



## Open Enrollment November 1-12, 2021

All employees must make Medical, Dental and Vision elections for the new plan year beginning January 1, 2022, by going into the Open Enrollment (OE) portal in MyIIT. Flexible Spending elections must be made through WageWorks. Life insurance changes may be made by submitting forms to Human Resources.

Through the Online OE process in MyIIT, you will be able to make changes to the elections, add or remove benefits, add or remove dependents and associate dependents with your benefits. This document provides instructions for viewing your elections and dependents as well as making medical, dental, and vision elections.

You must complete OE in order for the elections to be submitted to Human Resources and Payroll. If you do not wish to enroll in or continue with any of these benefits in 2022, you must select the Waive option for benefits you do not wish to elect. If you do not complete the online OE process, your current elections will remain in place for 2022, with the exception of Flexible Spending accounts. **You must reenroll in Flexible Spending every year by visiting [www.wageworks.com](http://www.wageworks.com).**

### **By November 12, 2021:**

- All changes for medical, dental, and vision must be made in Banner by midnight.
- FSA elections must be made by 11pm CST.
- All Supplemental Life enrollment materials and any additional required documentation (e.g. proof of dependent status) must be delivered to Human Resources no later than 5pm.

**You are strongly encouraged to verify that your changes to medical, dental, and vision were successful. Please email Anjuli Rabindranath at [arabindr@iit.edu](mailto:arabindr@iit.edu) or Viktoria Rill at [vrill@iit.edu](mailto:vrill@iit.edu) to verify.**

## Instructions included in this guide

*Click on the page name to go directly to that page*

[Reviewing your coverage](#)

[Dropping, changing or adding plans](#)

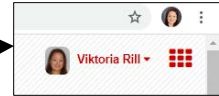
[Reviewing and adding dependents to MyIIT](#)

[Adding yourself and your dependents to a plan, or changing coverage dates](#)

[Frequently asked questions](#)

## Reviewing your coverage

- Log in to MyIIT
- Go to the **Work** tab and **click on the 9-box** in the upper righthand corner and **click on Banner 8 Self Service**.
- When the new page loads, click on the **Employee** Link.
- When the page reloads, click on the **Benefits** link

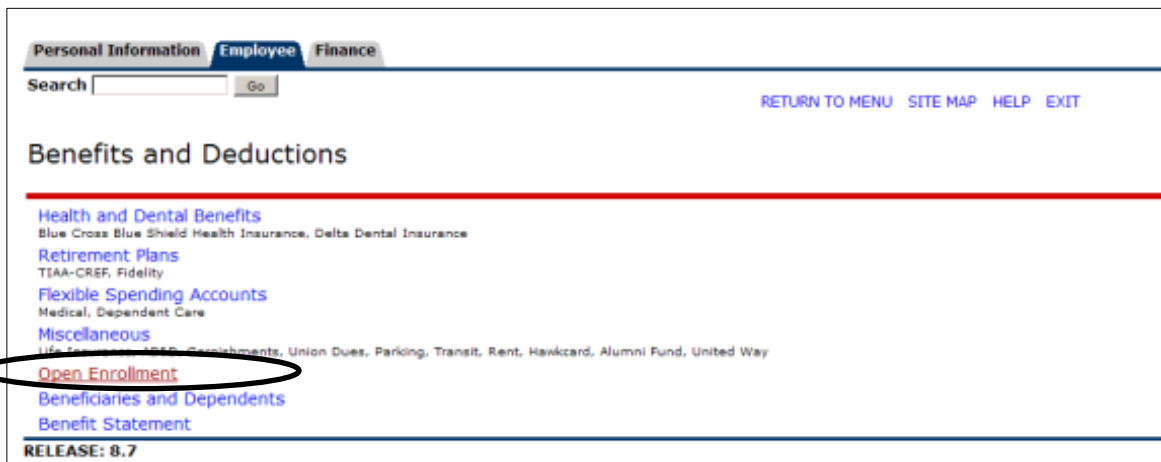
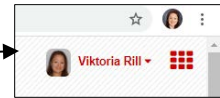
A screenshot of the 'Benefits and Deductions' page in the MyIIT system. The page has a header with tabs for 'Personal Information', 'Employee', and 'Finance'. Below the tabs is a search bar with a 'Go' button. To the right of the search bar are links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main content area is titled 'Benefits and Deductions' and lists several categories: 'Health and Dental Benefits' (with sub-items 'Blue Cross Blue Shield Health Insurance, Delta Dental Insurance'), 'Retirement Plans' (with sub-item 'TIAA-CREF, Fidelity'), 'Flexible Spending Accounts' (with sub-item 'Medical, Dependent Care'), 'Miscellaneous' (with sub-items 'Life Insurance, AD&D, Garnishments, Union Dues, Parking, Transit, Rent, Hawkcard, Alumni Fund, United Way'), 'Open Enrollment' (highlighted in red), 'Beneficiaries and Dependents', and 'Benefit Statement'. At the bottom of the page, it says 'RELEASE: 8.7'.

