New Hires – Enrolling in Benefits

Welcome to Rochester City School District. Below are the step-by-step instructions for reviewing and enrolling in your benefits.

Below are the steps for enrolling in Benefits:

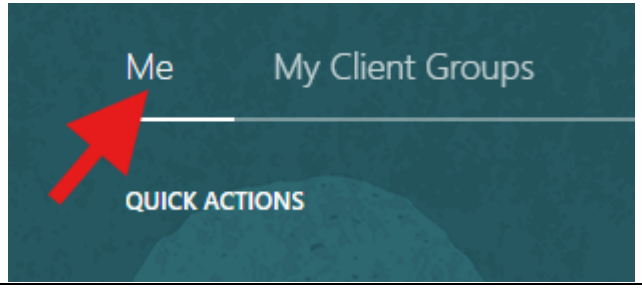
Step 1

Log into Oracle and click the "Home" icon to get to the main page



Step 2

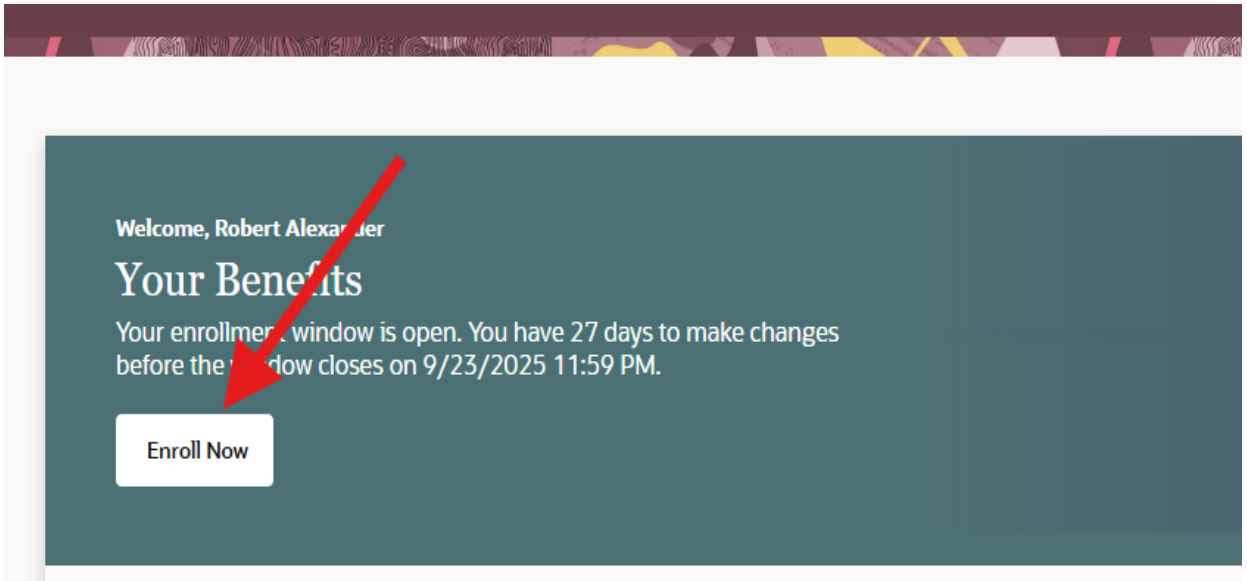
Click on "Me" to get your personal Self-Service page



Step 3

On the benefits page, you will see “Enroll Now” if you have an enrollment event open.

