Purdue University
New Faculty and Staff
Benefit Enrollment Guide

Getting Started

Signing up for benefits through the University is online through Benefitfocus located on the OneCampus Portal. You will have access to enroll once all employment and personal information is entered into the Purdue system. This process may take up to 1-2 weeks following your hire date.

Once your information is entered, you will receive an email to your Purdue email address from hr@purdue.edu informing you, Benefitfocus, the online enrollment tool is now available for you to enroll in benefits. You have 30 days from your date of hire to complete your enrollment. All elected coverages and premiums retroactively begin with your hire date.

Before You Enroll

Review benefit options: You have the choice to enroll yourself and your eligible dependents in each benefit plan offered or choose to opt out of coverage. Review your benefit options and plan specifics here http://www.purdue.edu/hr/Benefits/newEmployee/index.html.

If adding dependents to your plan: You will need to submit required documents (i.e. birth/marriage certificates, etc.) as part of the enrollment process. Documents may be uploaded through the “My Documents” link on the “Manage Your Benefits” page in Benefitfocus or submitted to HR Service Center in Kurz Purdue Technology Center.

You may enroll dependents at this time or within 31 days of birth, marriage or entrance into the United States. For information on eligible dependents and required documentation, visit http://www.purdue.edu/hr/Benefits/currentEmployees/employeeBenefits/eligible_dependents.html.

Enroll carefully – once you’ve submitted your enrollment, you will not be permitted to make changes to your elections until the next open enrollment, unless you have a qualifying life event. To record a life event or to access your benefit enrollment information, you may log into Benefitfocus through the OneCampus Portal at any time. For details on qualifying life events visit http://www.purdue.edu/hr/Benefits/currentEmployees/employeeBenefits/chg_fam_status.html.

Where to Get Help

For questions about benefits or help with the enrollment process, contact Human Resources by email at hr@purdue.edu, www.purdue.edu/hrhelp (secure email), or by phone at (765) 494-2222.
Ready to Enroll – Navigating Benefitfocus

1. To begin your enrollment, visit the OneCampus Portal at https://one.purdue.edu/, select “Browse Categories” at the top of the page under the search bar, then choose “HR & Benefits”. Select “Benefit Enrollment – Active Benefitfocus (Faculty/Staff/Grad Staff)” and log in with your Purdue career account username and password.

2. Once logged in, click the gold button “To Enroll, Make a Change, and View Your Benefits CLICK HERE” located at the top right of your screen.
3. From the “Manage Your Benefits” page, click the gold “Get Started” button to begin enrolling.

4. Next, you will be asked to enter dependent information for the dependents you plan to cover. Select “Next” if you plan to cover just yourself.

Choose “Add Dependent” to add your dependents information on the next screen, then choose “Save and Add Another” to add additional dependents. Once you’ve entered all dependent information, click “Save”. You will be asked to submit your dependent documentation (i.e. birth certificate, marriage certificate, etc.) at the end.

5. Next, you will be asked to answer if you have used tobacco products within the past 12 months. (This information is collected in order to determine the appropriate rates for the medical, Term Life, and voluntary Critical Illness plans which have varying rates based on tobacco user status.)

You are then asked to answer if you would prefer to read the HIPAA Notice of Privacy Practices (a legal notice) on the website or receive a paper copy mailed to your home address. After making your selections, click “Save & Continue”. 
6. On the “Current Benefits” page, you will see the summary of all benefits available to you. Beginning with “1. Your Medical coverage”, select “Begin enrollment” to review the medical plan options or “Decline coverage” to opt out of medical plan coverage. Once you’ve made a selection for your medical plan coverage, you will be directed to the next set of benefit plan options.

**Enrollment tip:** From the summary page, select the first benefit plan in the list to begin. Follow the numbered benefit plans in order. You will not be able to submit your enrollment until you have made a decision on all benefit plans highlighted in blue (example shown below).
7. If you chose to review the medical plan options, you will be directed to the “Choose your Medical plan.” Page. On this page, you will have the option to select your medical plan. Confirm you have the correct dependents selected on the left side of the page, choose “Select plan” under the medical plan you would like to elect, then select “Next” to move on to the next page.

8. Once you’ve selected your medical plan, you will see a summary of the medical, prescription coverage, Health Savings Account (HSA) and Flexible Spending Account (FSA) plans available to you based on the medical plan you selected. The prescription and vision benefits are tied to your medical plan enrollment, therefore, no election is required for those plans. Review the coverages you have elected so far and select edit to make any changes.
9. If you elect a medical plan that offers a Health Savings Account (HSA), you will be directed to set up your HSA next. To set up an HSA contribution, on the “Contribute to your Health Savings Account (HSA) select “Edit contribution” then “+Add Contribution”. To continue with the University’s contribution only, select “Next” and skip to step 12. If you are not eligible for an HSA (i.e. participating in Medicare, etc.) and would like to decline the HSA plan, including Purdue’s contribution, select “Edit coverage” then “Decline Coverage”.

10. If you would like to contribute to the HSA, enter the amount you would like to contribute per paycheck then select “Add contribution”.

