

SWC

2025 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 process changes.

Employees can select plans based on eligibility criteria, compare costs, and review benefit summaries. This guide will assist you in navigating the online enrollment process.

Additionally, the Benefits Department will offer training sessions via Zoom and 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 22, 2024, at 10:00am- 11:00am

Tuesday, October 29, 2024, 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 available if adding new dependent and/or Beneficiary:

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.

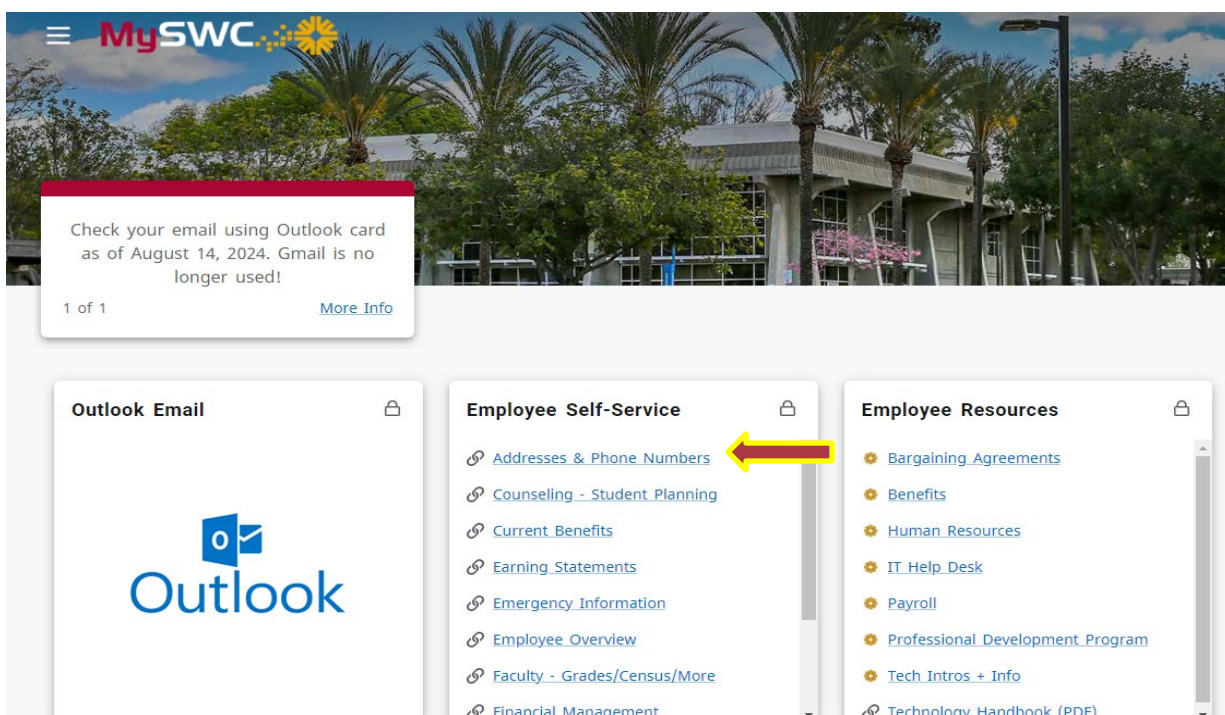
For Example: If you are including your spouse in your medical coverage and designating them as a recipient of your life insurance, then your spouse is both a dependent and a beneficiary.

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

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

3. **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](#).
4. **Address Update Reminder:** Before starting your open enrollment, please log into your MySWC, Employee Self-Service account to verify that your address is correct. You can do this by navigating to the Employee Self-Service tile and clicking "Address & Phone Numbers".

An incorrect address may result in benefit interruptions if sent to carrier/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)
- Click here to see [full List of Eligibility Documents](#)

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

Any existing dependents do not need to submit eligibility documentation.

