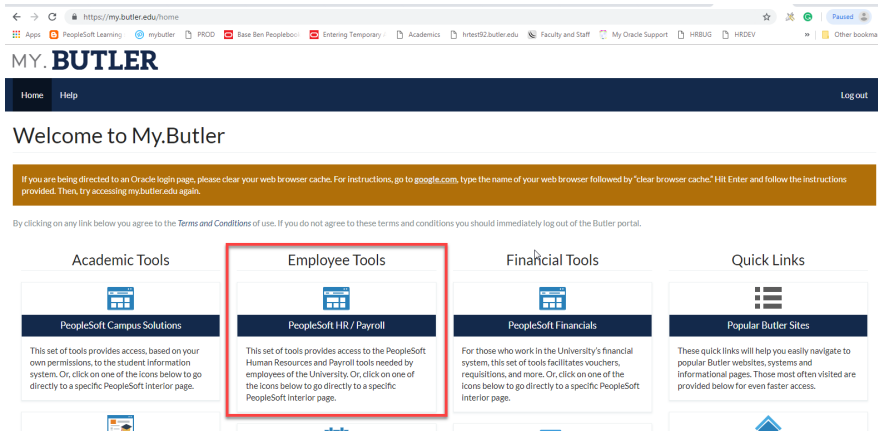
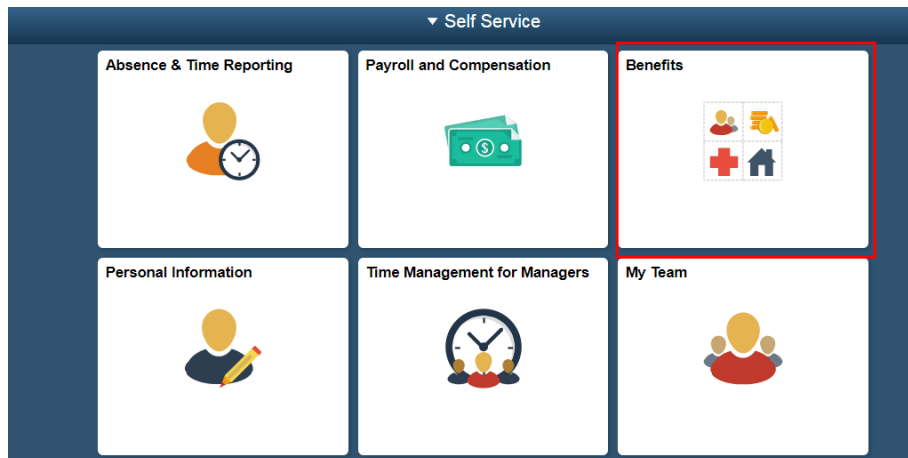


# How to make your 2021 Open Enrollment elections

1. Login to *My. Butler*
2. After you have clicked the *My Butler* link from the homepage and you have signed in, you will be directed to the screen below. Click on the *Employee Tools* section (the area in the red box below).



3. You will then be directed to the *Self-Service* screen below. Click the *Benefits* box.




- Once in the *Benefits* section of the *Self Service*, you should see your *Open Enrollment* event screen. Review the text and click **“Select”** when you are ready to make your 2021 benefit enrollment choices.

Open enrollment is your annual opportunity to modify your benefit choices.

- Due to ACA/IRS rules, employers are now required to report the social security numbers and birthdates for all covered dependents. Please be sure to review the Dependent/Beneficiary page for accuracy.
- Review existing coverage and/or select new coverage.
- Dependent eligibility documents are due no later than November 6, 2020 if adding a new dependent to any benefit (refer to Dependent Eligibility list at [www.butler.edu/hr](http://www.butler.edu/hr)).
- To continue participating in the Medical Flexible Spending Account or Dependent Care Flexible Spending Account in plan year 2021, you must re-enroll every Open Enrollment period.
- To continue participating in the Health Savings Account in plan year 2021, you must re-enroll every Open Enrollment period. If you have newly elected the CDHD plan, you need to set-up your Health Savings Account with HSA Authority at [www.oldnational.com/thehsaauthority](http://www.oldnational.com/thehsaauthority).

Click 'SELECT' in the box below to enter your benefit elections.

Your per-paycheck cost will appear after each benefit election.

Open Benefit Events				
Event Description		Event Date	Event Status	Job Title
Open Enrollment		01/01/2021	Submitted	Manager
				Select

After you use the Select button, it will take a few seconds for your benefits enrollment information to load.

- The event date on this screen should reflect the effective date of the new plan year, *01/01/2021*.
- Click **“Ok”** to continue to your enrollment.

## Benefits Enrollment

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### Open Enrollment

Please ensure you have completed all your changes prior to **October 30, 2020 at 5:00 pm.**

Even if you do not have any changes from the current year, you still have to make your benefit elections and Submit them in the system.

