Instructions for Open Enrollment in Self-Service
2024 Plan Year (October 24th - November 7th)

1. Go to selfservice.roanoke.edu/Student/Account/Login.
2. Login to Employee Self-Service.
3. On the landing page, select “Employees”.
4. In the lower left select “Benefits”.

![Employee Self-Service screenshot]

![Benefits section highlighted]

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5. Now on the **Open Enrollment Welcome Screen** with current benefit elections, pending elections and the employees’ Dependent/Beneficiary Pool shown.

6. **CARRY DEPENDENT(S)!** If an employee intends to carry an eligible dependent the dependent must be listed in the employees Dependent/Beneficiary Pool.

7. To view/add an eligible dependent to the Dependent/Beneficiary Pool select “Manage Dependents/Beneficiaries”.

![Dependents/Beneficiaries](image)

8. In this pool, employees can review/ add eligible dependents with their full names, addresses, birth dates and social security numbers. Please have this information available when completing the enrollment process.

   **Please Note:** Employees may cover dependent children on the College benefits until the end of the year they turn age 26.

9. Once all dependents have been entered/updated, return to **Open Enrollment Welcome Screen** by selecting “Benefits”.

![Dependents and Beneficiaries](image)

10. Now on the **Open Enrollment Welcome Screen** with current benefit elections shown.

11. Under Open Enrollment – Pending Elections select “Start Here”.

![Open Enrollment Welcome Screen](image)
12. Once on the Open Enrollment Benefits screen, all benefits available during Open Enrollment are listed including:

- Medical Insurance
- Dental Insurance
- Vision Insurance
- Flexible Spending Health
- Flexible Dependent Care
- Health Savings Account

**Please Note:** Flexible Spending & Health Savings Accounts Must Be Re-Elected On An Annual Basis.

13. **IMPORTANT!** To successfully review and submit final elections, **All Benefits MUST BE REVIEWED**, even if there are no changes for the new plan year.

*Please Note:* Flexible Spending and Health Savings accounts must be re-elected on an annual basis – plan elections do not automatically continue.

14. If selecting a tier **OTHER THAN** Employee Only for any benefits – there will be a prompt at the bottom of the screen to select the eligible dependents carried on the applicable benefits.
15. At the bottom of the screen select “Add or Manage Dependents”.

16. Select the eligible dependents to carry.

17. When selecting the Flexible Spending Accounts (both healthcare and dependent care), employees must enter the Annual Amount. The Self-Service enrollment system will calculate the pay period amount automatically. Entering the pay period amount will cause an error in the employee FSA contribution.
18. When selecting the *Health Savings Account (HSA)*, employee must enter the *Annual Amount*.

The Self-Service enrollment system will calculate the pay period amount automatically. **Entering the pay period amount will cause an error in the employee HSA contribution.**

*Enrollment in the Health Savings Account is limited to employees enrolled in qualified high deductible health plans such as plan 7. Should employees wish to enroll in a pre-tax medical expense plan and are not enrolling in a qualified high deductible health, please go back and select the healthcare flexible spending account option.*

19. After each benefit has been reviewed/updated/elected employees must select the “**Benefits Enrollment**” button to return to the main menu to select the next benefit to review.

![Benefits Selection](image)

20. Once **ALL** benefits have been selected/review/and updated and the employee is ready to review and submit their final benefit elections select the “**Review and Submit**” button on the right side of the page.
The “Review and Submit” button will not turn BLUE until ALL benefits have been reviewed.

21. When employees are presented with the final review and submission screen of their final enrollment elections, please review the elections for accuracy.

22. When ready, select the box to agree to the Terms and Conditions and select “SUBMIT”.
23. Congratulation! You have completed your Open Enrollment Elections for 2023!!

**Please Note:** Employee may go back into Self-Service and make changes any time during the Enrollment Period (October 24th - November 7th).

All final benefit selections must be completed and submitted by November 7th.

Please contact Human Resources at 540-375-2442 or 540-375-2455 with any questions.