



Colleague Self-Service Quick Guide Before You Begin

- Verify your address in MySWC > Employee Self-Service > Address & Phone Numbers.
- For UHC plans, have provider names and provider IDs available.
- If adding a dependent for the first time, gather dependent name, date of birth, and Social Security number.
- Be prepared to upload eligibility documents through the [Document Dropbox for Human Resources](#).

Important Information

- Dependents may include spouses, registered domestic partners, eligible children under age 26, disabled dependents, QMCSO dependents, and legal guardianship dependents.
- Required supporting documents may include birth certificates, marriage certificates, tax forms, or other eligibility documentation. [Full list of eligibility documents](#).
- Voluntary benefits are **NOT** processed in Self-Service and require separate enrollment. Voluntary Benefits. (need to link it)

Step 1: Access Benefits Enrollment

- Sign in to MySWC (myswccd.edu).
- Select Employee Self-Service > Current Benefits.
- Click on Benefits tab.
- Click Start Here to begin Open Enrollment.

The screenshot shows the MySWC website interface. At the top, there is a navigation bar with links for Home, Academics, Campus Apps, Community, and Work. Below this, there are several service tiles. The 'Employee Self-Service' tile is highlighted, and within it, the 'Current Benefits' link is circled in yellow. Below this, the 'Benefits' link is also circled in yellow. The bottom section of the screenshot shows the 'Open Enrollment' page, which includes a banner for the 2024 Open Enrollment period (October 23, 2023, through November 08, 2023). Below the banner, there are sections for 'Open Enrollment', 'Pending Elections', and 'Current Benefits'. The 'Pending Elections' section has a 'Start Here' button circled in yellow. The 'Current Benefits' section has a 'View Benefits' button circled in yellow. The bottom of the page features a large blue 'Start Here' button circled in yellow.

MySWC

Chula Vista Student Services in Buildings 67 & 68
Closing Early Friday 9/25 - Open 8am to 11am

1 of 1

Home Academics Campus Apps Community Work

VIEW ALL CARDS

Outlook Email

Employee Self-Service

- Addresses & Phone Numbers
- Counseling - Student Planning
- Current Benefits**
- Earning Statements
- Emergency Information
- Employee Overview
- Faculty - Grades
- Financial Aid

Employee Resources

- Bargaining Agreements
- Benefits
- Human Resources
- IT Help Desk
- Keenan SafeColleges Training
- Payroll
- Professional Development Program
- Tech Intros - Info

Student Self-Service

- Account Summary - Make Payments
- Addresses & Phone Numbers
- Emergency Information
- Enrollment Priority Status
- Grades
- Important Section Deadlines
- My Financial Aid
- My Registered Class Deadline Dates

Student Support

- Academic Calendar
- Bookstore

Financial Aid Resources

- California Dream Act
- Cal Vet Fee Waiver

Canvas

Title IX & Student Services

SWC

Enrollment - Employees - Employees Overview

Welcome to Colleague Employee Self-Service!

Tax Information
Here you can change your consent for e-delivery of tax information.

Time Entry
Here you can fill out your timecards.

Leave
Here you can view your leave balances and leave requests.

Benefits
Here you can enroll in benefits.

Banking Information
Here you can view and update your banking information.

Earnings Statements
Here you can view your earnings statement history.

Position History
Here you can view a list of your positions.

Current Benefits
Here you can view all your current benefits.

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Benefits
Here you can enroll in benefits.

Southwestern College Self-Service

rayala Sign out Help

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 Not Started **Start Here**

Current Benefits **View Benefits**

Dependents/Beneficiaries
[Manage Dependents/Beneficiaries](#)

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Start Here

Step 2: Manage Dependents and Beneficiaries

- Select Manage Dependents/Beneficiaries.
- Add or update dependent and beneficiary information.
- A person may be both a dependent and a beneficiary.
- Upload required eligibility documents through ServiceNow **only** if adding new dependents.

The screenshot shows the 'Open Enrollment Benefits' page. On the left, there are sections for 'Life Insurance', 'Dental Plans', and 'Medical Plans', each with a 'Your Plan' and 'Dependents' subsection. On the right, there is a 'Benefits Summary' box. In the top right corner, there are two buttons: 'Cancel' and 'Save for Later'. Below these buttons is a link that says 'Manage Dependents/Beneficiaries'. This link is circled in yellow, and a yellow arrow points to it from the 'Save for Later' button.

Step 3: Review Current Elections

- Review Life Insurance, Dental, Medical, Vision, FSA, dependents, and beneficiaries.
- If making no changes, verify all elections are correct before continuing.
- Employees waiving medical or vision must actively select their waiver election again.
- FSA elections require **annual action**: re-enroll or waive.
- **Note:** All benefit sections must display a green checkmark before you can select **Review and Submit**.

The screenshot shows the 'Open Enrollment Benefits' page. A red box highlights the left sidebar, which contains icons for 'Life Insurance', 'Dental Plans', 'Medical Plans', 'Vision Plans', and 'Flex Spending Plans'. A red box highlights the '1. All benefit sections must display a green check mark' text. Another red box highlights the '2. Review and Submit' text. The 'Review and Submit' button is also highlighted with a red box. The 'Benefits Summary' box on the right is also visible.

Step 4: Make Changes (If Needed)

- Select **Update Plan** for any benefit you want to change.
- Assign eligible dependents to applicable coverage.
- Review plan summaries, premiums, and coverage information before saving.
- **NOTE:** For medical UHC plans, have provider name and provider ID available.
- Click Save for Later.

