

Banner Self Service  
Online Open Enrollment Instructions  
Index

Click the appropriate link to jump to the desired section:

1. [Login Instructions](#)
2. [Change Health Plans, Level of Coverage, Terminate Health Plans](#)
3. [Change Existing Health Plan Coverage Level](#)
4. [Decline/Opt Out of Medical Coverage](#)
6. [Enroll in Flexible Spending Account Plan\(s\)](#)
7. [Enroll in Opt-Out Voluntary Benefits](#)
8. [Update Dependent and Benefit Plan Enrollment Data](#)
9. [Review/Print Confirmation Statement](#)

After reviewing, these instructions if you have any questions or need assistance please contact:

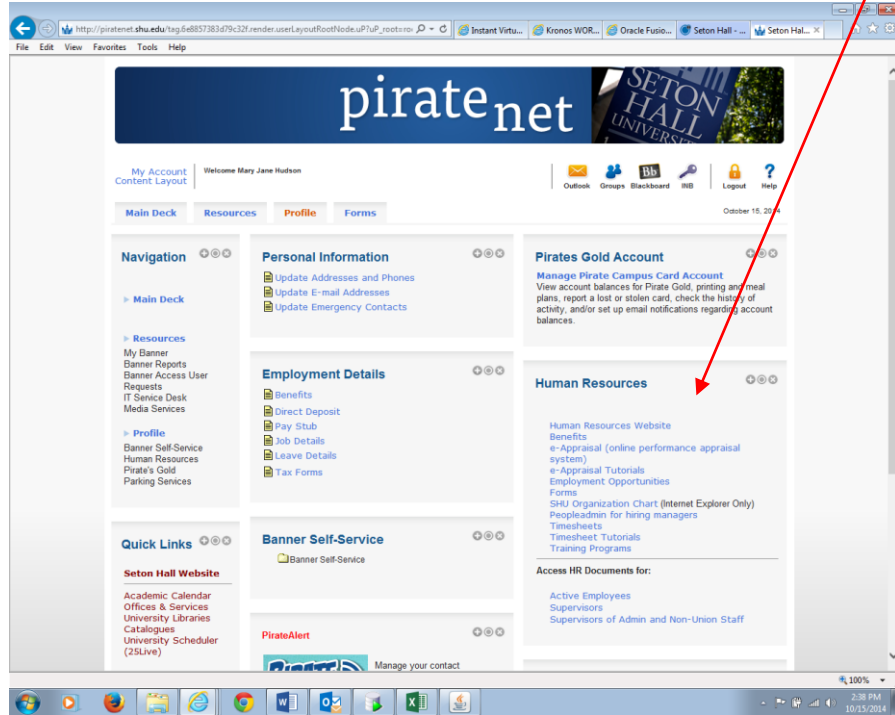
Babette Brooks	(973) 275-2755
Natasha Cohen	(973) 761-9176
Terri Demarest	(973) 761-9181

Access Banner  
Self Service  
Open  
Enrollment

Go to the [HR Webpage](#) and click on Open Enrollment

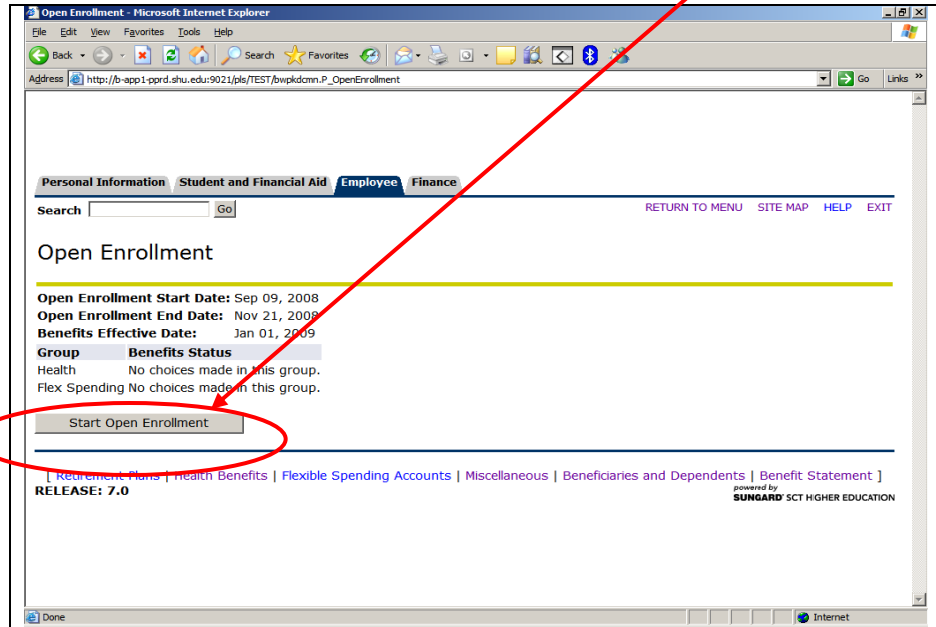
Login

Click on Open Enrollment in the Human Resources Channel.



