



Open Enrollment Employee Self-Service How-to-Guide

Note: This document is designed to be used online and has a number of embedded links to processes and additional information. We discourage the printing of manuals as they are updated frequently and consume paper resources when printed.

If you have questions about information in this mini-manual, or, if after reading the entire manual, you cannot find the information you need, please e-mail hrsinfo@uvm.edu.

Background Information

PeopleSoft Self-Service during Open Enrollment allows employees to review and update personal information/demographics, dependent information and make/update elections for Vision, Voluntary Short-term Disability, and Flexible Spending Accounts (Medical & Dependent Care.)

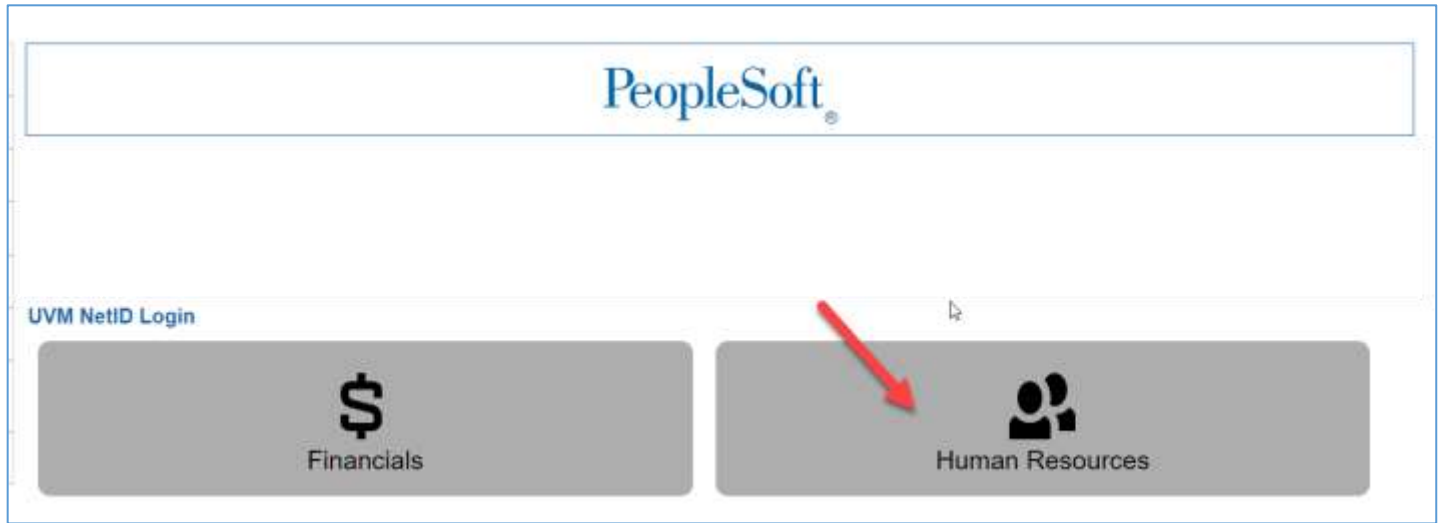
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Log-in & Navigate to Open Enrollment Self-Service Tile

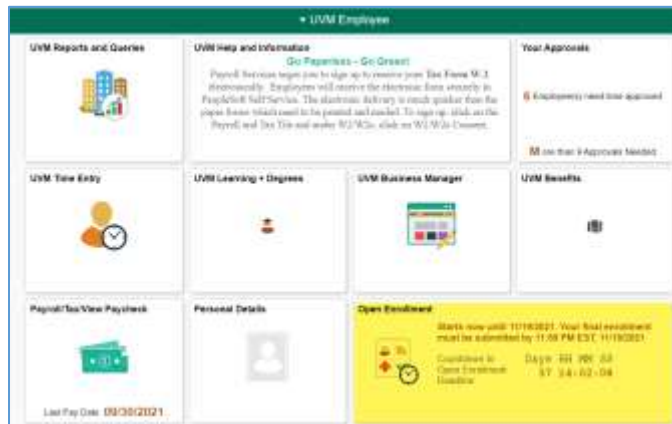
1. Log-into [PeopleSoft HR](#) using your UVM netID and password
 - a. You will need to have your DUO Authentication ready. For more information about DUO please see the [Identify and Account Management website](#).



