

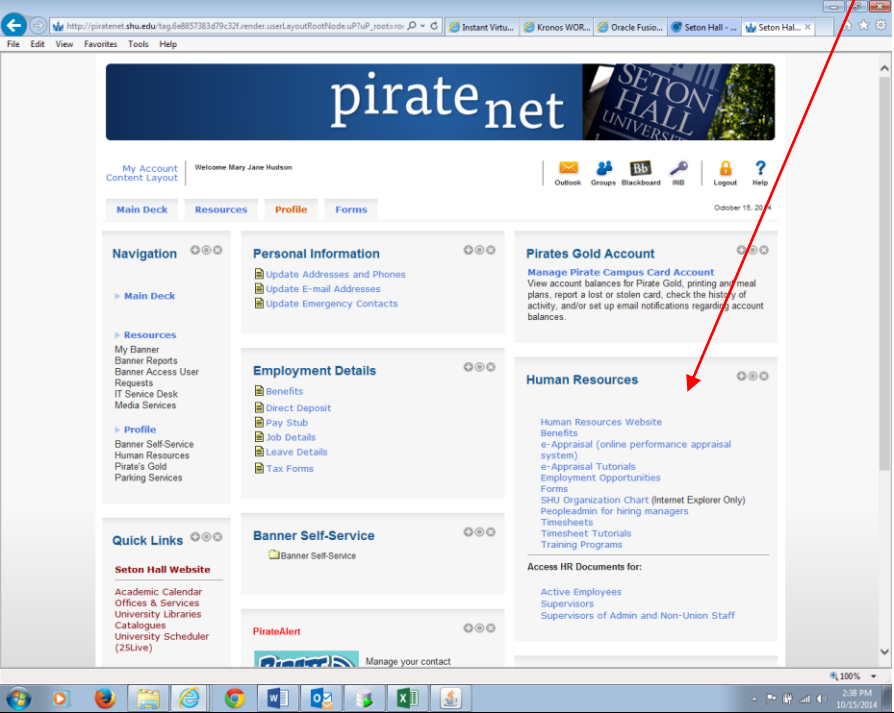
Banner Self Service
Online Open Enrollment Instructions
Index

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. [Update Dependent and Benefit Plan Enrollment Data](#)
8. [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.  The screenshot shows the pirate.net website interface. The top navigation bar includes 'Main Deck', 'Resources', 'Profile', and 'Forms'. The left sidebar contains 'Navigation' with links to 'Main Deck', 'Resources', 'Profile', and 'Quick Links'. The main content area is divided into several sections: 'Personal Information' (Update Addresses and Phones, Update E-mail Addresses, Update Emergency Contacts), 'Employment Details' (Benefits, Direct Deposit, Pay Stub, Job Details, Leave Details, Tax Forms), 'Banner Self-Service' (Banner Self-Service), 'Pirates Gold Account' (Manage Pirate Campus Card Account), and 'Human Resources' (Human Resources Website, Benefits, e-Appraisal, e-Appraisal Tutorials, Employment Opportunities, Forms, SHU Organization Chart, Peopleadmin, Timesheets, Timesheet Tutorials, Training Programs). A red arrow points to the 'Human Resources' section in the right-hand column.

Start Open Enrollment Process

Click on the Start Open Enrollment button

Open Enrollment - Microsoft Internet Explorer

Address: http://b-app1.pprd.shu.edu:9021/pls/TEST/bwpkdomn.P_OpenEnrollment

Personal Information | Student and Financial Aid | **Employee** | Finance

Search [] Go RETURN TO MENU SITE MAP HELP EXIT

Open Enrollment

Open Enrollment Start Date: Sep 09, 2008
Open Enrollment End Date: Nov 21, 2008
Benefits Effective Date: Jan 01, 2009

Group	Benefits Status
Health	No choices made in this group.
Flex Spending	No choices made in this group.