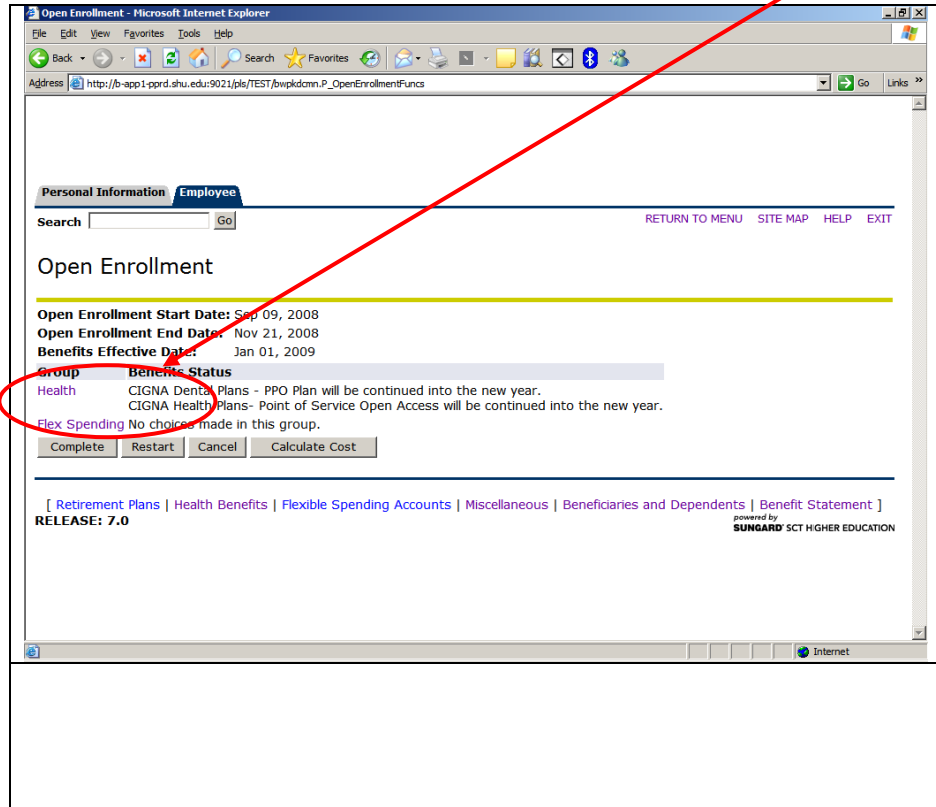
Start Open Enrollment Process

Click on the Start Open Enrollment button



Select Group

Select *Health* to Enroll/Change/OptOut/Terminate Medical and/or Dental coverage. Select *Flex Spending* to enroll in Flexible Spending Plans.



Open Enrollment Health Plan Options

The following Health options are available during Open Enrollment. You must terminate existing plan coverage before changing plans. You will also need to update Dependent coverage after making changes.

To Change Plan

1. [Select your existing plan](#)
2. [Click Stop Benefit Button](#)
3. [Select New Plan](#)
4. Click the My Choice option for Level of Coverage
5. [Click Add Choice Button](#)

To Change Level of Coverage

1. [Select your existing plan](#)
2. [Click the My Choice Option for Level of Coverage](#)
3. [Click Submit Change Button](#)

To Terminate Plan

1. [Select your existing plan](#)
2. [Click Stop Benefit Button](#)

To Enroll in Plan

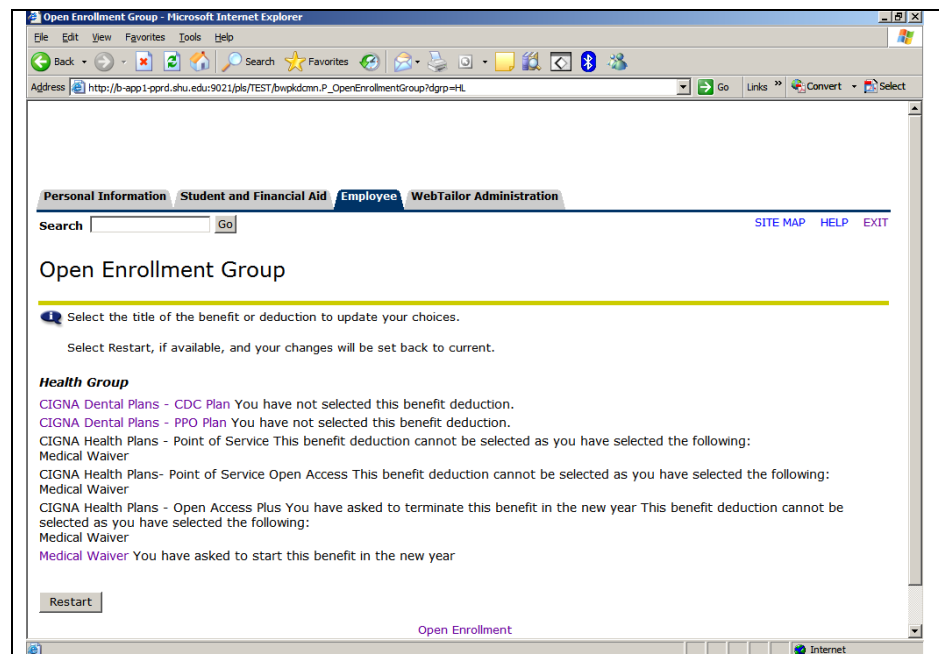
1. [Select New Plan](#)
2. Click the My Choice Option for Level of Coverage
3. [Click Add Choice Button](#)

To Opt Out of Medical Coverage

1. [Select Opt Out of Medical Coverage](#)
2. [Click Add Choice Button](#)

[Select Plan](#)

To Change Plans, Level of Coverage or Terminate a Plan select your existing plan. To enroll in a new plan select a new plan.



Stop Benefit/  
Submit Change  
or Add Choice

To Change or Terminate a Plan click on Stop Benefit.

To Change Level of Coverage, select the My Choice option and click the Submit Change button.

Open Enrollment Choice Detail - Microsoft Internet Explorer

Address: http://b-app1.pprd.shu.edu:9021/pls/TEST/bwpkdcmm\_P\_OpenEnrollmentDetail?dcde=M03

Personal Information Student and Financial Aid **Employee** WebTailor Administration

Search [ ] Go SITE MAP HELP EXIT

### Open Enrollment Choice Detail

Make a selection and then choose from the appropriate button.

\* - indicates a required field.

