HR-Benefits

How to Enroll in New Hire Benefits in Oracle

This document is a step-by-step guide on how to enroll in benefits as a new hire.

Introduction

All enrollments must be completed by you within your Period of Initial Eligibility (PIE), which is 31 calendar days from your new hire date.

To complete the enrollment process online, you must have a CRYPTOCard with administrative-level access. Employees without A-level CRYPTOCARD access will need to complete form 1751a and email it to benefits@lanl.gov.

To enroll eligible dependents, submit a completed LANL Contacts Form and supporting documentation by emailing it to benefits@lanl.gov as early as possible, but no later than the end of your PIE. Within 5 business days, your dependent(s) will appear in Oracle. The Benefits Office will notify you when you are able to enroll them in benefits. If you are not enrolling dependents, a LANL Contacts Form is not needed. You may enroll in your benefits through Oracle by the end of your PIE.

Make sure all dependents you want to enroll in benefits meet eligibility requirements before submitting your <u>LANL Contacts Form</u> to the Benefits Office. Please refer to the <u>Acceptable Dependent Supporting Documentation chart (pdf)</u> for additional information regarding eligible family members and required documentation.

Once you complete your enrollments, your benefits will go into effect as of your date of hire.

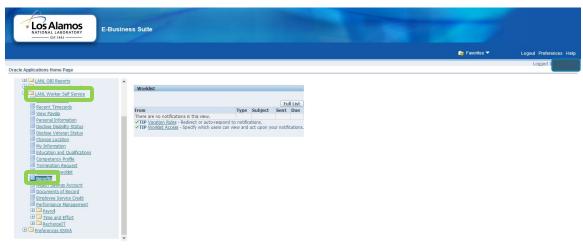
Step-by-Step Enrollment Instructions

Once your <u>LANL Contacts Form</u> has been entered and the Benefits Office has notified you to complete your enrollments, follow these steps.

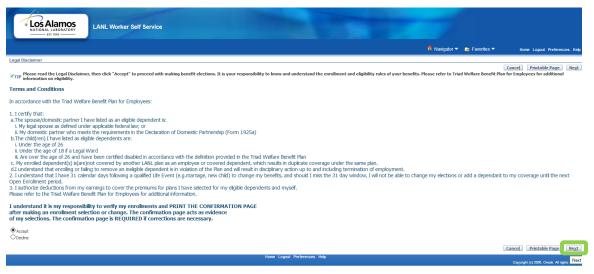
1. Review new hire enrollment <u>plan information</u>. Click on the section that pertains to your employment status to access the appropriate enrollment information.



2. If you are a Full-Time/Part-Time Status employee, login to Oracle. Select "LANL Worker Self Service" and then select "Benefits" to begin the enrollment election process.

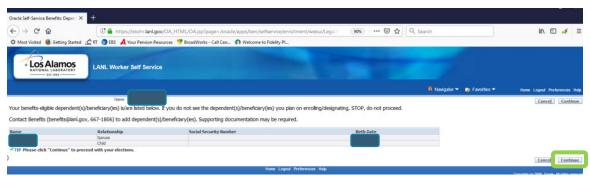


3. Review and accept the Terms & Conditions and select "Next". You will only be required to accept the Terms & Conditions once, so if you have previously accepted them, you will not see the Terms & Conditions screen again.

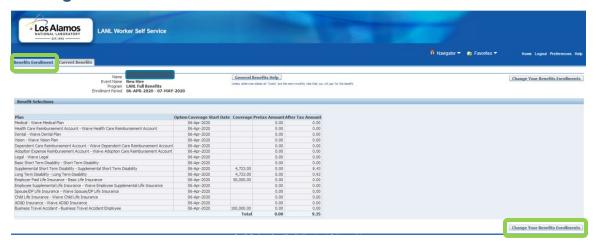


4. Review the list of your eligible dependent(s). If all of your dependents are listed, click "Continue".

If you do not see the dependent(s) you plan on enrolling, STOP, do not proceed. Complete the <u>LANL Contacts Form</u> and email the form and necessary supporting documentation to <u>benefits@lanl.gov</u> (see introduction above for more information).



5. The next screen will show you two tabs: your "Current Benefits" and "Benefits Enrollment". Your "Current Benefits" will show most plans (except plans you are enrolled in automatically) in a "waived" status. To enroll, click the "Benefits Enrollment" tab, then click the "Change Your Benefits Enrollments" button.



- 6. Complete your benefits elections. You must either enroll or waive each insurance option; do not skip any.
 - a. Select the medical plan you wish to enroll in. If you do not wish to enroll in a Laboratory-sponsored medical plan, select "Waive Medical Plan".
 - b. If you enroll in the HDHP medical plan and wish to enroll in the Health Savings Account (HSA), select the box near the HSA option (e.g. "Employee Only" or "Employee + Family") that corresponds with the level of coverage you selected for your medical plan. To contribute to the HSA via payroll deductions, enter the per pay period amount in the field provided. If not, leave the amount as \$0.
 - c. If you wish to participate in a Flexible Spending Account (HCRA, DCRA, AERA), select the box near the plan and enter an annual amount in the coverage field. You can enroll in the Health Care Reimbursement Account if you are enrolled in the PPO plan or if you are waiving medical coverage.
 - d. Make sure you scroll down and make a selection for all the benefits listed. If enrolling in a benefit, be sure to select a benefit coverage amount if applicable and the pertinent level of coverage.
 - e. Once you have made selections for each benefit, press "Save > Next".
 - f. Please note that Laboratory-provided benefits such as Basic Life insurance, Short Term Disability, and Business Travel Accident insurance are automatically enrolled and you cannot waive them. The Laboratory pays the premiums for these plans.
 - g. Ensure you are not creating duplicate coverage when enrolling in your benefits. Triad plan rules do not allow duplicate coverage.
 - This means you may not be covered in any Triadsponsored benefit plan as an employee and as an eligible dependent of another Triad employee or retiree at the same time. Family members of Triad employees may not be covered by more than one employee. For example, if a husband and wife both work for Triad, their children may only be covered by one parent for any given benefit.

