



# 2025 Open Enrollment Instructions

# 2025 Open Enrollment will begin November 25<sup>th</sup> and close December 4<sup>th</sup>.

- We have new health insurance premiums for 2025 that were adjusted based upon national and state benchmarks.
- Dental insurance had a 5% increase.
- All changes require paperwork that **MUST** be completed and returned to the HR office by December 5<sup>th</sup>.
- 2025 Flexible Spending limits increased to an annual maximum amount of \$3,300 and the roll-over increased to \$660.
- If you are currently enrolled in flexible spending and wish to continue in 2025, 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](mailto:hr@lindsey.edu) or 270-384-8203.

Favorites

Person Lookup

ID

first name

last name

Limit results to current students only



Partly Cloud

82°

- 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  
lumbia, KY  
Precip: 0%



Sun  
64°/41°

Breakfast

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



Blue Raider Bob

[Employee Dashboard](#)

## Employee Dashboard



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[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](#)



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[Employee Dashboard](#)

## 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

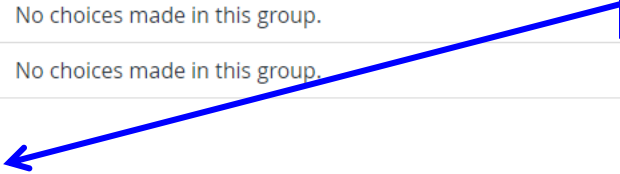
Open Enrollment End Date: 11/25/2023

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

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 2025

[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 the benefit 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

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		206.6200	<input type="checkbox"/>
	Waived		0.0000	<input type="checkbox"/>

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

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

Submit Change

Stop Benefit

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



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< Employee [Benefits and Deductions](#) • [Open Enrollment](#)

## Employee Profile

Time Sheet

Leave Balances 11/01/2025

Benefits and Deductions 11/25/2025 >

Pay Information 12/01/2025 >

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.

Insurance will be continued into the new year.

Health Insurance will be continued into the new year.  
Life Insurance 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.

Life Insurance will be continued into the new year.

Life Insurance will be continued into the new year.

Download Open Enrollment Forms

Calculate 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 December 5<sup>th</sup>.



### 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

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

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.

[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

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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](#)

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

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



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[Employee Dashboard](#) • [Benefits and Deductions](#) • [Open Enrollment](#)

## 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.**