**CIGNA Health Plans - Open Access PLUS**

Deduction Effective as of: Jan 01, 2009

Current Plan	Plan	Employee Amount	Employer Amount	My Choice
	Employee + Children	207.7500	657.8700	<input type="radio"/>
	Employee + Family	354.0000	1,118.9200	<input type="radio"/>
	Employee + Spouse	237.0000	750.0800	<input type="radio"/>
My Current Plan	Employee Only	40.0000	461.2300	<input checked="" type="radio"/>

Submit Change Stop Benefit

Open Enrollment Group

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Decline/Opt  
Out Medical  
Coverage

To Decline/Opt Out of Medical coverage, select the Plan and click Add Choice

Open Enrollment Choice Detail - Windows Internet Explorer

Address: http://bnr-app1-test.shu.edu:9030/pls/BTEST/bwpkdcmm\_P\_Oper

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Personal Information **Employee**

Search [ ] Go SITE MAP HELP EXIT

### Open Enrollment Choice Detail

Make a selection and then choose from the appropriate button.

\* - indicates a required field.

**Opt Out of Medical Coverage**

Deduction Effective as of: Dec 24, 2010

Plan	Employee Amount	Employer Amount	My Choice
Employee Only	40.0000	461.2300	<input checked="" type="radio"/>

Add Choice

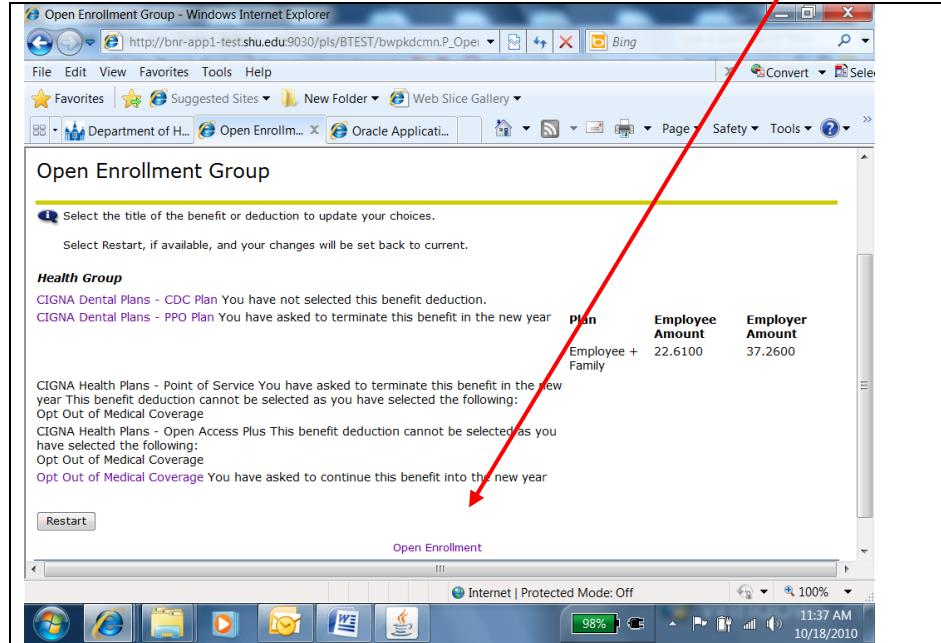
Open Enrollment Group

RELEASE: 8.0

powered by

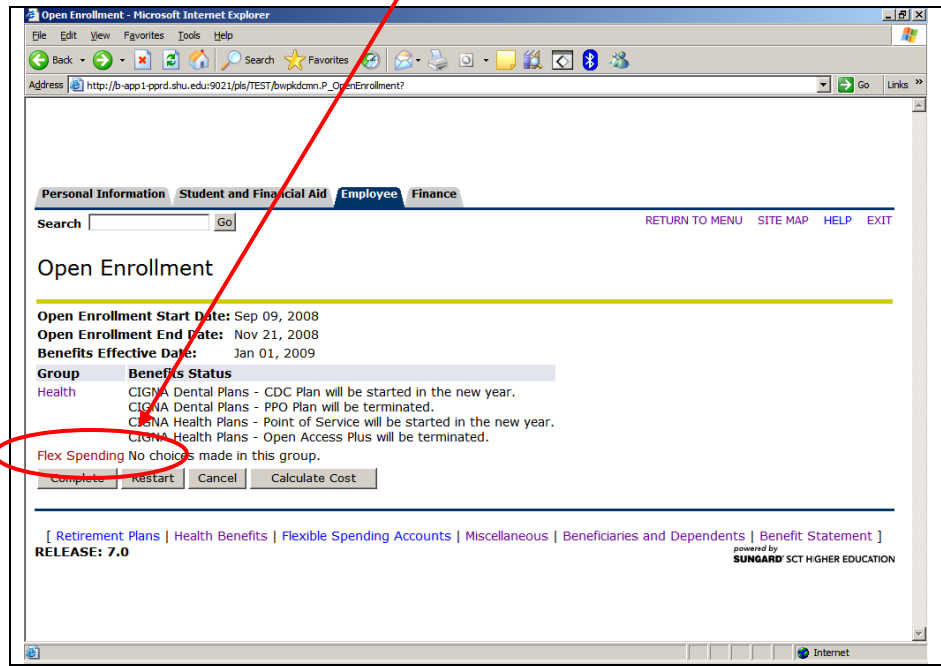
Return to Open Enrollment Screen

After completing your health plan elections, click on the Open Enrollment link at the bottom of the screen.

