

SSHE Open Enrollment through FIORI

Trigger: An employee wants to enroll or make changes to their SSHE health plan(s) during the annual open 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.

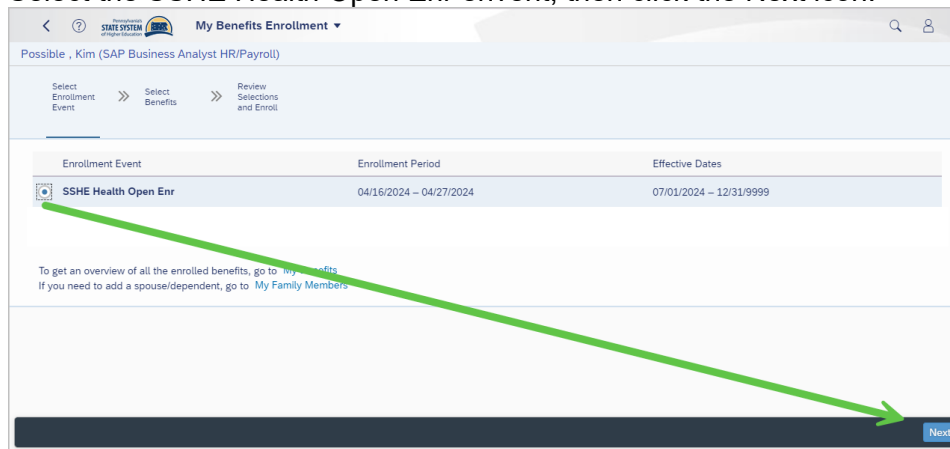


Note: If you are going to make changes that involve adding a spouse or dependents, you will need to review your dependents in the **My Family Member** tile and add, if necessary, before proceeding to **My Benefits Enrollment** tile.

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

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

Select the SSHE Health Open Enr event, then click the Next icon.

