

SSHE Benefits Enrollment through FIORI

Trigger: An employee wants to enroll or make changes to their SSHE health plan(s) during an enrollment period.

IMPORTANT: Enrollment changes are not finalized/submitted until all 3 steps of the enrollment process have been completed and you receive the pop-up that states, “Success.” Please elect to send yourself an email as proof of enrollment.

Access the link to FIORI (<https://workplace.passhe.edu>) then select the **My Benefits Enrollment** tile.

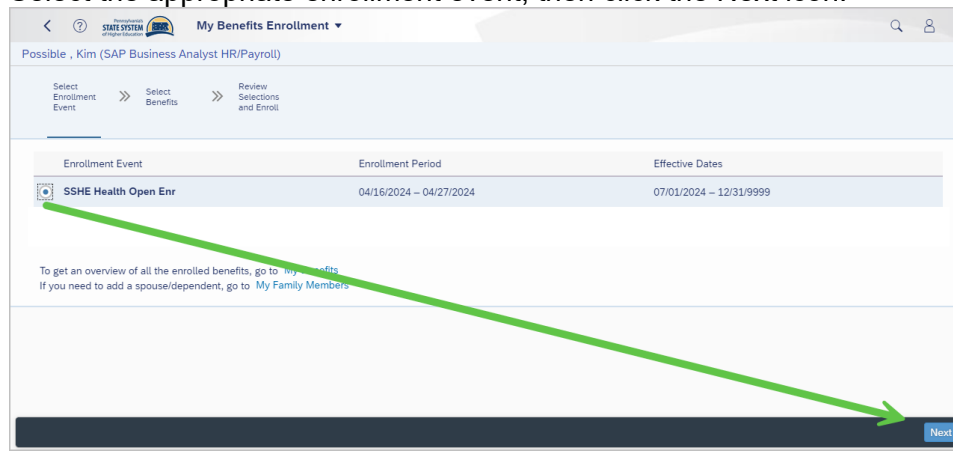


Note: If you are going to make changes that involve adding a spouse or dependents, you will need to review your dependents in the **My Family Member** tile and add, if necessary, before proceeding to **My Benefits Enrollment** tile.

If you want to review your current benefits, select the **My Benefits** tile.

1. **Step 1 - Select the enrollment event.**

Select the appropriate enrollment event, then click the Next icon.



2. **Step 2 – Select Benefits.**

Enrolled plans are indicated with a green line and the status column lists, Already Enrolled. Unenrolled plans do not have a green line and the status column lists, Not Enrolled.

To update an already enrolled plan, select the arrow at the end of the row.

To enroll in an unenrolled plan, either select the Opt In icon or the arrow at the end of the row.

SSHE Health Open Enr

Benefit Name	Benefit Type	Status	Start Date	Option	Coverage	Frequency	Action
Highmark PPO w/RX	Medical	Already Enrolled	07/01/2024	Highmark PPO	Single	Bi-weekly	>
PASSHE Waive Medical	Medical	Not Enrolled	07/01/2024			Bi-weekly	Opt In >
PASSHE Dental / Vision	SSHE Supp	Already Enrolled	07/01/2024	SSHE Dental / Vision	Single	Bi-weekly	>
PASSHE Dental / Vision Waive	SSHE Supp	Not Enrolled	07/01/2024			Bi-weekly	Opt In >

Next Cancel

3. Example of updating an already enrolled plan. (Dental Plan). Select the tier of coverage, then select or deselect your dependents as needed. Once everything is correct, select the Confirm Selection icon.

PASSHE Dental / Vision

Participation Period from 07/01/2024 to 12/31/9999 Type-Medical Plans

Frequency: Bi-weekly

Choose Option Dependents

Option	Dependent Coverage	Employee Cost	Additional Post-Tax Costs	Imputed Income
<input checked="" type="radio"/> SSHE Dental / Vision	Multi-Party	0.00 USD	0.00 USD	0.00 USD
<input type="radio"/> SSHE Dental / Vision	Single	0.00 USD	0.00 USD	0.00 USD
<input type="radio"/> SSHE Dental / Vision	Two Party	0.00 USD	0.00 USD	0.00 USD