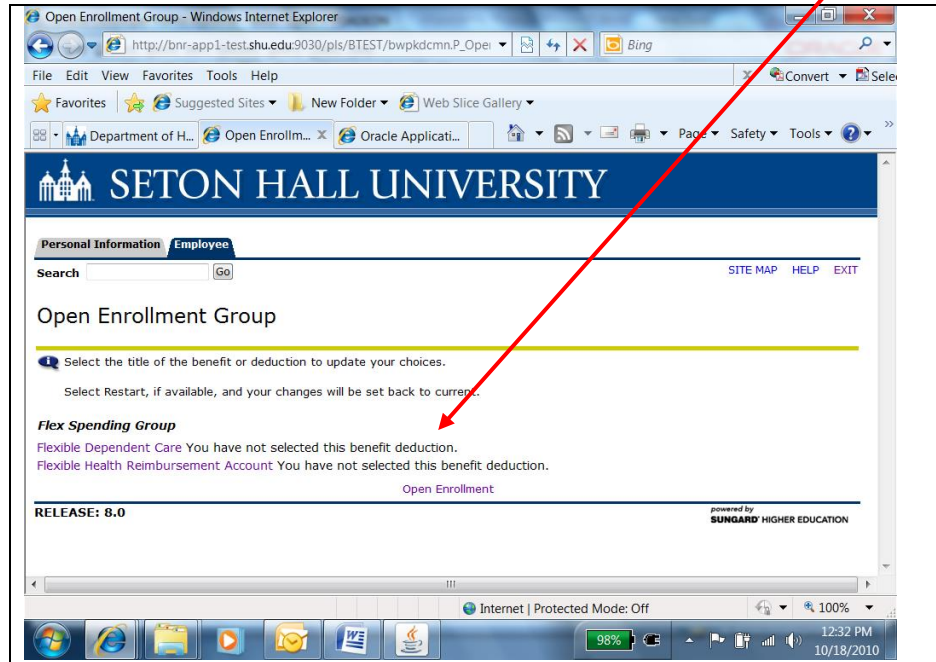


Enroll in Flexible Spending Account Plans for the new plan year.

Select Flex Spending to participate in the Flexible Spending Account Plans or click Complete if you are finished with Open Enrollment. Flex Plan enrollment does not carry over from one year to the next year, you must enroll/re-enroll. Select Flex Spending from the Open Enrollment screen.

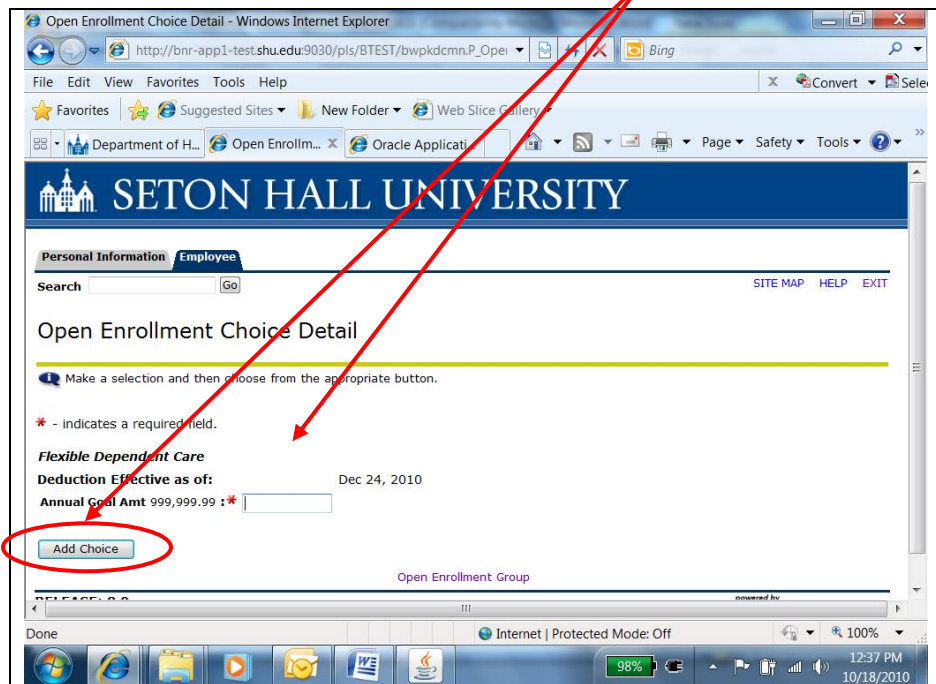


Select the Flex Account you wish to participate in.



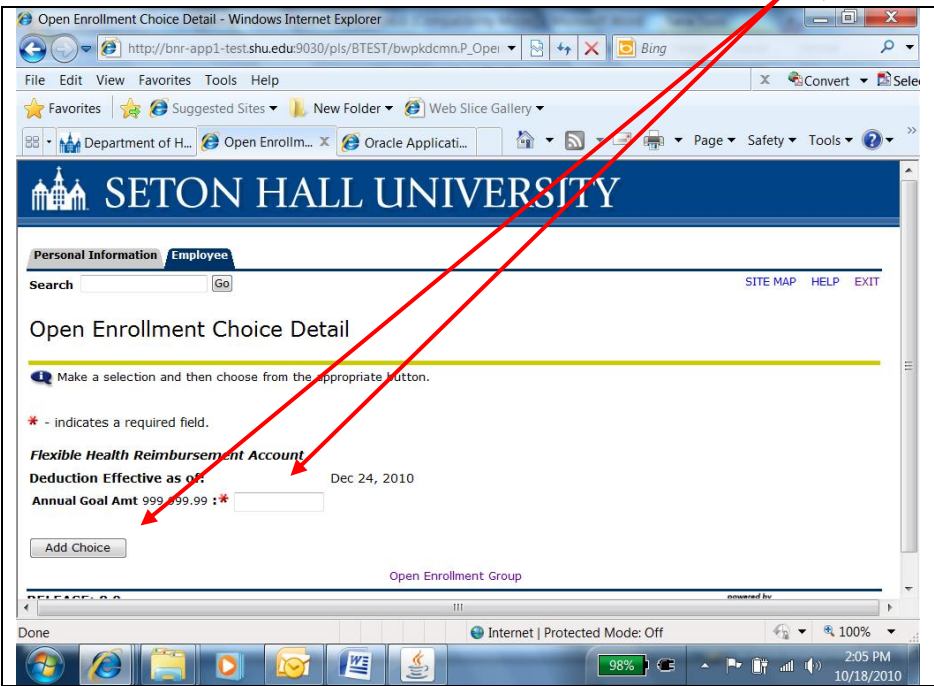
Flexible  
Dependent  
Care Spending  
Account Plan

If you selected Flexible Dependent Care, enter the annual amount you wish to contribute to the plan. The Annual Goal Amount Minimum is \$300.00 and Maximum is \$5,000.00. After entering the data click on the Add Choice button.