Start Open Enrollment

[Retirement Plans | Health Benefits | Flexible Spending Accounts | Miscellaneous | Beneficiaries and Dependents | Benefit Statement]

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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 - Microsoft Internet Explorer

Address: http://b-app1.pprd.shu.edu:9021/pls/TEST/bwpkdomn.P_OpenEnrollmentFuncs

Personal Information | **Employee**

Search [] Go RETURN TO MENU SITE MAP HELP EXIT

Open Enrollment

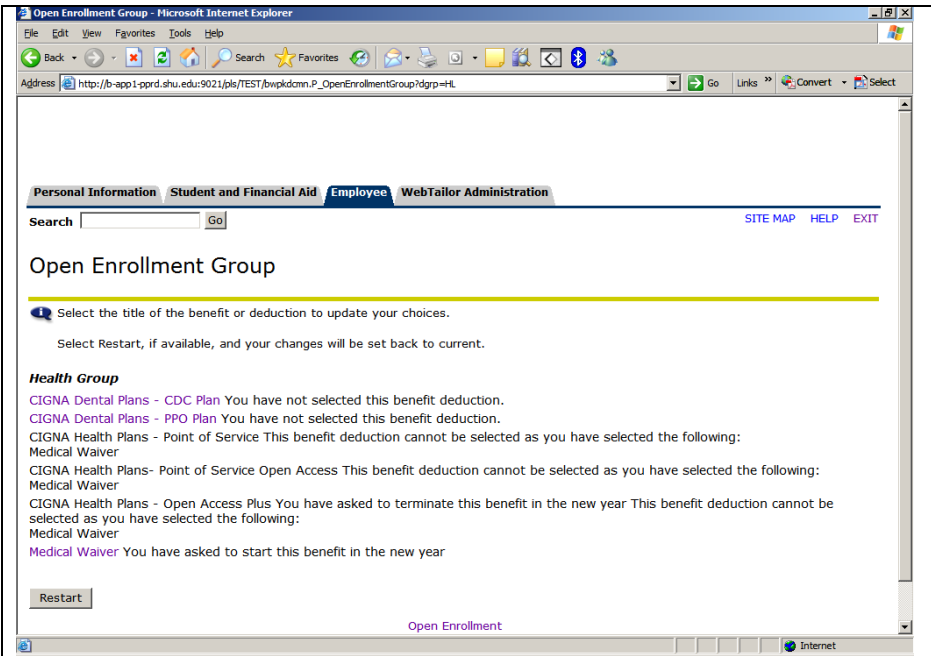
Open Enrollment Start Date: Sep 09, 2008
Open Enrollment End Date: Nov 21, 2008
Benefits Effective Date: Jan 01, 2009

Group	Benefits Status
Health	CIGNA Dental Plans - PPO Plan will be continued into the new year. CIGNA Health Plans- Point of Service Open Access will be continued into the new year.
Flex Spending	No choices made in this group.

Complete Restart Cancel Calculate Cost

[Retirement Plans | Health Benefits | Flexible Spending Accounts | Miscellaneous | Beneficiaries and Dependents | Benefit Statement]

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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/BTEST/bwpkdcnm.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	☐
	Employee + Family	354.0000	1,118.9200	☐
	Employee + Spouse	237.0000	750.0800	☐
My Current Plan	Employee Only	40.0000	461.2300	☒

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/bwpkdcnm.P_Oper...

File Edit View Favorites Tools Help

SETON HALL UNIVERSITY

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

Add Choice

Open Enrollment Group

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Done Internet | Protected Mode: Off 98% 11:28 AM 10/18/2010

Return to Open Enrollment Screen

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

Open Enrollment Group

Select the title of the benefit or deduction to update your choices.

Select Restart, if available, and your changes will be set back to current.

Health Group

CIGNA Dental Plans - CDC Plan You have not selected this benefit deduction.

CIGNA Dental Plans - PPO Plan You have asked to terminate this benefit in the new year

Plan	Employee Amount	Employer Amount
Employee + Family	22.6100	37.2600

CIGNA Health Plans - Point of Service You have asked to terminate this benefit in the new year This benefit deduction cannot be selected as you have selected the following:
Opt Out of Medical Coverage

CIGNA Health Plans - Open Access Plus This benefit deduction cannot be selected as you have selected the following:
Opt Out of Medical Coverage

Opt Out of Medical Coverage You have asked to continue this benefit into the new year

Restart

Open Enrollment

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.