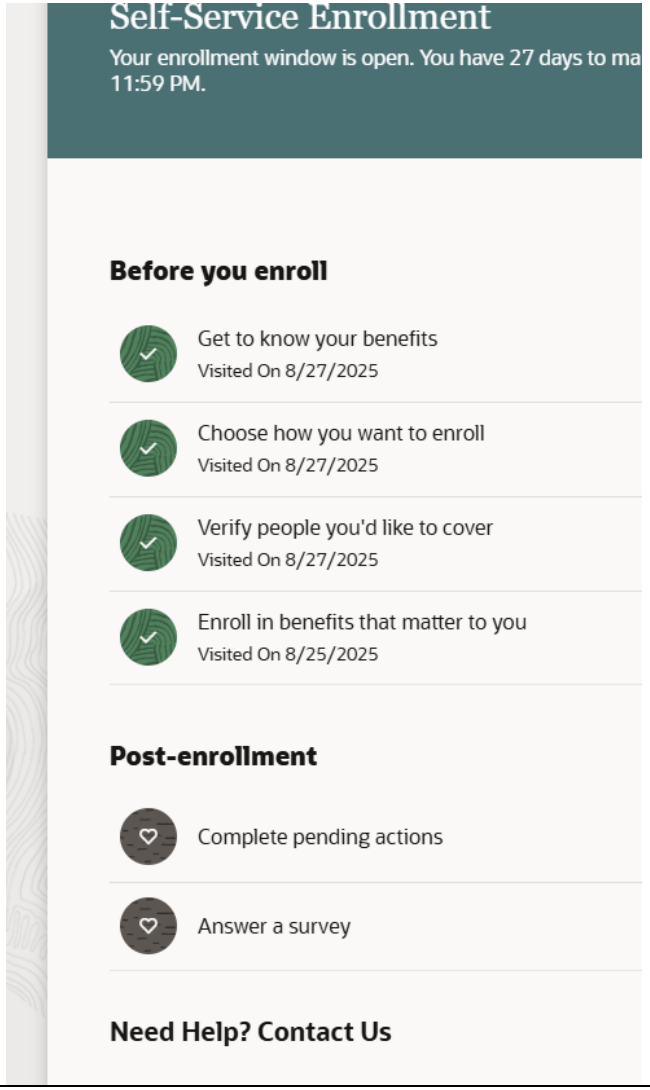
If you do not see this option available – please call benefits at 585-262-8206.



Step 4

Follow the steps in order. It is important that you follow all steps:

- Get to Know your Benefits.
- Choose how you wish to enroll:
    - Express – use this when already enrolled and making an edit (e.g. Open Enrollment)
    - Discovery – use this when you are new or you need to review all available options



Step 5

View People you'd like to cover

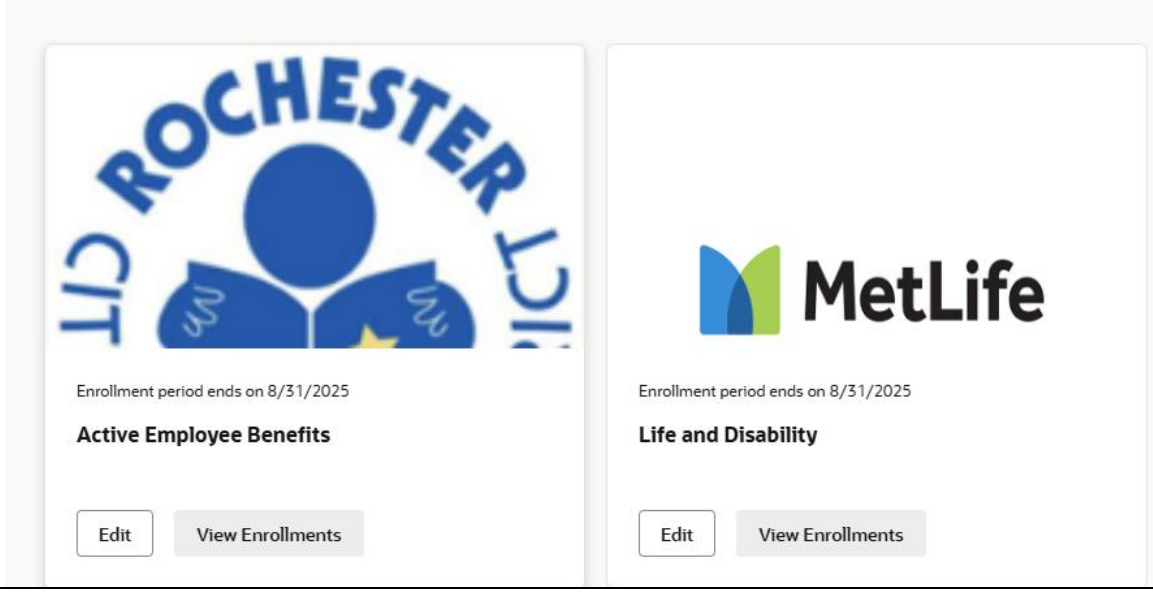
- Click the "+" sign if adding dependents to cover for Medical and Dental



