



2024 Open Enrollment Instructions

2024 Open Enrollment will begin November 14th and close November 26th.

- There are NO premium or plan changes for 2024.
- All changes require paperwork that MUST be completed and returned to the HR office by November 27th.
- 2024 Flexible Spending limits increased to a annual maximum amount of \$3,200 and the roll-over increased to \$640.
- If you are currently enrolled in flexible spending and wish to continue in 2024, you MUST complete a new application.
- After you review these instructions if you have any questions or issues, you may contact us at hr@lindsey.edu or 270-384-8203.

Favorites

Placeholder for favorite links

Person Lookup

ID

first name

last name

Limit results to current students on

Partly Cloud

82° 83° 63°

Breakfast

- Email
- Student Self Service
- Employee Self Service
- Finance Self Service
- Faculty Self Service
- Blackboard
- Banner 9
- Banner 9 Test
- lindsey.edu
- Resources
- myLWC Links

14, Oct

Columbia, KY

Precip: 0%

Sun 64°/41°

Sign into your MyLWC PORTAL account, click MENU then EMPLOYEE SELF SERVICE.

LWC Events

Search 🔍

Oct 18

- Faculty Assembly 2:30 PM - 4:30 PM

Oct 20

- Undergraduate Program Committee 2:30 PM - 3:30 PM



Employee Dashboard



Blue Raider Bob

My Profile

Leave Balances as of 11/10/2023

Vacation Leave in hours

75.36

Sick Leave in hours

161.25

[Full Leave Balance Information](#)

Select BENEFITS

Pay Information



Latest Pay Stub: 11/03/2023

[All Pay Stubs](#)

[Direct Deposit Information](#)

[Deductions History](#)

Earnings



Benefits



Taxes



Job Summary



Employee Summary



My Activities

Enter Time

[Approve Time](#)

[Salary Planner](#)

[Pay Stub Administrator](#)

[Benefits Administrator](#)

[1094 Tax Receipt ID Entry](#)

[Employee Menu](#)



Employee Dashboard



Blue Raider Bob

[My Profile](#)

Leave Balances as of 11/10/2023

Vacation Leave in hours

75.36

Sick Leave in hours

161.25

[Full Leave Balance Information](#)

Select OPEN ENROLLMENT

Pay Information

Latest Pay Stub: 11/03/2023

[All Pay Stubs](#)

[Direct Deposit Information](#)

[Deductions History](#)

Earnings

Benefits

[Current Summary](#)

[Current Enrollment](#)

[Beneficiaries and Dependents](#)

[Open Enrollment](#)

Taxes

Job Summary

Employee Summary

My Activities

[Enter Time](#)

[Approve Time](#)

[Salary Planner](#)

[Pay Stub Administrator](#)

[Benefits Administrator](#)

[1094 Tax Receipt ID Entry](#)

[Employee Menu](#)



Open Enrollment

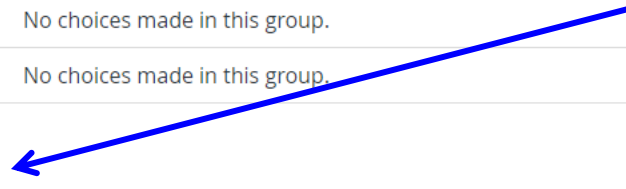
Open Enrollment Start Date: 11/09/2023

Open Enrollment End Date: 11/25/2023

Benefits Effective Date: 12/31/2023

Group	Benefits Status
Retirement	No choices made in this group.
Health	No choices made in this group.
Flex Spending	No choices made in this group.
Miscellaneous	No choices made in this group.

To begin the Open Enrollment process, click on [START OPEN ENROLLMENT](#) link



Start Open Enrollment



Open Enrollment

Open Enrollment Start Date: 11/09/2023

Open Enrollment End Date: 11/25/2023

Benefits Effective Date: 12/31/2023

Select a choice from each Benefit Group to add/change/terminate coverage. Click on the **"BLUE HIGHLIGHTED LINK"**

Group	Benefits Status
Retirement	TIAA will be continued into the new year.
Health	Anthem Health Insurance will be continued into the new year. Avesis Vision Insurance will be continued into the new year.
Flex Spending	Medical Expense Plan will be continued into the new year.
Miscellaneous	Cancer Insurance will be continued into the new year. Colonial Universal Life Insurance will be continued into the new year. Short Term Disability will be continued into the new year. Voluntary Term Life Insurance will be continued into the new year.

