



Dickinson

2018-2019 Open Enrollment



LOGGING ON

Dickinson

Logging On

Dickinson

Dickinson Gateway

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

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

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](#)

Enter your Username and Password

Username:

Password:

Your Network user name and password

Login through the Dickinson Gateway (on the left) or directly into Banner Self Service (below).

DICKINSON BANNER SELF SERVICE

Please enter your Username (User ID) and your Personal Identification Number (PIN). When finished, select Login.
To protect your privacy, please Exit and close your browser when you are finished.
Classes of 2011 and later: To access Banner Self-Service via the Dickinson Gateway, please click [here](#) to log in.

User ID:

PIN:

Your Dickinson Email User name
Personal Identification Number

Click to Login

RELEASE: 8.7
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If you've forgotten your PIN, please contact the HelpDesk to have your PIN reset.

Gateway: Home

If logging in through the Dickinson Gateway, click on the SSB icon

- My Gateway >
- Employees >
- Faculty Meetings >
- Alumni Directory >
- FAS Directory >

APPLICATION LAUNCH PAD

 Gateway	 Email	 Moodle	 Netfiles	 SSB	 CLIQ	 INB	 Jadu	 Cognos
 Nolij	 Quest	 Reviews	 Facilities	 Help				

PASSWORD RECOVERY
CONFIGURATION

CAMPUS BALANCES

Dickinson

Logging On

DICKINSON BANNER SELF SERVICE

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[ACCESSIBILITY](#) [SITE MAP](#) [HELP](#) [EXIT](#)

MAIN MENU

[Personal Information](#)

Change PIN, view contact information, and respond to a survey.

[Employee Information](#)

Time sheets, time off, benefits, leave or job data, paystubs, W2 and W4 data.

[Banner Self-Service Training](#)

Self-Study training available for Banner Self-Service.

[Class Schedule Search - Condensed Format](#)

Basics of classes - day/time, room, professor, etc. including capacity & enrollment

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Select Employee Information

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EMPLOYEE

[Time Sheet](#)

[Benefits, Deductions, and Gifts](#)

Retirement, health, flexible spending, deduction and gifts, beneficiary, open enrollment, Benefit Statement.

[Pay Information](#)

Direct deposit allocation, earnings and deductions history, or pay stubs.

[Tax Forms](#)

W4 information and W2 Form

[Leave Balances](#)

[EPAF Forms](#)

Electronic Personnel Action Forms

Select Benefits, Deductions and Gifts

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BENEFITS, DEDUCTIONS, AND GIFTS

[Retirement Plans](#)

[Health Benefits](#)

[Flexible Spending Accounts](#)

[Deductions and Gifts](#)

[Open Enrollment](#)

[Spouse, Same-sex Domestic Partner, and Dependents](#)

[Benefit Statement](#)

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Select Open Enrollment



NAVIGATING

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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.

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 BANNER SELF SERVICE

Personal Information **Employee**

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Open Enrollment

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Open Enrollment Start Date: Apr 01, 2015

Open Enrollment End Date: Jun 03, 2015

Benefits Effective Date: Jul 01, 2015

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.

***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.**

NOTE: Insurance benefits and retirement elections will continue into the 2018-2019 year unless changes are made.

Flexible Spending Accounts will end 6/30/18 and must be re-selected for 2018-2019.

Click directly on these group headings to view the information.

DICKINSON BANNER SELF SERVICE

Personal Information **Employee**

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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.**

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

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

NOTE: Dependents who are currently covered are listed.

NOTE: 2018-2019 PER PAY amounts are indicated.

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
(c) EE+Sp+Child (ren)/EE+Chldrn	Jane Dickinson Johnny Dickinson Julie Dickinson	6.17	2.91

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

[Return to Open Enrollment Main Menu](#)

[Cancel Changes for this Group](#)

[Open Enrollment](#)

Cancel all changes and resets the Health Group back to current 2017-2018 elections.

MAKING CHANGES

DICKINSON BANNER SELF SERVICE

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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	Choose the coverage level by clicking in the desired radio button.
(a) Employee (EE)	15.15	<input type="radio"/>	
(b) EE+Spouse / EE+Child	29.04	<input type="radio"/>	
(c) EE+Sp+Child(ren)/EE+Chldrn	51.91	<input type="radio"/>	

[Open Enrollment Group](#)

Select this button to Add this coverage for July 1, 2018.