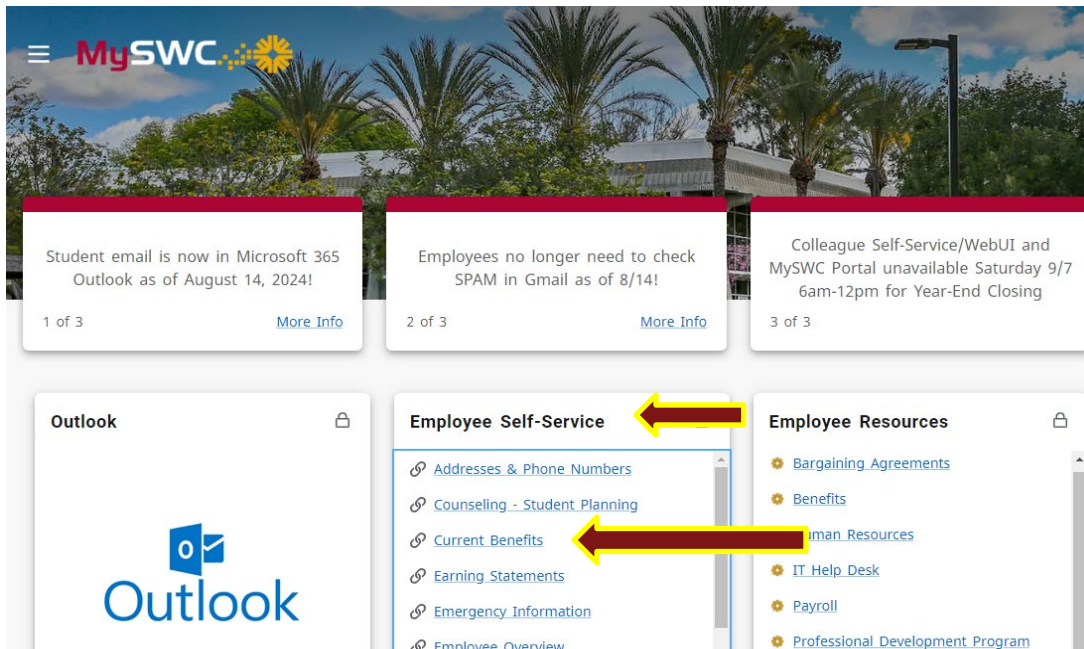
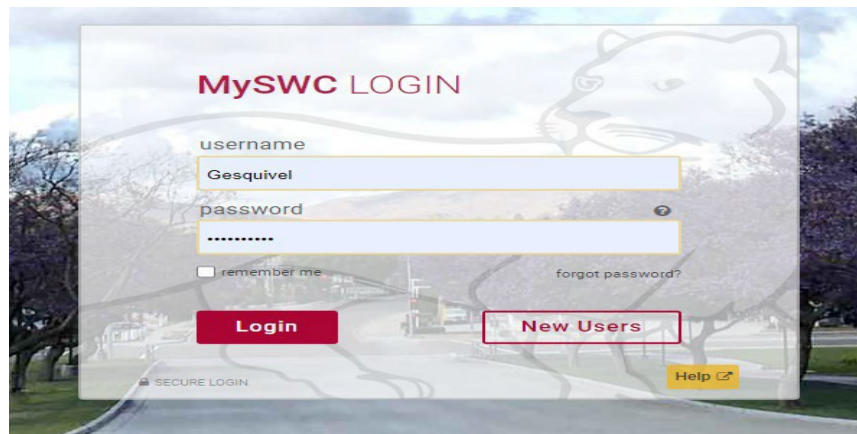
3. Voluntary Plans:

Changes and enrollment for voluntary plans are not available through Self-Service. See page 13 for instructions on how to enroll or make changes to Voluntary plans.

4. **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.
5. **Please Read:** Follow all instructions carefully within each benefit plan section before making your selections.
6. If you are **NOT** making any changes, skip to page 8, step 5.

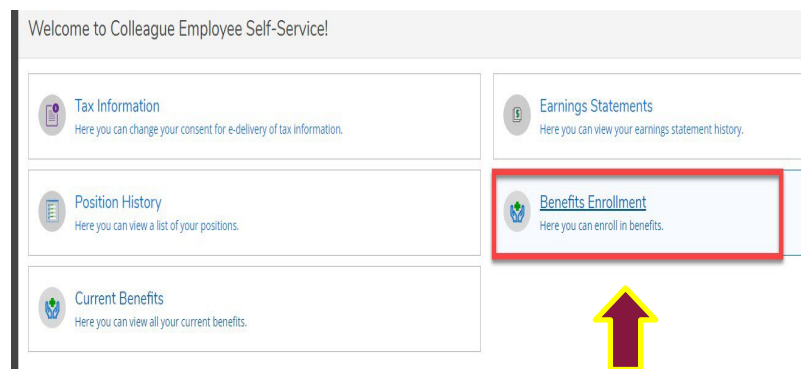
Accessing MySWC Colleague Self-Service Benefits Enrollment

