Dickinson

2022-2023 Open Enrollment

LOGGING ON

Logging On

Dickinson

Log in to the Dickinson Gateway or Directly into Employee Dashboard

Your Network user name and password

Dickinson

Dickinson Gateway

For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!

Enter your Username and Password

Languages:
English | Spanish | French | Russian | Nederlands | Svenskt | Italiano | Urdu | Chinese (Simplified) | Chinese (Traditional) | Deutsch | Japanese | Croatian | Czech | Slovenian | Catalan | Macedonian | Farsi | Arabic | Polish

Username:

Password:

Password Options:
Forgot Your Password
Unlock your Account
Change Password
Setup Password Recovery Information < IMPORTANT: Register for the new password self-service!
Sign Up for an Alumni Account

LOGIN   clear

Logging On

Logging On

If logging in directly to the Employee Dashboard or once you've navigated to the Employee Dashboard from the Gateway.

Click anywhere in the Benefits information section

Dickinson

Pay Information	^

Latest Pay Stub: 04/15/2020   All Pay Stubs   Direct Deposit Information   Deductions History

Earnings	⌄

Benefits	^

Current Summary   Current Enrollment   Spouse and Dependents   **Open Enrollment**

Taxes	⌄

Job Summary	⌄

Select Open Enrollment

NAVIGATING

Dickinson

DICKINSON BANNER SELF SERVICE

| Personal Information | Employee |

Search [_____] Go   RETURN TO MENU   SITE MAP   HELP   EXIT

Open Enrollment

✔ Due to IRS reporting requirements, Dickinson is required to report date of birth and social security numbers for spouses and dependents. Please review and update your **Spouse and Dependent Information** as applicable.

You are encouraged to visit the **HR Services Open Enrollment** website for detailed information and instructions.

ⓘ Note Regarding Taxation of Benefits: Health, Flex Spending and Retirement are separate and distinct benefit programs which are not subject to federal tax withholding. Vision, dental, and medical insurance, as well as health care expense accounts are not subject to Pennsylvania or local tax withholdings. Retirement contributions and dependent care expense accounts are subject to Pennsylvania and local tax withholdings.

Open Enrollment Start Date: Apr 01, 2015
Open Enrollment End Date: Jun 03, 2015
Benefits Effective Date: Jul 01, 2015

Group	Benefits Status
Health	No choices made in this group.
Flex Spending	No choices made in this group.
Retirement	No choices made in this group.
Miscellaneous	No choices made in this group.

[Start Open Enrollment]

Click to begin the Open Enrollment process.
*NOTE: You will only see the 'Start Open Enrollment' button when you first begin the process.

[Dependent Information]

Dickinson

DICKINSON BANNER SELF SERVICE

Personal Information | **Employee**

Search [_____] [Go]   RETURN TO MENU   SITE MAP   HELP   EXIT

Open Enrollment

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Group	Benefits Status
Health	HealthAssurance PPO Plan will be **CONTINUED** into the new year. Vision Benefits of America Vision Plan will be **CONTINUED** into the new year.
Flex Spending	No choices made in this group.
Retirement	EMPLOYER Retirement Defined Contribution Percent to TIAA-CREF will be **CONTINUED** into the new year.
Miscellaneous	No choices made in this group.

[Complete]   [Restart]   [Cancel]

*I understand that my completion of this open enrollment process authorizes the College to make any necessary deductions from my pay through payroll deduction in accordance with IRS regulations.

Click directly on these group headings to view the information.

NOTE: Insurance benefits and retirement elections will continue into the 2022-2023 year unless changes are made.

Flexible Spending Accounts will end 6/30/22 and must be re-selected for 2022-2023.

Viewing/Selecting Items

DICKINSON BANNER SELF SERVICE

Personal Information | Employee

Search [_____] Go

SITE MAP HELP EXIT

Open Enrollment Group

Select the title of the benefit or deduction to update your choices.

Select Cancel Changes for this Group, if available, and your changes will be set back to current.