Return to the Health Group Menu without making any changes.

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

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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.**

Health Group

**NOTE:
Dental
coverage
has been
added
effective
July 1,
2018.**

[Supplemental Accidental Death & Dismemberment](#) You have **NOT SELECTED** this benefit deduction.

[United Concordia Dental Select Plan](#) This benefit deduction cannot be selected as you have selected the following:

[United Concordia Choice Dental Plan](#)

[United Concordia Choice Dental Plan](#) You have asked to **START** this benefit in the new year

[HealthAssurance PPO Plan](#) You have asked to **CONTINUE** this benefit into the new year

[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			51.91
(g) Employee+Spouse+Child(ren)	Jane Dickinson Johnny Dickinson Julie Dickinson	88.41	569.17
(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](#)

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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	<input type="radio"/>
	(b) EE+Spouse / EE+Child	4.25	2.43	<input type="radio"/>
My Current Plan	(c) EE+Sp+Child(ren)/EE+Chldrn	6.17	2.91	<input checked="" type="radio"/>

[Open Enrollment Group](#)

Select this button to Change the current coverage effective July 1, 2018.

Select this button to End the current coverage for June 30, 2018.

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

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Employer Retirement

DICKINSON BANNER SELF SERVICE

Personal Information **Employee**

Search

Open Enrollment Choice Detail

 Make a selection and then choose from the appropriate button.

* - indicates a required field.

EMPLOYER Retirement Defined Contribution Percent to TIAA Deduction Effective as of: Jul 01, 2016

You have elected 0% from the Fidelity Employer Retirement benefit and 7% from the TIAA-CREF Employer Retirement benefit. You may only select a total of 8% between both benefits.

Current Plan	Plan	Employer Contribution Percent	My Choice
	TIAA 1% ER Contribution	1.00	<input type="radio"/>
	TIAA 2% ER Contribution	2.00	<input type="radio"/>
	TIAA 3% ER Contribution	3.00	<input type="radio"/>
	TIAA 4% ER Contribution	4.00	<input type="radio"/>
	TIAA 5% ER Contribution	5.00	<input type="radio"/>
	TIAA 6% ER Contribution	6.00	<input type="radio"/>
My Current Plan	TIAA 7% ER Contribution	7.00	<input checked="" type="radio"/>
	TIAA 8% ER Contribution	8.00	<input type="radio"/>

[Open Enrollment Group](#)

NOTE: The total % for both vendors combined is 8% for eligible employees (*those who have completed 1 year of FT service*).

If changing vendors completely. You must first either reduce or 'Stop' the current distribution prior to selecting 8% for the other vendor.

Dickinson

Employer Retirement Match

Your required retirement contribution of .25% is noted here. If you contribute at least that amount per pay and are eligible, then you should select one of the **EMPLOYER MATCH** options below.

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.

✓ Retirement calculations are subject to the limitations set forth in Section 403(b) and 415 of the Internal Revenue Code of 1986, as amended. By executing this Retirement 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 give written notice to the College that this Agreement shall be modified or terminated.

FOR ELIGIBLE EMPLOYEES ONLY: Dickinson has committed to a phased approach in increasing retirement contributions. Beginning with July 1, 2017, for eligible employees, Dickinson will make a matching contribution of an additional .25% to retirement as long as you contribute .25%. Your retirement contribution must be \$7.25 per pay to be eligible for this matched contribution. If eligible, please select either EMPLOYER MATCH Retirement Defined Contribution Percent to Fidelity OR EMPLOYER MATCH Retirement Defined Contribution Percent to TIAA below.

Eligible employees should also verify that your Employer Contribution Percent (Fidelity + TIAA) TOTALS 8%. You should select a TOTAL of 8% between EMPLOYER Retirement Defined Contribution Percent to Fidelity and EMPLOYER Retirement Defined Contribution Percent to TIAA.

Retirement Group

EMPLOYER Retirement Defined Contribution Percent to Fidelity You have **NOT SELECTED** this benefit deduction.

Fidelity Employee TDA Retirement Contribution You have asked to **CONTINUE** this benefit into the new year

EMPLOYER MATCH Retirement Defined Contribution Percent to Fidelity You have **NOT SELECTED** this benefit deduction.

TIAA TDA USRA Employee Retirement Contribution You have **NOT SELECTED** this benefit deduction.

