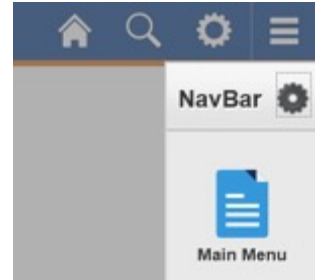


ENROLLMENT WALKTHROUGH

Step 1: Log in to the myUFL System

- Visit the myUFL system at my.ufl.edu.
- Enter your Gatorlink username and password.
- Navigate using the **NavBar** on the right side of the screen to:
Main Menu > My Self Service > Benefits > Benefits Enrollment



NOTE TO NEWLY HIRED GAS:

The enrollment portal in myUFL opens once the qualifying GA appointment is entered and active in the UF PeopleSoft/payroll system.

Step 2: Access Your Open Event

- Click the **ENTER** button next to the open event (i.e. new hire, marriage, birth, etc.).
- Elections must be completed within **60 days** from the event date displayed on the page. (Open enrollment elections must be made during the designated open enrollment period.)

Open Benefit Events					
Event Description		Event Date	Event Status	Job Title	
New Hire		10/30/2020	Open	GRADUATE AST-T	Enter

Step 3: Edit GatorGradCare

- Click the **EDIT** button next to “GatorGradCare Health” to edit your current selection.

Benefits Enrollment
New Hire

Click the Edit button to elect coverage or make changes.

Important: Review your elections carefully.

Enrollment Summary		
	Before Tax	After Tax
(1W) Gator Grad Care Health		Edit

Step 4: Select Your Benefits

- Click the button next to “GatorGradCare Health” to enroll in the plan **OR** click “Decline coverage” if you do not want to enroll in GatorGradCare or need to cancel coverage.
- If you are:
 - **NOT** including dependent coverage, click the *Update Elections* button and skip to **Step 7**.
 - Including or updating dependents, skip to **Step 5**.
 - Removing dependents, skip to **Step 6**.

Select an Option

Here are your available options with your costs:

Overview of all Plans

Select one of the following options:

GatorGradCare Health

Coverage Level	Cost Per Pay Period	Tax Class
Employee Only		Before-Tax
Employee + Spouse		Before-Tax
Employee + Child(ren)		Before-Tax
Family Coverage		Before-Tax
Employee + Domestic Partner		Before-Tax
Family with Domestic Partner		Before-Tax

Decline coverage

Step 5: Add/Update Dependent Information

- Once you click the button next to the GatorGradCare plan, you may add or remove dependent information.
- When adding dependents, you must enter the date of birth and SSN for each dependent, along with the required fields indicated by an asterisk. Missing dependent information will delay your coverage.

NOTE: Social Security Numbers and birth dates are required. Do **NOT** enter a false SSN or birth date. If your dependent does not have an issued SSN, email gabenefits@hr.ufl.edu for assistance.

Dependent/Beneficiary Personal Information

Select Save once you have added your Dependent/Beneficiary's personal information. This information will go into effect as of Jul 30, 2019.

Personal Information

*First Name

Middle Name

*Last Name

Name Prefix

Name Suffix

Date of Birth

*Gender

Social Security Number

*Relationship to Employee

Step 6: Select Dependent Coverage

- You **MUST SELECT EACH DEPENDENT** in order to include them by **checking the box next to their name.**
- After adding dependents, follow the hyperlinks on the top of each page to return to your enrollment session.
- Click the **UPDATE ELECTIONS** button to save your election.
- If removing dependents, uncheck the box next to the dependent's name.

Dependent Beneficiary	
Enroll	Name
<input type="checkbox"/>	ALBERT GATOR
<input type="checkbox"/>	OLLIE GATOR
<input checked="" type="checkbox"/>	ALBERTA GATOR

Step 7: Review Your Election

- Confirm that your choice is correct and review the associated cost.
- Review the notes for important details regarding deductions.
- Click **OK** if you have no changes, or **DISCARD CHANGES** to edit

Your Choice
You have chosen GatorGradCare Health

Your Estimated per-pay-period Cost
Your Cost

Notes
Once submitted, this choice will take effect on . You are responsible for all premiums due beginning and missed premium deductions will be collected on future paychecks.
Click "OK" to continue. This is NOT the final enrollment screen. You must continue through all screens to complete and submit your elections. Deductions for this choice will start with the pay period beginning .

Step 8: Submit Your Election

- Review the enrollment summary and cost information.
- Print/save a copy showing your elections for your records.
- Click **SUBMIT**.
- On the next screen, carefully review the "Authorization / Terms & Agreements" section.
- Finalize your enrollment by clicking the **SUBMIT** button. Once you click Submit on all screens, your elections are final and no other changes can be submitted on the enrollment.

Enrollment Summary
(1W) Gator Grad Care Health
Current: No Coverage
New: GatorGradCare Health

This table summarizes estimated costs for your new benefit choices.

Election Summary				
Summarized estimates for new Benefit Elections	Total	Before Tax	After Tax	Employer
Costs			0.00	
Cost Per Pay Period			0.00	

Step 9: Submit Your Election

- After you submit the enrollment, you will see the **Submit Confirmation** screen stating that your enrollment is complete.
- If you do not see the final confirmation screen after submitting, contact the GA Benefits Office immediately by emailing gabenefits@hr.ufl.edu.

Your benefit elections have been submitted.

You can view your elections by navigating to **Main Menu > My Self Service > Benefits > Benefits Summary** and if necessary, entering a date that is equal to or after the effective date of this event.

Click **OK** to return to the Enrollment Summary page or click **Home** to return to your myUFL home page.

QUESTIONS?

Contact GA Benefits gabenefits@hr.ufl.edu or (352) 392-0003