Please follow the steps below to make changes to your 2016 benefits during Open Enrollment Period (October 14 – November 4, 2015).

1. Logging in to HCM
   - Log into Gibson Online using your Tulane username and password: https://gibson.tulane.edu/tulane/jsp/login.html
   - On the left side of screen, select the HCM Self-Service link.
   - Log into HCM Self-Service with your single sign-on username and password (Tulane username and password).
   - At the Main Menu, select the responsibility “Tulane Employee Self-Service,” then click on “Benefits” (see figure on right side).

2. Legal Disclaimer
   - You will need to “Accept” the Legal Disclaimer and click “Next.” This is required each time you access this section.

3. Welcome to the 2016 Benefits Site!
   - Before you begin, enter, or modify your dependents and beneficiaries.
   - To add dependents or beneficiary(ies), click “Add Another Person.” To modify an existing dependent or beneficiary, click on the pencil icon. The “Relationship Start Date” is the day the relationship starts as it relates to the benefits eligibility. This will always be the date you are accessing the system, except in the case of a newborn or marriage. Please do not add a duplicate record for the person as this will cause your HCM record to ‘lock’.
   - After you have completed this step, click “Next” to proceed to the Open Enrollment 2016 Overview Page.
   - Click “Next” again to begin making your 2016 benefits elections.

4. Benefits Enrollment
   - To modify your elections for 2016, click the “Update Benefits” button at the top right hand corner of the screen. If you would like to reference your 2015 coverage, click the “Current Benefits” tab.
5. Update Benefits

- **Medical, Pharmacy, Dental, and Vision Plans**
  - Employees who elect to decline medical coverage for 2016 are required to complete the “Health Insurance Waiver Form” and are required to provide proof of coverage.

- **Flexible Spending Account (FSA) Health Care and Dependent Care**
  - You must re-enroll in Flexible Spending Account programs each year. If you are currently participating in either FSA program and plan to participate in 2016, then you must make this election during the Open Enrollment period or you will not be covered.
  - To enroll in either FSA Health Care or Dependent Care: select the applicable FSA plan and enter your annual contribution in the “Annual Cost” box. Then hit the “Recalculate” button to view your pre-tax deduction(s) per pay period.

- **Life Insurance**
  - **Supplemental Employee Life Insurance** – You may elect from one-half times up to five times your annual base salary in the Supplemental Life Insurance Plan with a maximum volume of $1 million.
  - **Supplemental AD&D Insurance** – You may elect up to $500,000 per year in coverage in increments of $10,000.
  - **Supplemental Spouse Life Insurance** – You may elect supplemental life insurance coverage for your spouse or same sex domestic partner in increments of $10,000, up to a maximum of $500,000.
  - **Supplemental Child Life Insurance** – You may elect supplemental child life insurance coverage in increments of $10,000 or $20,000.

- **Long Term Disability**
  - This program will apply to all benefits eligible employees and participation is automatic.

- **Electronic Delivery Notice**
  - You will need to either select “I consent” or “I do not consent” prior to accepting all of your enrollments.
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- Once all plan selections have been made, click on “Recalculate” to update your deductions (as applicable), then click “I Accept” to proceed.

6. Cover or Enroll Dependents
- If applicable, make designations of dependents, then click “Next.”
- The family members listed in this section are eligible for dependent health coverage. Select the individuals you wish to cover under each plan. You do not have to select the same individuals for each plan listed.
- Dependents will not be enrolled if you do not complete this step.
- If you wish to add additional dependents, click “Add Dependents” button. This will restart the enrollment process.

7. Designate Beneficiary(ies)
- For each dependent, you wish to designate as a beneficiary, enter a percentage of the benefit that you would like that dependent to receive death benefits.
- You must designate a primary beneficiary.
- The total percentage per beneficiary type (Primary or Contingent) needs to equal 0% or 100%.

8. Confirmation Statement
- 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 or save a PDF copy of your confirmation.
- When you are finished with this page, click the “Finish” button to exit the benefits enrollment process.

9. Logging Out
- You can logout by selecting the “Logout” link on the top right corner of the screen.