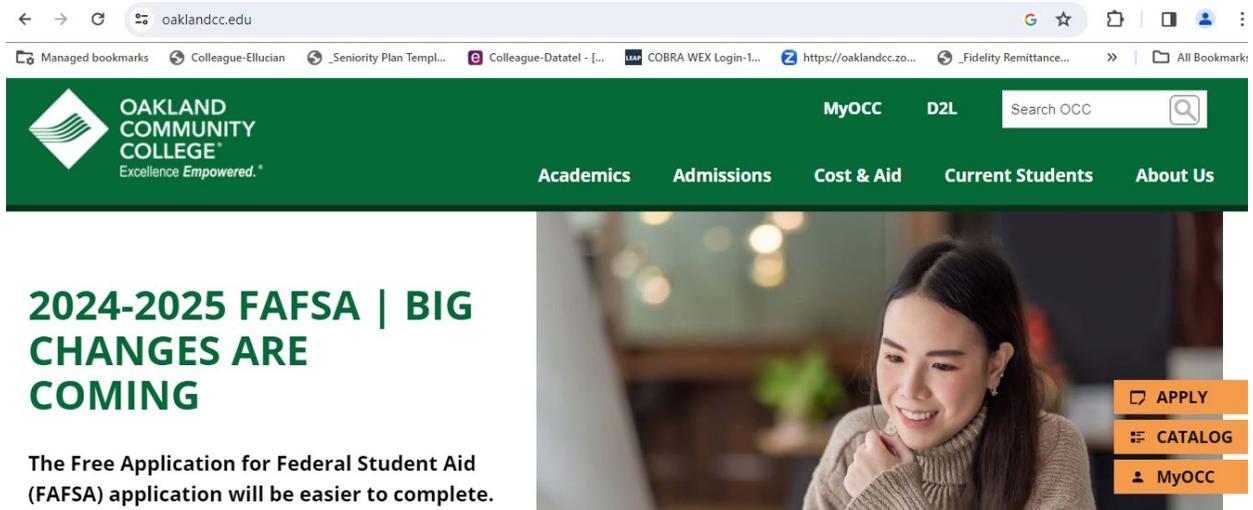


Benefits Open Enrollment - Instructions

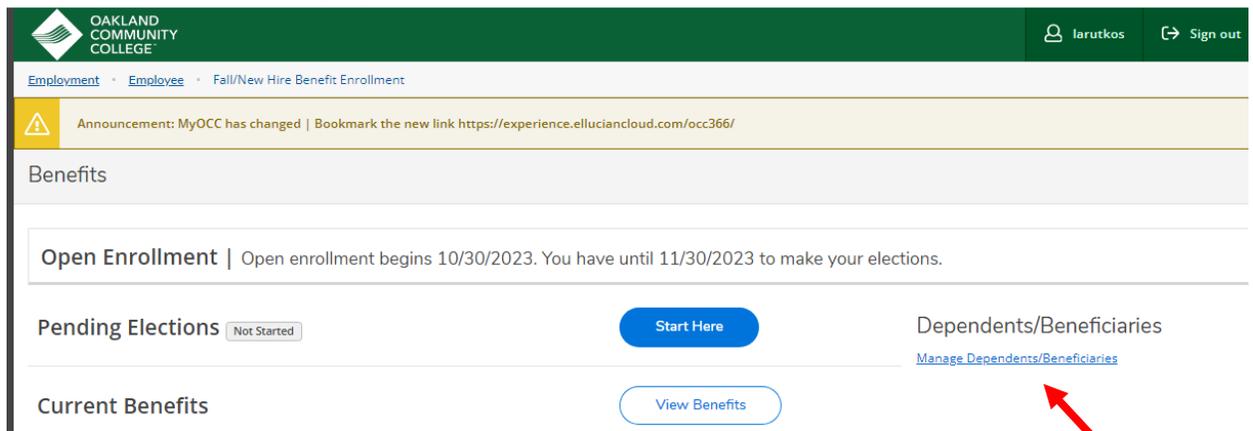
1. From the public Oakland Community College website, log into “MyOCC” with your credentials;
<https://www.oaklandcc.edu/>



2. Once logged in, scroll to the “Employee Benefits” section, you can either click on “Current Benefits” or “Fall/New Hire Benefit Enrollment”.