2. If you regularly use PeopleSoft as a Central User you will need to navigate to UVM Employee

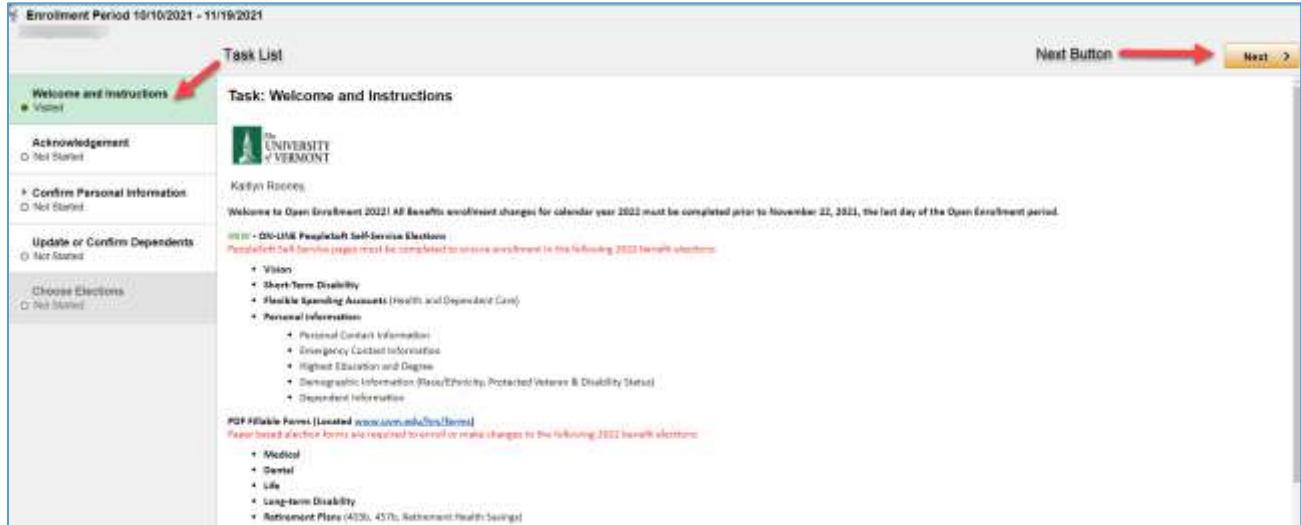


3. Select the Open Enrollment Tile



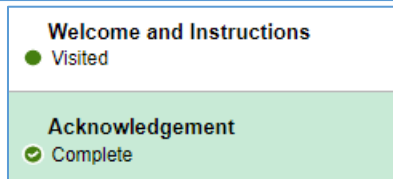
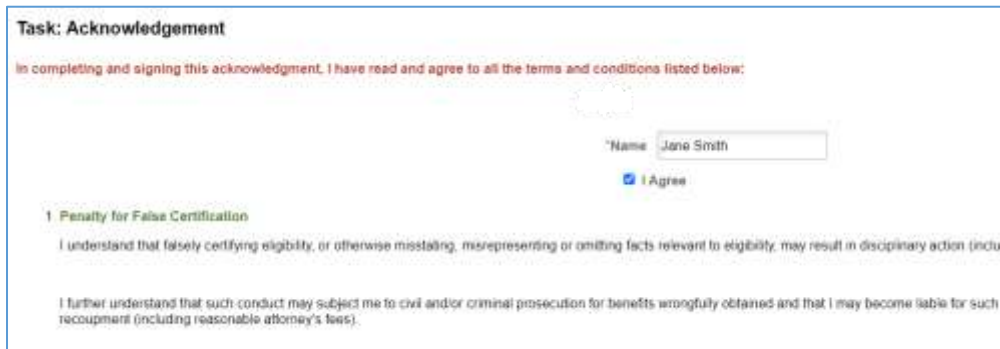


- Navigate between tasks using the task list or next button
Note: You will need to complete and save the Acknowledgement prior to the “Choose Elections” opening for review.



Step 1: Review & Complete the Acknowledgement

- Review the acknowledgement details
- Sign your name
- Check the “I agree” check box
- Click the “save” button located at the bottom of the Acknowledgement task’s page.
 - Once saved your Acknowledgement status will show as “Complete”





Review and Update Confirm Personal Information Tasks

Confirm Personal Information <input checked="" type="radio"/> Visited
Home and Mailing Address <input checked="" type="radio"/> Visited
Contact Information <input type="radio"/> Not Started
Emergency Contacts <input type="radio"/> Not Started
Degrees <input type="radio"/> Not Started
Ethnic Group <input type="radio"/> Not Started
Disability Status (Voluntary) <input type="radio"/> Not Started
Veteran Status <input type="radio"/> Not Started

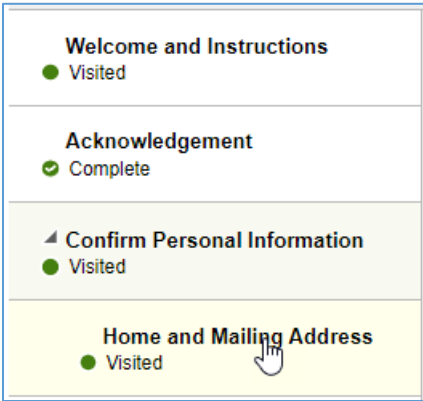
These tasks pull directly from PeopleSoft Employee Self-Service and for the most part, can be updated at any time during the year. The home and mailing addresses can be edited in PeopleSoft. This process can be used for temporary moves or permanent moves.

Note: This process cannot be used for work or department address changes. These changes must happen at the department level.

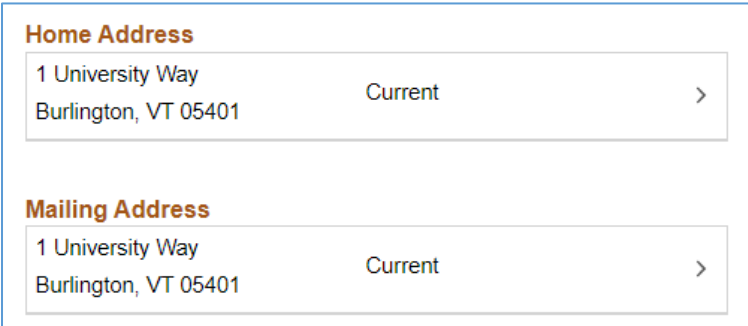
Note: Providing demographic information regarding race/ethnicity, disability status, and veteran status is optional, but encouraged.