- You will now be on the **Benefits and Deductions** page
- Click on **Open Enrollment** (see #1 above)
- When the page reloads, click on the **Start Open Enrollment** button.
- When the page reloads, you will see your current benefit selections. If you do not wish to make changes, click the **Complete** button (see #2 below).

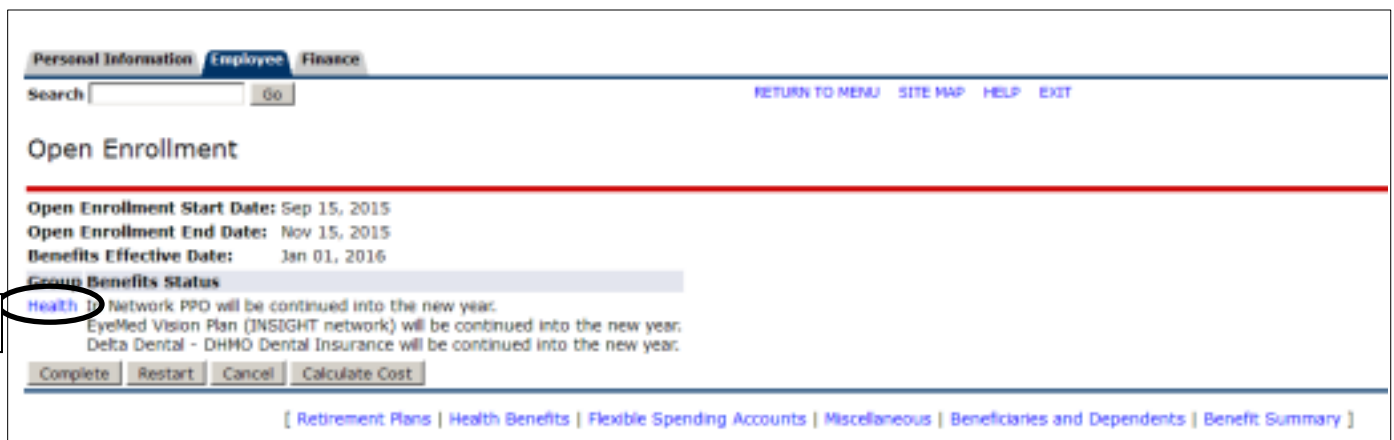
A screenshot of the 'Open Enrollment' page in the MyIIT system. The page has a header with tabs for 'Personal Information', 'Employee', and 'Finance'. Below the tabs is a search bar with a 'Go' button. To the right of the search bar are links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main content area is titled 'Open Enrollment' and displays the following information: 'Open Enrollment Start Date: Sep 15, 2015', 'Open Enrollment End Date: Nov 15, 2015', and 'Benefits Effective Date: Jan 01, 2016'. Below this is a section titled 'Group Benefits Status' with a sub-section 'Health' that lists: 'In Network PPO will be continued into the new year.', 'EyeMed Vision Plan (INSIGHT network) will be continued into the new year.', and 'Delta Dental - DHMO Dental Insurance will be continued into the new year.'. At the bottom of the page, there are four buttons: 'Complete' (circled in red), 'Restart', 'Cancel', and 'Calculate Cost'. At the very bottom of the page, there is a navigation bar with links: '[ Retirement Plans | Health Benefits | Flexible Spending Accounts | Miscellaneous | Beneficiaries and Dependents | Benefit Summary ]'.

