



## 2223 Benefit Enrollment Instructions

Benefit Open Enrollment: August 2 – 12

### Available Insurance Options – Click for More Information

Health	<a href="#">Life Insurance</a>	<a href="#">Flex Spending</a> Max \$2,850, Carryover \$570
Dental	<a href="#">Cancer</a>	<a href="#">Dependent Care</a>
<a href="#">Vision</a>	<a href="#">Accident</a>	<a href="#">SafetyNet</a>
<a href="#">Short Term Disability</a>	<a href="#">Heart-Stroke</a>	<a href="#">Frontline Identity</a>
Mulvane Education Association	Mulvane Faculty Scholarship	Mulvane Education Foundation

### Login to view your Benefit Open Enrollment

- Login to Skyward Employee Access
- Click the “Online Open Enrollment” tab

### Current Coverage

- On the left, you will see “Current Coverage” with a drop-down arrow. You will see your Insurance Group and by clicking this you will see your 2122 benefit selections. (If you are a new employee or did not have previous insurance selections, you will not have anything listed under “Current Coverage”, proceed to the next step.)

### Open Enrollment

- Next, you will see “Open Enrollment” on the left with a drop-down arrow. This is where you will enroll for the 2223 school. Clicking on “Retain

Coverage”, “Drop Coverage” or “Add Coverage” using the buttons on the right side of your screen.

- Retain Coverage: Retains the same benefit as the previous year
- Drop Coverage: Removes your coverage for a benefit
- Add Coverage: Give you a selection of benefit options for you to choose.

## **Dependent / Beneficiaries Information – IMPORTANT!**

- If you selected **Health, Dental, Vision, Life, Cancer, Accident or Heart-Stroke**, with a children, spouse or family coverage, then you will need to add your “Dependent Information”.
- If you selected **Disability, Life, or Accident**, you need to list your beneficiaries. To do this, in Open Enrollment, click on the error by the benefit. This will expand the option and allow you to “Add Beneficiaries”

## **OE Custom Forms**

- Once you are satisfied with your benefit selections, you must fill out two Custom Forms. Click the “OE Custom Forms” on the left.
- Here you will see two forms that must be filled out before you can submit your benefits:
  - 2223 Additional Benefit Options
    - Sign up for donations to Mulvane Faculty Scholarship, Mulvane Education Foundation, and United Way
    - Make your selections for the Sick Leave Bank
    - 403b Information
      - [403b Plan Highlights](#)
      - New for 2022: [Roth 403b](#) option
  - 2223 Insurance Coverage & Electronic Submission Agreement

## **Submit Coverage Selections to HR**

- Once you have taken care of the above steps, click on your Open Enrollment screen again. Review your benefits to make sure everything looks correct.
- Then click “Submit Coverage Selections to HR”.

**That is it! You did it!**

**If you have questions, please contact Amy Mundell, [amundell@usd263.org](mailto:amundell@usd263.org) or 316-777-1102 x5206**