

# New Hire/Newly Eligible Enrollment Overview

## Step One:

Log into your portal at [myut.utoledo.edu](http://myut.utoledo.edu)



## Step Two:

On the Employee tab under Benefits Information, select **Benefit Enrollment-New Hire/Newly Eligible**.



### Benefits Information

[Document Upload](#)

**[Benefit Enrollment - New Hire/Newly Eligible](#)**

[Benefit Enrollment - Qualifying Events](#)

[Benefits Forms](#)

[Total Rewards Webpage \(benefits\)](#)

[Benefits Summary](#)

[Tuition Waiver](#)

## Step Three:

Enter your Rocket Number and select GO



### CONTACT US

Benefits

419.530.4747

[Benefits@utoledo.edu](mailto:Benefits@utoledo.edu)

Rocket Number:

## Step Four:

Review the enrollment overview and select **CONTINUE**.

### WELCOME

[Instructions](#)

[Spousal Healthcare Eligibility Affidavit](#)

### WELCOME TO THE UNIVERSITY OF TOLEDO BENEFITS ENROLLMENT.

Employees have the opportunity to elect benefits when they are newly hired to The University or have a status change to a Newly Benefit-Eligible position. Once your election has been made, these can only be changed once per year during Open Enrollment which is held each October for a January 1 effective date. However, there are times during the calendar year when employees experience a qualifying event which would allow the employee to make a change to their benefit elections during this special enrollment.

If you have experienced a qualifying event, you may make changes to your elections as long as this is done within 30 days of the qualifying event. Such qualifying events include: Birth/Adoption/Legal Guardianship of a Child, Marriage, Loss of Other Coverage, Dependent Status Change, Divorce, Death or Campus Change, etc.

To make a change to your healthcare election, you must provide the Benefits Department with a copy of the documentation certifying the event. Please be sure to have your information ready when you complete this online process. You will need social security numbers for your spouse and/or dependent(s). If you are adding a dependent child over the age of 19, the Adult Child Certification questions must be answered through this online process. The appropriate documentation, depending on the qualifying event, must be provided to the Benefits Department within 30 days of the event to complete the processing of your election. If you are adding a spouse who is employed outside of The University and you are electing to cover him/her on either the Gold, Silver or Bronze Plan, you must also provide a Spousal Healthcare Eligibility Affidavit and this must be completed by your spouse's employer. These documents can be scanned/emailed to [benefits@utoledo.edu](mailto:benefits@utoledo.edu), faxed to (419) 530 - 1492 or dropped off at the Human Resources office. Please note that once you have completed your enrollment information, you must click on the "Submit to HR" button on the bottom of the last page. If you have successfully submitted your information, you will receive two items: 1) a "Congratulations" statement at the bottom of the page after you have submitted, and 2) an email sent to your UTAD address with a Summary Page including everything that you have elected. If you do not receive these two items, there has been an error in your submission and there will be instructions in red of what needs to be completed. If you are still experiencing problems, please email the Benefits Department at [benefits@utoledo.edu](mailto:benefits@utoledo.edu) and include a screen shot of your error message if available.

Please press "Continue" below if you are ready to begin the online process.

**CONTINUE**

**Step Five:**

Complete healthcare elections. Use the **Elect/Change** button below each section to make your selections in each respective category.

To add dependents to your coverage, use the **Add Dependent** button at the bottom of the page.

## EMPLOYEE ELECTIONS

Medical	Dental	Vision
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**ELECT/CHANGE** Click here to see PREMIUMS. 

Flexible Spending Account	Election	Annual Election Amount
Healthcare Flexible Spending Account		
Dependent Care Flexible Spending Account		

**ELECT/CHANGE** 

Health Savings Account	
Election	Annual Employee Amount

**ELECT/CHANGE** 

## ELECTION SUMMARY

Name	Relationship to Employee	Date of Birth	Gender	Social Security Number	Medical	Dental	Vision
██████████	Self	██████████	F	██████████	Y	Y	Y

**ADD DEPENDENT** 

**Step Six:**

Complete dependent elections. To elect or change coverage for a dependent, use the corresponding **Elect/Change** button next to each dependent's name. If you cover a spouse on a non-CDHP (Blue) medical plan, you will be asked to complete the spousal eligibility affidavit (see below). When all selections have been made, click Submit to HR.

## Spousal Question:

If a spouse/domestic partner has accessibility to health insurance through their employer, they must enroll in that plan as primary for a minimum of single coverage and may stay on UT plan as secondary. If the spouse/domestic partner makes \$25,000 or less per year and the employee contribution for health insurance through their employer would cost them more than \$75.00/month for a single plan, they may be carried on the UT plan.

Spouse/Domesitc Partner is:

- Employed at UT
- Employed other than UT
- Unemployed
- Self Employed
- Retired
- Disabled
- Employed at UTP



Eligibility affidavit must be completed. Please [click here](#) to print. Once the employer has certified this form, please return to HR within 30 days of your date of hire.

SAVE

BACK

## Step Seven:

Congratulations. Once you have submitted your selections to HR, you have completed your New Hire/Newly Eligible health care elections. A summary will be emailed to your University of Toledo email address. Please remember to return the completed spousal eligibility affidavit from your spouse's employer (if applicable) and return any required documentation (such as marriage/birth certificates) to the Benefits team (using the document upload link in your myUT portal) within 30 days of your eligibility date.

If you have any issues with the process, please contact us at [benefits@utoledo.edu](mailto:benefits@utoledo.edu).