Home & Mailing Address

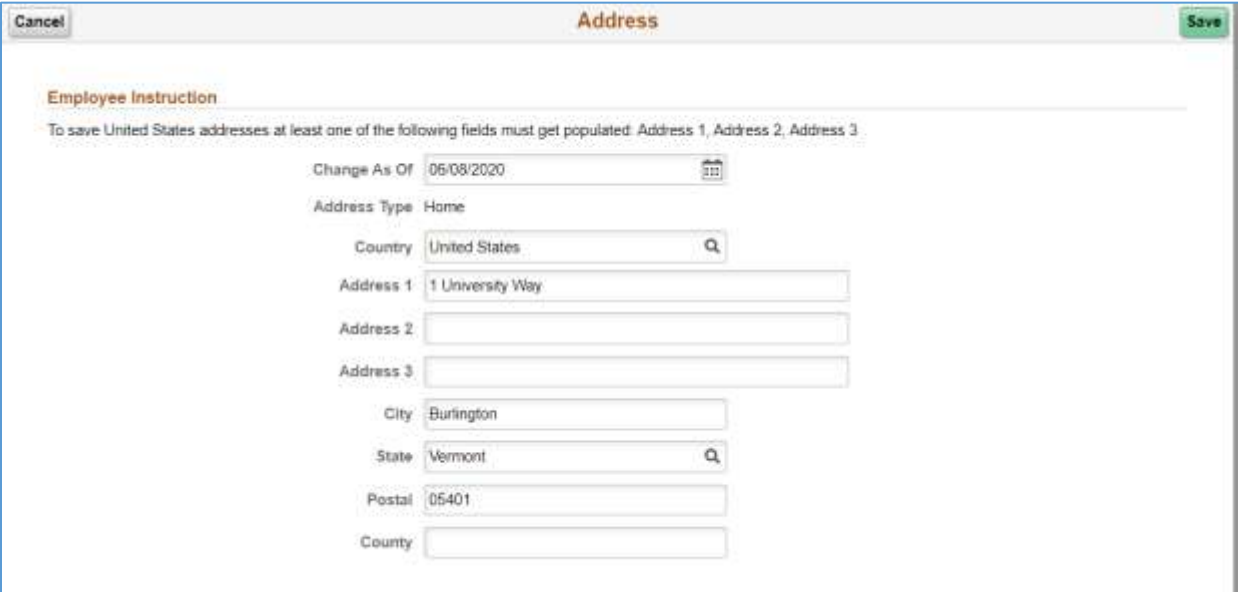


1. The screen will open, displaying current information



2. Click the arrow/edit  icon to EDIT

3. The **Edit Home Address** page will appear. Make changes as appropriate then click **Save**



4. An e-mail verifying changes have been made will be sent automatically.



Contact Information – Phone Numbers



Welcome and Instructions ● Visited
Acknowledgement ✓ Complete
▲ Confirm Personal Information ● Visited
Home and Mailing Address ● Visited
Contact Information ● Visited


1. The Contact Information page will open, displaying current information:

Phone

+

Number	Extension	Type	Preferred	
802/656-3109		Business	✓	>
802/999-9999		Emergency-msg-text		>
802/999-9999		Home		>

2. Click the plus  icon to **Add** a phone number or the Click the arrow/edit  icon to EDIT
3. The **Phone Number Detail** page will appear.

4. Enter information into each field or click  to delete the phone number.

Cancel Save

Phone Number

Type: Business

Preferred:

Number: 802/656-3109

Extension:

Delete

- Click the **Phone Type** list from the drop down box and select from multiple options.
- Once Type is selected, fill in all Required Fields and click **Save**





Contact Information – Email Address

Welcome and Instructions ● Visited
Acknowledgement ✔ Complete
Confirm Personal Information ● Visited
Home and Mailing Address ● Visited
Contact Information ● Visited

1. The Contact Information page will open, displaying current information:

Email Address	Type	Preferred
catwf2@uvm.edu	Business	✔ >
catwf2@uvm.edu	Home	>


- Click the plus  icon to **Add** a phone number or the click the arrow/edit  icon to EDIT.
 - Note:** You will not be able to edit your default business email address.
- The **Email Address Detail** page will appear.

Cancel
Email Address
Save

Email Type Home ▼

Preferred

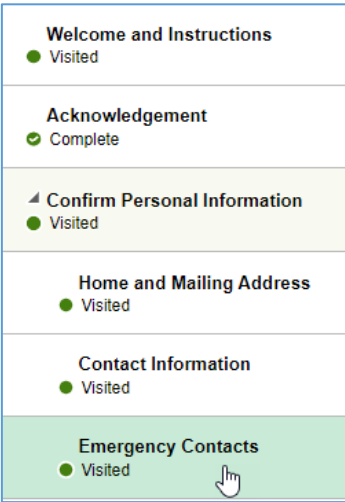
Email Address

- Enter information into each field or click  to delete to delete the email address.
- Click the **Email Type** list from the drop down box and select from multiple options.
- Once Type is selected, fill in all Required Fields and click **Save**.