Open Enrollment - Microsoft Internet Explorer

Address: http://b-app1.pprd.shu.edu:9021/pls/TEST/bwpkdcmm.P_OpenEnrollment?

Personal Information Student and Financial Aid Employee Finance

Search [] Go RETURN TO MENU SITE MAP HELP EXIT

Open Enrollment

Open Enrollment Start Date: Sep 09, 2008

Open Enrollment End Date: Nov 21, 2008

Benefits Effective Date: Jan 01, 2009

Group	Benefits Status
Health	CIGNA Dental Plans - CDC Plan will be started in the new year. CIGNA Dental Plans - PPO Plan will be terminated. CIGNA Health Plans - Point of Service will be started in the new year. CIGNA Health Plans - Open Access Plus will be terminated.
Flex Spending	No choices made in this group.

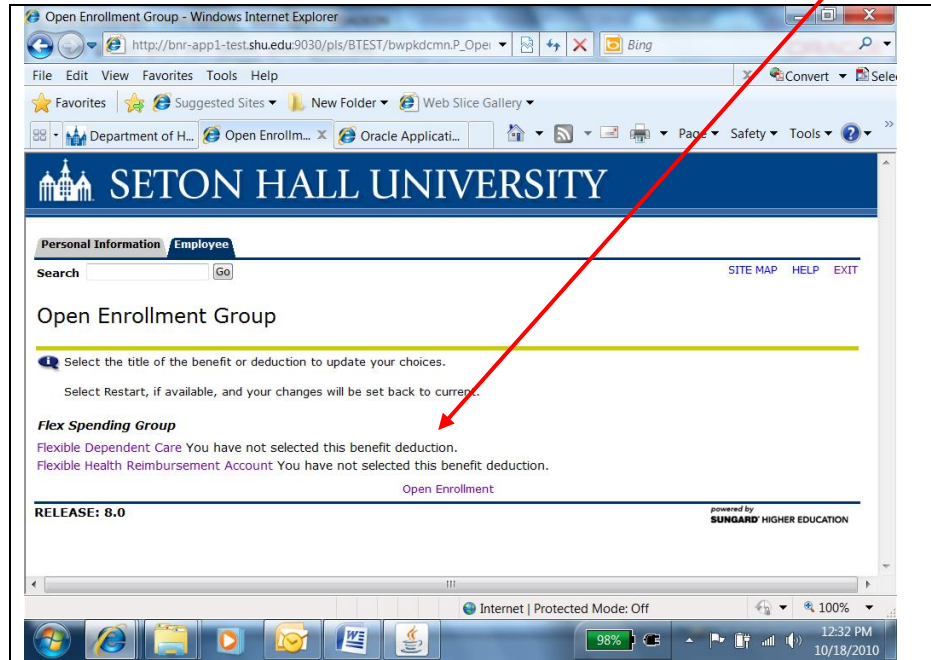
Complete Restart Cancel Calculate Cost

[Retirement Plans | Health Benefits | Flexible Spending Accounts | Miscellaneous | Beneficiaries and Dependents | Benefit Statement]