3. Click on “Start Here” to begin your enrollment.



4. If you are adding Dependents to your medical, dental, and/or vision plans or adding Beneficiaries to your life insurance policies, click on “Manage Dependents/Beneficiaries”.

Benefits Open Enrollment - Instructions

- a. Please note that you'll need the name, social security, and birth dates. Additionally, you'll supply your Benefits Coordinator with copies of either birth certificates or a redacted tax form for proof of relationship for the dependent(s).

OAKLAND COMMUNITY COLLEGE

larutkos Sign out Help

Employment Employee Fall/New Hire Benefit Enrollment

Announcement: MyOCC has changed | Bookmark the new link <https://experience.elluciancloud.com/occ366/>

Benefits Enrollment

< Benefits

Important: You will need to click the SAVE FOR LATER button before you can Review and Submit your benefit choices.

Open Enrollment Benefits

Cancel Save for Later [Manage Dependents/Beneficiaries](#)

- Medical Insurance** [Choose a Plan](#)
Your Plan
--
- Dental Insurance** [Update Plan](#)
Your Plan
BCBSM Dental Insurance - Single
- Vision Insurance** [Update Plan](#)
Your Plan
NVA Vision Insurance - Single
- Short Term Disability** [Update Plan](#)
Your Plan
STD-70% Coverage
- Long Term Disability** [Update Plan](#)
Your Plan
Ltd 70% Coverage
- Life Insurance** [Update Plan](#)
Your Plan
College Provided Life Insurance \$120,000
Beneficiaries

Benefits Summary

- BCBSM Dental Insurance - Single
- NVA Vision Insurance - Single
- STD-70% Coverage
- Ltd 70% Coverage
- College Provided Life Insurance \$120,000

Review and Submit

Benefits Open Enrollment - Instructions

 Health Savings Account [Choose a Plan](#)
Your Plan
--

Waive this benefit

 Healthcare Flex Spending [Choose a Plan](#)
Your Plan
--

Waive this benefit

 Dependent Care Flex [Choose a Plan](#)
Your Plan
--

Waive this benefit

5. Click on “Choose a Plan” on every benefit; even if you are planning to waive the benefit.
 - a. To waive a benefit, click on “Choose a Plan” then click on the “Waive this benefit” so the bubble highlights in blue, like the example below, then click on “Save”.

Healthcare Flex Spending

Choose a Plan

Select 1 plan or waive this benefit

Health Care Flex Spending Min \$120-\$3050 

Waive this benefit

- b. After you click on “Save”, click on “Benefits Enrollment” to return to the main benefits enrollment page.

Benefits Selection

[< Benefits Enrollment](#)

Benefits Open Enrollment - Instructions

- To enroll into FSA (Flexible Spending Account) for Health Care, click on the box, enter your annual amount, and then click on "Save". The minimum amount you can do is \$120.00 for the year, which is \$5.00 per paycheck (24 payroll deductions within the 2024 benefit plan/calendar year).

Healthcare Flex Spending

Choose a Plan

Select 1 plan or waive this benefit

Health Care Flex Spending Min \$120-\$3050 

Health Care Flex Spending Min \$120-\$3050

Enter Annual Amount (Max Amount: \$3,050.00)

Waive this benefit 

Cancel

Save

- After you click on "Save", click on "Benefits Enrollment" to return to the main benefits enrollment page.

Benefits Selection

[< Benefits Enrollment](#)

- As you move through the system, you will see green checkmarks next to the benefits that you have completed. Below is an example of showing that the medical plan is still needing attention, but the dental benefit is complete.