Step 6

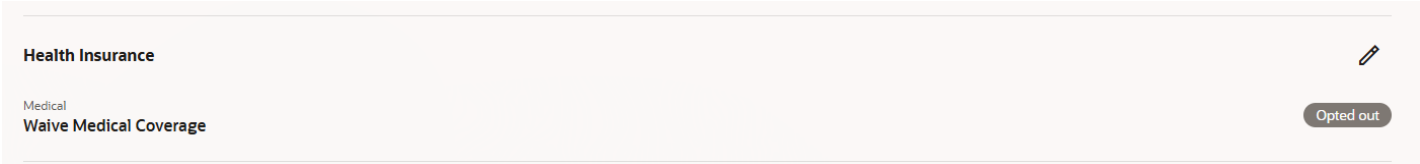
Click "Edit" for Active Employee benefits to enroll in benefits.

For employees eligible for life insurance, you will need to "Edit" the MetLife enrollment as well.



Step 7

Review each item (e.g. Medical, Health FSA, and Dependent FSA) and click the pencil icon ton the right to enroll.

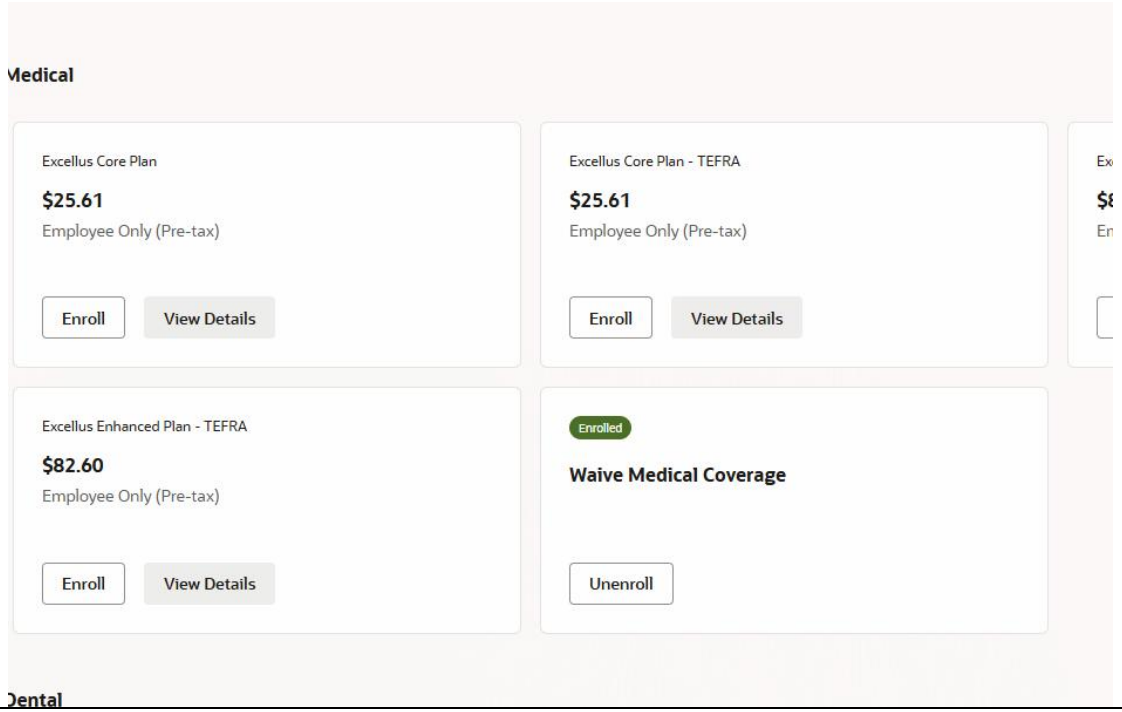


Step 8

Review the medial and dental plan options and “enroll” in whichever plan you want.