RELEASE: 7.0

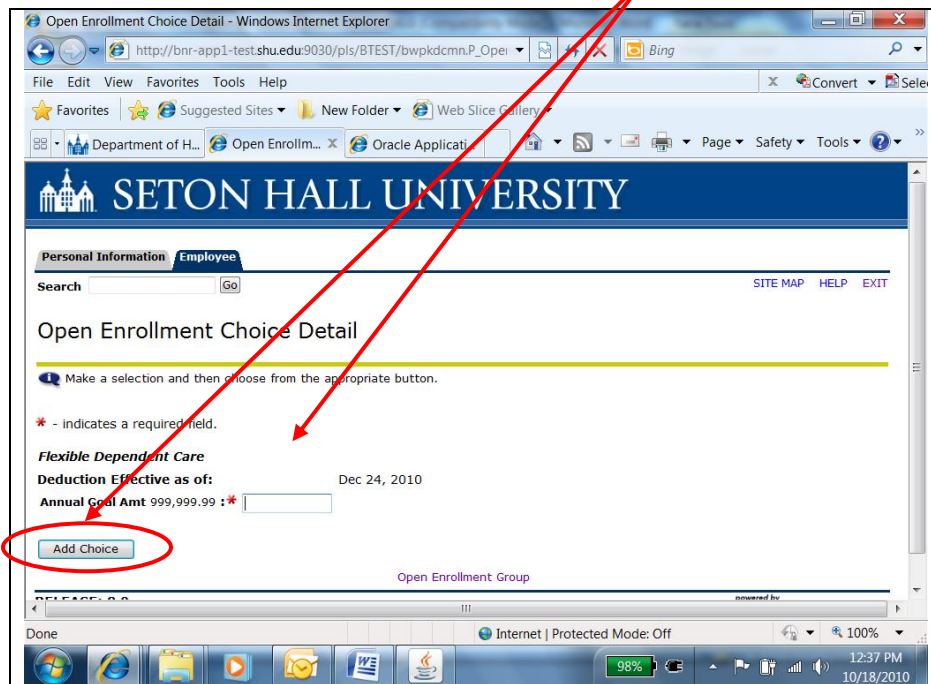
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Select the Flex Account you wish to participate in.



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
Reimburse-
ment 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 \$2,650.00. After entering the data click on the Add Choice Button.

Open Enrollment Choice Detail - Windows Internet Explorer

http://bnr-app1-test.shu.edu:9030/pls/BTEST/bwpkdcmm.P_Ope

File Edit View Favorites Tools Help

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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.

