

# MEMORANDUM

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Date: **November 1 – 30**  
To: **PNNL staff OUTSIDE the PNNL Firewall**  
From: **PNNL Benefits**  
Subject: **OE12 Online Enrollment for staff who are -**

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## Working Offsite

- If your computer is not directly connected to PNNL's network, read the following:
  - If you are using your home computer or are outside the firewall, you must use your SecurID token before you can log into [MyHR](#) to enter your enrollment changes. If you need help obtaining or using a SecurID token, please contact the PNNL Help Desk at 509-375-6789.
  - Call the Benefits Office at 509-375-6361 with your enrollment questions.
- If you are **working offsite and cannot access the PNNL intranet (inside the firewall)**, you will need to obtain a forms packet by contacting the Benefits Office by e-mail [^PNNL Ask Benefits](#) or by phone (509) 375-6361. The Benefits Office can send forms via e-mail, fax, plant mail, or U.S. mail to your home. Let us know if you will need a packet as soon as possible.
  - **You must return your completed enrollment/change forms to the Benefits Office by Wednesday, November 30, 2011. No Exceptions.**

## On a Leave of Absence

- If you are on a leave of absence such as Short-Term Disability (STD); Family and Medical Leave (FML); or Government, Military, Personal, Business, or Educational Leave during Open Enrollment period, an Open Enrollment package, including election forms, will be mailed to your home. If you do not receive a packet you should contact the Benefits Office by phone (509) 375-6361 or e-mail [^PNNL Ask Benefits](#).
  - **You must return your completed enrollment/change forms to the Benefits Office by Wednesday, November 30, 2011. No Exceptions.**

## On Business Travel or Vacation

- For the **ENTIRE** enrollment period (November 1 - 30):
  - Staff on **business travel**:
    - You must submit a copy of the page of your travel expense report with the dates of the absence (itinerary is not documentation that you actually went); or if your work is classified/sensitive, a memo from your manager certifying that you were on travel for the **entire** period.
    - You have two weeks after you return to complete your Open Enrollment elections.

## Outside Firewall OE Instructions

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- Staff on **vacation:**
  - Verify that you were out of the office for the **entire** enrollment period by your timecard in ETR.
  - You have two weeks after your return to complete your Open Enrollment elections.

### Helpful Hints

- If you will be away from your work location on business travel or vacation during a portion of the Open Enrollment period (November 1 - 30), you must complete and submit any Open Enrollment changes during the Open Enrollment period online via [MyHR](#).
- The Benefits Office closes at 5:00 pm; however, you can fax or email your completed enrollment forms by midnight, Pacific Standard Time. If you choose to fax, please be sure to save a confirmation that the fax went through successfully.
- As always, if you do not want to make any changes, and do not want to enroll in the Flexible Spending Account for 2012, you do not need to do anything.
  - **Confirmation suggestion:** Go to [MyHR](#) and confirm that you are not making any changes by saving and submitting your elections anyway. You will receive a confirmation the following day which you can refer to and feel confident of your elections for 2012.
- If internet access is unavailable to you at your offsite work location, please contact the [PNNL Benefits Office](#).
- For this application, you must use Web Browser Internet Explorer version 5.5 or higher.
- Do not use the *Back* button on the browser.

### MyHR Navigation

- Go to [MyHR](#).
- Enter your network username and your password (the one you use to connect to the PNNL network each day).
- Click on **Benefits**.
  - ***If you aren't sure what you are currently enrolled in, check the Enrollment Summary! It displays your current elections for easy reference.***
- Click on **Benefits Enrollment**.
- Click on the **Select** button to see your enrollment summary and begin enrollment.
- If you wish to enroll in a benefit or make a change, click the **Enroll** button that corresponds to that benefit.
- After clicking the **Enroll** button, you will be directed to a screen with more information about your choices for that benefit and whether you will be allowed to enroll or make changes.
- You need to enroll in Group Accident **only** if you are making a change. If you are enrolling in Group Accident coverage for the first time, you will need to complete a Group Accident Beneficiary Form. You can obtain this form from the Human Resources website or by calling the PNNL Benefits Office at 509-375-6361.

### **Adding Dependents:**

- It is important to identify dependents that you want covered under each benefit plan. Dependents are shown separately in the respective sections of this application.

- To review or update dependent information, click **Enroll** next to the applicable benefit on the Enrollment Summary and then scroll down to the **Enroll Your Dependents** section. All dependents with a check mark under **Enroll** are currently enrolled in that benefit.
- To enroll a dependent shown in your list, add a check mark in the **Enroll** box next to their name.
- To remove a dependent from coverage, remove the **Enroll** check mark next to their name.
- To add a dependent not shown on your list, click **Add/Review Dependents** located in this section and add your dependent(s). The relationship of "Other Relative" should be used when adding a dependent that is not your spouse or your natural or adopted child, (e.g., stepchild, grandchild or other child who lives with you and who qualifies as your dependent for tax purposes). After adding your dependent(s), return to the applicable benefit panel. Your newly added dependent(s) will now appear in your list. Add a check mark under **Enroll** to enroll your new dependent in coverage. Your newly added dependent(s) will now appear in your list for all applicable benefits for you to enroll if you so choose.



In addition, you must notify the Benefits Office no later than November 30, 2011. All dependent verification documents must be received and approved by **December 30, 2011.**

\*Federal regulations require that PNNL plans have a dependent's Social Security number on record. Your dependent will not be covered under the plans unless you provide the plan with his or her Social Security number. If your dependent is not a citizen of the United States or is a newborn, contact the PNNL Benefits Office at 509-375-6361 for further instructions.



## Save & Submit Your Elections

### Save Your Elections

- If you are unable to complete your enrollment or change elections in one session, you may save your changes and return later to complete the process.
- Click the **Continue** button.
- A confirmation screen will then appear. Review your elections and click **Save**. (You will still need to **Submit** your elections).
- If you are ready to finalize your enrollment, then you must **Submit** your completed elections. If you want to return later and update your elections before submitting, log out of the Open Enrollment application without submitting.

### Submit Your Elections

- When you have completed your enrollment and made your elections, you must **Submit** them. Your elections **will not** be transmitted to the Benefits Department unless you **Submit** them.
- Click **Submit** on the *Enrollment Summary* after saving all your changes.
- Read all of the disclosure statements, and click **Submit** again on the **Submit Benefit Choices** screen. After clicking **Submit**, your elections will be transmitted to the Benefits Office.

### Confirming Your Elections

The next business day, after you submit your Open Enrollment elections, you will receive an e-mail confirming your benefit elections. If you do not receive this e-mail, first verify that you submitted your changes. If you did submit your changes and did not receive your confirmation e-mail, contact the PNNL Benefits Office at 509-375-6361.

### Change Your Mind After Submitting Your Elections?

No problem! If it is not later than November 30 at 5:00 p.m. PST., simply contact the PNNL Benefits Office at 509-375-6361 to request that you be permitted to make additional changes. The changes you initially made will still appear in the system. **However, after making new or additional changes, you must *Submit* them again. If you do not *Submit* your elections again, your elections will be disregarded by the Benefits Office as if no elections were made, resulting in the same coverage you have in 2011.**

*Please note, if you wait to elect your changes and enrollments on the last day of Open Enrollment (November 30), you **will not** receive a confirmation email until Open Enrollment is over and you **will not** be able to make changes.*