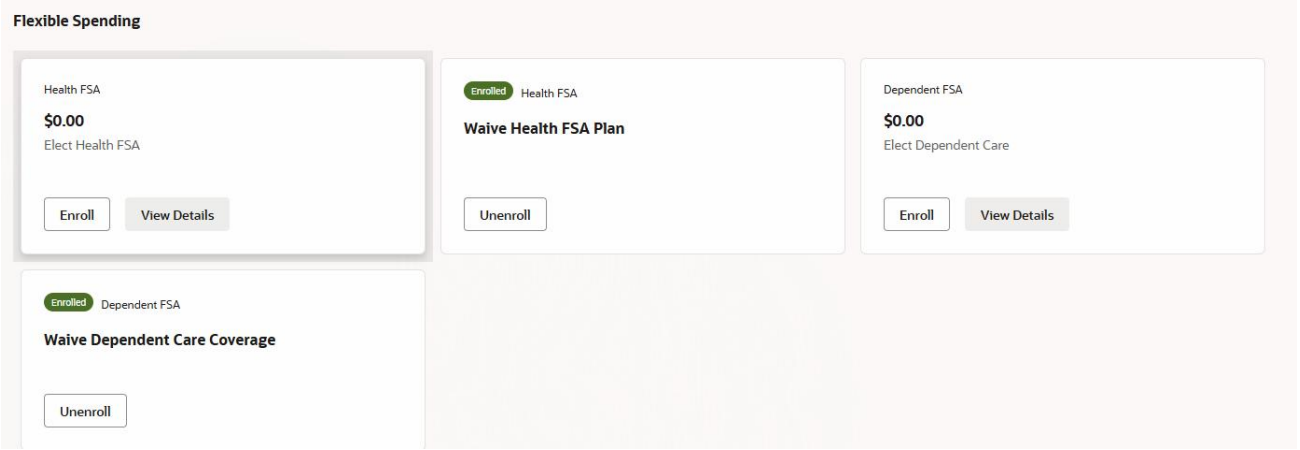
Notes:

- The plans that say “TEFRA” are for employees over 65
- Under the price you see who would be covered – if you have dependents added, you will have the option to cover yourself “Employee Only” or other options to cover some or all of your dependents.