You may continue to make changes to your benefit elections throughout the Open Enrollment Period.

**OK**

- Please ensure you have completed all elections prior to *October 30, 2020 at 5:00 p.m.*

**PLEASE NOTE: You MUST re-enroll in these programs during EVERY Open Enrollment.**

8. For each benefit listed you need to click **“EDIT”** and make your benefit election – and choose the dependents you wish to cover on each benefit or waive coverage.
9. Click on **Add/Review Dependents** to add a new dependent. Complete **Personal information** including **social security number** and **date of birth**. Click **Save and Return to Dependent/Beneficiary Summary**. Once you are done adding/removing dependents then you can click **Return to Event Selection** to continue your benefit elections.

**Enroll Your Dependents**

The following list displays all individuals who are eligible to be your dependents. **If an individual is missing from this list, use the Add/Review Dependents button to add new dependents.** You may also use this button to update dependent birthdays and SSN numbers (SSN and Birth dates are required by the ACA).

**Domestic Partner coverage was discontinued effective 1/1/2016.**

You may enroll any of the following individuals for coverage under this plan by checking the **Enroll** box next to the dependent's name.

Dependent Beneficiary		
Enroll	Name	Relationship
<input checked="" type="checkbox"/>		Child
<input checked="" type="checkbox"/>		Child
<input checked="" type="checkbox"/>		Child

10. Once you have made all your selections you can review the **Election Summary** at the bottom of the election screen to see a summary of your per pay cost for benefits.
11. Click **“Save and Continue”** to send your final choices to the Benefits Department
12. Review the **“Submit Benefit Choices”** screen text.
13. Once you have read, understand and agree to the **“Authorize Elections”** statement - click **“Submit”** to proceed and finalize your enrollment for 2021.

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## Benefits Enrollment

### Submit Benefit Choices

You have almost completed your enrollment. If you have no further changes, select the **Submit** button on this page to finalize your benefit choices.

Select the **Cancel** button if you are not ready to submit your choices and wish to return to the Enrollment Summary.

Do not submit your benefit choices until you are ready to finalize your enrollment.

You may save your choices on each page and return to the Enrollment Summary as many times as you'd like within your Enrollment Period. However, once you click the Submit button, your benefit choices will be sent to the Benefits Department for final processing.

Once your enrollment is processed, you may not be able to make any further benefit changes until the next Open Enrollment period or if you have a qualified family status change.

### Authorize Elections

By submitting your benefit choices you are authorizing Butler University to take deductions from your paycheck to pay for your benefit costs. You are also authorizing the Benefits Department to send necessary personal information to your selected providers to initiate and support your coverage.

I understand that personal health information obtained under Butler's Health Plan is confidential. I authorize Butler University to use my personal health information obtained from wellness screenings and exams to help qualify me for incentives through the Butler Health Plan. This information would be used and reviewed by (1) Healthy Horizons and (2) Butler University HR. Butler University may not release my wellness screening or exam results on an individual basis for any other reason without my written permission.

In addition, my information may also be combined with other employees' information-without my name or other identifiers-so that Butler University can make informed decisions about the benefits it provides.

Submit

Cancel

Select the **Submit** button to send your final choices to the Benefits Department.

Select the **Cancel** button if you are not ready to submit your choices and wish to return to the Enrollment Summary.

14. After submitting your enrollment, you will receive a Confirmation screen stating “Your benefit choices have been successfully submitted to the Benefits Department.
15. You will receive a 2021 Benefits Enrollment Confirmation statement at your Butler.edu email. *Please be sure to open the message, review and save the attachment for future reference.*  
*NOTE: The email message comes from **PS\_System@butler.edu**. If you do not receive the message within a few minutes, please check your Junk Mail box or search all your mail boxes for PS\_System.*
16. If you cannot locate the Confirmation Statement, please reach out to [askHR@butler.edu](mailto:askHR@butler.edu) for assistance.



Wed 10/14/2020 2:22 PM

PS\_System@butler.edu

Your Benefit Elections From My.Butler.Edu

To  Kelley-Crouse, Terry

Attached is your Benefit Elections confirmation. If a dependent is added to any coverage for the first time, dependent eligibility documents are required and must be received by HR within 30 days of effective date. The list of required dependent eligibility documents is available at [www.butler.edu/hr](http://www.butler.edu/hr) and from the HR office. Basic Life, Short-term Disability and Long-term Disability coverage are employer paid benefits selected for you. You may contact Human Resources at [askhr@butler.edu](mailto:askhr@butler.edu) with questions regarding this statement or any benefit. Please provide a copy of your Confirmation Statement along with your questions.

17. If you added dependents to your enrollment we **MUST** receive dependent eligibility documentation within your 30 days of effective date. Send documents to [benefits@butler.edu](mailto:benefits@butler.edu)
18. Contact [askHR@butler.edu](mailto:askHR@butler.edu) with questions or concerns.