## Dropping, Changing, or Adding Plans

- Log in to MyIIT
- Go to the **Work** tab and **click on the 9-box** in the upper righthand corner and **click on Banner 8 Self Service**.
- When the new page loads, click on the **Employee** Link.
- When the page reloads, click on the **Benefits** link



- You will now be on the **Benefits and Deductions** page
- Click on **Open Enrollment** (see #1 above)
- When the page reloads, click on the **Start Open Enrollment** button.
- When the page reloads, you will see your current benefit selections. To make changes, click on the blue **Health** hyperlink (see #2 below)



- When the page reloads, you will see options available for your open enrollment group. Benefits in which you are currently enrolled will be in blue.
- To drop or change, click on the plan you wish to change or drop (see #3 below). Note: when switching medical/dental plans, you must drop your current plan before electing your new plan.

Personal Information Employee Finance

Search  Go [SITE MAP](#) [HELP](#) [EXIT](#)

## Open Enrollment Group

Select the title of the benefit or deduction to update your choices.  
Select Restart, if available, and your changes will be set back to current.

---

**Health Group**  
**In Network PPO** You have asked to continue this benefit into the new year

| Plan   | Employee Deduction Amount |
|--------|---------------------------|
| Family | 9,999.0000                |

BCBSIL Health HDHP BW Tier C This benefit deduction cannot be selected as you have selected the following:  
In Network PPO  
Waive Medical Coverage This benefit deduction cannot be selected as you have selected the following:  
In Network PPO  
[EyeMed Vision Plan \(INSIGHT network\)](#) You have asked to continue this benefit into the new year

| Plan   | Employee Deduction Amount |
|--------|---------------------------|
| Family | 8.6100                    |

[Delta Dental - DHMO Dental Insurance](#) You have asked to continue this benefit into the new year

| Plan   | Employee Deduction Amount |
|--------|---------------------------|
| Family | 23.8900                   |

Delta Dental - PPO Dental Insurance This benefit deduction cannot be selected as you have selected the following:  
Delta Dental - DHMO Dental Insurance  
[Delta Dental - DHMO Dental Insurance - Domestic Partner](#) You have not selected this benefit deduction.  
[Delta Dental - PPO Dental Insurance - Domestic Partner](#) You have not selected this benefit deduction.

[Open Enrollment](#)

- When the page reloads, you can drop/change coverage, add a plan, or change coverage tiers.
  - **TO DROP COVERAGE** click the **Stop Benefit** button (see #4 on next page). Note, you must also add your coverage end date ([click here for those instructions](#)) and add the Waived option for the plan you are dropping.
  - **TO CHANGE PLANS** you must first drop your current plan using the instructions above.
    - When you get back to the Open Enrollment Group page, select the plan in which you wish to enroll (hyperlinks for all plans will become available to you once you drop your current plan).
    - When the page reloads, select your tier in the **My Choice** section (see #5 on next page), then click the **Submit Change** button (see #6 on next page).
    - Remember to add your end dates for the former plan, and start dates for the new plan. [Click here for those instructions](#).
  - **TO ADD A PLAN** you must first drop Waived Coverage using the instructions above.
    - When you get back to the Open Enrollment Group page, select the plan in which you wish to enroll (hyperlinks for all plans will become available to you once you drop your current plan).

- When the page reloads, select your tier in the **My Choice** section (see #5 on next page), then click the **Submit Change** button (see #6 on next page).
- **TO CHANGE TIERS** first select your current plan (see #3 on previous page). When the page reloads, select your tier in the **My Choice** section (see #5 below), then click the **Submit Change** button (see #6 below). **PLEASE NOTE YOU ARE NOT DONE AFTER THIS STEP.**

Personal Information **Employee** Finance

Search  Go SITE MAP HELP EXIT

### Open Enrollment Choice Detail

Make a selection and then choose from the appropriate button.