Flexible Health Reimbursement Account

If you selected Flexible Health, enter the annual amount you wish to contribute to the Plan. The Annual Goal Amount minimum is \$300.00 and Maximum is \$3,050.00. After entering, the data click on the Add Choice Button.





Enrolling in  
voluntary  
benefits:

Click on Miscellaneous.

My Apps D x | Mail - Bab... x | Mail - ben... x | My Apps D: x | Resources x | My Apps D: x | My Apps D: x | Open Enro... x

ssb-test.shu.edu:4446/TEST/bwplcdm.P\_OpenEnrollmentFuncs

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Personal Information | Student | Employee

Search  Go

RETURN TO MENU | SITE MAP | HELP | EXIT

### Open Enrollment

---

**Open Enrollment Start Date:** Oct 17, 2022  
**Open Enrollment End Date:** Nov 11, 2022  
**Benefits Effective Date:** Jan 01, 2023

Group	Benefits Status
Health	Dental PPO Buy Up will be continued into the new year. Cigna Health Plans-OAP Basic will be continued into the new year.
Flex Spending	Flexible Health Reimbursement Account will be continued into the new year.
Miscellaneous	No choices made in this group.

[ Retirement Plans | Health Benefits | Flexible Spending Accounts | Miscellaneous | Dependents | Benefits Summary ]

RELEASE: 6.16.1

3:21 PM 10/29/2022

Click on the benefit in which you want to enroll, Accident Coverage, Critical Illness, Pre-Paid Legal or Pet Discount Plan.

Enrolling in  
voluntary  
benefits:

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Personal Information Student Employee

Search  Go [SITE MAP](#) [HELP](#) [EXIT](#)

### Open Enrollment Group

**NOTE: IF YOU HAVE MADE YOUR SELECTIONS, YOU ARE NOT DONE UNTIL YOU HIT THE COMPLETE BUTTON. FROM THIS SCREEN, CLICK ON "OPEN ENROLLMENT" AT THE BOTTOM AND CLICK ON COMPLETE.**

**Miscellaneous Group**

- Accident Covg-High-BW You have not selected this benefit deduction.
- Cigna Voluntary - Accident Coverage You have not selected this benefit deduction.
- Critical Illness - 15000-MN You have not selected this benefit deduction.
- Voluntary Pre Paid Legal, Identity Theft Prevention and Financial Wellness You have not selected this benefit deduction.
- Voluntary PetAssure Pet Discount Plan You have not selected this benefit deduction.

[Open Enrollment](#)

PowerPoint 2016

3:32 PM 10/20/2022

Make you election under My Choice. Each benefit enrollment screen will look a little different. Click on Add Choice.

Enrolling in voluntary benefits:

Personal Information Student Employee

Search  Go SITE MAP HELP EXIT

### Open Enrollment Choice Detail

Make a selection and then choose from the appropriate button.

Required - Indicates a required field.

**Voluntary PetAssure Pet Discount Plan**  
Deduction Effective as of: Jan 01, 2023

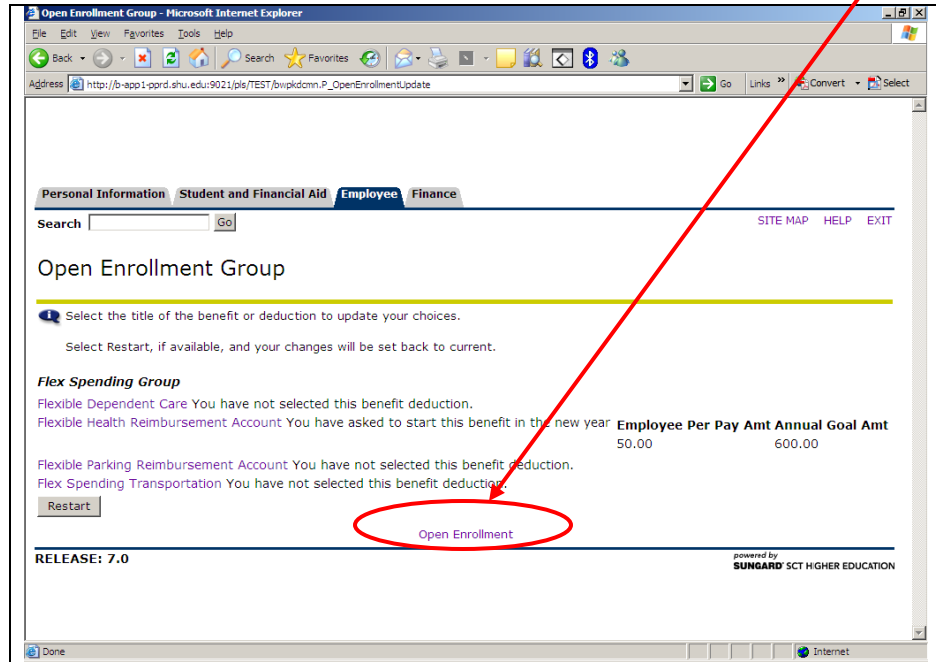
Plan	Employee Amount	My Choice
1 Pet	5,4200	<input type="radio"/>
Unlimited Pets	8,5400	<input type="radio"/>

