with a link to '< Benefits Enrollment'. A red arrow points from the 'Save' button in the previous screenshot to the 'Benefit Enrollment' link in the navigation menu.

Click on **Benefit Enrollment** on the top left-hand side of the screen, to continue with your benefits elections.

A green check  will appear next to the benefit section you have completed.



The screenshot displays the 'Benefits Enrollment' interface. At the top, a header bar reads 'Benefits Enrollment' with a back arrow and the word 'Benefits'. Below this is a instruction: 'Please update each Benefit below by either enrolling or waiving the benefit.' The main area is titled 'Enrollment Benefits' and contains a list of four benefit categories: Medical Insurance, Dental Insurance, Vision Insurance, and Flexible Spending Account. Each category shows 'Your Plan' and a 'Waive this benefit' toggle switch. A 'Manage Dependents/Beneficiaries' link is located at the top right. A 'Benefits Summary' pop-up window is overlaid on the right side, listing the selected plans: Medical (Traditional) Employee Only, Dental Insurance (Waived), Group Term Life Insurance, and Voluntary Life Insurance. A 'Review and Submit' button is at the bottom of the summary. Two yellow arrows point to the green checkmarks next to the Medical and Dental Insurance sections. A red arrow points from the 'Benefits Summary' pop-up to the explanatory text box.

Once you begin making elections, they will appear in the **Benefit Summary** section.

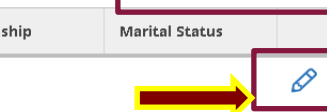
Colleague Self-Service allows you to save your updates and return at a later time.

## **Manage Dependent/Beneficiaries**

- 5.** Any plan that includes a dependent/beneficiary **will require you to enter your dependent/beneficiary information.** To add your dependent/beneficiary, select *Manage Dependents/ Beneficiaries*.

Click on **Add New Dependent/Beneficiary** and complete required fields. When you are done entering the information, select *Save*.


Manage Dependents/Beneficiaries



Name	Organization	Address	Gender	Relationship	Marital Status
John Test		123 Sesame Street Canandaigua, NY 14424	Male	Child	

**\*\* Reminder: Beneficiaries can be both a dependent and beneficiary.**

*Example: If you are including your spouse in your medical coverage and designating them as a recipient of your life insurance, then your spouse is both a dependent and a beneficiary.*




Dependents may stay on an employee's benefits until the end of the year in which they turn 26 at which time they need to be removed.

Manage Dependents/Beneficiaries

Name	Organization	Address	Gender	Relationship	Marital Status
Leona Ritchie			Female	Spouse	Married

Add new dependent/beneficiary

Select Category:

☒ Person 

☐ Organization

Prefix:

First Name:

Middle Name:

Last Name \*:

Suffix:

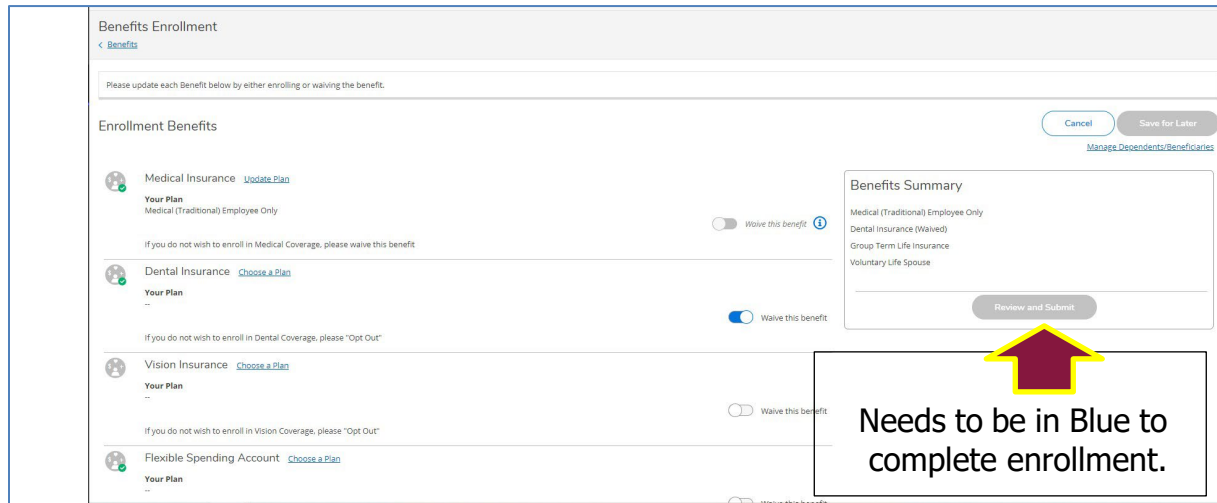
Birth Date:

Social Security Number:

**\*\*Reminder: If you are adding dependents for the first time, be sure to upload eligibility documents through ServiceNow under the [Document Dropbox for Human Resources](#), document type "Benefits".**

## **Review and Submit**

- 6.** After you have made your benefit elections, you are ready to review and submit. On the main enrollment page, select under benefits summary. The review and submit button must be blue to complete your enrollment.



Benefits Enrollment

< Benefits

Please update each Benefit below by either enrolling or waiving the benefit.

Enrollment Benefits

Medical Insurance [Update Plan](#)

Your Plan  
Medical (Traditional) Employee Only

If you do not wish to enroll in Medical Coverage, please waive this benefit.

Dental Insurance [Choose a Plan](#)

Your Plan  
--

If you do not wish to enroll in Dental Coverage, please "Opt Out"

Vision Insurance [Choose a Plan](#)

Your Plan  
--

If you do not wish to enroll in Vision Coverage, please "Opt Out"

Flexible Spending Account [Choose a Plan](#)

Your Plan  
--

Benefits Summary

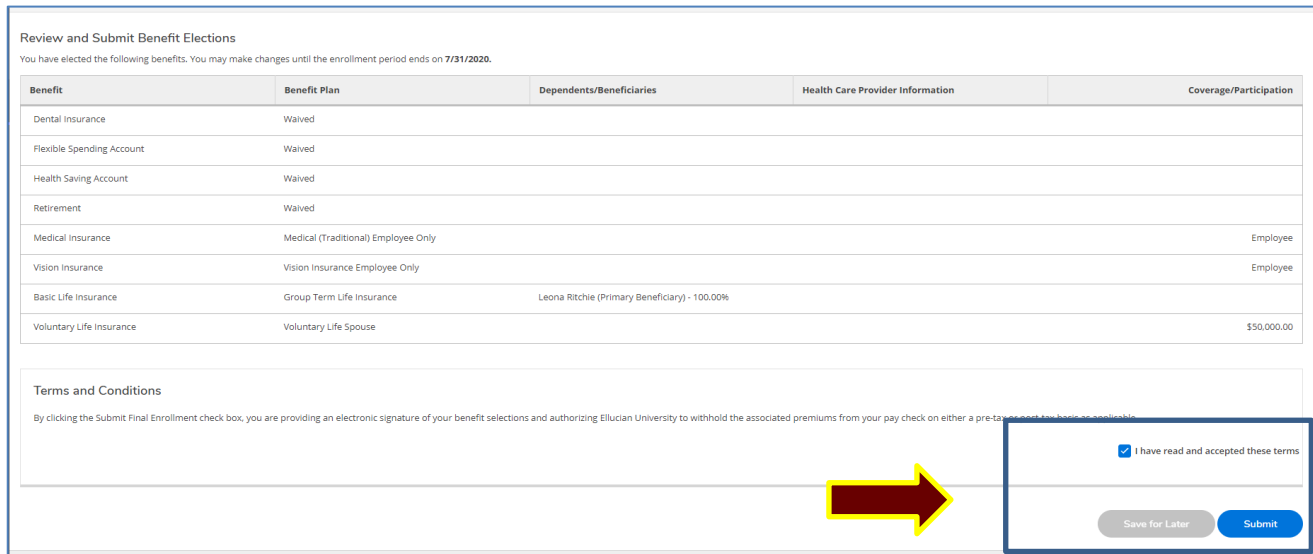
Medical (Traditional) Employee Only  
Dental Insurance (Waived)  
Group Term Life Insurance  
Voluntary Life Spouse

Review and Submit

Needs to be in Blue to complete enrollment.

- 7.** Carefully review all selections and click on the **Signature** box to authorize changes. Then click **Submit**.