The screenshot shows the 'Open Enrollment Benefits' page. It has three main sections: Life Insurance, Dental Plans, and Medical Plans. Each section has an 'Update Plan' link. A red box labeled 'Update Plan' points to the 'Update Plan' link in the Life Insurance section. The Life Insurance section shows 'Your Plan' as 'Hartford Basic Life \$50,000' and a 'Beneficiaries' field. The Dental Plans section shows 'Your Plan' as 'Delta Dental PPO Family' and a 'Dependents' field. The Medical Plans section shows 'Your Plan' as 'Kaiser HMO Employee + Spouse' and a 'Dependents' field. There is a 'Waive this benefit' toggle and a link to 'Read more...'. On the right, there is a 'Benefits Summary' box with a 'Review and Submit' button. At the bottom, there is a 'Choose a Plan' section with a list of plans and a 'Check new Plan' button. A red box labeled 'Uncheck' points to the 'Uncheck' button next to the 'Kaiser HMO Employee + Spouse' plan.

Open Enrollment Benefits

Cancel Save for Later

Manage Dependents/Beneficiaries

Life Insurance Update Plan

Your Plan
Hartford Basic Life \$50,000

Beneficiaries

Dental Plans Update Plan

Your Plan
Delta Dental PPO Family

Dependents

Medical Plans Update Plan

Your Plan
Kaiser HMO Employee + Spouse

Dependents

Waive this benefit ⓘ

I voluntarily waive district medical insurance coverage for the plan year 01/01/2027 - 12/31/2027 as a benefit of my employment in the Southwestern Community College District, and I release and hold harmless the Southwestern Community College. [Read more...](#)

Benefits Summary

Hartford Basic Life \$50,000
Delta Dental PPO Family
Kaiser HMO Employee + Spouse
Eyemed Vision Family
Flex Spending Plans (Waived)

Review and Submit

Medical Plans

Choose a Plan
Select 1 plan or waive this benefit

☐ Kaiser HMO Employee Only ⓘ ⓘ

☒ Kaiser HMO Employee + Spouse ⓘ ⓘ

☐ Kaiser HMO Employee + 1 Dependent ⓘ ⓘ

☐ Kaiser HMO Employee + Children ⓘ ⓘ

☐ Kaiser HMO Family ⓘ ⓘ

☐ UHC Harmony HMO Employee Only ⓘ ⓘ

☐ UHC Harmony HMO Employee + Spouse ⓘ ⓘ

☐ UHC Harmony HMO Employee + 1 Dependent ⓘ ⓘ

Uncheck

Check new Plan

Cancel Save

Step 5: Review and Submit

- Select Review and Submit.
- Carefully review all elections.
- Check the Terms and Conditions box.
- Click Submit to complete enrollment.

The screenshot shows the 'Benefits Summary' box. It contains the following text: 'Hartford Basic Life \$50,000', 'Delta Dental PPO Family', 'Kaiser HMO Employee + Spouse', 'Eyemed Vision Family', and 'Flex Spending Plans (Waived)'. At the bottom, there is a red arrow with the number '1' pointing to a blue button labeled 'Review and Submit'.

Benefits Summary

Hartford Basic Life \$50,000
Delta Dental PPO Family
Kaiser HMO Employee + Spouse
Eyemed Vision Family
Flex Spending Plans (Waived)

1 Review and Submit

Review and Submit Open Enrollment Benefits
 You have elected the following benefits. You may make changes until the enrollment period ends on 9/30/2026.

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	Kaiser HMO Employee + Spouse			Employee & Spouse
Vision Plans	Eyemed Vision Family			Family

Terms and Conditions
 To complete your enrollment, please read the terms and conditions, check the box below, and click "Submit."
 Coverage of newly selected voluntary plans will not become effective until approved by the insurance company. I fully understand that I cannot change the status of the District's plans, until the next open enrollment period. Furthermore, I understand that medical coverage is optional, and should I decline coverage for myself and/or my dependents, I will hold the District harmless for expenses or injury incurred by me and/or my dependents. I hereby electronically sign and authorize payroll deduction(s) from my monthly salary warrant to cover the cost of selections as indicated. This authorization replaces any previous authorizations I have made.

☒ I have read and accepted these terms

[Save to 3](#) [Submit](#)

Step 6: Confirm Completion

- Download and save your confirmation PDF.
- Confirm the enrollment status displays Completed by clicking on **Return to Benefits**.
- If the status shows In Progress, return using Resume Enrollment and finish all required steps.

[Enrollment](#) · [Employee](#) · [Benefits](#)
 Review and Submit
[Benefits](#)

Review and Submit Open Enrollment Benefits
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Flex Spending Plans	Waived			
Life Insurance	Hartford Basic Life \$50,000			
Dental Plans	Delta Dental PPO Family			Family
Medical Plans	Kaiser HMO Employee + Spouse			Employee & Spouse
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.

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

Voluntary Benefits

- Voluntary benefit election and/or changes are made outside of Self-Service.
- Visit the [SWC Benefits](#) webpage to review voluntary benefit options.
- Submit enrollment forms through the Document Dropbox for Human Resources or work directly with Aflac or American Fidelity representatives to enroll.
- Voluntary coverages are not finalized until Benefits Department approval is received.

Need Help?

- Email the Benefits Department: swcbenefits@swccd.edu
- Review the Open Enrollment Event Flyer for workshops and information sessions.