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**Contribute to your Health Savings Account (HSA)**

<table>
<thead>
<tr>
<th>Amount</th>
<th>Frequency</th>
<th>Date</th>
<th>Description</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>$150.55</td>
<td></td>
<td></td>
<td>Employer's ongoing contribution</td>
<td></td>
</tr>
<tr>
<td>$150.57</td>
<td></td>
<td></td>
<td>Employer's ongoing contribution</td>
<td></td>
</tr>
</tbody>
</table>

**Estimated Contributions**

- Summary: $1,300.00
- Employer contribution total: $1,300.00
- Contribution total: $1,300.00

**Contribute to your HSA**

Enter the amount you would like to contribute to your HSA. The total amount that you can contribute for this benefit year is $5,000.00.

- Contribution Type: Repeating
- Per paycheck: 8 x 12 paychecks = $5,000.00

**Add contribution**
11. Once you have entered your HSA contribution amount, select “Next”.

12. If you elect to contribute to a health care FSA (offered in place of HSA) or a limited purpose FSA (offered with HSA), choose the FSA plan offered in the list and select “Edit contribution”.

[Image of the interface with HSA and FSA options]
13. Enter the **annual** contribution amount you would like to contribute to the FSA in the box. Select “Next”.

14. Review the elections you’ve made so far then select “Save” at the bottom of the health plans summary page.
15. Next, you will be directed back to the “Current Benefits” summary page. Scroll down the page reviewing your coverage and dependents for each plan. Select “Edit coverage” under each plan option to make any changes to coverage for that plan.

16. You can choose to “Begin enrollment” or “Decline coverage” for each of the remaining plans listed in blue. Once you have selected to enroll in the plan or declined coverage, the blue highlight is removed and you are able to continue with your enrollment.
17. Further down the summary page, you will see the Term Life and AD&D life insurance plans. The University provides basic coverage and you have the option to enroll for additional life insurance coverage for yourself, your spouse, and children. Additional Term Life coverage amounts for yourself and/or your spouse are subject to the Evidence of Insurability (EOI) process.

You are asked to enter beneficiaries for your Term Life and AD&D plans, even if you choose no additional life insurance coverage. To enter beneficiary information, on the summary page under the “Your Life coverage Basic Employee Term Life” section on the “Beneficiaries” line, select the pencil icon next to “Add”. The beneficiaries you name for the basic life insurance plans will also apply to any voluntary coverage you may elect for yourself. If you choose to elect the Critical Illness plan, you will be asked to name a beneficiary separately under that plan and will click “Add” next to “Beneficiaries” in that section.
18. From the “Current Benefits” page you will be directed to the “Life: Beneficiary information” page; click “Add Beneficiary.”

19. Select the “Beneficiary Type”. Choose from Person, Organization, Trust, or Estate, then select “Next.”
20. Select from the pre-populated list of dependents. If you are choosing a beneficiary that is not already listed as a dependent, select “Enter New beneficiary” and add the new beneficiary’s details.

21. Once you have named your beneficiary, click the box under “Use” to choose the named beneficiary. Select “Primary Beneficiary” or “Secondary (Contingent) Beneficiary” from the drop down box under “Beneficiary Type”. Then set the “Allocation Percentage”. Once you’ve set the allocation percentage, select “Add Beneficiary” to name additional beneficiaries, then click “Next”.

**Note:** The allocation percentage must equal 100% across all primary beneficiaries; the allocation percentage must also equal 100% for secondary beneficiaries.
22. Repeat steps 18-21 to “Add” your beneficiaries for the AD&D life insurance plan (and Critical Illness insurance plan, if applicable). Once you’ve added your beneficiary information, you will be taken to the summary page.

**Note:** On this page, under the Term Life and AD&D life insurance sections, you can click “Show Details” to confirm the beneficiaries you’ve named are listed and, if you choose, select “Edit” with the pencil icon next to “Beneficiaries” to make any changes.

23. Verify the information is correct and click “Save” at the bottom of the page.
24. Continue down the main summary page reviewing your coverages and making decisions on all plans shown, including the blue highlighted plans, until you reach the bottom of the page. Note: Your Long-Term Disability coverage plan will be the last plan listed on the summary page. There is no election required for this plan, Long-Term Disability is an automatic benefit in place for all faculty and staff and an election is not required, nor are you able to edit the coverage.

25. Once you’ve scrolled through all of the benefit plans to the bottom of the page, click the small checkbox “I have reviewed the information above” on the bottom left side of the page, then choose “Complete Enrollment” when you are ready to submit your enrollment.

26. After completing your enrollment, you will be directed back to the “Manage Your Benefits” page. At the top of the page, you will see a green shaded box that states you have successfully completed your enrollment, along with your confirmation number.

**If you elected to add dependents to your coverage:** You may upload your required documents (i.e. birth/marriage certificates, etc.) at this time through the “My Documents” link on the “Manage Your Benefits” page under the “MANAGE ACCOUNT” section in the left side menu.
27. A confirmation benefit statement is located on the right side of the “Manage Your Benefits” page under “Important Documents”. To open, select “Employee Summary Report”. This report is a detailed confirmation of your benefit choices. You may print a copy of this report and save for your records or share the document, as needed, if you are required to show proof of your enrollment.

Once you’ve completed your enrollment and submitted any applicable dependent documentation, you may log out by selecting your name located at the top right corner and “Log off”.