

Navigate Through Open Enrollment

The Open Enrollment process is an online means to choose your benefit selections for the upcoming fiscal year. This process is completed through PioneerWeb. The timing of when you make the selections starts on May 1 and ends May 15. Your coverage is effective from July 1 to June 30.

To Access and login to PioneerWeb: Go to <http://pioneerweb.du.edu/>

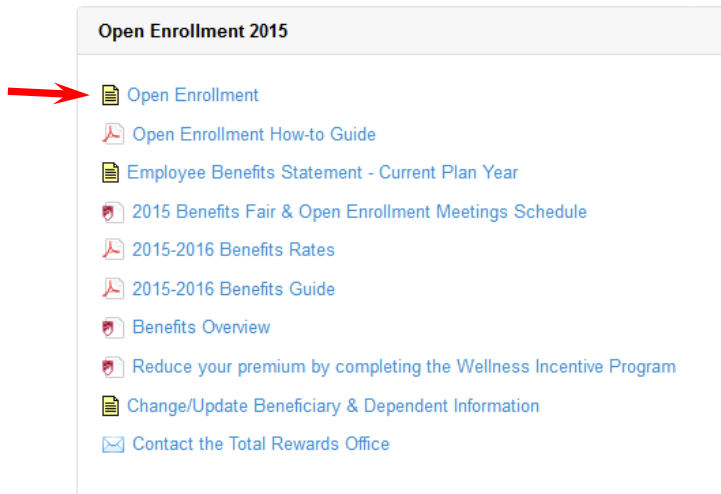
Enter your DU ID number (9 digits starting with 87...)

Enter your password. Please call the main HR office for password resets at 303-871-7420.

Navigating PioneerWeb:

Click on 'Employee' tab

In the section labeled 'Open Enrollment 2015' is the Open Enrollment link and other useful resources.



Start the selection process:

Click on Open Enrollment

First time accessing Open Enrollment: Click on 'Enter Open Enrollment' bar

Subsequent access and the bar will be labeled, 'Add My Changes'

Benefit selections will be listed under the header, 'Group': Click on benefit category to elect or change benefit

To add or make changes: Click on the link, 'Add, Select, or Modify Information...' above the list of plan categories

Example of employee who has the HMO Health and after clicking on the 'Health' link

Group	Benefits Status
Health	Kaiser HMO will be continued into the new year.

Select a plan below, then
[Add, Select or Modify Information for Your Covered Dependents Here \(only for Health, Dental, Vision and AD&D\)](#) .

Health Group

Kaiser HMO	You have asked to continue this benefit into the new year	Plan MO: Employee
Kaiser POS	This benefit deduction cannot be selected as you have selected the following: Kaiser HMO	
Kaiser HMO with HSA	This benefit deduction cannot be selected as you have selected the following: Kaiser HMO	
Kaiser HMO (Domestic Partner)	You have not selected this benefit deduction.	
Kaiser POS (Domestic Partner)	This benefit deduction cannot be selected as you have selected the following: Kaiser HMO	
Kaiser HMO w/ HSA (DomPtnr)	This benefit deduction cannot be selected as you have selected the following: Kaiser HMO	

Notes on making changes:

You must STOP the current plan first before selecting another choice. Follow the steps below in order:

To stop your current plan: Click to place a radial button on selection under My Choice

To save: Click on 'Stop Benefit'

To cancel/drop your current plan: Click on 'Open Enrollment'

To select new plan: Click on new plan name (i.e. for health - Kaiser HMO)

You must select a new plan option (i.e. Employee + child(ren))

To save: Click on 'Add Choice' – this will take you back to the Open Enrollment homepage

Dependent information:

Note: You will need to add or select your dependents for coverage under each plan

To add dependents: From each benefit page (Health, Dental, Vision, etc.): Click on 'Add, Select, or Modify Information for Your Covered Dependents Here (only for Health, Dental, and AD&D).'

To update dependent information: From the Open Enrollment homepage, click on 'PLEASE ADD DEPENDENT INFORMATION HERE (Only for Health, Dental, Vision, or AD&D)'

To save: Make selection and click on 'Submit'

Tip: On the computer keyboard, Hold the "CTRL" button AND click on the names of all dependents.

If dependents have been added correctly, you will see "Your dependents have been added successfully" on the screen.

Remember that you need to select which dependents you want covered for each plan that you are enrolling in.

After all selections are made:

Review: After your final selection is completed then click the link 'Return to Main Menu'

From the Open Enrollment homepage, click on 'Add My Changes'

Click on the link, 'REVIEW YOUR OPEN ENROLLMENT CHOICES' – a new tab will open with your Benefits Statement Summary.

Recommend: Please review and ensure all your benefit selections are correct and print the pdf of your Statement Summary.

Changes after final selection BEFORE May 15: You may change your benefit choices any time during the Open Enrollment period. **May 15 is the final day for elections or changes** – remember to review and print your Statement Summary.

Changes after final selection AFTER May 15: Your final benefit choices will become effective and no other edits can occur after May 15.

Important Notes - Life Insurance and Retirement Plans:

Changes to Life Insurance during Open Enrollment cannot be completed online.

Retirement Plan enrollments and changes are not part of Open Enrollment.

Please call the main HR office at 303-871-7420 or email us at totalrewards@du.edu for appropriate forms and information.

Questions?:

If you have questions or are still having problems navigating this system after looking over these instructions, the Total Rewards Office wants to help!

Please call us at Ext. 17420 or email us at totalrewards@du.edu and someone from our staff will get back to you as

quickly as possible.