Select the **CALCULATE COST** link to review your current benefits and any updated premiums for **2024**

Complete

Restart

Cancel

Calculate Cost

If you accept the new premiums and **DO NOT** want to make any changes, select the **COMPLETE** button to complete the Open Enrollment process.



Open Enrollment Group

Select the title of the benefit or deduction to update your choices. Select Restart, if available, and your changes will be set back to current.

Health Group

[Paramount Dental Insurance](#) You have not selected this benefit deduction.

[Anthem Health Insurance](#) You have asked to continue this benefit into the new year

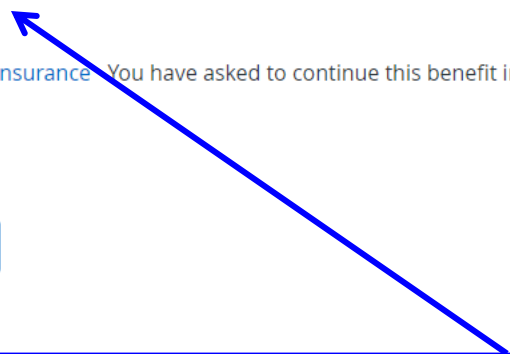
[Avesis Vision Insurance](#) You have asked to continue this benefit into the new year

Restart

Plan #	Employee Amount	Employer Amount
Core Single Engaged	40.0000	404,5900

Plan #	Employee Amount
BW - Single High Option	3.9800

Open Enrollment



Select **BLUE HIGHLIGHTED LINK** to view different plans, options/premium amounts for a benefit plan and view current option you are enrolled in under **“Health Group”**.

Open Enrollment Choice Detail

Make a selection and then choose from the appropriate button.

* -indicates a required field

Anthem Health Insurance

Deduction Effective as of: 12/31/2023

If you are making changes to your benefit plan, select your **new choice** and click the **SUBMIT CHANGE** button.

Current Plan	Plan #	Employee Amount	Employer Amount	My Choice
	Core Family Engaged	403.5000	404.5900	<input type="checkbox"/>
	Core Family Non-Engaged	503.5000	404.5900	<input type="checkbox"/>
My Current Plan	Core Single Engaged	40.0000	404.5900	<input checked="" type="checkbox"/>
	Core Single Engaged Nicotine	45.0000	404.5900	<input type="checkbox"/>
	Core Single Non-Eng Non-Nic	45.0000	404.5900	<input type="checkbox"/>
	Core Single Non-Engaged	90.0000	404.5900	<input type="checkbox"/>
	Individual Dual Em		206.6200	<input type="checkbox"/>
	Waived		0.0000	<input type="checkbox"/>

If you want to terminate the benefit selected, click **STOP BENEFIT** button. This will terminate your benefit enrollment.

After you **SUBMIT CHANGE** or **STOP BENEFIT**, please complete all necessary paperwork. The next two pages will show you how to locate the forms.



- Employee Profile
- Time Sheet
- Leave Balances
- Benefits and Deductions >
- Pay Information >
- Tax Forms >
- Jobs Summary
- Employee Handbook
- Campus Directory
- Open Enrollment Instructions
- Employee Benefits Overview
- Open Enrollment Forms

Go to the 4 Square menu, Click on Banner, Employee and then OPEN ENROLLMENT FORMS.

...nued into the new year.

...urance will be continued into the new year.

...rance will be continued into the new year.

Plan will be continued into the new year.

will be continued into the new year.

Life Insurance will be continued into the new year.

ility will be continued into the new year.

fe Insurance will be continued into the new year.

[Return Open Enrollment](#) [Return Open Enrollment](#)



2024 OPEN ENROLLMENT

- [OPEN ENROLLMENT INSTRUCTIONS](#)
- [LINDSEY WILSON COLLEGE EMPLOYEE BENEFITS OVERVIEW](#)

ANTHEM HEALTH INSURANCE

- Forms to [ENROLL](#) in Health Insurance
- Forms to [CHANGE](#) Health Insurance Plans
- Forms to [ADD SPOUSE](#) to Health Insurance Plan
- Forms to [ADD DEPENDENTS](#) to Health Insurance Plan
- Forms to [ADD FAMILY](#) to Health Insurance Plan
- Forms to [DROP DEPENDENTS](#) from Health Insurance Plan
- Forms to [TERMINATE](#) Health Insurance Coverage
- Summary of Benefits Grid [CORE PLAN](#)
- Summary of Benefits and Coverage [CORE PLAN](#)
- Summary of Benefits Grid [BUY-UP PLAN](#)
- Summary of Benefits and Coverage [BUY-UP PLAN](#)