Emergency Contacts

Use this process to add a new or make changes to existing emergency contacts. These directions apply to personal emergency contacts.




1. The Emergency Contacts page will open, displaying current information.

Emergency Contact Details		
Contact Name	Relationship	Prefer
Daffy Smith	Sibling	✓ >
Donald Smith	Parent	>
Minnie Smith	Parent	>

2. Click the plus  icon to ADD an Emergency Contact or the click the arrow/edit  icon to EDIT.

3. The **Emergency Contact Detail** page will appear.

4. Enter information into each field or click  to delete to delete the email address.

5. Enter the contact name and relationship. Click **Add Address** to add an address, click **Add Phone Number** to add a phone number, and **Save**





Degrees

Please indicate your higher education degrees earned and most importantly your highest level of education. We ask that you flag a degree if it is a terminal degree. If your degree, school, or major do not appear in the list please submit a ticket to [PeopleSoft Footprints](#) or email Human Resource Services at HRInfo@uvm.edu and we will assist in submitting a help desk ticket to make the missing items available.

Welcome and Instructions <input type="radio"/> Visited
Acknowledgement <input checked="" type="radio"/> Complete
Confirm Personal Information <input type="radio"/> Visited
Home and Mailing Address <input type="radio"/> Visited
Contact Information <input type="radio"/> Visited
Emergency Contacts <input type="radio"/> Visited
Degrees <input type="radio"/> Visited


1. Currently entered degree information will appear.

a) To add a degree, click 

b) click the  icon next to the degree/school you would like to edit

c) Click the  icon next to the degree/school you would like to remove

2. The **Add New Degree Details** page will appear

3. Click the  next to each required field to assist you with your selections. If your degree, school, or major do not appear in the list please submit a ticket to [PeopleSoft Footprints](#) or email Human Resource Services at HRInfo@uvm.edu and we will assist in submitting a help desk ticket to make the missing items available.



4. Once you have completed the required fields (*) click



Review or Update Ethnic Group (Voluntary)

Note: Demographic information is voluntary, but encouraged.

Welcome and Instructions ● Visited
Acknowledgement ✔ Complete
Confirm Personal Information ● Visited
Home and Mailing Address ● Visited
Contact Information ● Visited
Emergency Contacts ● Visited
Degrees ● Visited
Ethnic Group ● Visited

1. The Voluntary Self-Identification form will appear

1) Are you Hispanic or Latino?

Yes
 No

2) What is your race? Select one or more.

American Indian or Alaska Native
 Asian
 Black or African American
 Native Hawaiian or Pacific Islander
 White

2. Complete form by selecting one or more option.

3. Then click Save 



Disability Status (Voluntary)

After submission the check boxes on this form are cleared. This is a known issue that we are working to resolve. Please know that the most up to date information entered is held in PeopleSoft.

Note: Demographic information is voluntary, but encouraged.

Welcome and Instructions <input checked="" type="radio"/> Visited
Acknowledgement <input checked="" type="radio"/> Complete
Confirm Personal Information <input checked="" type="radio"/> Visited
Home and Mailing Address <input type="radio"/> Visited
Contact Information <input type="radio"/> Visited
Emergency Contacts <input type="radio"/> Visited
Degrees <input type="radio"/> Visited
Ethnic Group <input type="radio"/> Visited
Disability Status (Voluntary) <input type="radio"/> Visited

1. The Voluntary Self-Identification form will appear (please read carefully)

Please check one of the boxes below:

Yes, I Have A Disability, Or Have A History/Record Of Having A Disability

No, I Don't Have A Disability, Or A History/Record Of Having A Disability

I Don't Wish To Answer

2. Complete form by making a selection. Then click **Submit**
3. Confirm submission by clicking **OK**

Are you sure you want to submit this information?



Review or Update Veteran Status

Note: Demographic information is voluntary, but encouraged.

Welcome and Instructions ● Visited
Acknowledgement ✔ Complete
Confirm Personal Information ● Visited
Home and Mailing Address ● Visited
Contact Information ● Visited
Emergency Contacts ● Visited
Degrees ● Visited
Ethnic Group ● Visited
Disability Status (Voluntary) ● Visited
Veteran Status ● Visited

1. The Voluntary Self-Identification form will appear (please read carefully)

I belong to the following classifications of protected veterans (choose all that apply):

- Disabled Veteran
- Recently Separated Veteran
- Active Duty Wartime or Campaign Badge Veteran
- Armed Forces Service Medal Veteran

I am a protected veteran, but I choose not to self-identify the classifications to which I belong.

I am NOT a protected veteran.

I am NOT a veteran.

Military Discharge Date

Note: The choice "I am NOT a protected veteran" is often misunderstood. It identifies you as a veteran, but not in one of the protected categories listed on this page.

2. Complete form by making a selection. Then click **Submit** 

3. Confirm submission by clicking **OK**



Are you sure you want to submit this information?

OK Cancel

Update or Confirm Dependents

Review dependents prior to making benefit elections to ensure that your dependents are included in your benefit election.

Welcome and Instructions
● Visited

Acknowledgement
✔ Complete

▶ **Confirm Personal Information**
● Visited

Update or Confirm Dependents
● Visited

1. Currently entered dependent information will appear.
 - a) It is acceptable for dependents to be listed on this page if they are not enrolled in benefits or if they are no longer eligible to be enrolled in benefits (e.g., over the age of 26.) This information is kept for historical purposes.