Open Enrollment Group

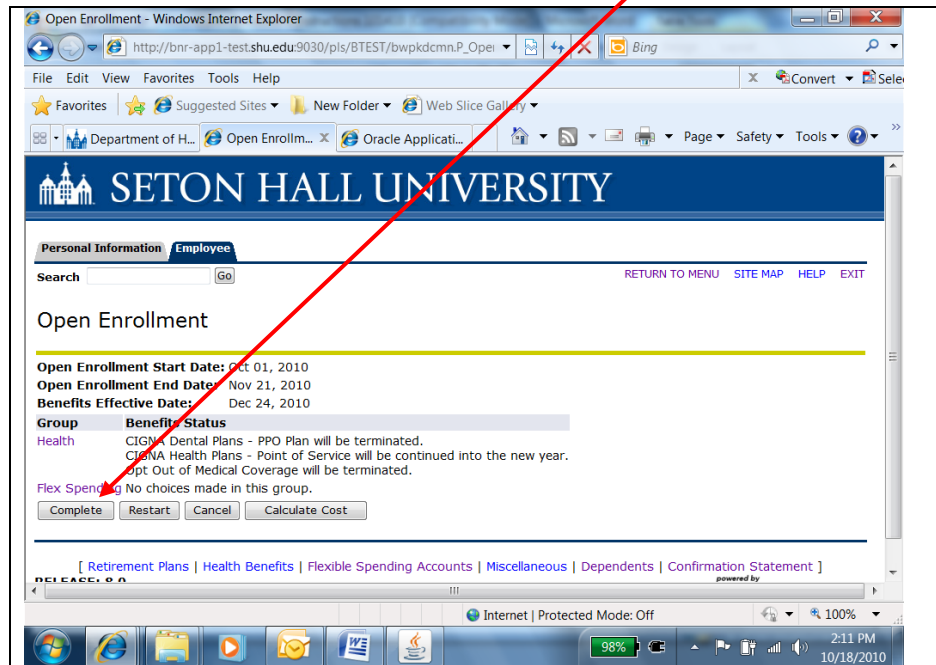
3:40 PM  
10/20/2022

Complete the Open Enrollment Process

Click on the Open Enrollment option at the bottom of the screen.



To finish the Open Enrollment process and save your changes you must click **Complete**. You will receive an email confirming your elections after clicking Complete; you may receive multiple emails depending on the actions you have taken.



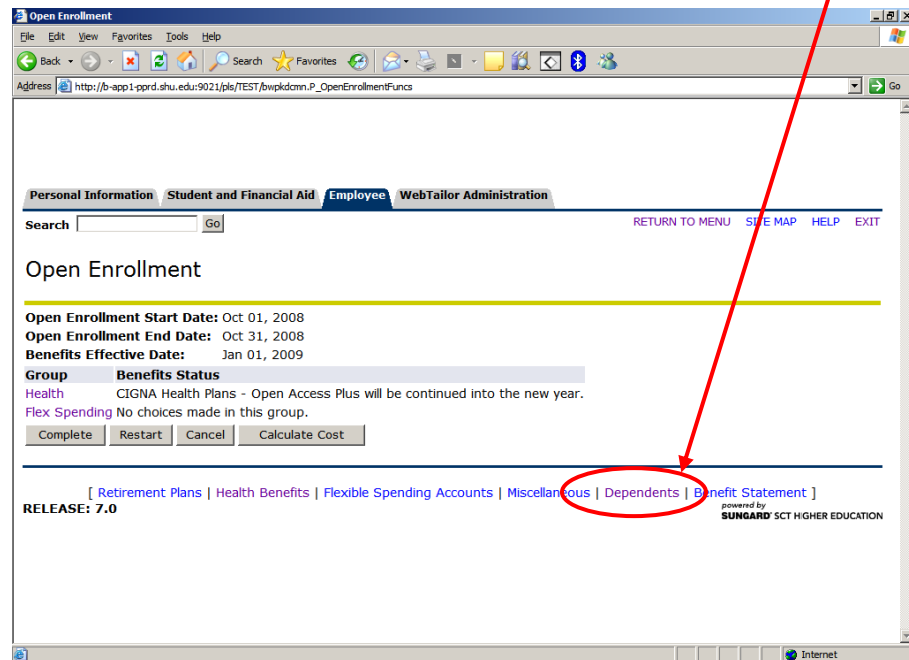
Enroll or Update Dependent Data

If you have elected medical and/or dental coverage for dependents or have changed plans, you will need to add your dependents and enroll them for coverage or update their coverage. If you elect Countrywide benefits, you must include your dependents as instructed below.

To add a new dependent during open enrollment you will also be required to complete a Dependent Eligibility Verification Affidavit and provide acceptable documentation in accordance with the affidavit\*. The Affidavit and documentation must be presented to the Human Resources Department before coverage can begin.

\*Affidavit is not required for Countrywide.

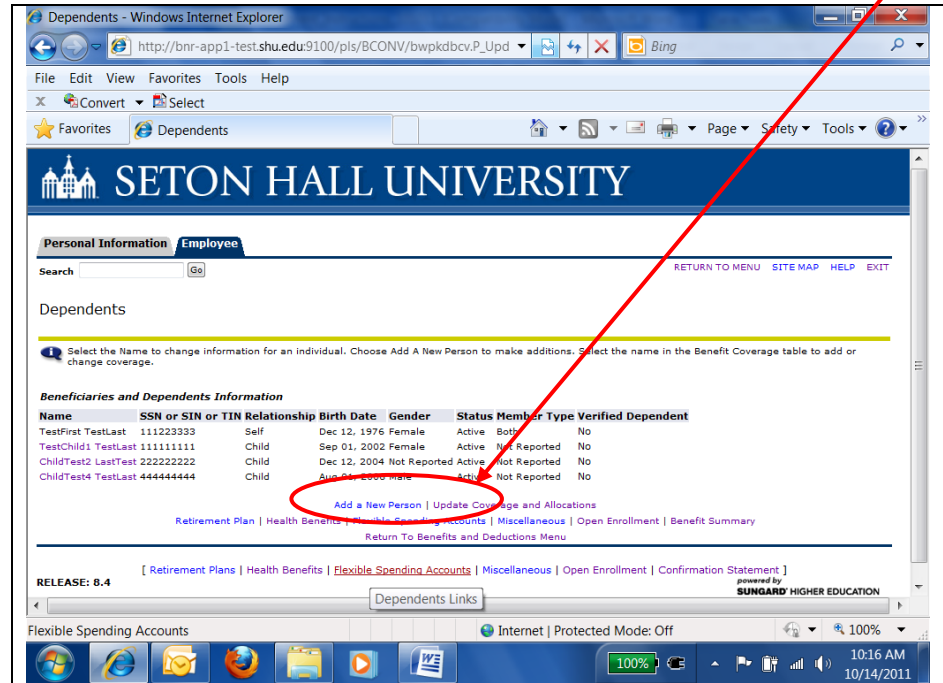
Select the Dependents link from the navigation bar at the bottom of the screen.