Flexible Health Reimbursement Account

Deduction Effective as of: Dec 24, 2010

Annual Goal Amt 999,999.99 :*

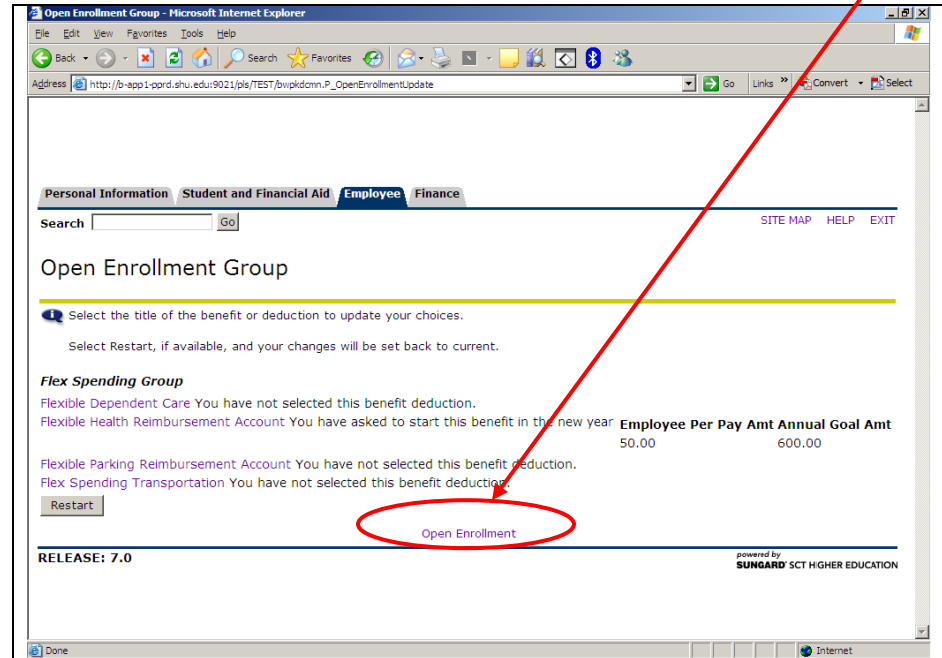
Add Choice

Open Enrollment Group

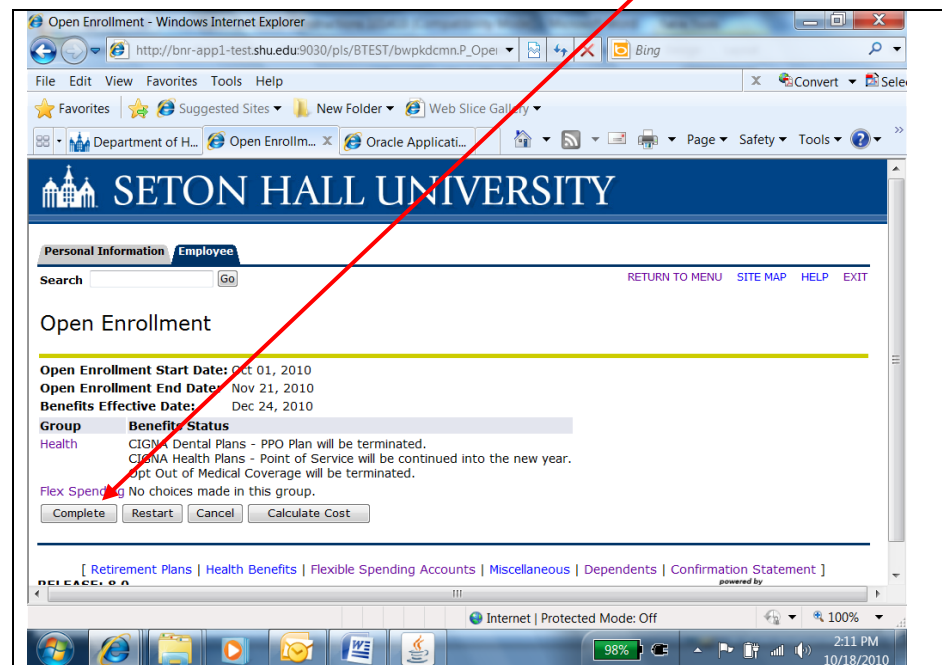
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Complete the
Open
Enrollment
Process

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.



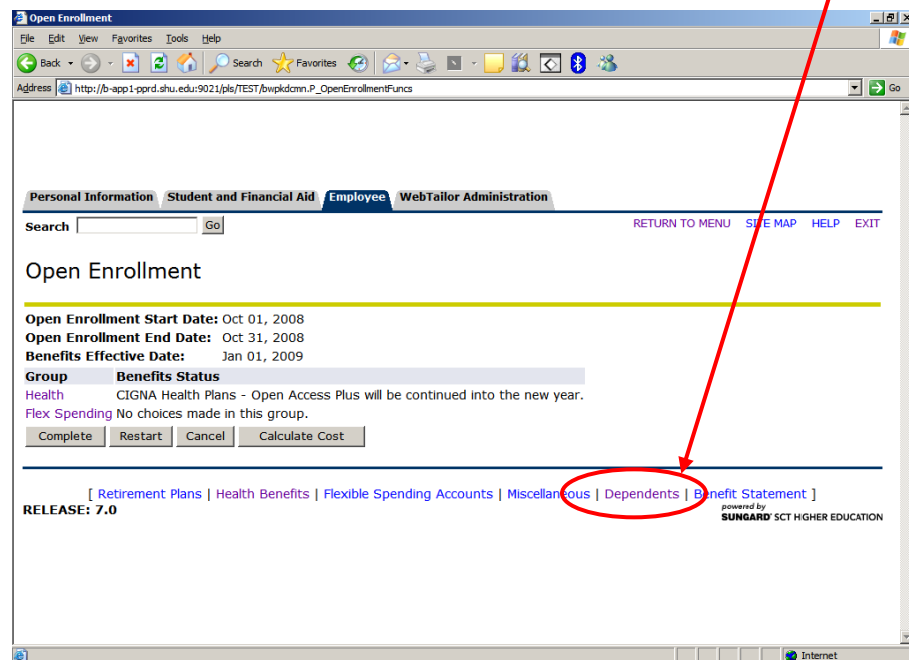
Enroll or
Update
Dependent
Data

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.

