Benefits (ESS): Make Benefit Elections Using BearTrax
All Employees

Introduction

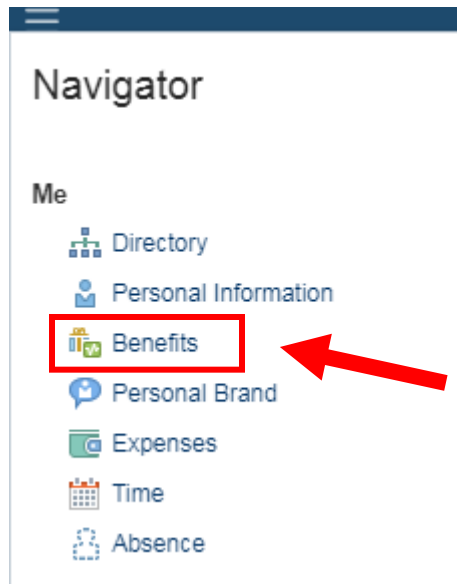|	
Purpose:	The purpose of this task is for you to manage, change and/or submit your benefit elections using BearTrax. To request a password, you'll email beartrax@shawnee.edu. To access Beartrax, you'll visit: www.shawnee.edu/beartrax.
How to Access:	Go to the Home Screen by clicking the [home] icon. Click the [menu] Icon. Under "Me," click "Benefits." This will take you to the Benefits screen. From this screen, you can view, change, and submit your benefit elections while in an enrollment period or when a life event has been recorded.

Shawnee State
UNIVERSITY
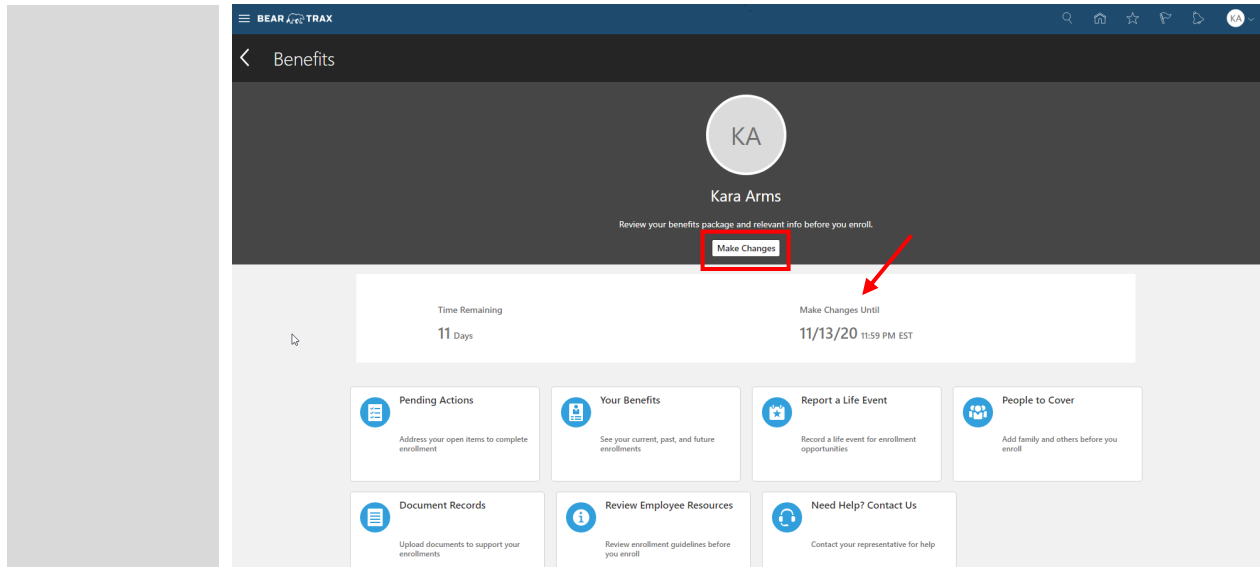
Helpful Hints:

Be sure to keep in mind that…

- You can see how changes you make to your elections will affect the total cost to you as you go through the benefits enrollment process.
- You must adhere to the enrollment guidelines set by Human Resources.
- Important! Be sure to add family members and other beneficiaries as contacts before you make your elections.
- In your Benefits pages, the term "Contacts" references your dependents and beneficiaries to be covered.
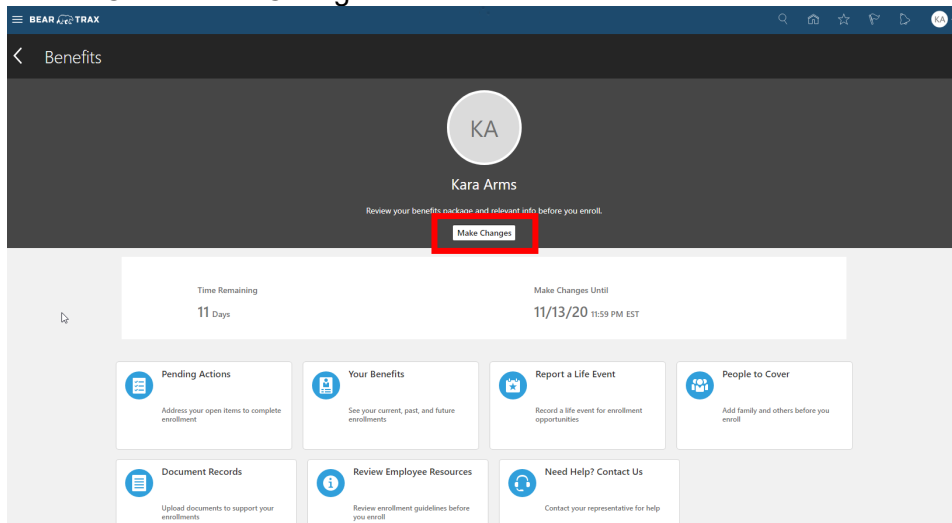
Procedure: Complete the following steps to change and submit your benefit elections:

Change your Benefit Elections

Follow these instructions to change your benefit elections:

- Click "Make Changes."

- Edit your current contacts (dependents/beneficiaries) or add new contacts from here.

Create or Edit Contacts for Benefits Coverage:

- Click "+Add" to add a family member as a dependent or beneficiary.

- **Note:** If your contact is an existing employee, please refer to the **Personal Information: Edit Contacts Job Aid.**

- Enter all required information to create the new contact if they do not already exist in your contacts.

    a. Gender, Date of Birth, and National ID are required information for all Dependents.

    b. Disability Status is required for Dependents 26 and older.

    c. Complete all required fields marked by *.

- Click "Submit" at the top right corner.

Add/Edit Beneficiary Organizations

- If you wish to add or edit a Trust/Estate as a beneficiary, click the "+Add" Beneficiary Organizations.
- Enter the Start Date in the appropriate format.

- Select the Beneficiary Type.

- If you are entering an Existing Organization:

- Choose the Name from the drop-down menu displayed.

- Click "Save."

- If you are entering a Trust/Estate:
- Enter information into the required fields.

- Click "Save."

- Note: If you wish to designate a contact as a beneficiary of your benefit elections, you must go through the Change Benefit Elections process and designate them before finalizing enrollment changes. *This can only occur during annual enrollment periods or when you report a life event*. See Edit Your Benefit Selections.

Enrollment Authorization

- **Note:** The authorization statement notifies all employees that:

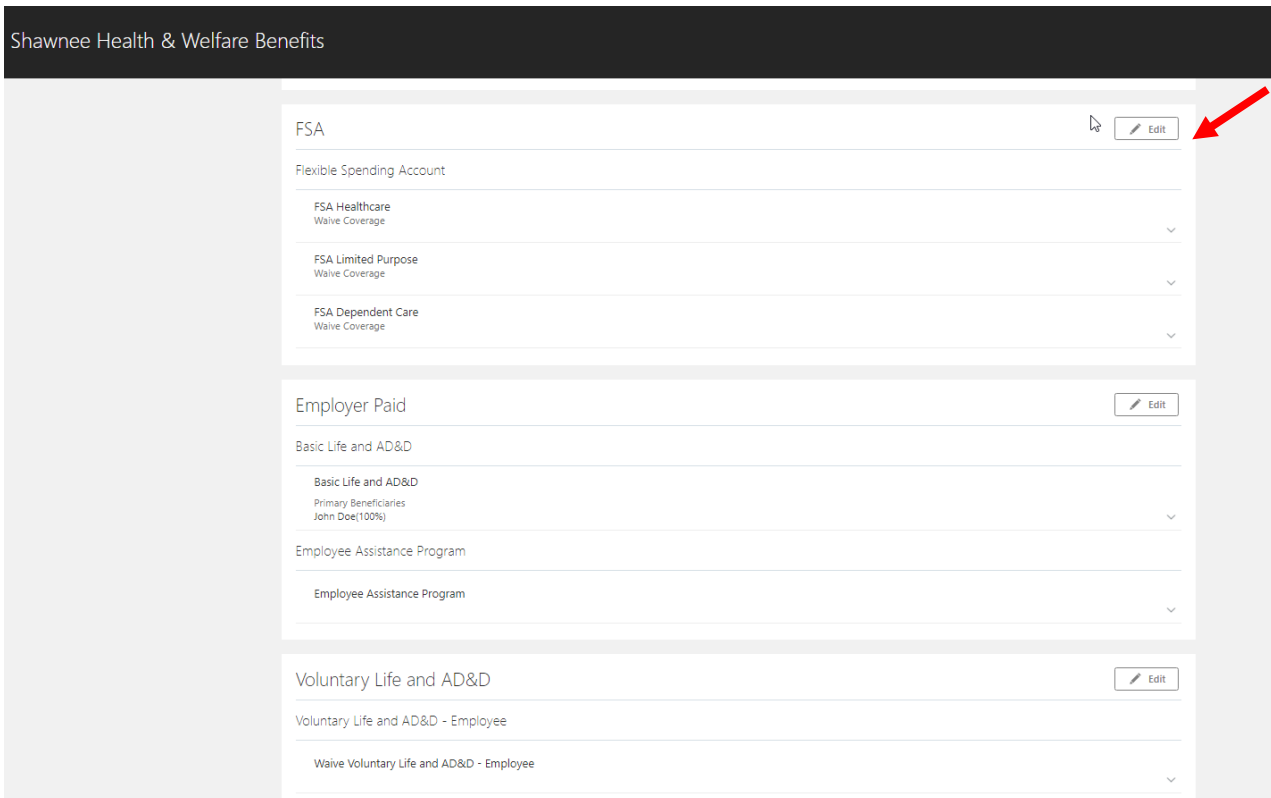- By enrolling in benefits, you are authorizing Shawnee State University to take deductions from your paycheck to pay for your cost of coverage. You are also authorizing the Benefits Office to send necessary personal information to your selected providers to initiate and support your coverage.