\* - indicates a required field.

**In Network PPO**  
Deduction Effective as of: Jan 01, 2016

| Current Plan    | Plan            | Employee Deduction Amount | My Choice             |
|-----------------|-----------------|---------------------------|-----------------------|
| My Current Plan | Family          | 9,999.0000                | <input type="radio"/> |
|                 | Single          | 7,999.0000                | <input type="radio"/> |
|                 | Single Plus One | 8,999.0000                | <input type="radio"/> |

Submit Change Stop Benefit

Open Enrollment Group

- When the page reloads, you will be taken back to the page showing your benefit elections.
- To review your summary and complete your open enrollment, click on the **Open Enrollment** hyperlink (see #7 on previous page).
- When the page reloads, review your summary and click the **COMPLETE** button (see #8 below).

Personal Information **Employee** Finance

Search  Go RETURN TO MENU SITE MAP HELP EXIT

### Open Enrollment

Open Enrollment Start Date: Sep 15, 2015  
Open Enrollment End Date: Nov 15, 2015  
Benefits Effective Date: Jan 01, 2016

**Group Benefits Status**

Health In Network PPO will be continued into the new year.  
EyeMed Vision Plan (INSIGHT network) will be continued into the new year.  
Delta Dental - DHMO Dental Insurance will be continued into the new year.

Complete Restart Cancel Calculate Cost

[ Retirement Plans | Health Benefits | Flexible Spending Accounts | Miscellaneous | Beneficiaries and Dependents | Benefit Summary ]

**YOU MUST HIT COMPLETE OR YOUR CHANGES WILL NOT TAKE EFFECT.**

**At this point you have made your plan change, but there is a final step in order to properly get you and your dependents covered:** Enter your coverage Begin and End dates in the appropriate coverage and allocations summary screen. For instructions, please see [Adding yourself and your dependents to a plan, or changing coverage dates.](#)

## Reviewing and adding dependents to MyIIT

**Note:** Adding a dependent to MyIIT does not automatically enroll him/her in benefit plans. Once you have completed adding the dependent to MyIIT, you must go to the section entitled [Adding dependents to a plan](#) to enroll your new dependent.

### Reviewing Dependents:

- Log in to MyIIT
- Go to the **Work** tab and click on the **9-box** in the upper righthand corner and click on **Banner 8 Self Service**.
- When the new page loads, click on **Employee**.
- When the page reloads, click on the **Benefits** link.
- You will now be on the **Benefits and Deductions** page.
- Next, click on the **Beneficiaries and Dependents** link.
- When the next page loads, you will see any dependents currently listed (see below).
- Review your dependents, and either continue to Open Enrollment (click on the **Open Enrollment** hyperlink, #1 below), or add dependents as is applicable.



### Adding dependents:

- To add a new dependent, from the Beneficiaries and Dependents page, click on the **Add a New Person** hyperlink (see #2 below).

[Personal Information](#) [Employee](#) [Finance](#)

Search  [Go](#) [SITE MAP](#) [HELP](#) [EXIT](#)

### Beneficiaries and Dependents

Select the Name to change information for an individual. Choose Add A New Person to make additions. Select Update Coverage and Allocations to add or change coverage or allocations.

| Beneficiaries and Dependents Information |                   |              |              |        |                    |                         |
|--|-------------------|--------------|--------------|--------|--------------------|-------------------------|
| Name                                     | SSN or SIN or TIN | Relationship | Birth Date   | Gender | Status Member Type | College Status          |
| Employee                                 |                   |              | Apr 27, 1958 | Female | Active Both        | Does not attend college |
| Spouse / Domestic Partner                |                   |              | Jun 05, 1962 | Male   | Active Dependent   | Does not attend college |
| Child                                    |                   |              | Dec 19, 1991 | Female | Active Dependent   | Does not attend college |
| Child                                    |                   |              | Apr 11, 1996 | Female | Active Dependent   | Does not attend college |
| Child                                    |                   |              | Jan 30, 1994 | Male   | Active Dependent   | Does not attend college |
| Child                                    |                   |              | Oct 31, 2014 | Male   | Active Both        | Does not attend college |