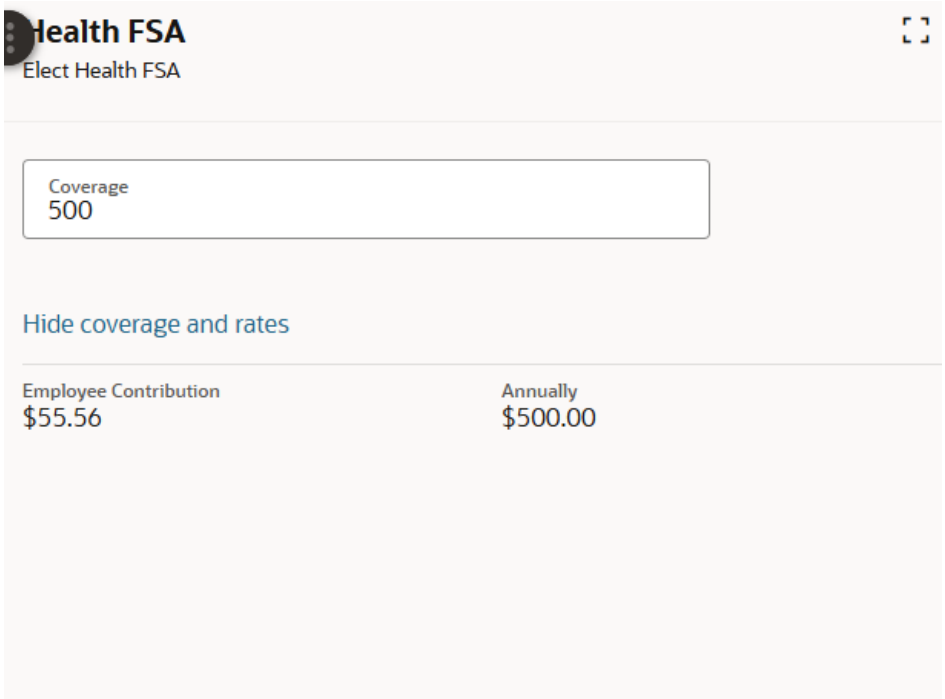
Step 9

If you want to sign up for a Flexible Spending Account (FSA) – either for health or dependent care, you can click “Enroll”



Step 10

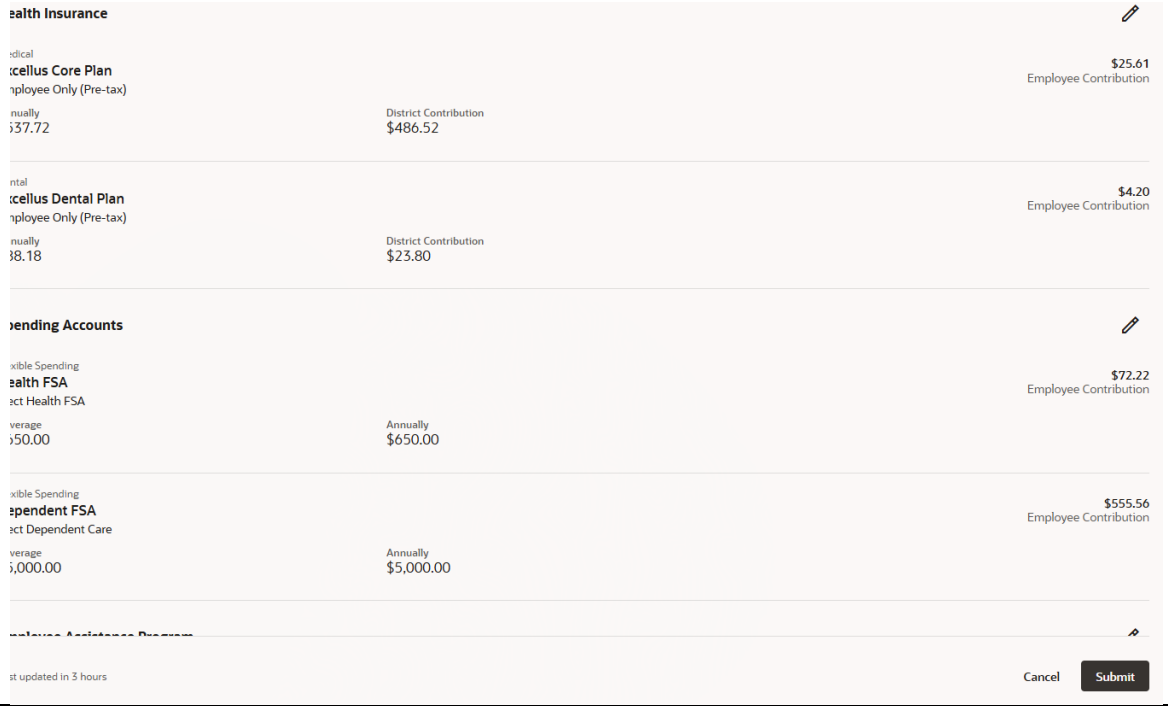
When enrolling in a spending account, you enter the “Coverage” which is how much you want to put in. FSA accounts are by calendar year (January 1 – December 31). The “Employee Contribution” shows how much will come out of each check. The contribution is the total amount you want to enroll divided by however many pay periods remain in the calendar year.