☒ Deductions Are Pre-Tax ☐ Deductions Are Post-Tax

Dependents

Enrolled	Name	Relationship	Eligibility
<input type="checkbox"/>	Child 1 Possible	Child	Ineligible: Age of dependent exceeds the age limit
<input type="checkbox"/>	Child 2 Possible	Child	Ineligible: Age of dependent exceeds the age limit
<input type="checkbox"/>	Child 3 Possible	Child	Ineligible: Age of dependent exceeds the age limit
<input checked="" type="checkbox"/>	Child 4 Possible	Child	
<input checked="" type="checkbox"/>	Stepchild 1 Possible	Stepchild	

Confirm Selection Cancel

Note: Ineligible dependents will be clearly marked in the Eligibility column. If the dependent you wish to enroll is not listed, you will need to review and add dependents in the **My Family Members** tile first, then return to the **My Benefits Enrollment** tile.

4. Example of selecting a not enrolled plan (Medical).

Select the plan (there are no tiers of coverage or dependents in a waive plan), there is no further action needed. Once everything is correct, select the Confirm Selection icon.

PASSHE Waive Medical

Participation Period from 07/01/2024 to 12/31/9999 Type-Medical Plans
Frequency: Bi-weekly

Choose Option Dependents

Option	Dependent Coverage	Employee Cost	Additional Post-Tax Costs	Imputed Income
<input checked="" type="radio"/> SSHE Waive Coverage	Waived	0.00 USD	0.00 USD	0.00 USD

Deductions Are Pre-Tax

Dependents

Enrolled	Name	Relationship	Eligibility
No data			

Confirm Selection Cancel

When changing plans or dropping coverage by selecting the waive plan, the system will display a warning message to ensure the change is wanted.

Opt In - PASSHE Waive Medical

You can opt in to only one benefit within a benefit type.
Opting in to PASSHE Waive Medical will automatically change your enrollment in Highmark PPO w/RX to opting out, since both benefits belong to the same benefit type Medical.
Are you sure you want to opt in to the benefit PASSHE Waive Medical and opt out of Highmark PPO w/RX?

OK Cancel

5. After all changes have been made, review the Status column for accuracy. Plans that are being dropped (unenrolling / Opting Out) are indicated with a red line. Once all plan changes have been reviewed, select the Next icon.

My Benefits Enrollment

Possible, Kim (SAP Business Analyst HR/Payroll)

Select Enrollment Event >> Select Benefits >> Review Selections and Enroll

SSHE Health Open Enr All

Benefit Name	Benefit Type	Status	Start Date	Option	Coverage	Frequency	Action
Highmark PPO w/RX	Medical	Opting Out	07/01/2024				Opt In >
PASSHE Waive Medical	Medical	Opting In	07/01/2024	SSHE Waive Coverage	Waived	Bi-weekly	>
PASSHE Dental / Vision	SSHE Supp	Changing	07/01/2024	SSHE Dental / Vision	Multi-Party	Bi-weekly	>
PASSHE Dental / Vision Waive	SSHE Supp	Not Enrolled	07/01/2024			Bi-weekly	Opt In >

Next Cancel

6. **Step 3 – Review Selections and Enroll.**

Scroll down the page to review the changes from the previous step. This is the final step before submitting the changes.

If coverage is dropped by enrolling in the waive plan or coverage is elect in place of waiving, the system will display these changes under the Opting Out and Enrolling In sections of the review screen.

If there was a tier of coverage change on a plan that was previously enrolled, the system will display these updates in the Changing section of the review screen.

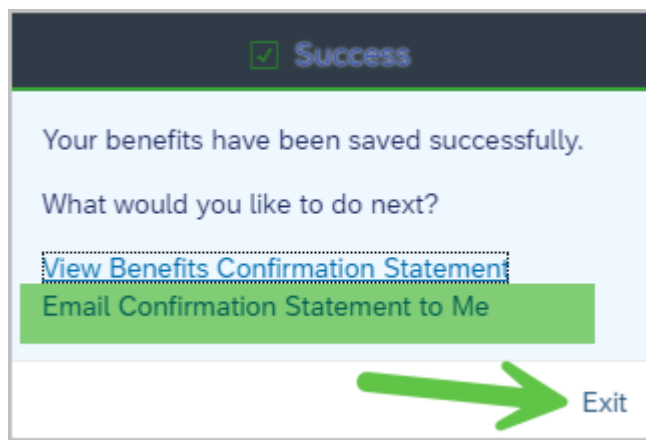
Once all changes are reviewed, select the Enroll icon.