Dependents - Windows Internet Explorer

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

File Edit View Favorites Tools Help

Convert Select

Dependents

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Personal Information Employee

Search Go

RETURN TO MENU SITE MAP HELP EXIT

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	
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 12, 2000	Male	Active	Not Reported	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

Dependents Links

Flexible Spending Accounts

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Enter Dependent Information

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

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RETURN TO MENU SITE MAP HELP EXIT

Updating Dependent

Enter information about the new beneficiary; then select Submit Changes.

* - indicates a required field.

Date Added: MM/DD/YYYY

First Name: *

Middle Name or Initial:

Last Name: *

SSN or SIN or TIN: *

Relationship: *

Birth Date: MM/DD/YYYY

Gender: *

Active: *

Beneficiary or Dependent: *

Spouse Employment: *

Marital Status: *

Disabled Indicator: *

Submit Changes

Beneficiaries and Dependents

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Update
Dependent
Data

Select Dependent Name from list of dependents

Dependents - Windows Internet Explorer

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

File Edit View Favorites Tools Help

Convert Select

Favorites Dependents

Page Safety Tools

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Personal Information Employee

Search Go RETURN TO MENU SITE MAP HELP EXIT

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	
TestChild1 TestLast	111111111	Child	Sep 01, 2002	Female	Active	Not Reported	No	
ChildTest2 TestLast	222222222	Child	Dec 12, 2004	Not Reported	Active	Not Reported	No	
ChildTest4 TestLast	444444444	Child	Aug 01, 2006	Male	Active	Not Reported	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]

Dependents Links

Flexible Spending Accounts

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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.

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Personal Information Employee

Search Go RETURN TO MENU SITE MAP HELP EXIT

Updating Dependent

Change the beneficiary information as desired, then select Submit Changes.

* - 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: Not Reported

Active: Active

Beneficiary or Dependent: Both

Spouse Employment: Not Employed By Institution

Marital Status: Not Reported

Disabled Indicator: Not Disabled

Remove Beneficiary:

Submit Changes

Beneficiaries and Dependents

RELEASE: 8.4

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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/bwplkdbcv.P.Upd

File Edit View Favorites Tools Help

Convert Select

Favorites Dependents

Page Safety Tools

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Personal Information Employee

Search Go

RETURN TO MENU SITE MAP HELP EXIT

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	
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	

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]

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Update Coverage and Allocations

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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	<u>Coverage Details</u>	Active	Jan 01, 2013	
CIGNA Health Plans - Point of Service	<u>Coverage Details</u>	Active	Jan 01, 2013	

Done

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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

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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
☐	TestFirst TestLast	Self	No			Not Selected	No other coverage
☒	ChildTest1 TestLast Child	No	No	01/01/2012		Not Selected	No other coverage

