

## 2008 Annual Enrollment October 29, 2007 through November 16, 2007

### **Who MUST complete Annual Enrollment for 2008?**

All benefit eligible employees **must** complete 2008 Annual Enrollment.

### **Where can I find information about plan changes for 2008?**

There are 9 Information Sessions scheduled throughout the Annual Enrollment period. Please refer to "What's New In 2008?" flyer included in your folder for specific dates and times. These sessions will provide information about the new medical and vision plans for 2008 in addition to other benefit-related information. The **2008 Employee Benefit Guide** will provide useful information to help make your benefit elections for the 2008 plan year.

### **Can I access Employee Self-Service (Murphy Online) from home?**

You can access the Employee Self-Service (Murphy Online) from the HR website [www.stthomas.edu/hr](http://www.stthomas.edu/hr) under 'Employee Self Service', or on the Internet from home or elsewhere at <http://banner.stthomas.edu>.

### **What information do I need to access the Murphy Online System?**

- You will need your UST ID (Identification Number): This nine-digit number can be found under your name on your Tommie eXpress photo ID card, or on your paycheck/direct deposit advice.
- You will need your PIN (Personal Identification Number): Employees are issued their own personal identification number for use with the Employee Self-Service (Murphy Online). If you have forgotten your PIN, or need a new PIN issued, you can contact the IRT Tech Desk at 651-962-6230 or [irthelp@stthomas.edu](mailto:irthelp@stthomas.edu).

### **How Do I Complete My 2008 Online Annual Enrollment?**

- Login to Employee Self-Service (Murphy Online) – <https://banner.stthomas.edu>
- Click on **Employee Services**
- Click on **Benefits and Deductions**
- Click on **Complete your Annual Enrollment for 2008**
- Read and follow instructions online for completing your 2008 Annual Enrollment
  - When you have completed your 2008 Annual Enrollment, you will see the following message: "Congratulations (your name), you have completed your 2008 Annual Enrollment!"
  - If you are unable to complete the Annual Enrollment process before you have seen the message above, you will have the option of exiting the process and returning at another time within the annual enrollment period.
  - If you are working on your Annual Enrollment and are taken away from this process for longer than 90 minutes, the system will log you off. Log back into Annual Enrollment and continue where you left off.
  - If you have completed your 2008 Annual Enrollment and find you need to make a change to your election, log back into Annual Enrollment, RESTART Annual Enrollment and make correction(s). You **MUST** see the "Congratulations" message again for these updates to be effective January 1, 2008.

### **What Information Will I Find On My Benefit Confirmation Statement?**

The Benefit Confirmation Statement will show which benefits you have elected for the 2008 plan year and the dependents covered for each benefit. Print a copy of this statement for yourself.

### **Who Do I Contact If I Have Questions?**

For questions with the Annual Enrollment process, contact one of the Benefits Team Members:

Jeanne Kittleson	651-962-6497	<a href="mailto:jfkittleson@stthomas.edu">jfkittleson@stthomas.edu</a>
Stephanie Monogue	651-962-6519	<a href="mailto:shmonogue@stthomas.edu">shmonogue@stthomas.edu</a>
Pete Ronza	651-962-6521	<a href="mailto:ppronza@stthomas.edu">ppronza@stthomas.edu</a>

**Completed Waiver Forms and Student Dependent Forms should be mailed to Human Resources, AQU217 or faxed to 651-962-6524.**