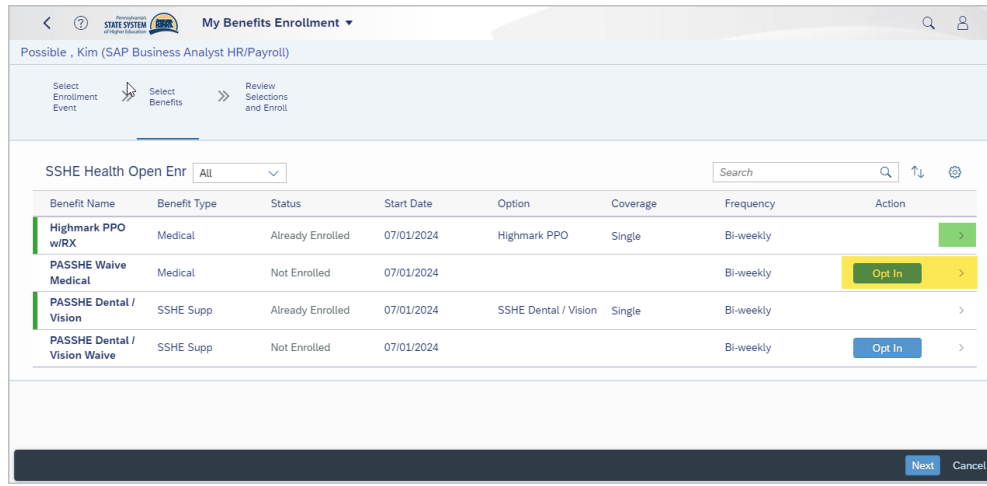


2. **Step 2 – Select Benefits.**

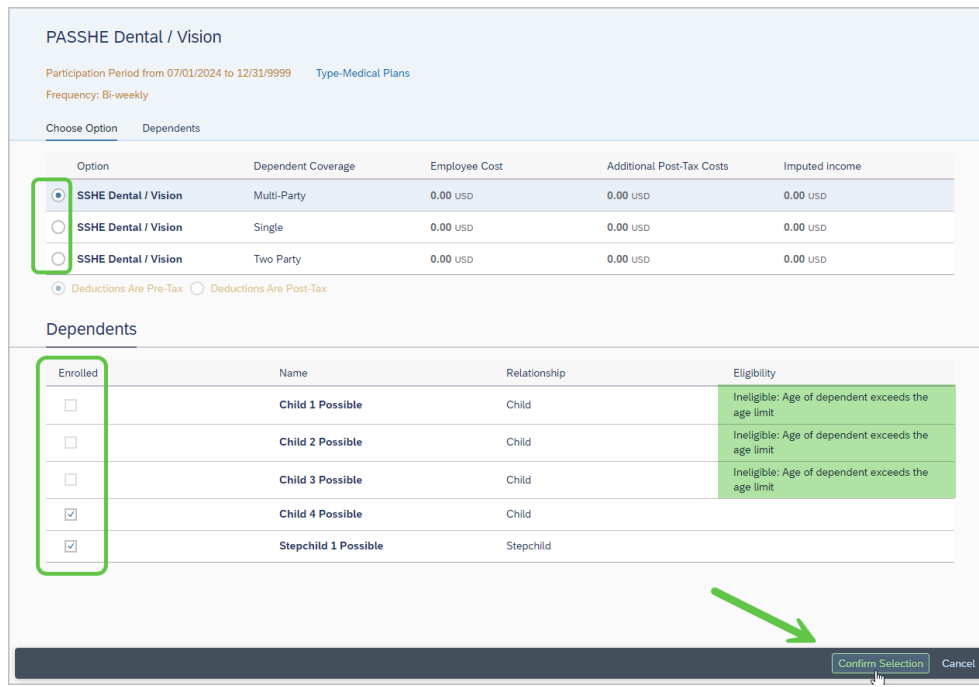
Enrolled plans are indicated with a green line and the status column lists, Already Enrolled. Unenrolled plans do not have a green line and the status column lists, Not Enrolled.

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.

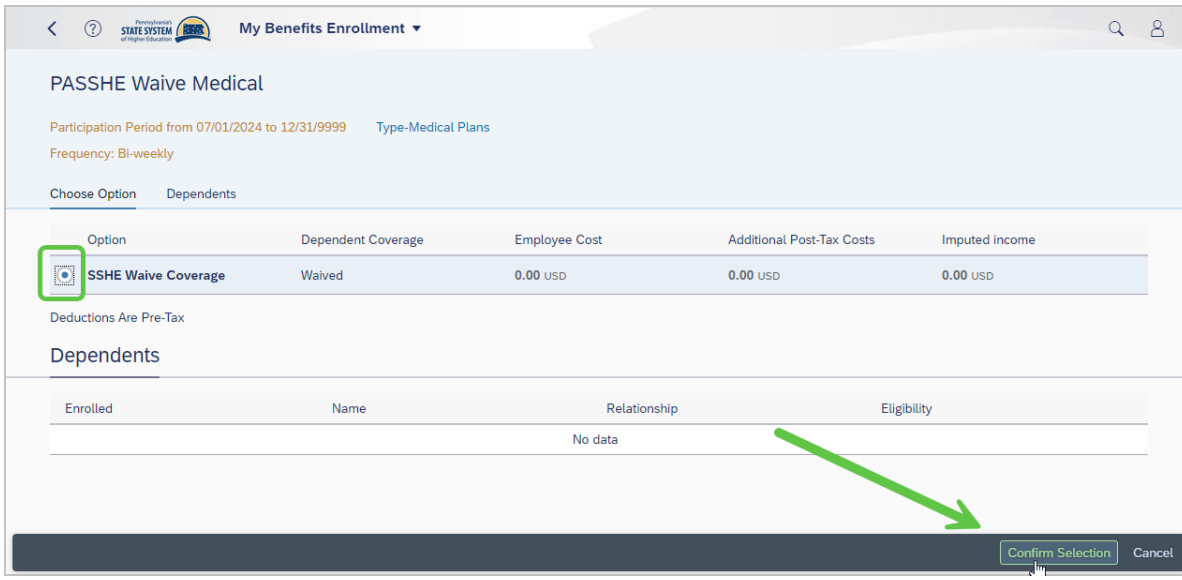


3. Example of updating an already enrolled plan. (Dental Plan). Select the tier of coverage, then select or deselect your dependents as needed. Once everything is correct, select the Confirm Selection icon.

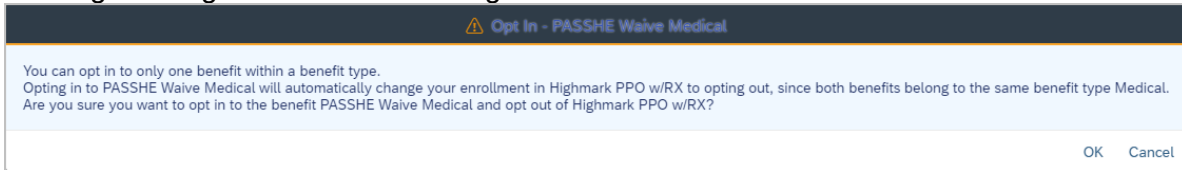


Note: Ineligible dependents will be clearly marked in the Eligibility column. If the dependent you wish to enroll is not listed, you will need to review and add dependents in the **My Family Members** tile first, then return to the **My Benefits Enrollment** tile.

