

# **Instructions for Submitting Open Enrollment Changes**

Click your mouse  
or use the arrow keys  
  
to scroll  
through the instructions

# Step 1: Log on to [techworks.gatech.edu](https://techworks.gatech.edu) to access Open Enrollment

File Edit View Favorites Tools Help

Back Search Favorites

Address <https://psportal.psauth.gatech.edu:5743/psp/patest/EMPLOYEE/EMPL/>

# TechWorks

My Page Welcome Campus Admin News

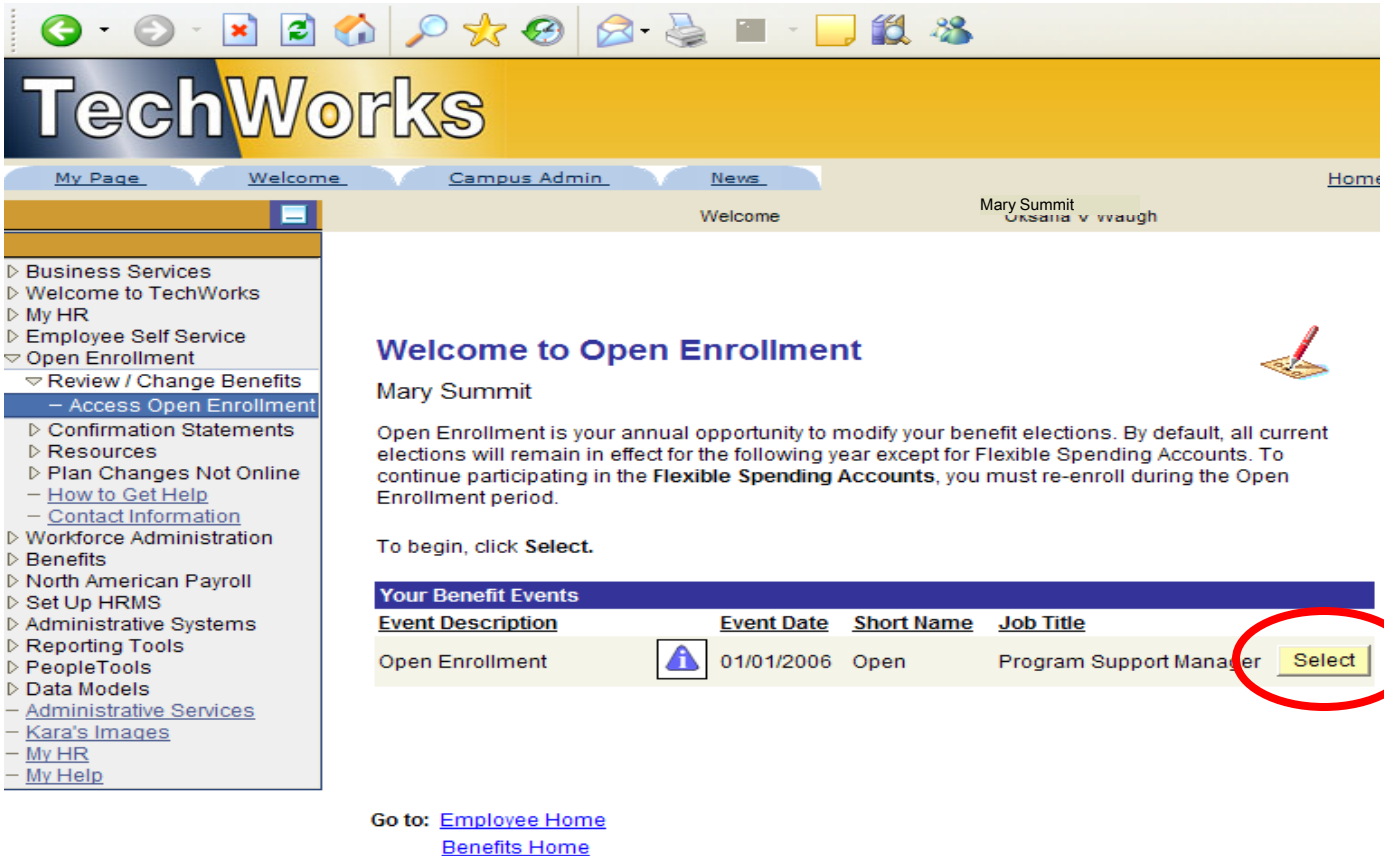
Personalize Content Layout Wednesday, November 2, 2005 10:32 AM

## Open Enrollment

**Open Enrollment**  
Benefits-eligible employees can review and select their 2006 benefits options online from October 3 through November 4, 2005. No action is required unless you wish to change your benefit coverage and/or enroll in a flexible spending account (FSA).