**\*\*Reminder:** Colleague Self-Service allows you to save your updates and return at a later time.



Review and Submit Benefit Elections

You have elected the following benefits. You may make changes until the enrollment period ends on 7/31/2020.

Benefit	Benefit Plan	Dependents/Beneficiaries	Health Care Provider Information	Coverage/Participation
Dental Insurance	Waived			
Flexible Spending Account	Waived			
Health Saving Account	Waived			
Retirement	Waived			
Medical Insurance	Medical (Traditional) Employee Only			Employee
Vision Insurance	Vision Insurance Employee Only			Employee
Basic Life Insurance	Group Term Life Insurance	Leona Ritchie (Primary Beneficiary) - 100.00%		
Voluntary Life Insurance	Voluntary Life Spouse			\$50,000.00

Terms and Conditions

By clicking the Submit Final Enrollment check box, you are providing an electronic signature of your benefit selections and authorizing Ellucian University to withhold the associated premiums from your pay check on either a pre-tax or post-tax basis as applicable.

☒ I have read and accepted these terms

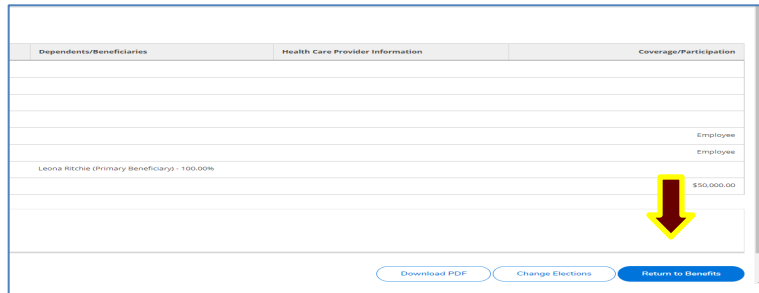
Save for Later Submit

## **Confirmation**

8. After benefit selections are submitted, you will see a confirmation. Download the PDF version of the confirmation for your records.

Changes can be made to your elections up until the end of the Open Enrollment period.

If you need to make changes to your elections after submitting, you may go back to Self-Service and click on **Change Elections** to return the benefits enrollment page. If you make any changes, you will have to re-sign and re-submit before the changes will be accepted.



*After the Open Enrollment period ends, you will **not** be able to make changes to your benefits.  
The only changes allowed outside of Open Enrollment are qualifying life events.*

## **Voluntary Plan Information**

**Voluntary plan enrollments/changes will not be done through Self-Service.  
If you are not making changes to your voluntary plans or not electing any voluntary plans, no action is needed.**

Voluntary plan enrollment includes long-term disability, cancer care, tax sheltered annuity plans (403b and 457), additional life insurance, accident insurance, long term care, pet insurance, and the legal plan. If you are currently enrolled in a voluntary plan and want to make changes, **or** if you are interested in enrolling for the first time, please follow the steps below:

1. Go to the [SWC Benefits webpage](#)
2. View Voluntary Benefits and review the plan(s) you are interested in.
  - Fill out the corresponding enrollment(s) form and upload to the [Document Dropbox for Human Resources](#), under type select Benefits.

- OR reach out to the [Aflac](#) and/or [American Fidelity](#) representative to schedule an appointment to enroll.
3. Voluntary plan(s) enrollment(s) are not final until approval has been received by the Benefits department. Vendors will send all approval notifications to employees and the benefits department with the appropriate premium rates.
  4. The Benefits Department will send you an email confirmation once payroll deductions are scheduled to begin.

### **Help and Support**

Please contact the Benefits Department for assistance in Colleague Self-Service Benefits Enrollment.

 <p>Human Resources - Benefits Department  <a href="mailto:swcbenefits@swccd.edu">swcbenefits@swccd.edu</a></p>	
<p>Gabby Esquivel  Benefits Specialist  (619)421-6700 ext. 5225  <a href="mailto:gesquivel@swccd.edu">gesquivel@swccd.edu</a></p>	<p>Ricardo Godoy  Benefits Specialist  (619)421-6700 ext. 5174  <a href="mailto:rgodoy@swccd.edu">rgodoy@swccd.edu</a></p>

Thank you for your participation in this year's open enrollment.