1. Sign into your MySWC Single-Sign-On (SSO) site (myswccd.edu).

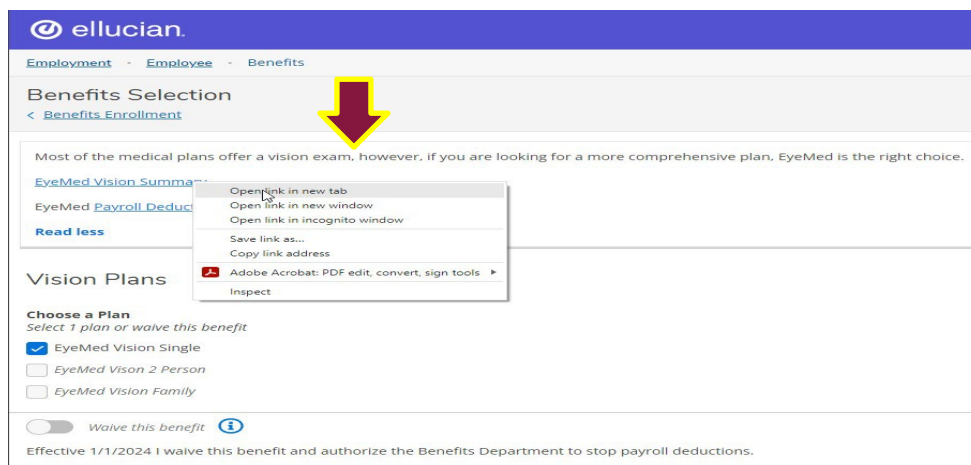


On the Employee Self-Service tile, select **Current Benefits**

Click on **Benefits Enrollment** tab.

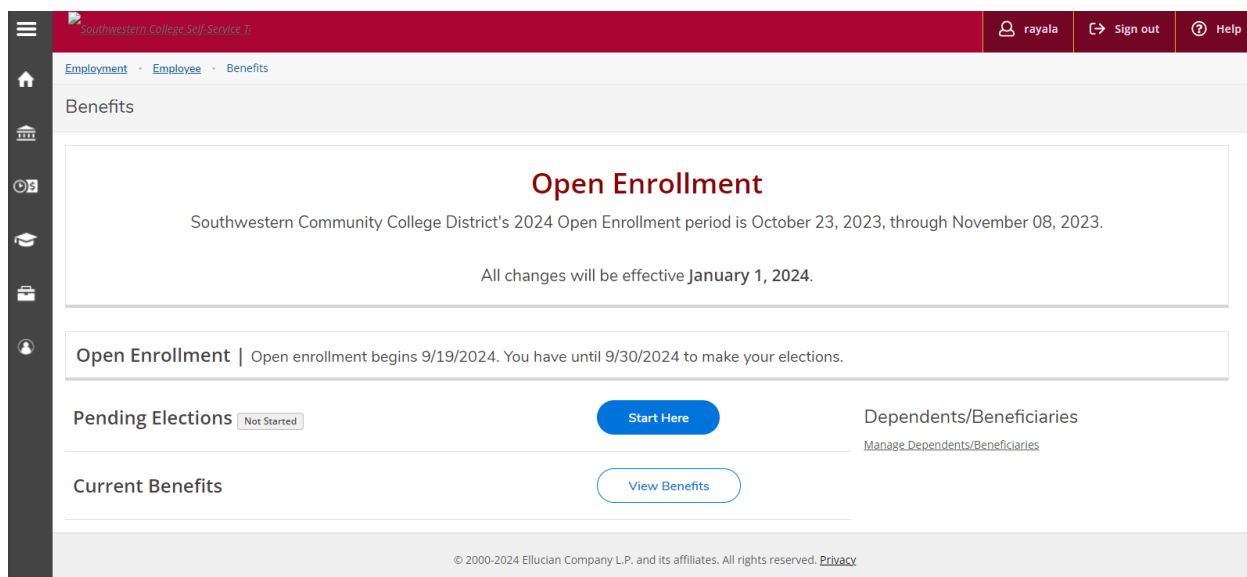


Reminder: To open attachments within Self-Service, please **right click** on the link and select **“Open in New Tab**



Benefits Page Overview

2. To process your Open Enrollment, click on **“Start Here”** to begin the 2025 plan year elections.



Enrollment Page & No Changes Process

3. The “**Benefit Enrollment Page**,” displays core benefit options, including:

- Medical
- Dental
- Vision
- Mandatory Life Insurance
- Flexible Spending Account (FSA)

4. Review your current **benefit elections**, including mandatory **life insurance beneficiaries**, and covered **dependents** under each plan. This page provides a comprehensive overview.