Step 11

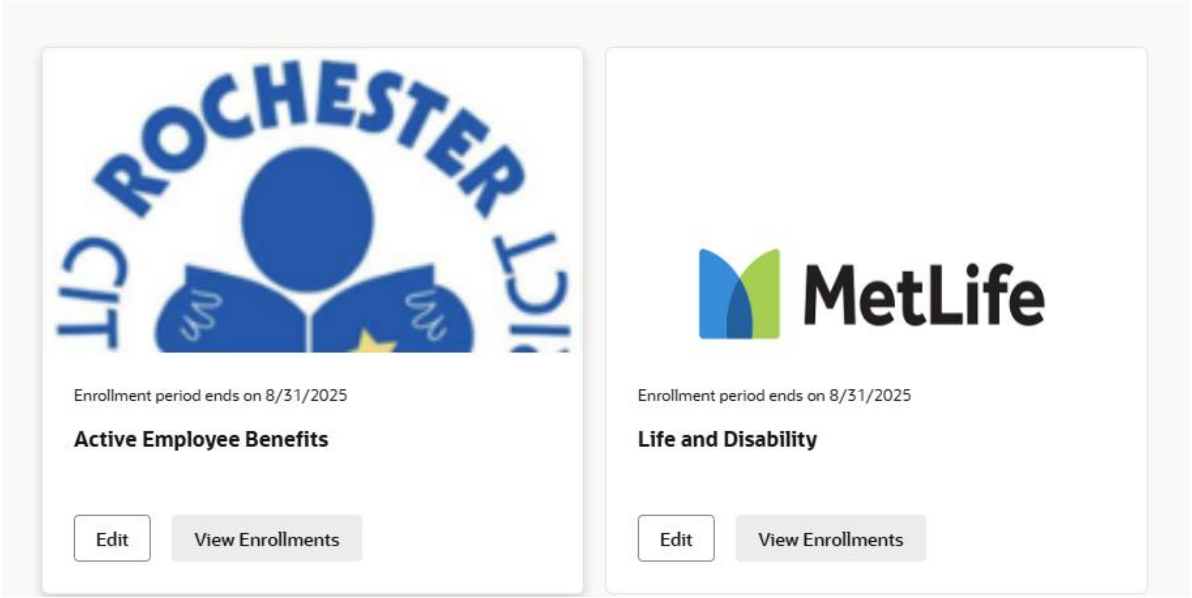
Review all your enrollment and ensure they are correct. Then click "Submit" at the bottom.