Task: Update or Confirm Dependents

Add Individual

Name	Relationship	Dependent
Daisy Duck	Spouse	✔ >
Dewey Duck	Child	✔ >

2. Click the plus Add Individual icon to ADD a new dependent or the click the arrow/edit > icon to EDIT.

To Edit an Existing Dependent

1. **Name:** click the arrow/edit > icon to next to the dependent's name to EDIT.
2. **Personal Information:** Use the drop down and calendar selections to update the Personal Information fields



Personal Information

Date of Birth

*Gender

*Relationship to Employee

Dependent

*Marital Status

a) For Relationship to employee the options available are:

Spouse

Child

Civil Union Adult

ExSpouse

Spouse

3. **Home Address:** defaults to the “same as mine” and should not differ from the employee’s home address.

4. **National ID (Social Security Number):** click the arrow/edit icon to next to the dependent’s SSN to EDIT.

5. Click “save” in the top right hand corner of the page to save the updated information.

To Add a Dependent

1. **Select**

2. **Name:**

to enter the dependent’s name.

3. **Personal Information:** Use the drop down and calendar selections to update the Personal Information fields

Personal Information

Date of Birth

*Gender

*Relationship to Employee

Dependent

*Marital Status

As of:

a) For Relationship to employee the options available are:

Spouse

Child

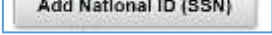
Civil Union Adult

ExSpouse

Spouse

4. **Home Address:** defaults to the “same as mine” and should not differ from the employee’s home address.



5. **National ID (Social Security Number):** click the  to add the dependent's SSN.
6. Click "save" in the top right-hand corner of the page to save the updated information.



Choose Elections

Before choosing elections, please complete the following:

1. Complete Acknowledgement: you will not be allowed to select “Choose Elections” until the acknowledgement has been completed.
2. Review/Add Dependents: To ensure you are able to enroll dependents in benefits. For all benefit enrollments including those enrolled via PeopleSoft Self-Service e.g., vision or those enrolled via a fillable pdf e.g., medical, dental, life).

Based on benefit eligibility the four benefit options may be available to make or update elections:

Benefit Plans	
Plan Type	Current
Vision	VSP Vision Service Plan
Short-Term Disability	No Coverage
Flex Spending Health - U.S.	Flex Spending Acct Medical
Flex Spending Dependent Care	Flex Spending Dependent Care

Default & Positive Self-Service Elections

Default: Elections for **Vision** show what an employee’s current election is. This is the only benefit where the election in self-service does not need to be updated if an employee wants to continue with their current election.

Positive:

- **Voluntary Short-term Disability** is a new payroll deduction managed by UVM, therefore, this is the first election being made in the system.
Note: Even if you are currently enrolled in Voluntary Short-Term Disability, you must enroll again this year through self-service.
- **Flexible Spending Account Dependent Care** must be made annually.
- **Flexible Spending Account Health** must be made annually.

These three elections require a positive election for the next plan year. If an election is not made, the employee will waive these benefits for the next plan year. Flexible Spending allows for updates to elections based on qualifying events during a plan year. Voluntary Short-term Disability does not allow for elections outside of open enrollment.

Estimated Per Pay Period Costs

This is the cost of elections based on your current payrate and job attributes. If your job attributes, e.g., pay rate, change after your election but prior to January 1, actual deductions may vary. Employees working and being paid over a period less than 12 months (e.g., 9-month staff) will see higher amounts deducted from their paychecks to account for benefit premium during their off-contract months.



Benefit Plans

Plan Type	Current	New	Dependents	Pay Period Cost	Status	Actions
Vision	VSP Vision Service Plan	VSP Vision Service Plan	0 Dependents	\$3.63	Pending My Review	Review
Short-Term Disability	No Coverage	Waive		\$0.00	Pending My Review	Review
Flex Spending Health - U.S.	Flex Spending Acct Medical	Waive		\$0.00	Pending My Review	Review
Flex Spending Dependent Care	Flex Spending Dependent Care	Waive		\$0.00	Pending My Review	Review



Submitting Enrollments

Each enrollment is submitted after the save button is selected on the election screen. You may submit elections multiple times during OE. The final election will be the last election saved and effective at the end of the open enrollment period. When all benefit elections have been submitted, the employee can close out of the browser or click on the green "Click Here Before Exiting" button. Benefit elections must be submitted to update or make an election.

Submittal Statuses:

- **Pending My Review:** This benefit election has not been reviewed, or clicked into.
- **Visited:** This benefit election has been reviewed or the election page has been opened/clicked into but not changed from the default selection.
- **Submitted:** This election has been updated and submitted via clicking the "submit" button. Submitted enrollments may be updated throughout the open enrollment period.

Plan Type	Current	New	Dependents	Pay Period Cost	Status	Actions
Vision	VSP Vision Service Plan	Waive	0 Dependents	\$0.00	Submitted	Review
Short-Term Disability	No Coverage	Waive		\$0.00	Visited	Review
Flex Spending Health - U.S.	Flex Spending Acct Medical	Waive		\$0.00	Pending My Review	Review
Flex Spending Dependent Care	Flex Spending Dependent Care	Waive		\$0.00	Pending My Review	Review

Vision Election

Elections for **Vision** show what an employee's current election is. This is the only benefit where the election in self-service does not need to be updated if an employee wants to continue with their current election. See [UVM Benefit Resources](#) for more information regarding our Vision Plan, eligibility and coverage details.