- **Review / Change Benefits**  
[Access Open Enrollment](#)
- **Confirmation Statements**  
[View Submitted Changes](#)
- **Resources**  
[Overview](#)  
[Significant Changes](#)  
[Insurance Rates & Plan Comp.](#)  
[Health Plan Update Newsletter](#)  
[Quick Reference Guide](#)
- **Plan Changes Not Online**  
Plan Changes Not Available Through Open Enrollment  
[AFLAC](#)  
[403\(B\)/457\(b\) Supp. Ret. Plans](#)  
[Optional Retirement Plans](#)  
[Life Insurance Beneficiaries](#)
- **Contact Information**
- **How to Get Help**

# Step 2: Click the “Select” button



The screenshot shows a web browser window displaying the TechWorks Open Enrollment page. The browser's address bar is empty, and the toolbar shows standard navigation icons. The page header features the TechWorks logo and navigation tabs for 'My Page', 'Welcome', 'Campus Admin', and 'News'. The user's name, Mary Summit, and a welcome message are displayed in the top right corner. A left-hand navigation menu lists various services, with 'Open Enrollment' selected. The main content area includes a 'Welcome to Open Enrollment' heading, a sub-heading 'Mary Summit', and a paragraph explaining the enrollment process. Below this, a table titled 'Your Benefit Events' lists an 'Open Enrollment' event with a 'Select' button circled in red. The page also includes a 'Go to:' section with links to 'Employee Home' and 'Benefits Home'.

**TechWorks**

My Page Welcome Campus Admin News Home

Welcome Mary Summit  
Oksana v vaugh


- Business Services
- Welcome to TechWorks
- My HR
- Employee Self Service
- Open Enrollment
  - Review / Change Benefits
    - Access Open Enrollment
      - Confirmation Statements
      - Resources
      - Plan Changes Not Online
        - How to Get Help
        - Contact Information
- Workforce Administration
- Benefits
- North American Payroll
- Set Up HRMS
- Administrative Systems
- Reporting Tools
- PeopleTools
- Data Models
  - Administrative Services
  - Kara's Images
  - My HR
  - My Help

## Welcome to Open Enrollment

Mary Summit

Open Enrollment is your annual opportunity to modify your benefit elections. By default, all current elections will remain in effect for the following year except for Flexible Spending Accounts. To continue participating in the **Flexible Spending Accounts**, you must re-enroll during the Open Enrollment period.

To begin, click **Select**.

Your Benefit Events				
Event Description		Event Date	Short Name	Job Title
Open Enrollment		01/01/2006	Open	Program Support Manager

Go to: [Employee Home](#)  
[Benefits Home](#)

# Open Enrollment



Mary Summit

Open Enrollment is your annual opportunity to modify your benefit elections. All current elections will remain in effect for the following year except for Flexible Spending Accounts. To continue participating in the Flexible Spending Accounts, you must re-enroll during the Open Enrollment period.



Important: Your enrollment will not be complete until you click Submit to send your final elections to the Benefits Department.

Step 3:  
Scroll down  
to view  
elections  
and  
click the first  
"Submit"  
button

## Enrollment Summary

<input type="button" value="Edit"/>		Before Tax	After Tax
<b>Medical</b>			
2005:	Board of Regents PPO:Family		
2006:	Board of Regents PPO:Family	220.18	
<b>Dental</b>			
2005:	Blue Cross Blue Shield:Emp & Sp		
2006:	Blue Cross Blue Shield:Emp & Sp	54.46	
<b>Vision/Hearing</b>			
2005:	Waive		
2006:	Waive		0.00
<b>Domestic Partner Dental</b>			
2005:	Waive		
2006:	Waive		0.00
<b>Domestic Partner Vision</b>			
2005:	Waive		
2006:	Waive		0.00
<b>Supplemental Life</b>			
2005:	Waive		
2006:	Waive		0.00
<b>Dependent Life</b>			
2005:	Dependent Life: \$10,000		
2006:	Dependent Life: \$10,000		4.70
<b>MetLife Employee Optional Life</b>			
2005:	MetLife Employee Optional Life: \$100,000		
2006:	MetLife Employee Optional Life: \$100,000		17.00
<b>MetLife Spouse Optional Life</b>			
2005:	Waive		
2006:	Waive		0.00
<b>INA Personal Accident Ins</b>			
2005:	Waive		
2006:	Waive		0.00
<b>Short-Term Disability</b>			
2005:	Waive		
2006:	Waive		0.00
<b>Long-Term Disability</b>			
2005:	LTD: 60.00% of Salary		
2006:	LTD: 60.00% of Salary		20.00
<b>Flex Spending Health - U.S.</b>			
2005:	Waive		
2006:	Waive		0.00
<b>Flex Spending Dependent Care</b>			
2005:	Waive		
2006:	Waive		0.00

### Estimated costs of your new benefit elections:

	Before Tax	After Tax	Total
Your Costs	274.64	41.70	316.34

Life and Disability Insurance rates are based on variable factors, such as age and/or earnings.