If you do not have MetLife available – proceed to Step 22



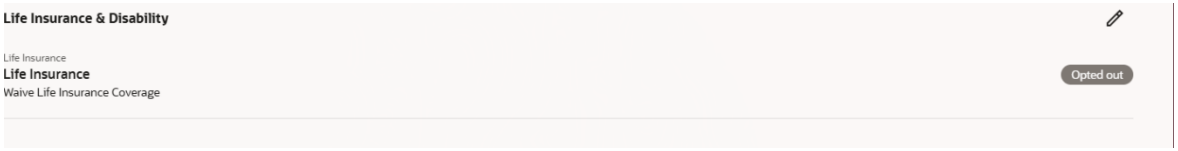
Step 12
If you have MetLife

Click “Edit” in the MetLife tile



Step 13
If you have MetLife

Click on the Pencil to edit your enrollment



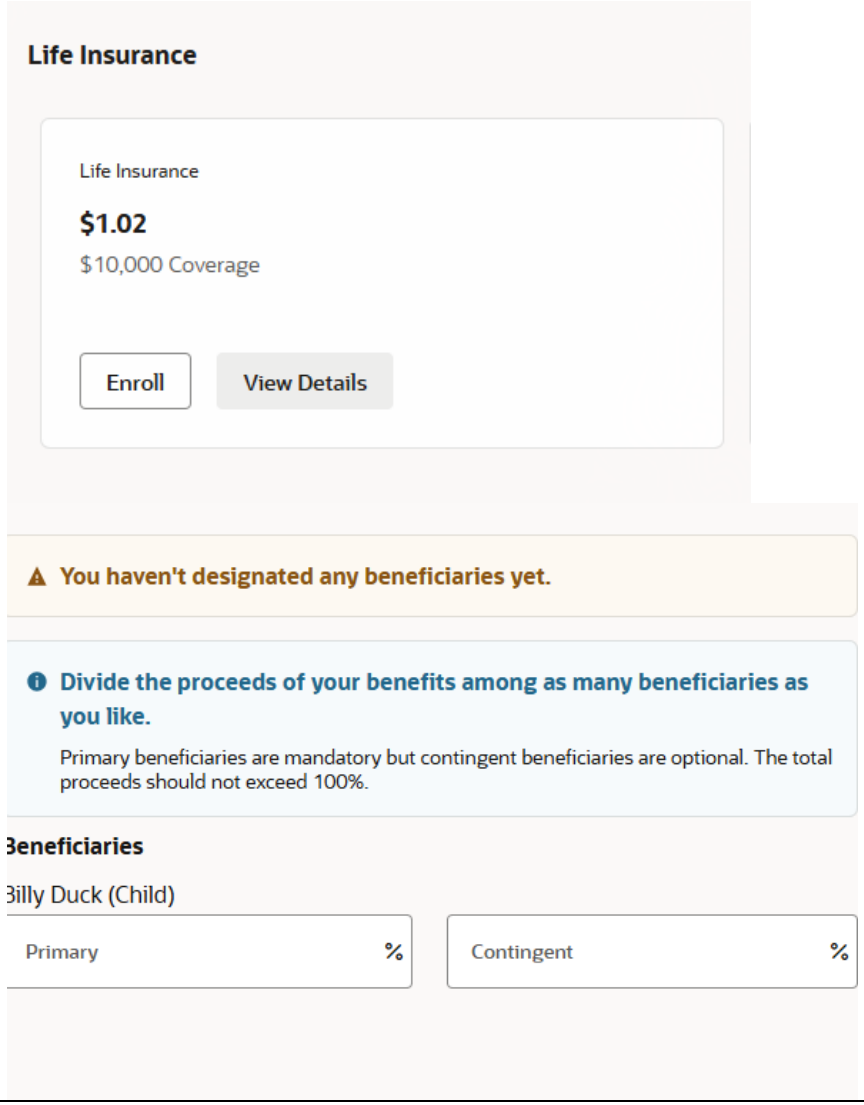
Step 14

If you have MetLife

Click on “Enroll” to sign up for the life insurance

You will need to designate beneficiaries:

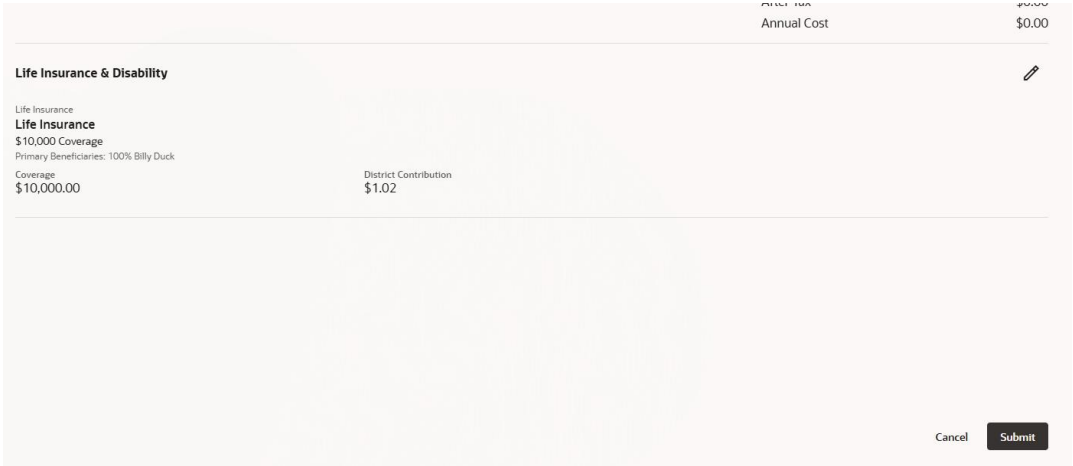
- All of your beneficiaries that you have added will be listed with “Primary” and “Contingent” under it
- Primary will receive funds if you were to pass away and Contingent beneficiaries receive the funds if your Primary beneficiaries are deceased
- You do not have to include contingent beneficiaries but you MUST identify a primary beneficiary (or multiple people to split the funds).