To update your vision election:

1. Select "Review" button

Plan Type	Current	New	Dependents	Pay Period Cost	Status	Actions
Vision	VSP Vision Service Plan	VSP Vision Service Plan	0 Dependents	\$3.63	Pending My Review	Review

2. **Enroll:** If coverage is waived, click the "select" button next to VSP Vision Service Plan. This will enroll you in Employee Only coverage. All costs for vision are before tax.

The screenshot shows the 'Vision' election page. Key elements and annotations include:

- Top Right:** A green 'Submit' button with an annotation: "3. Click here to submit an election".
- Dependents Section:** Lists John Smith (Spouse) and Alice Smith (Child). An annotation: "2. Select the dependent check box to add each dependent" points to the checkmarks.
- Buttons:** 'Add/Update Dependent' button with annotation: "This button routes to the Update/Review/Dependent".
- Plan Selection Table:**

Plan Name	Before Tax Cost	After Tax Cost	Pay Period Cost
VSP Vision Service Plan	\$3.63		\$3.63
Waive			\$0.00
- Annotations on Plan Selection:**
 - "1. Click the select button here to enroll in" points to the 'Select' button for VSP Vision Service Plan.
 - "As dependents are added to the plan, the coverage type and estimated cost are automatically updated" points to the cost columns.
 - "For more information coverage types" points to the 'Overview of All Plans' button.



- Add Dependents:** to add dependents, check the box for each dependent you would like to enroll in the “Enroll Your Dependents” section. This automatically updates the plan coverage (e.g., employee only, employee plus spouse, employee plus child(ren), or family) and the estimated cost.
 - Dependents name not showing?**
 - You may need to add the dependent until [Update/Confirm Dependents](#) tab.
 - The dependent may not be eligible to enroll in coverage (e.g., age over 26.) Review dependent information on the [Update or Confirm Dependents](#) tab.
- Waive:** To waive coverage, click the “Select” button next to waive. This will unenroll the employee and dependents. Click the “submit” button in the top right-hand corner to submit.

- Submit your enrollment.** Your enrollment is submitted when the “submit” button is clicked. You may submit elections multiple times during OE. The final election will be the submittal effective at the end of the open enrollment period. When the election is submitted, the status of the enrollment will update to “submitted.” If the page is viewed but elections are not “submitted” then the status will change from “pending” to “visited”.

Plan Type	Current	New	Dependents	Pay Period Cost	Status	Actions
Vision	VSP Vision Service Plan	Waive	0 Dependents	\$0.00	Submitted	Review
Short-Term Disability	No Coverage	Waive		\$0.00	Visited	Review
Flex Spending Health - U.S.	Flex Spending Acct Medical	Waive		\$0.00	Pending My Review	Review
Flex Spending Dependent Care	Flex Spending Dependent Care	Waive		\$0.00	Pending My Review	Review

6. Overview of All Plans

- This button brings up a page that details the plan costs per coverage tier e.g., employee only, employee plus spouse, employee plus child(ren), or family) and provides additional resources associated with the plan.

Short-Term Disability Election

2022 is the first year VSTD elections will be deducted from pay checks. Due to this, employees currently enrolled in VSTD via bank ACH **must make an election** in PeopleSoft in order for coverage to continue. See [UVM Benefit Resources](#) for more information regarding our short-term disability plan, eligibility and coverage details.

- Select the “Review” button.

Plan Type	Current	New	Dependents	Pay Period Cost	Status	Actions
Vision	VSP Vision Service Plan	Waive	0 Dependents	\$0.00	Submitted	Review
Short-Term Disability	No Coverage	Waive		\$0.00	Visited	Review

- Enroll:** Coverage is defaulted to waive, click the “select” button next to Vol Short-Term Disability. This will enroll you in VSTD coverage. All costs for short-term disability are after-tax. Click the “submit” button to submit the enrollment.



Short-Term Disability

100% employee paid Voluntary Short-Term Disability insurance (VSTD) is only available during Open Enrollment. Paycheck deductions are After-Tax each payroll.

Important: You may not enroll or choose to end coverage mid-year.

VSTD allows you to be paid an amount weekly in the event you cannot work because of a covered illness or injury (non-work related). This insurance replaces a portion of your weekly UVM earnings. The amount you will receive is determined by your base salary including any shift differential, as of January 1 of the Open Enrollment year.

More details and cost information can be found at the links below:

Plan Summary (Opens in new window)
Plan Details and Certificate of Policy (Opens in new window)

Enroll in Your Plan

Plan Name	Before Tax Cost	After Tax Cost	Pay Period Cost
Waive			\$0.00
Vol Short-Term Disability		\$25.29	\$25.29

Contact Information
Phone: 802-656-3150
Email: HRSINFO@UVM.EDU
Address: 85 S Prospect St 238 Waterman Burlington, VT 05405

Resources
Benefits Handbook (New Window)

- Waive:** This benefit will be defaulted to waive. If you have previously updated the election to enroll you may waive coverage. To waive coverage, click the “Select” button next to waive. Click the “submit” button to submit the enroll

Short-Term Disability

100% employee paid Voluntary Short-Term Disability insurance (VSTD) is only available during Open Enrollment. Paycheck deductions are After-tax each payroll.