Benefits Open Enrollment - Instructions

Open Enrollment Benefits



Medical Insurance [Choose a Plan](#)

Your Plan

--



Dental Insurance [Update Plan](#)

Your Plan

BCBSM Dental Insurance - Single

- a. If you are **opting out of the medical plan** for the \$2,000 prorated stipend, you'll need to complete a medical decline form and provide a copy of your current medical ID card to your Benefits Coordinator via email. Below is an example for the medical plan options, for the employee groups of Classified, Exempt, Operating Engineers, Maintenance, and Teamsters.

Choose a Plan

Select 1 plan

- PPO_Select8_LowDed_Single  
- PPO_Select8_LowDed_2P  
- PPO_Select8_LowDed_Family  
- PPO_Select6_MidDed_Single  
- PPO_Select6_MidDed_2Person  
- PPO_Select6_MidDed_Family  
- PPO_Flex_Blue2HighDed_Single  
- PPO_Flex_Blue2HighDed_2P  
- PPO_Flex_Blue2HighDed_Family  
- SimplyBlue_with_Co-Ins_Single  
- SimplyBlue_with_Co-Ins_2P  
- SimplyBlue_with_Co-Ins_Family  
- Medical Opt Out- \$2,000 Refund  

Benefits Open Enrollment - Instructions

8. If you are adding dependents to your medical, dental, and/or vision plans, make sure to check the boxes next to each name for the covered dependents once you select the plan and coverage tier level, i.e., 2-person or family.

9. Please note that the documents linked to each of the medical plans include the Benefits-at-a-glance and cost sharing sheets for the medical plans.
 - a. All of these documents are located on the Benefits and Forms page on InsideOCC/SharePoint, at the following link:
<https://oaklandcc.sharepoint.com/sites/HR/SitePages/Benefits-and-Forms.aspx>

10. When you have the green checkmarks next to all of benefits in the system, you are ready to complete your enrollment.
 - a. Please note that the Benefits Summary that shows on your screen is viewable only to you, your Benefits Coordinator cannot see it or access your benefit elections.

 - b. When you are ready to complete your enrollment, click on “Review and Submit”.

 - c. **We highly encourage you to download the pdf copy of your 2024 benefit elections for your records. This is the document that will show your benefit changes and only you have access to see it!**
 - i. If the system does not create a pdf then something is wrong with your enrollment and no changes have been recorded. Re-review your elections to see if all of the benefits have a green checkmark. Reach out to your Benefits Coordinator if you still have any issues.

 - ii. Please note that the Benefits Team does not have access to view the Benefit Summary; we are provided with a changes report on December 1st, when enrollment is complete.

11. If you need to make any changes after you have submitted your enrollment, please contact your Benefits Coordinator immediately.

Benefit Team

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Benefits Open Enrollment - Instructions

Example:

Benefits Summary

SimplyBlue_with_Co-Ins_Single
BCBSM Dental Insurance - Single
NVA Vision Insurance - Single
STD-70% Coverage
Ltd 70% Coverage
College Provided Life Insurance \$120,000
Health Savings Account: Single Under Age 55
Healthcare Flex Spending (Waived)
Dependent Care Flex (Waived)

[Review and Submit](#)

After open enrollment closes on November 30th, the Benefits Team

- will be double checking information to make sure payroll deductions and/or HSA and FSA contributions are accurate. However, **it is always a good idea to check your paychecks, especially the first one in the New Year to make sure everything is setup the way you expected!**
- may reach out to you for some paperwork, such as medical plan decline forms and limited flexible spending account enrollment forms.

Other Benefit Notes:

- HSA contributions are changeable throughout the plan year and take every paycheck; there are 26 paychecks within the year
- FSA contributions are not changeable during the year unless you have a qualifying life event such as having a baby, getting a divorce, or getting married; there are 24 paychecks for medical plan deductions and FSA contribution calculations