2

[Add a New Person](#) | [Update Coverage and Allocations Summary](#)

1

[Retirement Plan](#) | [Benefits](#) | [Flexible Spending Accounts](#) | [Miscellaneous](#) | [Open Enrollment](#) | [Summary](#)

[Return To Benefits and Deductions Menu](#)

RELEASE: 8.11.2

- When the new page loads, enter the required information and click the **Submit Changes** button (see #3 below). **Please note that SSN and Birthdate are required.** Additionally:
  - Please select “Active” in the Active drop down box (see #4 below).
  - Please select “Both” in the Beneficiary or Dependent drop down box (see #5 below).
  - *When adding a **spouse**, please note that the Dependent Child Type will automatically populate with “Step or Foster Child, not legally adopted, or not a US Citizen or National.” This is a glitch in the Ellucian system, is in the process of being resolved, and will have no impact on your spouse’s actual relationship setup.*

**⚠ Social Security Number and Birth Date for spouse and dependents are required for United States institutions.**

Change the beneficiary information as desired, then select Submit Changes.

\* - Indicates a required field.

**Date Added:** MM/DD/YYYY

**First Name:** \*

**Middle Name or Initial:**

**Last Name:** \*

**Relationship:** \*

**SSN or SIN or TIN:**

**Birth Date:** MM/DD/YYYY \*  **4**

**Gender:**

**Active:**  **4**

**Beneficiary or Dependent:**  **5**

**Spouse Employment:**

**Marital Status:**

**College Status:**

**College Begin Date:** MM/DD/YYYY

**College End Date:** MM/DD/YYYY

**Disabled Indicator:**

**Dependent Child Type:**

**Remove Beneficiary:** ☐

For United States institutions, Dependent Child Type is only used for the purposes of reporting covered dependent children under the Affordable Care Act.

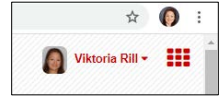
**3**


Beneficiaries and Dependents

- **Once this process is complete, you must add your new dependent to your health, dental, and/or vision plans in order to enroll him or her for coverage** (see [Adding yourself and dependents to a plan, or changing coverage dates](#)).

## Adding yourself and dependents to a plan, or changing coverage dates

**Note:** You must provide proof of relationship to Human Resources before your dependent's coverage is approved and finalized. Acceptable documentation may include a marriage certificate to add a spouse, and affidavit for a domestic partner relationship, birth certificates to add children, etc.

- Log in to MyIIT
- Go to the **Work** tab and **click on the 9-box** in the upper righthand corner and **click on Banner 8 Self Service**. 
- When the new page loads, click on **Employee**.
- When the page reloads, click on the **Benefits** link.
- You will now be on the **Benefits and Deductions** page .
- Next, click on the **Beneficiaries and Dependents** link.
- To review dependents covered under your plans and add dependents to plans, click on the **Coverage and Allocations Summary** hyperlink (see #1 below).

 ILLINOIS INSTITUTE OF TECHNOLOGY

Personal Information **Employee** Finance

Search

[SITE MAP](#) [HELP](#) [EXIT](#)

### Beneficiaries and Dependents

Select the Name to change information for an individual. Choose Add A New Person to make additions. Select Update Coverage and Allocations to add or change coverage or allocations.