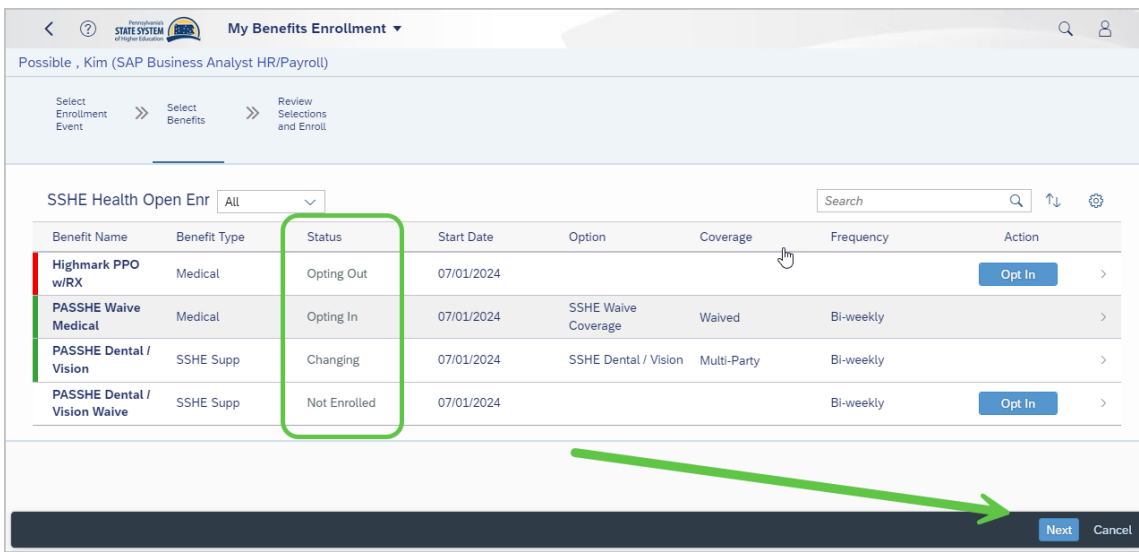
- Example of selecting a not enrolled plan (Medical).
 Select the plan (there are no tiers of coverage or dependents in a waive plan), there is no further action needed. Once everything is correct, select the Confirm Selection icon.



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



- 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.



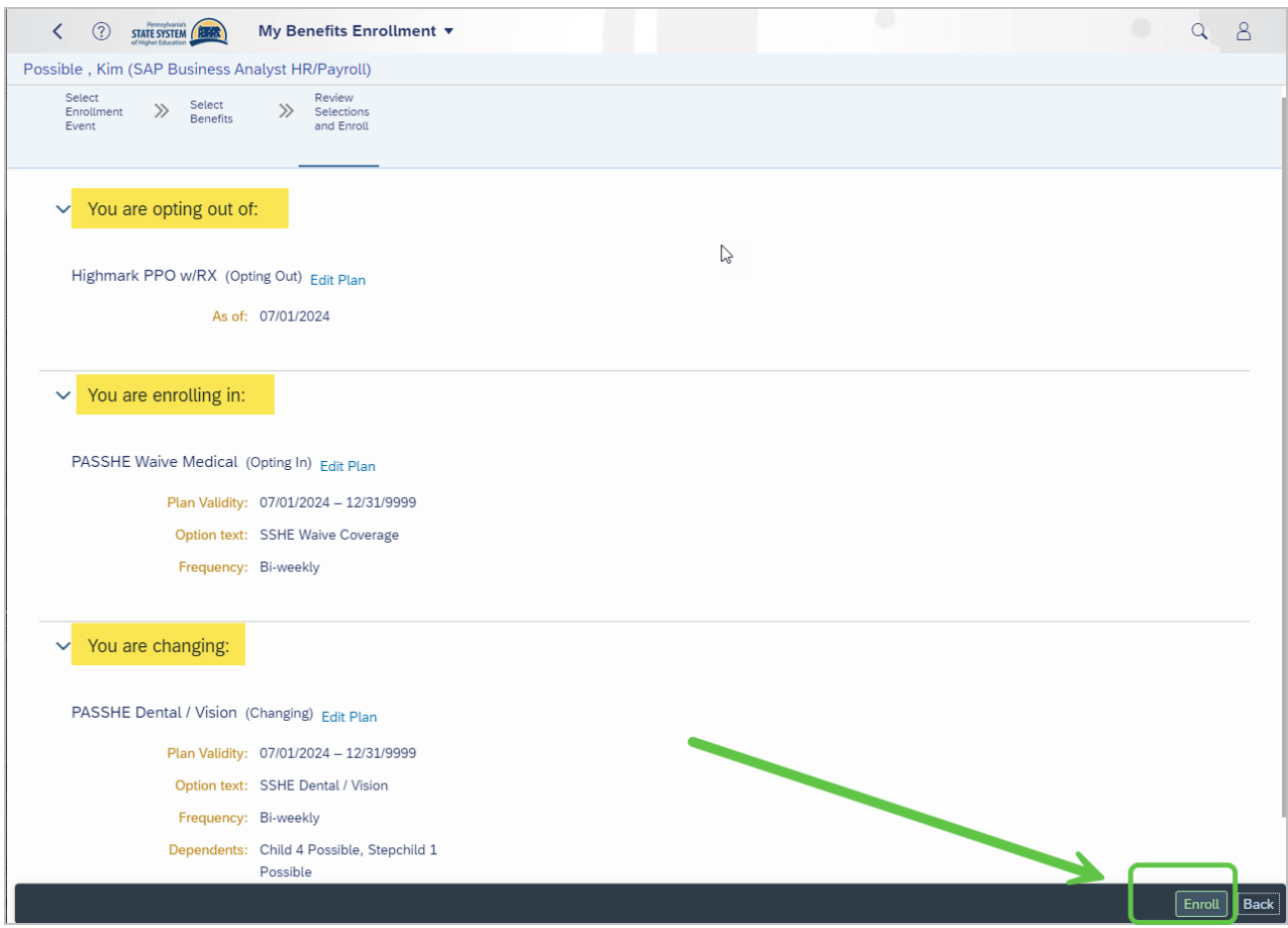
6. **Step 3 – Review Selections and Enroll.**