Step 15

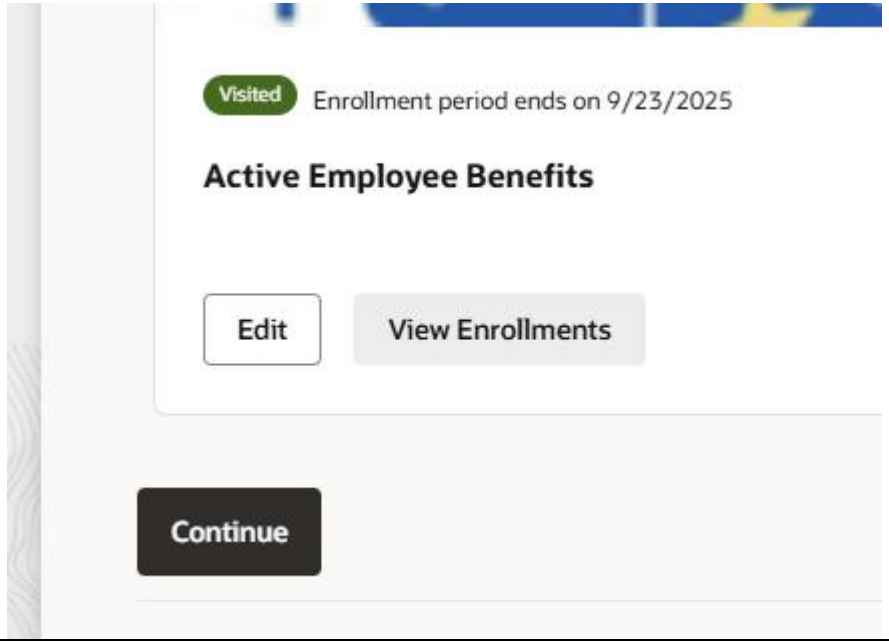
If you have MetLife

Review your election and click “Submit” at the bottom of the screen



Step 16

Click “Continue”

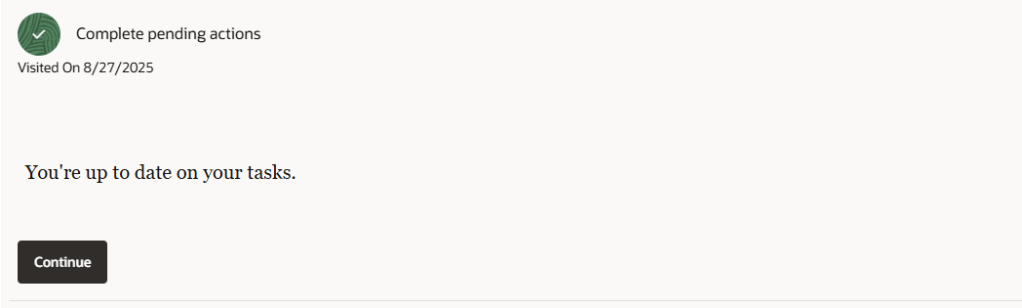


Step 17

If you have pending actions you will see them here. Examples of pending actions may be submitting documentation because you added a spouse or child your medical or dental plan.

Click “Continue” when done reviewing pending actions.

Note: if you have pending actions, you can return later to complete if you do not have the documentation needed right then.



Step 18

you are all done