PARAMOUNT DENTAL INSURANCE

- Forms to [ENROLL](#) in Dental Insurance
- Forms to [CHANGE](#) Dental Insurance Plans
- Forms to [ADD/DROP DEPENDENTS](#) to or from Dental Insurance Plan
- Forms to [TERMINATE](#) Dental Insurance Coverage
- Summary of Benefits [CORE PLAN](#)
- Summary of Benefits [BUY-UP PLAN](#)

AVESIS VISION INSURANCE

- Forms to [ENROLL](#) in Vision Insurance
- Forms to [CHANGE](#) Vision Insurance Plans
- Forms to [ADD/DROP DEPENDENTS](#) to or from Vision Insurance Plan
- Forms to [TERMINATE](#) Vision Insurance Coverage

Find the benefit that you are changing and Click on the “[BLUE HIGHLIGHTED LINK](#)” that applies to you.

You **MUST** complete paperwork for any change that you make.

All paperwork **MUST** be turned in by November 27th.

Open Enrollment Choice Detail

Make a selection and then choose from the appropriate button.

* -indicates a required field

Anthem Health Insurance

Deduction Effective as of: 12/31/2023

If you do not want to make any changes to this group, click on [OPEN ENROLLMENT GROUP](#) to return to the benefit group selection page.

Current Plan	Plan #	Employee Amount	Employer Amount	My Choice
	Core Family Engaged	403.5000	404.5900	<input type="checkbox"/>
	Core Family Non-Engaged	503.5000	404.5900	<input type="checkbox"/>
My Current Plan	Core Single Engaged	40.0000	404.5900	<input checked="" type="checkbox"/>
	Core Single Engaged Nicotine	45.0000	404.5900	<input type="checkbox"/>
	Core Single Non-Eng Non-Nic	45.0000	404.5900	<input type="checkbox"/>
	Core Single Non-Engaged	90.0000	404.5900	<input type="checkbox"/>
	Individual Dual Employee	0.0000	206.6200	<input type="checkbox"/>
	Waived	0.0000	0.0000	<input type="checkbox"/>

Submit Change

Stop Benefit

[Open Enrollment Group](#)





Open Enrollment

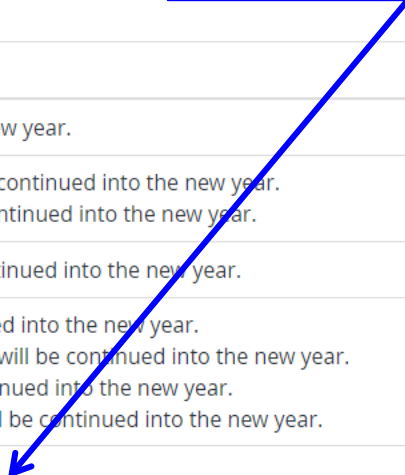
Open Enrollment Start Date: 11/09/2023

Open Enrollment End Date: 11/25/2023

Benefits Effective Date: 12/31/2023

Once you have made all of your selections, click on [CALCULATE COST](#) to review.

Group	Benefits Status
Retirement	TIAA will be continued into the new year.
Health	Anthem Health Insurance will be continued into the new year. Avesis Vision Insurance will be continued into the new year.
Flex Spending	Medical Expense Plan will be continued into the new year.
Miscellaneous	Cancer Insurance will be continued into the new year. Colonial Universal Life Insurance will be continued into the new year. Short Term Disability will be continued into the new year. Voluntary Term Life Insurance will be continued into the new year.



[Complete](#) [Restart](#) [Cancel](#) [Calculate Cost](#)

If you accept all benefits as listed, Click [COMPLETE](#).



Open Enrollment

Open Enrollment Start Date: 11/09/2023
Open Enrollment End Date: 11/25/2023
Benefits Effective Date: 12/31/2023

After you click COMPLETE, you will see the REOPEN OPEN ENROLLMENT button.

Group	Benefits Status
Retirement	TIAA will be continued into the new year.
Health	Anthem Health Insurance will be continued into the new year. Avesis Vision Insurance will be continued into the new year.
Flex Spending	Medical Expense Plan will be continued into the new year.
Miscellaneous	Cancer Insurance will be continued into the new year. Colonial Universal Life Insurance will be continued into the new year. Short Term Disability will be continued into the new year. Voluntary Term Life Insurance will be continued into the new year.

This means that you have successfully completed open enrollment.

[Reopen Open Enrollment](#)

[Calculate Cost](#)

DO NOT CLICK ON THE REOPEN OPEN ENROLLMENT link unless you need to make further changes. This will erase all changes that you selected.