Important: You may not enroll or choose to end coverage mid-year.

VSTD allows you to be paid an amount weekly in the event you cannot work because of a covered illness or injury (non-work related). This insurance replaces a portion of your weekly UVM earnings. The amount you will receive is determined by your base salary including any shift differential, as of January 1 of the Open Enrollment year.

More details and cost information can be found at the links below:

Plan Summary (Opens in new window)
Plan Details and Certificate of Policy (Opens in new window)

Enroll in Your Plan

Plan Name	Before Tax Cost	After Tax Cost	Pay Period Cost
Waive			\$0.00
Vol Short-Term Disability		\$25.29	\$25.29

Contact Information
Phone: 802-656-3150
Email: HRSINFO@UVM.EDU
Address: 85 S Prospect St 238 Waterman Burlington, VT 05405

Resources
Benefits Handbook (New Window)

- Submit your enrollment.** Your enrollment is submitted when the “submit” button is clicked. You may submit elections multiple times during OE. The final election will be the submittal effective at the end of the open enrollment period. When the election is submitted the status of the enrollment will update to “submitted.” If the page is viewed but elections are not “submitted” then the status will change from “pending” to “visited”.

Benefit Plans

Plan Type	Current	New	Dependents	Pay Period Cost	Status	Actions
Vision	VSP Vision Service Plan	VSP Vision Service Plan	0 Dependents	\$3.63	Submitted	Review
Short-Term Disability	No Coverage	Vol Short-Term Disability		\$25.29	Submitted	Review
Flex Spending Health - U.S.	Flex Spending Acct Medical	Waive		\$0.00	Visited	Review
Flex Spending Dependent Care	Flex Spending Dependent Care	Waive		\$0.00	Pending My Review	Review

Flexible Spending Account Election – Medical

Flexible spending accounts require employees to make an election annually. See [UVM Benefit Resources](#) for more information regarding our FSA – medical eligibility and coverage details.

- Click the “Review” button.

Flex Spending Health - U.S.	Flex Spending Acct Medical	Waive	\$0.00	Visited	Review
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- Enroll:** Coverage is defaulted to waive, click the “select” button next to Flex Spending Acct Medical. All costs for FSA are before-tax.



▼ Enroll in Your Plan

Plan Name	
Select	Flex Spending Acct Medical
✓	Waive

- 3. Enter your contribution amount:** This number is the annual amount you wish to have withheld using pre-tax dollars. Annual pledge must be between \$50 and the IRS Maximum (currently \$2,750 October 18, 2021. The IRS announces maximums between late October and the end of the calendar year). Use the Flexible spending calculator to calculate a per pay period amount into an annual amount. Employees working and being paid over less than 12 months will have the total amount of the pledge taken over the number of pay periods during which they are paid.

Flex Spending Health - U.S.

▼ Enroll in Your Plan

Plan Name	
✓	Flex Spending Acct Medical
Select	Waive

▼ Contribution Amount

Annual Pledge

Minimum \$50.00 Maximum \$2,750.00

[Flexible Spending Account Worksheet](#)

NOTE: Employees with Contract Terms less than 12 months will have their Pay Period Cost Amount inflated by HR to account for the unpaid months of the year.
If you plan to retire during 2022, please contact Human Resource Services at HRInfo@uvm.edu or 802-656-2150 to complete a paper Flexible Spending Election form.

Contact Information

Phone: 802-656-3150 [Click here to submit an election](#)

Email: HRService@uvm.edu

Address: 85 S Prospect Str, 228 Waterman, Burlington, VT 05405

Resources

[Benefits Handbook \(New Window\)](#)

Submit

- 4. Waive:** This benefit will be defaulted to waive. If you have previously updated the election to enroll you may waive coverage. To waive coverage, click the “Select” button next to waive. Click the “submit” button to submit the enrollment.

▼ Enroll in Your Plan

Plan Name	
✓	Flex Spending Acct Medical
Select	Waive

- 5. Submit your enrollment.** Your enrollment is submitted when the “submit” button is clicked. You may submit elections multiple times during OE. The final election will be the submittal effective at the end of the open enrollment period. When the election is submitted the status of the enrollment will update to “submitted.” If the page is viewed but elections are not “submitted” then the status will change from “pending” to “visited”.



Plan Type	Current	New	Dependents	Pay Period Cost	Status	Actions
Vision	VSP Vision Service Plan	VSP Vision Service Plan	0 Dependents	\$3.63	Submitted	Review
Short-Term Disability	No Coverage	Vol Short-Term Disability		\$25.29	Submitted	Review
Flex Spending Health - U.S.	Flex Spending Acct Medical	Flex Spending Acct Medical \$100		\$4.17	Submitted	Review

Flexible Spending Account Election- Dependent Care

Flexible spending accounts require employees to make an election annually. See [UVM Benefit Resources](#) for more information regarding our FSA – dependent care eligibility and coverage details.

1. Click the “Review” button.

Flex Spending Dependent Care	Flex Spending Dependent Care	Waive	\$0.00	Pending My Review	Review
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2. **Enroll:** Coverage is defaulted to waive, click the “select” button next to Flex Spending Acct Dep. All costs for FSA are before-tax.