The screenshot displays the 'Open Enrollment Benefits' page. On the left is a sidebar with icons for home, benefits, calendar, education, work, and profile. The main content area is titled 'Open Enrollment Benefits' and includes buttons for 'Cancel' and 'Save for Later', along with a link to 'Manage Dependents/Beneficiaries'. The page is divided into three sections: Life Insurance, Dental Plans, and Medical Plans. Each section shows the current plan, a link to 'Update Plan', and a section for beneficiaries or dependents. A 'Benefits Summary' box on the right lists the selected plans: Hartford Basic Life \$50,000, Delta Dental PPO Family, UHC Harmony HMO Employee +1 Dependent, and Eyemed Vision Family. At the bottom of the Medical Plans section, there is a toggle switch for 'Waive this benefit' and a link to 'Read more...'.

5. If you are **not making changes**, and currently waiving the medical and vision plan, you must re-select **waive** or **elect a plan** by clicking **Update Plan**.

In addition, for the **Flexible Spending Account (FSA)**, you are required to take one of the following actions:

a. Re-enroll in the Flexible Spending Account

Click “**Choose a Plan**,” enter your desired flexible spending amount, and save. You will also need to schedule an appointment with [American Fidelity](#) to complete the FSA re-enrollment.

b. Waive the Flexible Spending Account

If you do not wish to participate, select the waive option.

Review and Submit

6. After you have reviewed and made your selection to the Flexible spending account, you are ready to “**review and submit**”. The review and submit button must be **blue** for your enrollment to be complete.

The diagram illustrates the state of the 'Review and Submit' button during the enrollment process. On the left, a 'Benefits Summary' box lists: Hartford Basic Life \$50,000, Delta Dental PPO Family, UHC Harmony HMO Employee +1 Dependent, and Eyemed Vision Family. Below this list is a greyed-out button labeled 'Review and Submit'. A large yellow arrow points to the right, where the same 'Benefits Summary' box is shown, but the 'Review and Submit' button is now active and blue.

If there are no changes, skip to step 17.

7. If you leave and return later, your status will show as “*Resume Enrollment*”.

This screenshot shows the 'ellucian' Benefits Enrollment interface. The top navigation bar includes the ellucian logo and links for 'Iritchie', 'Sign out', and a help icon. Below the navigation bar, the page title is 'Benefits'. A message states: 'Thank you for using Benefit Enrollment Online. You have 31 days from your date of hire to make your benefit elections. After 31 days, you will not be eligible to make changes to your benefits until the next open enrollment period or unless you experience a qualifying event. [Read less](#)'. The main section is titled 'Benefit Enrollment | Benefit enrollment begins 7/1/2020. You have until 7/31/2020 to make your elections.' Below this, there are three main sections: 'Pending Elections' with a status of 'In Progress', 'Current Benefits' with a 'View Benefits' button, and 'Dependents/Beneficiaries' with a link to 'Manage Dependents/Beneficiaries'. A large yellow arrow points from the 'Pending Elections' section to the 'Resume Enrollment' button, which is highlighted with a blue border.

Open Enrollment Process with Changes

8. To update benefits, click “**Update Plan**” on the Open Enrollment Benefit Page.

The screenshot shows the 'Open Enrollment Benefits' page. On the left, there is a sidebar with icons for Home, Life Insurance, Dental Plans, Medical Plans, and a user profile. The main content area lists three benefit categories: Life Insurance, Dental Plans, and Medical Plans. Each category has a 'Your Plan' section and a link to 'Update Plan'. A red arrow points to the 'Update Plan' link for Life Insurance. On the right, there is a 'Benefits Summary' box with a 'Manage Dependents/Beneficiaries' link. A red arrow points to this link. At the bottom right of the summary box is a 'Review and Submit' button. At the top right of the page are 'Cancel' and 'Save for Later' buttons. At the bottom of the page, there is a waiver section for medical insurance coverage.

9. If you are adding dependents to your plans, you can enter your Dependent information before you get started by clicking on “**Manage Dependents**” (see page 11).

Benefit Selection Page

10. The benefit selection page provides detailed information on the 2025 plan options, including plan summaries, premium cost, and medical coverage.

11. Please note that the mandatory Dental and Life Insurance **cannot** be waived.

****Reminder:** To open links in 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.

12. To select a new plan, **UNCHECK** the current selection and **CHECK your New Plan**.

The screenshot shows the 'Benefits Selection' page under the 'Medical Insurance' section. The 'Choose a Plan' section lists several options, with 'Medical (Traditional) Employee Only' selected. A red arrow points to this checkbox with the label 'Uncheck'. Another red arrow points to the same checkbox with the label 'Check New Plan'. The 'Save' button is visible in the top right corner.

