

# “How to” Online Open Enrollment

1) In Skyward, go to Online Open Enrollment.

2) Under the drop down arrow for **Open Enrollment** on the left, click on the bottom where it says 10MTH or 12MTH.



3) Your benefits will be listed as you currently have them and will have Retain beside everything you already have.

4) On the right hand side you will have the option to add or drop coverage.



5) Remember that anytime you see a  pointing to a description (such as before retain), you can click the arrow to drop down more information.

6) Ten month Para Educators are considered variable hour employees who work less than 30 hours per week on average over the year and not eligible for health insurance. If you are classified as a Para Critical Need at Haverhill or in one of the Autism classrooms or FFA programs, you will be offered health insurance this year. If you have questions about the program you work in, please check with your supervising teacher.

7) Per federal regulations, we can only offer flex childcare and/or flex health accounts to staff that are offer health insurance. If you have a childcare or health flex deduction,

8) please note the amount is zero and you will need to click  and put in the **annual amount** you want withheld. **If you fail to input an amount, you will not be enrolled in flex.**

9) Please note that when you select to add coverage, there are only 20 items per page and multiple pages. Click the arrow before next to see more or select to see 100 items at a time. On Critical Illness, you will have to pick by if you are a smoker or non-smoker, EE is for Eligible Employee and you can add your Spouse, Children or the whole family.



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- 10) If you enroll in any benefit that you wish to cover a spouse, child(ren) or family, you must add the information for the family member(s) under dependent information on the right side of the enrollment page. Please check this area if you had family members covered last year to make sure all the information is in the system and correct.

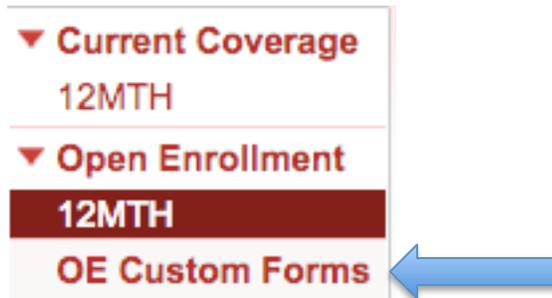


- 11) When you have completed your elections, you must select “Submit Coverage Selections to HR”. Once you submit, you cannot make further changes. Benefit enrollment is due by August 15, 2017.



- 12) If you enroll in new or additional coverage, please complete the required form which can be obtained at [www.bcsbc.org](http://www.bcsbc.org) under resources and forms on the right hand side.

- 13) If you do not choose to participate in any insurance benefit, click on OE Custom Forms in Online Open Enrollment and click the check box by Waive. This must be done if no insurance products are purchased. Next, go under Open Enrollment and click on 12MH or 10MH then click add Coverage and the very top item is Waive Coverage. Add that option. Once done, click on Submit Coverage Selections to HR.



WAIVER	Waiver of Coverage	#Adjustment
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