- Read the authorization statement. If you disagree, you may not move on to make benefit elections.

- Click "Accept" to continue.

Edit Your Benefit Selections

Follow these instructions to edit your benefit selections:

- **Note:** Be sure to refer to the information/instructions located at the top of each section to learn more about each benefit and the options available to you.

FSA Options:

- Click the "Edit" icon for the Flexible Spending Account (FSA) benefit option you wish to elect.
- PPO participants have the option to enroll in the FSA or a Dependent Care FSA.
- HDHP Participants have the option to enroll in a limited-purpose FSA and/or a Dependent Care FSA.
- Enter the annual amount you wish to contribute in the "coverage" box.
- Click, OK within that selection, and then Continue at the top right.

Employer Paid Benefit Options:

- View the Employer Paid benefits—these elections cannot be changed. You can designate beneficiaries on the Designations page.

Voluntary Life and AD&D Options:

- Click the "edit" icon for the Voluntary Life and AD&D benefits you wish to select for enrollment. The system will default to "waive". If you previously had this benefit and wish to continue coverage or increase coverage amounts you will need to elect the coverage amount.

- For Employee Coverage: Enter the coverage amount you wish in the "coverage" box. Enter Beneficiary amounts and click "Ok" in the top right corner.

- For Spouse Coverage: Enter the coverage amount you wish in the "coverage" box. Select "who you want to cover" and click "Ok" in the top right corner.

- For Child Coverage: Select the coverage amount you wish and select "who you want to cover" and click "Ok" in the top right corner.

Voluntary Life and AD&D - Child(ren)

Voluntary Life and AD&D - Child(ren)

☐ $5,000

Employee Per Pay Period After-Tax Amount - for Life	Employee Per Pay Period After-Tax Amount - for AD&D
0.37	0.08

☐ $10,000

Employee Per Pay Period After-Tax Amount - for Life	Employee Per Pay Period After-Tax Amount - for AD&D
0.73	0.16

☐ $15,000

Employee Per Pay Period After-Tax Amount - for Life	Employee Per Pay Period After-Tax Amount - for AD&D
1.10	0.24

☐ $20,000

Employee Per Pay Period After-Tax Amount - for Life	Employee Per Pay Period After-Tax Amount - for AD&D
1.46	0.32

☐ Waive Coverage

Disability Options:

- Click the "edit" icon for the Disability benefits you wish to select for enrollment. The system will default to waive. If you previously had this benefit and wish to continue coverage or change coverage plans you will need to elect the coverage.

Voluntary LTD

Voluntary Long Term Disability

☐ Plan1 - 90 Days/SSNRA

Coverage Amount	Employee Per Pay Period After-Tax Amount
2,791.36	6.28

☐ Plan2 - 180 Days/SSNRA

Coverage Amount	Employee Per Pay Period After-Tax Amount
2,791.36	4.19

☐ Plan3 - 90 Days/5 Years

Coverage Amount	Employee Per Pay Period After-Tax Amount
2,791.36	3.26

☐ Plan4 - 180 Days/5 Years

Coverage Amount	Employee Per Pay Period After-Tax Amount
2,791.36	2.10

Waive Voluntary Long Term Disability

☑ Waive Voluntary Long Term Disability

- Review your Benefit Elections and click "Submit" in the top right corner.

Shawnee State University

- If you need to make additional revisions, click the "cancel" button or go back to the benefits options.
- Click "Submit" to submit your benefit selections.
- You can now review your confirmation page.

Final Notes

By following these steps, you have successfully made changes or submitted benefit elections.