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

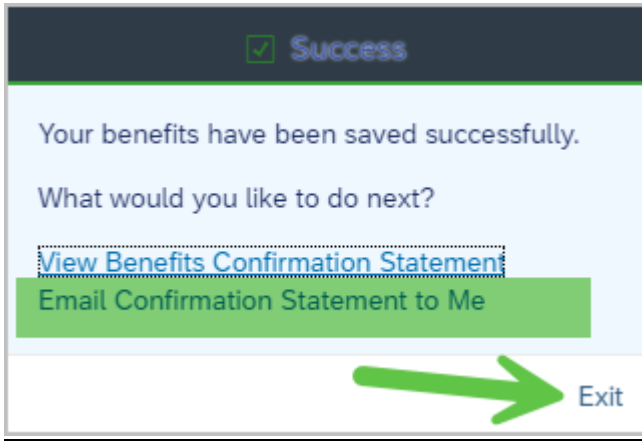
If coverage is dropped by enrolling in the waive plan or coverage is elect in place of waiving, the system will display these changes under the Opting Out and Enrolling In sections of the review screen.

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.

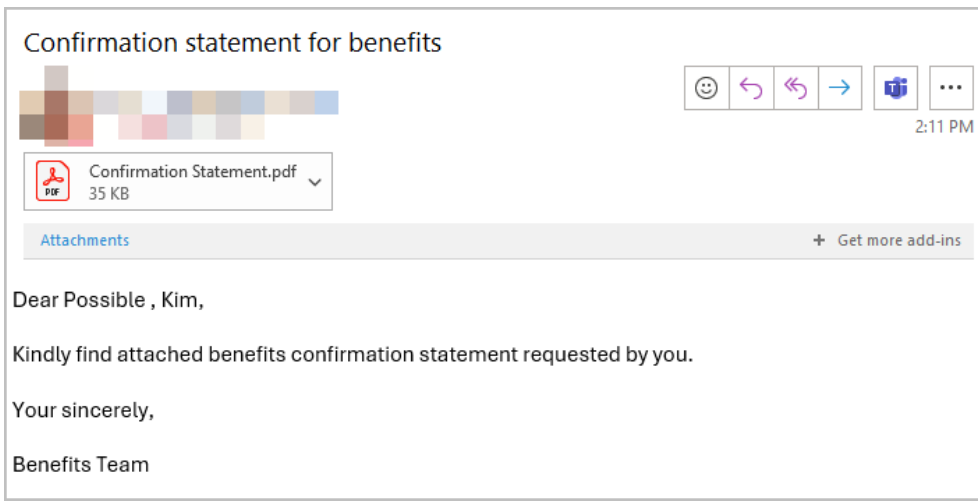
Once all changes are reviewed, select the Enroll icon.




- 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 open enrollment.** Select the Exit icon.



- Email and Confirmation Statement.



 <p>Office of the Chancellor</p>		Name of Employee Possible , Kim Personnel Number 00094941 Personnel Subarea Management Employee Group Permanent	Benefit Group SSHE Employee Subgroup Salary FT 26.08 Pay Date 04/17/2024			
<h3>Benefits Confirmation</h3> <p style="text-align: right;">Page 1 of 2</p>						
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