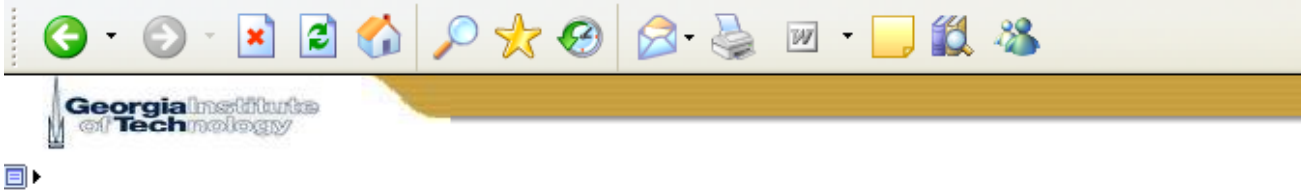
Click **Submit** to send your final elections to the Benefits Department.

Or click the **I Have No Changes** button if you are happy with your prior elections and do not want to make any changes.



Important: Your enrollment will not be complete until you click Submit to send your final elections to the Benefits Department.

# Step 4: Click the second “Submit” button



## Benefits Enrollment

### Submit Benefit Elections



Mary Summit

You have almost completed your enrollment. If you have no further changes, click **Submit** at the bottom of this page to finalize your benefit elections.

**Cancel** Click **Cancel** if you are not ready to submit your elections and wish to return to the Enrollment Summary.

Do not submit your benefit elections until you have completed your enrollment. You may save your elections on each enrollment page and return to the Enrollment Summary as many times as you wish until your enrollment deadline.

If necessary, you can come back to modify your election decisions after you submit your changes. However, once the Open Enrollment period has ended, you will not be able to make any further benefit changes until the next Open Enrollment period or a qualified family status change.

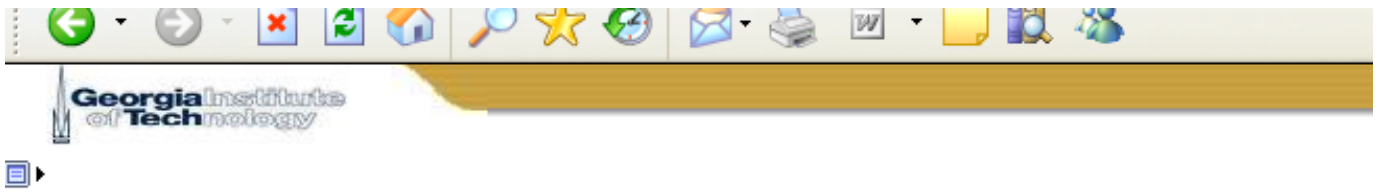
### Authorize Elections

By clicking the **Submit** button below, you are authorizing the Georgia Institute of Technology to deduct benefits premiums from your pay and to communicate the necessary personal information to your selected providers to initiate and support your coverage.

**Submit** Click **Submit** to send your final elections to the Benefits Department.

**Cancel** Click **Cancel** if you are not ready to submit your elections and wish to return to the Enrollment Summary.

# Step 5: Click “Print Elections” to view and print your changes.



## Benefits Enrollment

### Submit Confirmation



Mary Summit

Your benefit elections have been successfully submitted to the Benefits Department. To verify your enrollment, click the **Print Elections** button. Please retain a copy of this confirmation statement for your records.

To end this session, click **Sign out** in the top right corner of the screen. To return to the Benefits Enrollment home page, click **OK**.

OK

Print Elections

**Note:** If this button does not work, you may have to disable your pop-up blocker. Right-click on the yellow bar under the URL bar and select “Temporarily Allow” or “Always Allow”.

Step 6: After printing your elections, click “OK” to verify your Open Enrollment status



## Benefits Enrollment

### Submit Confirmation



Mary Summit

Your benefit elections have been successfully submitted to the Benefits Department. To verify your enrollment, click the **Print Elections** button. Please retain a copy of this confirmation statement for your records.

To end this session, click **Sign out** in the top right corner of the screen. To return to the Benefits Enrollment home page, click **OK**.

**OK**

**Print Elections**

# Step 7: Verify that your Event Status is “Submitted”




## Welcome to the Annual Open Enrollment



Mary Summit

Open Enrollment is your annual opportunity to modify your benefit elections. All current elections will remain in effect for the following year except for Flexible Spending Accounts. To continue participating in the **Flexible Spending Accounts**, you must re-enroll during the Open Enrollment period.

To begin, click **Select**.

Open Benefit Events				
<u>Event Description</u>		<u>Event Date</u>	<u>Event Status</u>	<u>Job Title</u>
Open Enrollment		01/01/2006	Submitted	Program Manager

Select

Go to: [Employee Home](#)  
[Benefits Home](#)