

Benefits Enrollment Quick Reference Guide

Please follow the steps below to enroll in Benefits.

1. Logging in to HCM

- Login to Gibson Online (using your Tulane email username and password).
<http://gibson.tulane.edu/>
- On the left side of the screen, click the **HCM Self-Service** link.
- Enter again your Tulane username and password (your email username and password).
- Click **Login** to access the system.



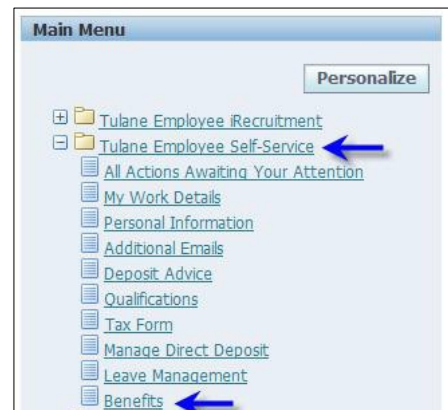
Enter your Single Sign-On user name and password.

User Name

Password

2. Main Menu & Responsibility Links

- At **Main Menu**, on the left side of the screen, you will see two options: Tulane Employee iRecruitment and Tulane Employee Self-Service.
- Select the **Tulane Employee Self-Service** link.
- From there select the **Benefits** link to access your employee benefits.

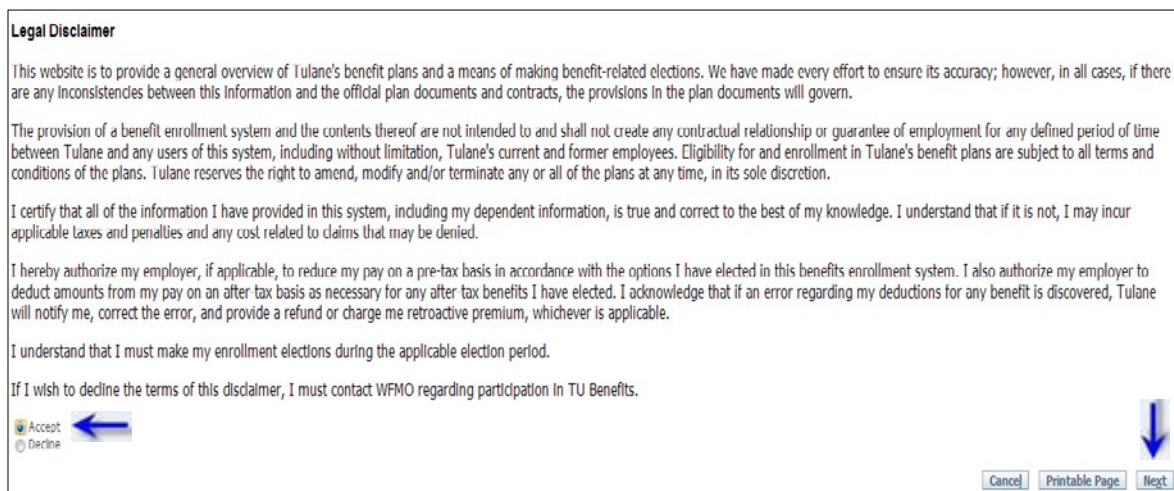


Main Menu

- ☒ Tulane Employee iRecruitment
- ☒ Tulane Employee Self-Service
- ☐ All Actions Awaiting Your Attention
- ☐ My Work Details
- ☐ Personal Information
- ☐ Additional Emails
- ☐ Deposit Advice
- ☐ Qualifications
- ☐ Tax Form
- ☐ Manage Direct Deposit
- ☐ Leave Management
- ☐ Benefits

3. Legal Disclaimer

- You will need to **Accept** the Legal Disclaimer and press **Next**. This is required each time you access this section.



Legal Disclaimer

This website is to provide a general overview of Tulane's benefit plans and a means of making benefit-related elections. We have made every effort to ensure its accuracy; however, in all cases, if there are any inconsistencies between this information and the official plan documents and contracts, the provisions in the plan documents will govern.

The provision of a benefit enrollment system and the contents thereof are not intended to and shall not create any contractual relationship or guarantee of employment for any defined period of time between Tulane and any users of this system, including without limitation, Tulane's current and former employees. Eligibility for and enrollment in Tulane's benefit plans are subject to all terms and conditions of the plans. Tulane reserves the right to amend, modify and/or terminate any or all of the plans at any time, in its sole discretion.

I certify that all of the information I have provided in this system, including my dependent information, is true and correct to the best of my knowledge. I understand that if it is not, I may incur applicable taxes and penalties and any cost related to claims that may be denied.

I hereby authorize my employer, if applicable, to reduce my pay on a pre-tax basis in accordance with the options I have elected in this benefits enrollment system. I also authorize my employer to deduct amounts from my pay on an after tax basis as necessary for any after tax benefits I have elected. I acknowledge that if an error regarding my deductions for any benefit is discovered, Tulane will notify me, correct the error, and provide a refund or charge me retroactive premium, whichever is applicable.

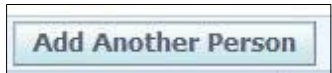
I understand that I must make my enrollment elections during the applicable election period.

If I wish to decline the terms of this disclaimer, I must contact WFMO regarding participation in TU Benefits.

☒ Accept ☐ Decline

4. Adding and Updating Dependents and Beneficiaries

- Select the **Add Another Person** button to add Dependents and Beneficiaries.



Note: To update Dependents and Beneficiaries select the update pencil icon.



- You will need to complete these fields for each Dependent and/or Beneficiary you want to enroll in TU Benefits or designate as a Beneficiary.
Note: The Relationship Start Date is the day the relationship starts as it relates to benefits eligibility. This will always be the date you are accessing the system, EXCEPT in the case of a newborn or marriage.
- Once you've completed all the fields, select **Next** to go to the next step.