Choose or Update

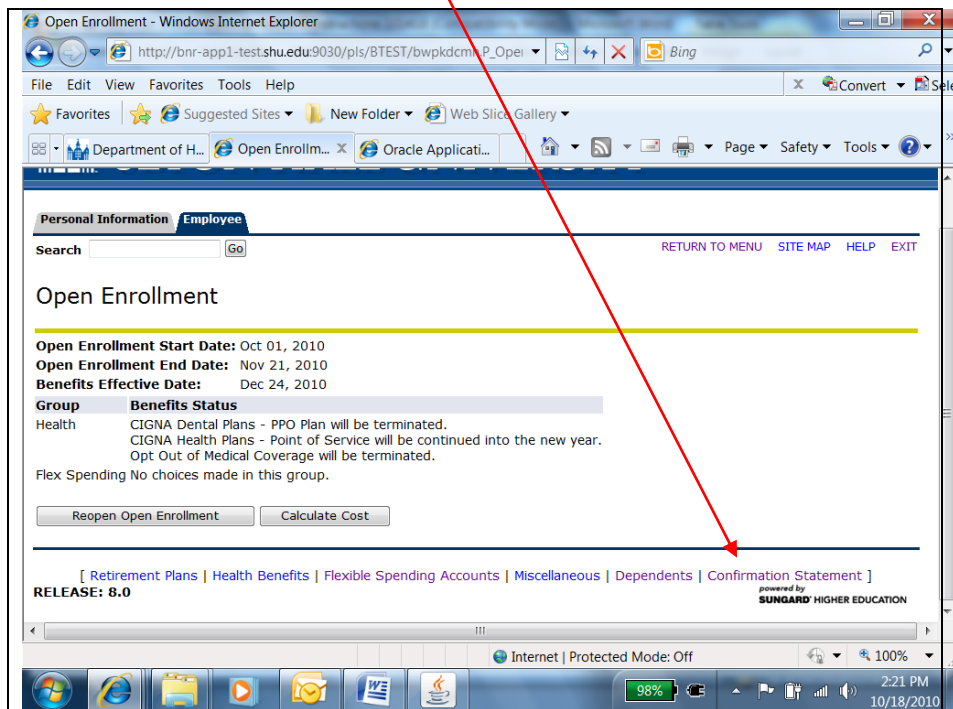
Internet | Protected Mode: Off

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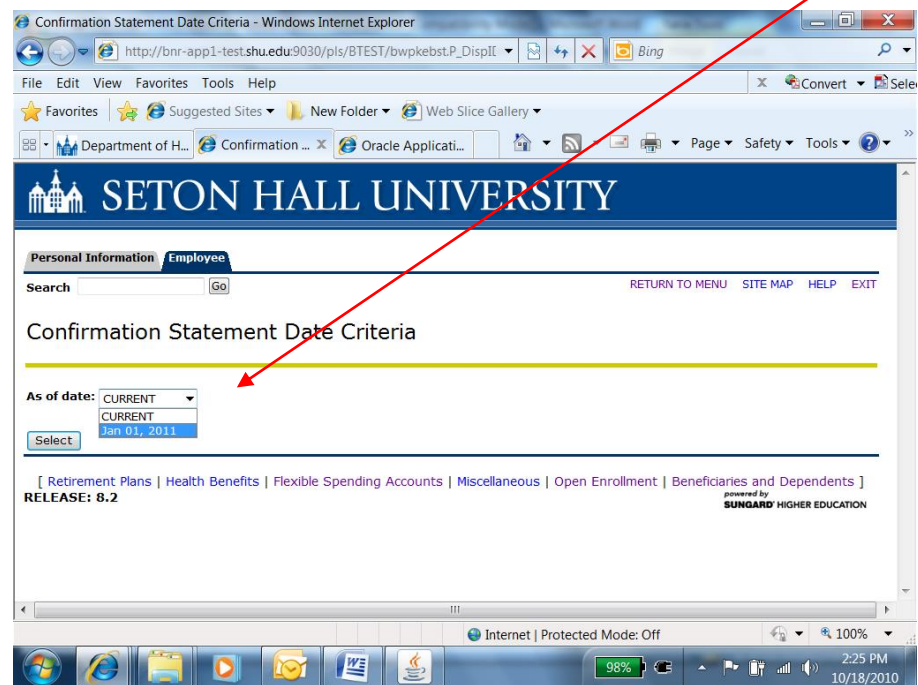
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Confirmation Statement

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



From the drop down list select Jan 01, 2015 and click Select.



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.

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Personal Information | **Student** | Employee

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Confirmation Statement

Summary for TestFirst TestLast as of Jan 01, 2012
Current Date is Oct 14, 2011

Personal Data

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
Adjusted Service Date: Sep 01, 2011

[Dental](#) | [Flex Spending](#) | [Medical](#)

Dental

CIGNA Dental Plans - CDC Plan

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

[Return to Top](#)

Flex Spending

Flexible Health Reimbursement Account

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

[Return to Top](#)

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

Babette Brooks (973) 275-2755
Noreen Reilly-Singer (973) 761-9176