✔ By executing the Health Group below, I acknowledge that these elections are irrevocable except as otherwise permitted in accordance with IRS regulations. By executing this Health Group, I acknowledge that the election shall continue in effect until either (i) I terminate employment with the College, (ii) I give notice via open enrollment or (iii) I experience a change in life status.

To Add/Change/End a coverage, click directly on the title of the coverage.

NOTE: Dependents who are currently covered are listed.

NOTE: 2022-2023 PER PAY amounts are indicated.

Health Group

Supplemental Accidental Death & Dismemberment You have **NOT SELECTED** this benefit deduction.

United Concordia Dental Select Plan You have **NOT SELECTED** this benefit deduction.

United Concordia Choice Dental Plan You have **NOT SELECTED** this benefit deduction.

HealthAssurance PPO Plan You have asked to **CONTINUE** this benefit into the new year

Plan	Covered	Employee Per Pay Contribution	Employer Per Pay Contribution
(g) Employee+Spouse+Child (ren)	Jane Dickinson Johnny Dickinson Julie Dickinson	88.41	569.17

Vision Benefits of America Vision Plan You have asked to **CONTINUE** this benefit into the new year

Plan	Covered	Employee Per Pay Contribution	Employer Per Pay Contribution
(c) EE+Sp+Child (ren)/EE+Chldrn	Jane Dickinson Johnny Dickinson Julie Dickinson	6.17	2.91

Return to Open Enrollment Main Menu | Cancel Changes for this Group

Open Enrollment

Cancels all changes and resets the Health Group back to current 2021-2022 elections.

MAKING CHANGES

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Search [   ] [Go]   SITE MAP   HELP   EXIT

Open Enrollment Choice Detail

💬 Make a selection and then choose from the appropriate button.

* - indicates a required field.

United Concordia Choice Dental Plan
Deduction Effective as of: Jul 01, 2015

Plan	Employee Per Pay Contribution	My Choice
(a) Employee (EE)	15.15	○
(b) EE+Spouse / EE+Child	29.04	○
(c) EE+Sp+Child(ren)/EE+Chldrn	51.91	○

Choose the coverage level by clicking in the desired radio button.

[Add Choice]   [No Change]

Open Enrollment Group

Select this button to Add this coverage for July 1, 2022.

Return to the Health Group Menu without making any changes.

NOTE: A plan MUST be chosen if you are adding coverage.

Dickinson

Changing/Ending Deductions

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Search [   ] [Go]

SITE MAP   HELP   EXIT

Open Enrollment Choice Detail

💬 Make a selection and then choose from the appropriate button.

✱ - indicates a required field.

Vision Benefits of America Vision Plan
Deduction Effective as of: Jul 01, 2016

Current Plan	Plan	Employee Per Pay Contribution	Employer Per Pay Contribution	My Choice
	(a) Employee (EE)	1.83	1.83	○
	(b) EE+Spouse / EE+Child	4.25	2.43	○
My Current Plan	(c) EE+Sp+Child(ren)/EE+Chldrn	6.17	2.91	●

[Submit Change] [Stop Benefit] [No Change]

Open Enrollment Group

Select this button to Change the current coverage effective July 1, 2022.

Select this button to End the current coverage for June 30, 2022.

NOTE: You will see a screen like this when you select a benefit that is to continue into the new year.

After Tax Deductions

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Search [_____] [Go]

SITE MAP   HELP   EXIT

Open Enrollment Group

💬 Select the title of the benefit or deduction to update your choices.

Select Cancel Changes for this Group, if available, and your changes will be set back to current.

Miscellaneous Group

Annual Fund - Academic Programming You have **NOT SELECTED** this benefit deduction.
Annual Fund - The Clarke Forum You have **NOT SELECTED** this benefit deduction.
Annual Fund - The Trout Gallery You have **NOT SELECTED** this benefit deduction.
Annual Fund - The Waidner-Spahr Library You have **NOT SELECTED** this benefit deduction.
Annual Fund - Sustainability You have **NOT SELECTED** this benefit deduction.
Annual Fund - Student Life You have **NOT SELECTED** this benefit deduction.
Annual Fund - The McAndrews Fund for Athletics You have **NOT SELECTED** this benefit deduction.
Annual Fund - Restricted Other (contact the Office of Engagement/Annual Fund - giving@dickinson.edu) You have **NOT SELECTED** this benefit deduction.
Annual Fund - Scholarship You have **NOT SELECTED** this benefit deduction.
Annual Fund - Faculty Support You have **NOT SELECTED** this benefit deduction.
Annual Fund - Area of Greatest Need You have **NOT SELECTED** this benefit deduction.