| Beneficiaries and Dependents Information |                   |                           |              |        |        |                                   |
|--|-------------------|---------------------------|--------------|--------|--------|-----------------------------------|
| Name                                     | SSN or SIN or TIN | Relationship              | Birth Date   | Gender | Status | Member Type College Status        |
|  |                   | Employee                  | Apr 27, 1958 | Female | Active | Both Does not attend college      |
|  |                   | Spouse / Domestic Partner | Jun 05, 1962 | Male   | Active | Dependent Does not attend college |
|  |                   | Child                     | Dec 19, 1991 | Female | Active | Dependent Does not attend college |
|  |                   | Child                     | Apr 11, 1996 | Female | Active | Dependent Does not attend college |
|  |                   | Child                     | Jan 30, 1994 | Male   | Active | Dependent Does not attend college |
|  |                   | Child                     | Oct 31, 2014 | Male   | Active | Both Does not attend college      |

[Add a New Person](#) [Coverage and Allocations Summary](#)

[Retirement Plan](#) | [Health Benefits](#) | [Flexible Spending Accounts](#) | [Miscellaneous](#) | [Open Enrollment](#) | [Benefit Summary](#)

[Return To Benefits and Deductions Menu](#)

RELEASE: 8.11.2



- When the Benefits Coverage and Allocations Summary page loads, you will see a list of your dependents, and the plans in which each individual is enrolled (see below).

Personal Information Employee Finance

Search  Go SITE MAP HELP EXIT

### Benefits Coverage and Allocation Summary

Review Beneficiaries and Dependents currently associated with your benefit choices. Select Add or Change Coverage or Add or Change Allocations to enroll or update coverage or allocations for the associated benefit.

[Jump to Bottom](#)

#### Beneficiaries and Dependents Information

Employee, Born on Apr 27, 1958 and Does not attend college.

| Benefit or Deduction | Coverage Begin Date | Coverage End Date | Primary or Contingent | Allocation |
|----------------------|---------------------|-------------------|-----------------------|------------|
| In Network PPO       | Aug 30, 2005        |                   |                       |            |

Spouse / Domestic Partner, Born on Jun 05, 1962 and Does not attend college.

| Benefit or Deduction | Coverage Begin Date | Coverage End Date | Primary or Contingent | Allocation |
|----------------------|---------------------|-------------------|-----------------------|------------|
| In Network PPO       | Aug 30, 2005        |                   |                       |            |

Child, Born on Dec 10, 1991 and Does not attend college.

- To add a dependent to a plan, scroll down to the **Enroll Coverage and Allocations** section (see below).
- Next, find the plan to which you wish to add the dependent, and click on the **Coverage Details** hyperlink (see #2 below).

### Enroll Coverage and Allocations

#### Enrolled Benefits Information

| Benefit or Deduction                              | Action                           | Status | Start Date   | Stop Date    |
|---|----------------------------------|--------|--------------|--------------|
| Dearborn National - Basic Life Insurance and AD&D |                                  | Active | Jun 01, 1999 |              |
| Dearborn National - Long Term Disability          |                                  | Active | Dec 01, 2007 |              |
| Dearborn National - Supplemental Life - Employee  |                                  | Active | Dec 21, 2014 |              |
| Delta Dental - DHMO Dental Insurance              | <a href="#">Coverage Details</a> | Active | May 01, 2006 |              |
| EyeMed Vision Plan (INSIGHT network)              | <a href="#">Coverage Details</a> | Active | Dec 21, 2014 |              |
| Federal Income Tax                                |                                  | Active | Jun 14, 1999 |              |
| Fidelity Retirement Plan - Additional             |                                  | Active | Dec 21, 2014 |              |
| Fidelity Retirement Plan - Base Retirement        |                                  | Active | Dec 21, 2014 |              |
| Flexible Spending Account - Medical               |                                  | Active | Jun 01, 2007 | Dec 19, 2015 |
| Illinois State Tax                                |                                  | Active | Jun 14, 1999 |              |
| Imputed Income                                    |                                  | Active | Aug 01, 1999 |              |
| In Network PPO                                    | <a href="#">Coverage Details</a> | Active | Aug 30, 2015 |              |
| Medicare  |                                  | Active | Dec 15, 1999 |              |
| Short Term Disability                             |                                  | Active | Jan 02, 2008 |              |
| Social Security                                   |                                  | Active | Dec 15, 1999 |              |
| TIAA-CREF Retirement Plan - Additional RA         |                                  | Active | Dec 23, 2012 |              |
| TIAA-CREF Retirement Plan - Base Retirement       |                                  | Active | Dec 23, 2012 |              |

[Return to Top](#)

[Beneficiaries and Dependents](#)  
[Return To Benefits and Deductions Menu](#)

- When the page reloads, individuals will have a checkmark in the box to the left of their names. Individuals who are not covered will have a blank box to the left of their names (see #3 below).