If you are keeping or adding dependents to your new selection, please be sure to select the name(s) of your dependents under that plan.

[How to Select Your Doctor - United HealthCare \(External Link\)](#)

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

The screenshot shows the ellucian dashboard. A green notification banner at the top right says 'Elections updated successfully.' with a checkmark icon. A red arrow points to the 'Save' button on the top right of the previous page. Another red arrow points to the 'Benefit Enrollment' link on the top left-hand side of the screen.


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

Manage Dependent/Beneficiaries

15. Verify or update your **dependent and beneficiary information**. To add new dependent/beneficiary, select “**Manage Dependents/ Beneficiaries**”.

Click on “**Add New Dependent/Beneficiary**” and complete required fields. “**Save**” the information when complete.

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 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 may need to be removed.

Manage Dependents/Beneficiaries

Name	Organization	Address	Gender	Relationship	Marital Status	
Laura Rivas			Female	Spouse	Married	

Add new dependent/beneficiary

Select Category:

☒ Person 

☐ Organization

First Name:

Last Name:

Birth Date:

Gender:

Relationship:

Marital Status:

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 with Changes

16. After making changes, review selections you processed and click on “**review and submit**”. The review and submit button must be **blue** to complete your enrollment.

Benefits Summary

Hartford Basic Life \$50,000

Delta Dental PPO Family

UHC Harmony HMO Employee +1 Dependent

Eyemed Vision Family

Review and Submit



Benefits Summary

Hartford Basic Life \$50,000

Delta Dental PPO Family

UHC Harmony HMO Employee +1 Dependent

Eyemed Vision Family

Flex Spending Plans (Waived)

Review and Submit

Final Review and Submit Benefit Elections

17. Carefully review all selections and click on the “Signature box to authorize changes”. Then click “Submit”.

Review and Submit Benefit Elections

You have elected the following benefits. You may make changes until the enrollment period ends on 7/31/2026.

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 after-tax basis.

☒ I have read and accepted these terms

[Save for Later](#) [Submit](#)

Confirmation

18. **IMPORTANT:** A confirmation page will appear once your submission has is complete.
Download the PDF confirmation for your records.

Open Enrollment Benefits

You have elected the following benefits. You may make changes until the enrollment period ends on 9/30/2024

Benefit	Benefit Plan	Dependents/Beneficiaries	Health Care Provider Information	Coverage/Participation
Flex Spending Plans	Waived			
Life Insurance	Hartford Basic Life \$50,000			
Dental Plans	Delta Dental PPO Family			Family
Medical Plans	UHC Harmony HMO Employee +1 Dependent		L. [REDACTED] - David L Phreaner #0148050077 Self - francisco martinez #0061290220	Employee + 1 dependent
Vision Plans	Eyemed Vision Family			Family

Thank you for completing your open enrollment elections!

Open Enrollment elections are being forwarded to the Benefits Department for final processing.

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

19. 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 are accepted.

Dependents/Beneficiaries	Health Care Provider Information	Coverage/Participation
		Employee
		Employee
Leona Ritchie (Primary Beneficiary) - 100.00%		\$50,000.00

[Download PDF](#) [Change Elections](#) [Return to Benefits](#)

20. **Benefits**”. If your enrollment was processed correctly, the status on the main page will show as

“Completed”.

Completed

21. If the main page shows “In Progress”

In Progress

, this indicates that your enrollment is not yet complete. Click on “Resume Enrollment” to review and finalize your elections.

Employment · Employee · Benefits

Benefits

Open Enrollment


Southwestern Community College District's 2024 Open Enrollment period is October 23, 2023, through November 08, 2023.

All changes will be effective January 1, 2024.

Open Enrollment | Open enrollment begins 9/19/2024. You have until 9/30/2024 to make your elections.

Pending Elections In Progress Resume Enrollment Dependents/Beneficiaries
[Manage Dependents/Beneficiaries](#)

Current Benefits View Benefits



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 or changes cannot be processed through Self-Service. If you are interested in enrolling or making changes to voluntary plans (e.g., long term, disability, life insurance, accident insurance, etc.), 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.
 - 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.
 - 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.

 Human Resources - Benefits Department swcbenefits@swccd.edu	
Gabby Esquivel Benefits Specialist (619)421-6700 ext. 5225 gesquivel@swccd.edu	Ricardo Godoy Benefits Specialist (619)421-6700 ext. 5174 rgodoy@swccd.edu

Thank you for your participation in this year's Open Enrollment.