Add a New Dependent

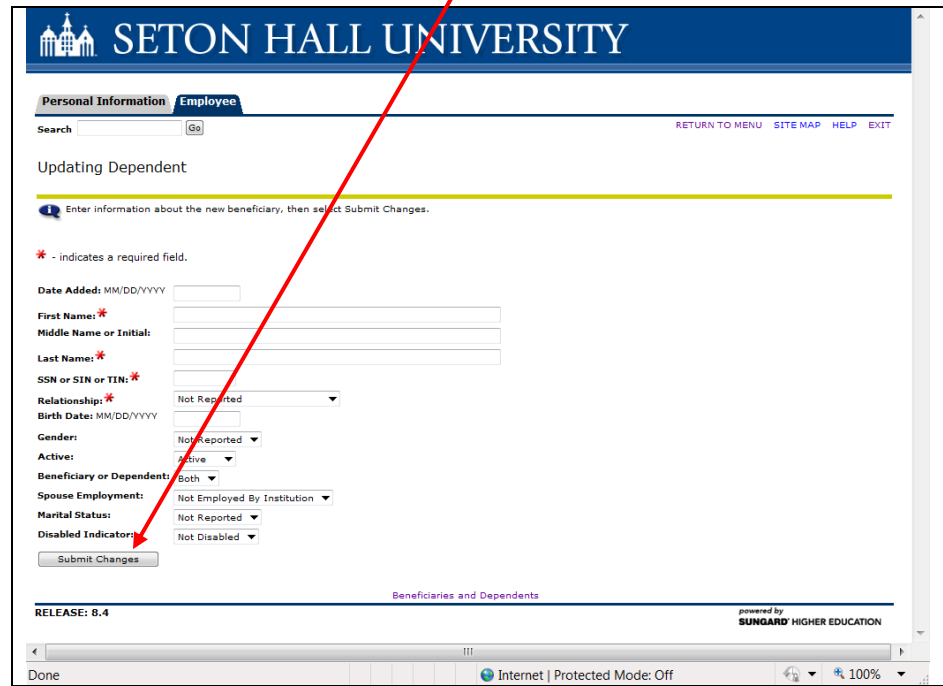
NOTE: All added dependents will require verification through HR

Click on the Add a New Person link to add a new dependent.



Enter Dependent Information

Enter dependent data and click on the Submit Changes button at the bottom of the screen.



Update  
Dependent  
Data

Select Dependent Name from list of dependents

Name	SSN or SIN or TIN	Relationship	Birth Date	Gender	Status	Member Type	Verified Dependent
TestFirst TestLast	111223333	Self	Dec 12, 1976	Female	Active	Both	No
TestChild1 TestLast	111111111	Child	Sep 01, 2002	Female	Active	Not Reported	No
ChildTest2 LastTest	222222222	Child	Dec 12, 2004	Not Reported	Active	Not Reported	No
ChildTest4 TestLast	444444444	Child	Aug 01, 2006	Male	Active	Not Reported	No

Update dependent data and click on the Submit Changes button at the bottom of the screen. If you are unable to update the SSN or Birth Date fields, contact the HR Department. These fields cannot be updated through self service if the dependent exists in Banner as a student or employee.

\* - indicates a required field.

Date Added: MM/DD/YYYY

First Name: \* TestChild1

Middle Name or Initial:

Last Name: \* TestLast

SSN or SIN or TIN: \* 111111111

Relationship: \* Child

Birth Date: MM/DD/YYYY 09/01/2002

Gender:

Active: Active

Beneficiary or Dependents: Both

Spouse Employment: Not Employed By Institution

Marital Status: Not Reported

Disabled Indicator: Not Reported

Remove Beneficiary:

Submit Changes

Update or Enroll Dependent in Benefit Plan

Select Update Coverage and Allocations

Dependents - Windows Internet Explorer

http://bnr-app1-test.shu.edu:9100/pls/BCONV/bwplkbvcv.P.Upd

File Edit View Favorites Tools Help

Convert Select

Dependents

RETURN TO MENU SITE MAP HELP EXIT

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Personal Information Employee

Search  Go

### Dependents

Select the Name to change information for an individual. Choose Add A New Person to make additions. Select the name in the Benefit Coverage table to add or change coverage.

**Beneficiaries and Dependents Information**

Name	SSN or SIN or TIN	Relationship	Birth Date	Gender	Status	Member Type	Verified	Dependent
TestFirst TestLast	111223333	Self	Dec 12, 1976	Female	Active	Both	No	No
TestChild1 TestLast	111111111	Child	Sep 01, 2002	Female	Active	Not Reported	No	No
ChildTest2 LastTest	222222222	Child	Dec 12, 2004	Not Reported	Active	Not Reported	No	No
ChildTest4 TestLast	444444444	Child	Aug 01, 2006	Male	Active	Not Reported	No	No

[Add a New Person](#) | [Update Coverage and Allocations](#)

[Retirement Plan](#) | [Health Benefits](#) | [Flexible Spending Accounts](#) | [Miscellaneous](#) | [Open Enrollment](#) | [Benefit Summary](#)

Return To Benefits and Deductions Menu

RELEASE: 8.4 [ Retirement Plans | Health Benefits | Flexible Spending Accounts | Miscellaneous | Open Enrollment | Confirmation Statement ] powered by SUNGARD HIGHER EDUCATION

Update Coverage and Allocations

Internet | Protected Mode: Off

10:30 AM 10/14/2011

Select Coverage Details to update dependent enrollment for the plan.