Personal Information Employee Finance

Search  Go SITE MAP HELP EXIT

### Benefits Coverage

Enter the Begin Date of coverage, indicate Other Coverage from the pull-down list, if applicable, and select the checkbox under Choose Benefit. When ending coverage, enter Deduction Termination Reason, if applicable, and select the checkbox under Choose Benefit to update.

\* - Indicates a required field.

**In Network PPO**  
**Status:** Active  
**Start Date:** Aug 30, 2015  
**Stop Date:**

| Choose Benefit*          | Name | Relationship              | Existing Coverage | Begin Date MM/DD/YYYY* | End Date MM/DD/YYYY | Deduction Termination Reason | Other Coverage    |
|--------------------------|------|---------------------------|-------------------|------------------------|---------------------|------------------------------|-------------------|
| <input type="checkbox"/> |      | Employee                  | Yes               | 08/30/2005             |                     | Not Selected                 | No other coverage |
| <input type="checkbox"/> |      | Spouse / Domestic Partner | Yes               | 08/30/2005             |                     | Not Selected                 | No other coverage |
| <input type="checkbox"/> |      | Child                     | Yes               | 08/30/2005             |                     | Not Selected                 | No other coverage |
| <input type="checkbox"/> |      | Child                     | Yes               | 08/30/2005             |                     | Not Selected                 | No other coverage |
| <input type="checkbox"/> |      | Child                     | Yes               | 08/30/2005             |                     | Not Selected                 | No other coverage |
| <input type="checkbox"/> |      | Child                     | Yes               | 09/01/2015             |                     | Not Selected                 | No other coverage |

**Choose or Update**

Coverage and Allocations Summary | Beneficiaries and Dependents  
[Return To Benefits and Deductions Menu](#)

- When adding a dependent to a plan, check the box next to his or her name, and enter 01/01/2022 in the **Begin Date** field (see #4 above)
- To remove a dependent from a plan or add coverage end dates for plans you are dropping, check the box next the individuals name and enter 12/31/2021 in the **End Date** field.
- Click the **Choose or Update** box to save your changes (see #5 on previous page). When the page reloads you should see confirmation of the updates on the far right-hand side of the page (see #6 below).

**EyeMed Vision Plan (INSIGHT network)**  
**Status:** Undefined Status  
**Start Date:** Jan 01, 2016  
**Stop Date:**

| Choose Benefit*          | Name | Relationship              | Existing Coverage | Begin Date MM/DD/YYYY* | End Date MM/DD/YYYY | Deduction Termination Reason | Other Coverage    | Message                 |
|--------------------------|------|---------------------------|-------------------|------------------------|---------------------|------------------------------|-------------------|-------------------------|
| <input type="checkbox"/> |      | Employee                  | No                | 01/01/2016             |                     | Not Selected                 | No other coverage | ✓ Successfully updated. |
| <input type="checkbox"/> |      | Spouse / Domestic Partner | No                | 01/01/2016             |                     | Not Selected                 | No other coverage | ✓ Successfully updated. |
| <input type="checkbox"/> |      | Child                     | No                | 01/01/2016             |                     | Not Selected                 | No other coverage | ✓ Successfully updated. |
| <input type="checkbox"/> |      | Child                     | No                | 01/01/2016             |                     | Not Selected                 | No other coverage | ✓ Successfully updated. |

- To add individuals, including yourself, to multiple plans, you must go into the **Coverage Details** for each plan to which you wish to add the dependent (see #2 on previous page).
- YOU MUST PROVIDE PROOF OF RELATIONSHIP TO HUMAN RESOURCES BEFORE YOUR DEPENDENT'S COVERAGE IS APPROVED AND FINALIZED.** Acceptable documentation may include a marriage certificate to add a spouse, and affidavit for a domestic partner relationship, birth certificates to add children, etc. If you have any questions, please contact Human Resources.