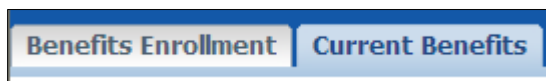
5. Select Program

- Select "TU Benefits", select **Next** to go to the next step.

Please select a Program to update.

Select Program Name	
<input checked="" type="radio"/>	TU Benefits
<input type="radio"/>	TU Retirement

Current Benefits & Benefits Enrollment Tabs



- The *Current Benefits* tab shows your current enrollment status.

6. Enroll and/or Update Benefits

- To enroll and/or make updates, select the **Benefits Enrollment** tab located at the top right of the screen, then click on the **Update Benefits** button.
- Select the appropriate Benefit option for each plan that you wish to enroll your dependent.
- If you are already enrolled in the appropriate option, then select **Next**.
- When you have finished making your elections, select **Next** to move to the next step in the process.

7. Cover/Enroll Dependents

- For each Dependent you wish to enroll in TU Benefits, select the checkbox for the specific plan in which you want to enroll each Dependent.
- Note: Dependents will not be enrolled if you do not complete this step.*
- When you have finished making your selections, select **Next** to move to the next step in the process.

8. Designate Beneficiaries

- For each Dependent you wish to designate as a beneficiary, enter a percentage of the benefit that you would like that dependent to receive.
- You must designate a primary beneficiary if one has not been defaulted for you. The total percentage per beneficiary type (Primary / Contingent) needs to equal 0% or 100%.

9. Confirmation

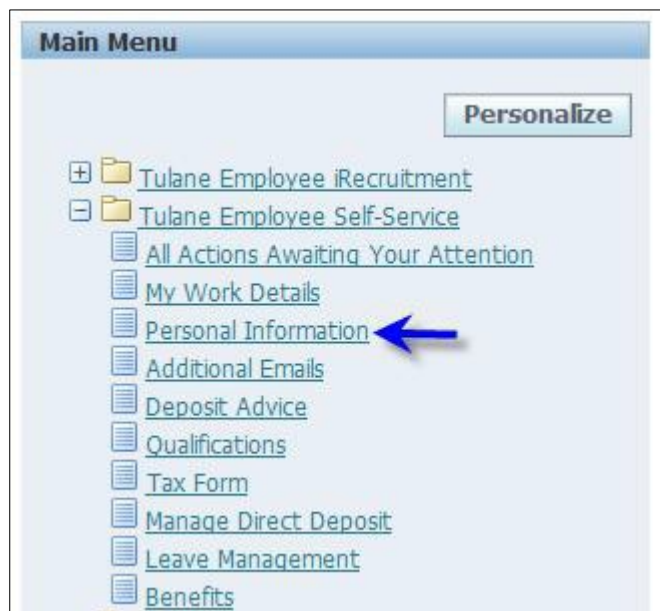
- Review your benefit selections, covered dependents and beneficiaries. To make changes, select **Back**. When you are done, select **Printable Page** to create a Confirmation Statement for your records or select **Confirmation Statement** to print / save a PDF copy of your confirmation.
- Select **Finish** to complete the process.

10. Enroll in Both Programs

- Once you've clicked the **Finish** button you will be redirected to the enrollment page. From here you can:
 - Click **Change Program** to enroll in either the TU Retirement or TU Benefit programs.
 - Click **Update Benefits** to make edits, updates, or changes to your current elections in your current program.

11. Adding Dependents due to Life Event

- Select the **Personal Information** link under your Tulane Employee Self-Service responsibility in HCM.




- Scroll to the Dependents and Beneficiaries section on the screen to add any Dependents and/or Beneficiaries that you wish to enroll in TU Benefits due to a life event

- If removing a dependent from coverage, please submit request to wfm@tulane.edu.
- If gaining a dependent, select the **Add** button to enter your Dependent(s) information.

Contacts, Dependents and Beneficiaries

Add or update information about your beneficiaries or dependents.

Note: People you enter here become dependents or beneficiaries only after you complete Benefits Enrollment.

Select Dependent And Beneficiary: | 

- You will need to complete these fields for each Dependent you want to enroll in TU Benefits due to your Life Event.
- Select **TU Gain Dependent** as the Start Relationship Reason to create your Life Event request.

Additional Dependent and Beneficiary Information

Please choose the 'Start Relationship Reason' that best corresponds with the description below:

-  • TU Gain Dependent - use this reason in the event of Marriage, Birth, Adoption or Court Order.
 - When using the start reason of 'TU Gain Dependent', a certification of Marriage, Birth, Adoption or Court Order is required to be delivered to the Workforce Management Office (WFMO) within 30 days of adding a dependent.
-  • TU Gain Beneficiary - use this reason in the event that you are adding a contact or beneficiary.

* Gender

Social Security

* Start Relationship Reason

* Date of Birth 

Adoption Date 

*Note: All certification should be submitted within **30 days** of the Life Event. If certifications are not received within 30 days of the Life Event, coverage will not be changed. You will need to submit documentation first to support the life event, prior to entering the information into the system. Certifications can be faxed to: (504) 862-8956
ATTN: Benefits.*

- Once you've completed all the fields, select **Next** to go to the next step.

12. Printing

- Review your TU Benefits selections. When you are done, select **Printable Page** to create a Confirmation Statement for your records or select **Confirmation Statement** to print / save a PDF copy of your confirmation.

13. Logging Out from HCM Self-Service and Gibson Online

- Click "Logout" at top right corner of screen to exit HCM Self-Service.
- Then, click "Logout" (also at right corner of screen) to exit Gibson Online.