Emeriti You have **NOT SELECTED** this benefit deduction.
TIAA-CREF Classic IRA You have **NOT SELECTED** this benefit deduction.
TIAA-CREF Roth IRA You have **NOT SELECTED** this benefit deduction.

[Return to Open Enrollment Main Menu]

Open Enrollment

To Add/Change/End an after-tax deduction in the Miscellaneous Group, click on the title of the deduction.

NOTE: PER PAY amounts must be entered for items in the Miscellaneous Group. An annual amount may be calculated prior to finalizing.

FINISHING UP

Dickinson

DICKINSON BANNER SELF SERVICE

Personal Information	Employee

Search [_____] Go

RETURN TO MENU   SITE MAP   HELP   EXIT

Open Enrollment

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Flex Spending	2015-16 Flexible Spending Account - Health Care will be **STARTED** in the new year.
Retirement	EMPLOYER Retirement Defined Contribution Percent to TIAA-CREF will be **CONTINUED** into the new year.
Miscellaneous	Annual Fund - Area of Greatest Need will be **STARTED** in the new year.

[Complete] [Restart] [Cancel]

*I understand that my completion of this open enrollment process authorizes the College to make any necessary deductions from my pay through payroll deduction in accordance with IRS regulations.

[Dependent

NOTE: Continuing, terminated, and added benefits will be listed here.

NOTE: The 'Restart' button will cancel ALL changes and reset ALL elections to the current ones held in 2021-2022.

VERY IMPORTANT: When you have finished making your selections, click 'Complete' to finalize and view your take home pay.

Dickinson

DICKINSON BANNER SELF SERVICE

Personal Information	Employee

Search [_____] [Go]   RETURN TO MENU   SITE MAP   HELP   EXIT

Open Enrollment

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[Reopen Open Enrollment]   [Estimate Take Home Pay]

Once 'Complete', you may view an estimate of your July, 2022 Take Home Pay.

You may reopen to access open enrollment until the deadline of May 22, 2022.

[Dependent Information]

ESTIMATE TAKE HOME PAY

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Search [ ] [Go]

SITE MAP   HELP   EXIT

To Exit Banner Self Service, click here.

Estimate Take Home Pay

Estimated pay is calculated based on the characteristics of your main job or assignment. The title and the number of scheduled pays for that assignment are listed. The estimated amounts are per pay costs or percentage rates for each benefit.

Assignment and Pay Period

Assignment Title: Dickinson Administrator
Number of Pays Per Year: 24

Net Pay Calculation Deduction Breakdown

Deduction Name	Plan Name	Employee Amount	Employer Paid
United Concordia Choice Dental Plan	(c) EE+Sp+Child(ren)/EE+Chldrn	51.91	.00
2015-16 Flexible Spending Account - Health Care		30.00	.00
Dickinson Paid Life Insurance		.00	.00
EMPLOYER Life Insurance Premium		.00	.00
HealthAssurance PPO Plan	(g) Employee+Spouse+Child(ren)	88.41	569.17
EMPLOYER Retirement Defined Contribution Percent to TIAA	TIAA 8% ER Contribution	.00	145.83
Additional Medicare Tax		.00	.00
FICA Social Security		118.61	118.61
Federal Taxes		194.76	.00
Medicare FICA		27.74	27.74
PA State Tax		58.73	.00
Local Services Tax		2.17	.00
Unemployment Compensation		1.46	.00
Annual Fund - Area of Greatest Need		25.00	.00
Total Deductions		598.79	861.35
Your estimated take home pay per pay period:		$1,484.54	
Your estimated take home pay per year: $35,628.96			

NOTE: Deductions and taxes are listed on a PER PAY basis.

[Open Enrollment]

To return to Open Enrollment and make changes, click here.