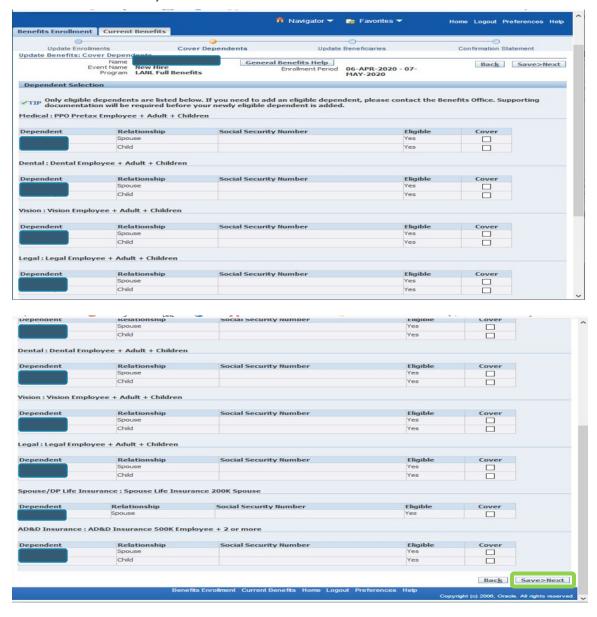
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	Employee Only	Employee + Children	Employee + Adult	Employee + Adult + Children	
etax	□64.00	116.00	134.50	□ 186.00	
Pretax	47.00	□82.50	□97.00	□133.00	
Medical Plan					
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Child Life Insurance			
The Plan does not allow duplicate coverage. If	both parents are LANL employees, only one parent can provide coverage for the child(re	n).	
Plan	Option	Select	Coverage
Child Life Insurance			
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	10K Child(ren)		10,000.00
Waive Child Life Insurance			
AD&D Insurance			
Plan	Option	Select	Coverage
ADSD Insurance			corerage
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	50K Employee + 2 or more		50,000.00
	100K Employee Only		100,000.00
	100K Employee + 1		100,000.00
	100K Employee + 2 or more		100,000.00
	200K Employee Only		200,000.00
	200K Employee + 1		200,000.00
	200K Employee + 2 or more		200,000.00
	300K Employee Only		300,000.00
	300K Employee + 1		300,000.00
	300K Employee + 2 or more		300,000.00
	400K Employee Only		400,000.00
	400K Employee + 1		400,000.00
	400K Employee + 2 or more		400,000.00
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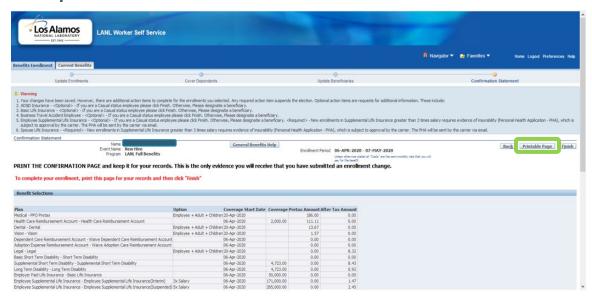
Business Travel Accident				
Business Travel Accident insurance is a core benefit provided by LANL. Enrollment is automatic.				
Plan	Select	Coverage		
Business Travel Accident Employee	≥	100,000.00		
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Benefits Enrollment Curr				
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7. Select dependents as applicable by placing a checkmark in the "Cover" column (not required for "Employee Only" coverage) and select "Save > Next".

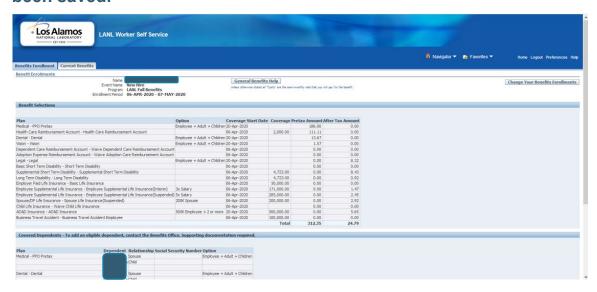
Note: If you do not see the dependent(s) you plan on enrolling, STOP, do not proceed. Complete the <u>LANL Contacts Form</u> and email the form and necessary supporting documentation to <u>benefits@lanl.gov</u> (see introduction above for more information).



- 9. Save your confirmation statement.
 - a. Select "Printable Page" to print your confirmation statement, and keep the statement for your records. The statement is your only evidence that you have submitted your enrollment.
 - b. If you go back and make changes before clicking "Finish", print a new confirmation statement each time.



10. Press "Finish", then log out. Log back into Oracle "LANL Worker Self Service" and select "Benefits". Ensure your plan elections have been saved.



11. Your elections will be applied to the Oracle system overnight. Once applied, you cannot make changes to your benefits elections. If you realize a mistake has been made after your elections are committed, reach out to the Benefits Office by emailing benefits@lanl.gov or calling (505) 667-1806 to discuss your situation.