## Frequently Asked Questions

### **Q. When does Open Enrollment end?**

A. Open enrollment runs from November 1-12, 2021. Banner will close at midnight for medical, dental, and vision changes. WageWorks will close at 11pm CST for FSA enrollments. The Human Resources office will close at 5pm.

### **Q. When do my OE changes become effective?**

A. Changes made during OE become effective January 1, 2022.

### **Q. I don't want to make any changes at OE. Do I need to do anything?**

A. While you are encouraged to log in and verify your coverage, if you do not take action all benefits will carry forward into 2022, with the exception of Flexible Spending accounts. **Employees must reenroll in Health and Dependent Care Flexible Spending Accounts each year by going to [www.wageworks.com](http://www.wageworks.com).**

### **Q. What happens if I miss OE, or need to make benefit changes after it ends?**

A. If you miss OE, you miss your chance to make changes for the 2022 plan year, and must wait until the next OE for changes effective January 1, 2023. The only exception is that you may make changes if you experience a Qualified Life Status Changing Event, such as a marriage, divorce, birth or adoption of a child, spouse gains or loses employment, etc. Changes made due to a life status changing event must be made within 31 days of the event.

### **Q. What do I do if I experience a Life Status Changing event?**

A. Contact Human Resources for information on changes you may make as a result of your event. Life Status Changing Events should be reported as soon as possible, as changes must be made within 31 days of the event.

### **Q. How do I add dependents at OE?**

A. To add a dependent, first [add him or her within MyIIT](#), then [add him or her to the appropriate plan\(s\)](#).

### **Q. How do I change plans?**

A. To change plans, please visit the [Dropping, Changing or Adding Plans](#) page of this guide.

### **Q. What coverage tier should I elect for myself and my dependents?**

A. Single Plus One plans will cover you and a spouse or one child. Family plans will cover you plus two or more dependents.

### **Q. Where do I go to enroll in or make change to my Flexible Spending Accounts?**

A. To enroll in, or re-up, your Health and Dependent Care Flexible Spending Account elections, go directly to WageWorks ([www.wageworks.com](http://www.wageworks.com)). Note: once you've successfully made your election, WageWorks will send a confirmation email to the email address you have on file with them. **If you do not receive a confirmation email your election may not have been successful.**

### **Q. I'm having a baby later this year or in 2022. Do I need to add the dependent during OE?**

A. No. The birth of a child is considered a Life Status Changing Event. You will have 31 days from the event date to add your new baby. Please contact Human Resources for information on documentation requirements and for additional information.

### **Frequently asked questions (continued)...**

**Q. Can I elect supplemental life insurance, or change my election, during OE?**

A. Yes, however, enrollments, changes, and cancellations for life insurance cannot be completed online. Additionally, new elections greater than 1 times salary and most coverage increase requests are subject to medical underwriting. Enrollment/change/cancellation and Evidence of Insurability Forms are linked to the initial OE communication, or can be obtained by contacting Human Resources.

**Q. Can I change my 403(b) contributions at OE?**

A. Yes. In fact, 403(b) contributions can be changed at any time during the year. To change your election, [please go through Banner Self Service](#). Salary Reduction Agreement Forms, available on the HR Portal Forms or Retirement Plan benefits pages or via electronic format available by emailing HR, will be accepted for new match elections, those increasing to the IRS maximum, or those with split vendor allocations only.

**Q. How do I change my withholdings and/or direct deposit information?**

A. In order to change your withholdings, you will need to complete revised W-4 forms, and send them to the payroll department. Forms are available on the IIT payroll department's web page ([http://www.iit.edu/payroll/payroll\\_forms.shtml](http://www.iit.edu/payroll/payroll_forms.shtml)) or you can request electronic versions by emailing HR.