The screenshot displays the 'My Benefits Enrollment' interface for a user named Kim (SAP Business Analyst HR/Payroll). The navigation bar at the top shows three steps: 'Select Enrollment Event', 'Select Benefits', and 'Review Selections and Enroll', with the third step being the active one. The main content area is divided into three sections, each with a yellow header and a dropdown arrow:

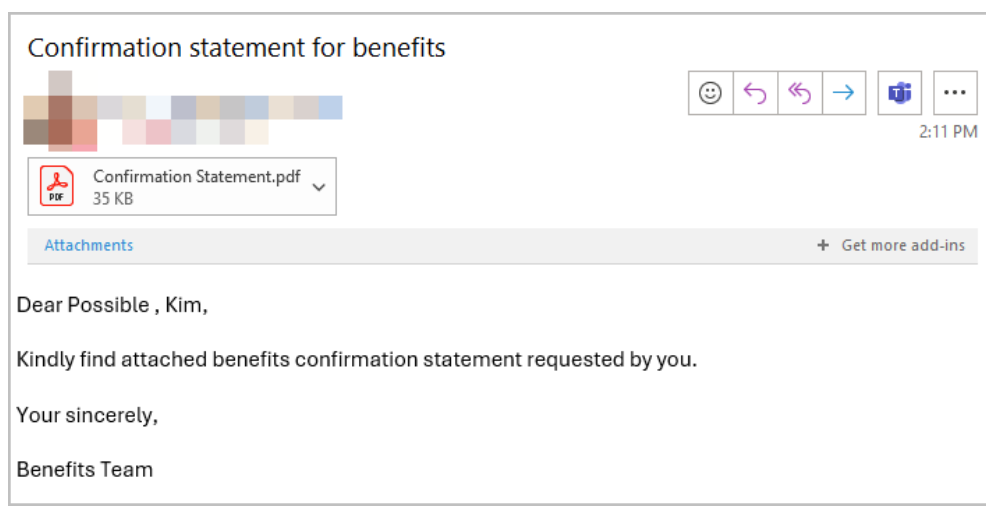
- You are opting out of:** Highmark PPO w/RX (Opting Out) [Edit Plan](#)
As of: 07/01/2024
- You are enrolling in:** PASSHE Waive Medical (Opting In) [Edit Plan](#)
Plan Validity: 07/01/2024 – 12/31/9999
Option text: SSHE Waive Coverage
Frequency: Bi-weekly
- You are changing:** PASSHE Dental / Vision (Changing) [Edit Plan](#)
Plan Validity: 07/01/2024 – 12/31/9999
Option text: SSHE Dental / Vision
Frequency: Bi-weekly
Dependents: Child 4 Possible, Stepchild 1 Possible


At the bottom of the screen, there is a dark blue bar containing two buttons: 'Enroll' and 'Back'. A green arrow points from the 'You are changing:' section towards the 'Enroll' button, which is also highlighted with a green rectangular box.

7. This pop-up indicates the changes made for open enrollment were successful. Select the **Email Confirmation Statement to Me** link. **This is proof of changes made during the enrollment event** Select the Exit icon.



8. Email and Confirmation Statement.





Office of the Chancellor

Name of Employee

Personnel Number

Personnel Subarea

Employee Group

Possible , Kim

00094941

Management

Permanent

Benefit Group

Employee Subgroup

Date

SSHE

Salary FT 26.08 Pay

04/17/2024

Benefits Confirmation

Page 1 of 2

Plan Name	Start Date	End Date	Option	Coverage	Dependents/Beneficiaries	Costs/Contributions
PASSHE Waive Medical	07/01/2024	12/31/9999	SSHE Waive Coverage	Waived		0.00 Bi-weekly pre-tax
PASSHE Dental / Vision	07/01/2024	12/31/9999	SSHE Dental / Vision	Multi-Party	Child 4 Possible Stepchild 1 Possible	0.00 Bi-weekly pre-tax 45.99 Bi-weekly employer cost
State System EE's Assist Prog	12/17/2011	12/31/9999	State System EE Asst			1.20 Bi-weekly employer cost

Page 1 of 2