Enroll in Your Plan

Plan Name	
Select	Flex Spending Dependent Care
✓	Waive

3. **Enter your contribution amount:** This number is the annual amount you wish to have withheld using pre-tax dollars. Annual pledge must be between \$50 and the IRS Maximum (currently \$5,000, October 18, 2021. The IRS announces maximums between late October and the end of the calendar year). Use the Flexible spending calculator to calculate a per pay period amount into an annual amount. Employees working and being paid over less than 12 months will have the total amount of the pledge taken over the number of pay periods during which they are paid.

Flex Spending Dependent Care

A Flexible Spending Account allows you to reduce your taxable income by setting aside pre-tax earnings for approved dependent expenses.

IRS PSA LIMITS: The government typically announces these annual limits in late October at the earliest. UVM will send an email to campus once this happens.

CLAIMS AND BALANCE: Your current balance and claims information is maintained by CIA/EBPA. Please contact them with questions regarding claims.

Phone: 1-866-678-3457. Customer service available 8am-5pm EST
 Claim Fax: 802-773-4410
 Email: vtserve@uvmbenefits.com
 Web: www.uvmbenefits.com (Opens in new window)

Enroll in Your Plan

Plan Name	
✓	Flex Spending Dependent Care
Select	Waive

Contribution Amount

Annual Pledge

Minimum \$50.00 Maximum \$5,000.00

[Flexible Spending Account Worksheet](#)

NOTE: Employees with Contract Terms less than 12 months will have their Pay Period Cost Amount inflated by HR to account for the unpaid months of the year.
 If you elect to rehire during 2022, please contact Human Resource Services at HRService@uvm.edu or 802-656-3150 to complete a paper Flexible Spending Election form.

Contact Information

Phone: 802-656-3150

Email: hrsnr@uvm.edu

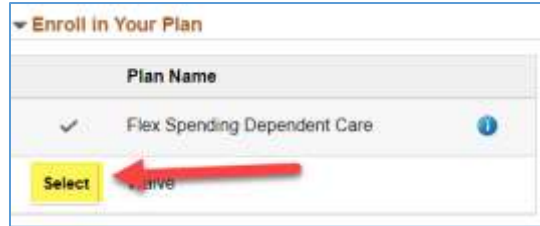
Address: 85 S Prospect Str 228 Waterman Burlington, VT 05405

Resources

[Benefits Handbook \(New Window\)](#)

Submit

4. **Waive:** This benefit will be defaulted to waive. If you have previously updated the election to enroll you may waive coverage. To waive coverage, click the “Select” button next to waive. Click the “submit” button to submit the enrollment.



- 5. **Submit your enrollment.** Your enrollment is submitted when the “submit” button is clicked. You may submit elections multiple times during OE. The final election will be the submittal effective at the end of the open enrollment period. When the election is submitted the status of the enrollment will update to “submitted.” If the page is viewed but elections are not “submitted” then the status will change from “pending” to “visited”.

Plan Type	Current	New	Dependents	Pay Period Cost	Status	Actions
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Flex Spending Health - U.S.	Flex Spending Acct Medical	Flex Spending Acct Medical \$100		\$4.17	Submitted	Review
Flex Spending Dependent Care	Flex Spending Dependent Care	Flex Spending Dependent Care \$5,000		\$208.33	Submitted	Review

Submitting Other Benefit Election Information

Benefits not elected in self-service must be updated by submitting fillable PDF forms to Human Resource Services. These paper based election forms are required to enroll or make changes to the following benefit elections:

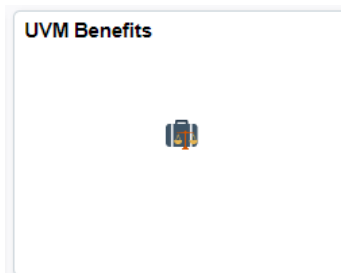
- Medical
- Dental
- Life
- Long-term Disability
- Retirement Plans (403b, 457b, Retirement Health Savings)

Submit the PDF Fillable Form via the following procedure

1. Find the form on the HRS website - located www.uvm.edu/hrs/forms
2. Complete the forms and save them
 - o Please note: the medical history form requires a “hand signature”.
3. Send the election form(s) via [UVM’s secure file transfer service](mailto:hrsinfo@uvm.edu) to Human Resource Services at hrsinfo@uvm.edu. Please do not mail or walk in forms.

Review Current Benefit Summary

1. Log in to PeopleSoft through the **Human Resources Login** (www.uvm.edu/~erp/portal/).
2. Navigation (Click on tiles):
 - o **UVM Employee > UVM Benefits**



3. Click the Benefits Summary tile and the current **Benefits Summary** will appear.



Other Resources

- [2022 Benefit Election Forms](#)
- [UVM Secure File Transfer Service](#)
- [Benefit Overview & Resources](#)
- [PeopleSoft HR Log-In](#)
- [DUO Multi-Factor Setup](#)

This document is designed to be used online and has a number of embedded links to processes and additional information. We discourage the printing of manuals as they are updated frequently and consume paper resources when printed.

Questions: Contact Human Resource Services at hrsinfo@uvm.edu or 802-656-3150.