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Personal Information Student Employee

Search  Go

SITE MAP HELP EXIT

### Benefits Coverage and Allocation Summary

Review Beneficiaries and Dependents currently associated with your benefit choices. Select Add or Change Coverage or Add or Change Allocations to enroll or update coverage or allocations for the associated benefit.

[Jump to Bottom](#)

#### Beneficiaries and Dependents Information

Test1 Test, 11010777  
Self, Born on Dec 01, 1960 and Does not attend college.  
 No Coverage, No Allocations

Spouse Test  
Spouse, Born on Dec 02, 1959 and Does not attend college.  
 No Coverage, No Allocations

#### Enroll Coverage and Allocations

**Enrolled Benefits Information**

Benefit or Deduction	Action	Status	Start Date	Stop Date
CIGNA Dental Plans - PPO Plan	<a href="#">Coverage Details</a>	Active	Jan 01, 2013	
CIGNA Health Plans - Point of Service	<a href="#">Coverage Details</a>	Active	Jan 01, 2013	

Done

Internet | Protected Mode: Off

100%



Click in the Choose Benefit field for the dependent(s) you are enrolling in the benefit plan. Enter the Begin Date (01/01/2015) and click on the Choose or Update button to submit your elections.

Benefits Coverage - Windows Internet Explorer

http://bnr-app1-test.shu.edu:9090/pls/BCONV2/bwpkdbcv.P\_Mc

File Edit View Favorites Tools Help

Convert Select

Oracle Application ... Benefits Coverage

Page Safety Tools

# SETON HALL UNIVERSITY

Personal Information Student Employee

Search [Go] SITE MAP HELP EXIT

## Benefits Coverage

Enter the Begin Date of coverage, indicate Other Coverage from the pull-down list, if applicable, and select the checkbox under Choose Benefit. When ending coverage, enter the End Date and the Deduction Termination Reason, if applicable, and select the checkbox under Choose Benefit to update.

\* - indicates a required field.

**CIGNA Health Plans - Open Access Plus**

Status: Undefined Status  
Start Date: Jan 01, 2012  
Stop Date:

Choose Benefit *	Name	Relationship	Existing Coverage	Begin Date MM/DD/YYYY *	End Date MM/DD/YYYY	Deduction Termination Reason	Other Coverage
<input type="checkbox"/>	TestFirst TestLast	Self	No			Not Selected	No other coverage
<input checked="" type="checkbox"/>	ChildTest1 TestLast	Child	No	01/01/2012		Not Selected	No other coverage

Choose or Update

Internet | Protected Mode: Off 100%

3:57 PM 10/14/2011

## Confirmation Statement

To view and/or print a Confirmation Statement, click on Confirmation Statement.

Open Enrollment - Windows Internet Explorer  
http://bnr-app1-test.shu.edu:9030/pls/BTEST/bwpkdcml\_P\_Opei

Personal Information Employee

Search [Go] RETURN TO MENU SITE MAP HELP EXIT

### Open Enrollment

Open Enrollment Start Date: Oct 01, 2010  
Open Enrollment End Date: Nov 21, 2010  
Benefits Effective Date: Dec 24, 2010

Group Benefits Status

Health CIGNA Dental Plans - PPO Plan will be terminated.  
CIGNA Health Plans - Point of Service will be continued into the new year.  
Opt Out of Medical Coverage will be terminated.

Flex Spending No choices made in this group.

Reopen Open Enrollment Calculate Cost

[ Retirement Plans | Health Benefits | Flexible Spending Accounts | Miscellaneous | Dependents | Confirmation Statement ]  
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From the drop down list select Jan 01, 2012 and click Select.

Confirmation Statement Date Criteria - Windows Internet Explorer  
http://bnr-app1-test.shu.edu:9030/pls/BTEST/bwpkebst.P\_DisplI

SETON HALL UNIVERSITY

Personal Information Employee

Search [Go] RETURN TO MENU SITE MAP HELP EXIT

### Confirmation Statement Date Criteria

As of date: CURRENT  
CURRENT  
Jan 01, 2011

Select

[ Retirement Plans | Health Benefits | Flexible Spending Accounts | Miscellaneous | Open Enrollment | Beneficiaries and Dependents ]  
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To print a copy for your records, right click on the Confirmation Statement and select Print, use the Printer Icon on the Command Bar or select Print from the File Menu.

The screenshot shows the Seton Hall University website interface. At the top is the university logo and name. Below is a navigation bar with tabs for 'Personal Information', 'Student', and 'Employee'. A search bar and utility links ('RETURN TO MENU', 'SITE MAP', 'HELP', 'EXIT') are present. The main content area is titled 'Confirmation Statement' and contains a 'Summary for TestFirst TestLast as of Jan 01, 2012' with a 'Current Date is Oct 14, 2011'. Under 'Personal Data', employee details are listed: Department (Human Resources Office), Benefit Category (Paraprofessional Staff), Date of Birth (Dec 12, 1967), Original Hire Date (Sep 01, 2011), Current Hire Date (Sep 01, 2011), and Adjusted Service Date (Sep 01, 2011). There are links for 'Dental | Flex Spending | Medical'. The 'Dental' section shows 'CIGNA Dental Plans - CDC Plan' with a table for 'Employee + Family' showing amounts for Employee, Employer, and Total. The 'Flex Spending' section shows 'Flexible Health Reimbursement Account' with a table for 'Emp Per Pay Amt' and 'Annual Goal Amt'.

Plan:	Employee + Family
Employee Amount:	\$9.69
Employer Amount:	\$9.26
Total Cost:	\$18.95

Emp Per Pay Amt:	\$50.00
Annual Goal Amt:	\$400.00

After reviewing, the instructions if you have any questions or need assistance please contact:

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Natasha Cohen (973) 761-9176