TIAA TDA RA Employee Retirement Contribution (available for existing participants only) You have **NOT SELECTED** this benefit deduction.

EMPLOYER Retirement Defined Contribution Percent to TIAA You have asked to **CONTINUE** this benefit into the new year

EMPLOYER MATCH Retirement Defined Contribution Percent to TIAA You have **NOT SELECTED** this benefit deduction.

[Return to Open Enrollment Main Menu](#) [Cancel Changes for this Group](#)

NOTE for Eligible Employees (those who have completed 1 year of FT service): There is a .25% match of the college's contribution to your retirement fund, with a required employee contribution of at least the same amount.

If you contribute at least .25% of your own funds to retirement, you should allocate this .25% employer match to either TIAA or Fidelity.

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Open Enrollment Choice Detail

Make a selection and then choose from the appropriate button.

* - indicates a required field.

2015-16 Flexible Spending Account - Health Care

Deduction Effective as of: Jul 01, 2015

Per Pay Deduction Amount 999999.99 :*

✓ Number of pays per year: 24

✓ Prior selection amounts: \$25.00 per pay period; \$600.00 annually.

[Open Enrollment Group](#)

Enter a PER PAY amount for Flexible Spending Accounts, Retirement Elections, and/or Annual Giving Contributions. An annual amount may then be calculated prior to finalizing.

Current per pay and annual deductions are listed here.

NOTE: Do NOT enter "0" amounts if you are not electing a deduction.

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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 - \[giving@dickinson.edu\]\(mailto:giving@dickinson.edu\)\)](#) 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.

[Open Enrollment](#)

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

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



FINISHING UP

DICKINSON BANNER SELF SERVICE

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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	United Concordia Choice Dental Plan will be STARTED in the new year. HealthAssurance PPO Plan will be CONTINUED into the new year. Vision Benefits of America Vision Plan will be TERMINATED .
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.

*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.

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

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

[[Dependent](#)]

NOTE: The 'Restart' button will cancel ALL changes and reset ALL elections to the current ones held in 2017-2018.

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Open Enrollment

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Open Enrollment Start Date: May 02, 2017

Open Enrollment End Date: Jun 02, 2017

Benefits Effective Date: Jul 01, 2017

Group	Benefits Status
Health	Supplemental Accidental Death & Dismemberment will be CONTINUED into the new year. United Concordia Dental Select Plan will be CONTINUED into the new year. Aetna Choice POS II 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	Fidelity Employee TDA Retirement Contribution will be CONTINUED into the new year. EMPLOYER Retirement Defined Contribution Percent to TIAA will be CONTINUED into the new year.
Miscellaneous	TIAA-CREF Roth IRA will be CONTINUED into the new year.

NOTE: If a total of 8% OR the Employer Match of .25% was not selected before 'completing' then a message will display indicating that eligible employees (*those who have completed 1 year of FT service*) should 'Reopen Open Enrollment' to allocate the entire 8% retirement benefit and/or choose TIAA or Fidelity for the .25% Employer Match.

FOR ELIGIBLE EMPLOYEES ONLY: You have elected 0% from the EMPLOYER Retirement Defined Contribution Percent to Fidelity benefit and 5% from the EMPLOYER Retirement Defined Contribution Percent to TIAA benefit. You should select a total of 8% between both benefits.

Please 'Reopen Open Enrollment' and select 'Retirement' to allocate the entire 8% to one of these EMPLOYER Retirement Defined Contribution benefits.

FOR ELIGIBLE EMPLOYEES ONLY: You have not elected an EMPLOYER MATCH Retirement Defined Contribution Percent. Please 'Reopen Open Enrollment' and select 'Retirement' to allocate this .25% EMPLOYER MATCH to either Fidelity or TIAA.

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Open Enrollment

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Open Enrollment Start Date: Apr 01, 2015

Open Enrollment End Date: Jun 03, 2015

Benefits Effective Date: Jul 01, 2015

Group	Benefits Status
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Health	United Concordia Choice Dental Plan will be STARTED in the new year. HealthAssurance PPO Plan will be CONTINUED into the new year. Vision Benefits of America Vision Plan will be TERMINATED .
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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.

[Reopen Open Enrollment](#)

[Estimate Take Home Pay](#)

Once 'Complete', you may view
an estimate of your July, 2018
Take Home Pay.

You may reopen to access open enrollment
until the deadline of June 1, 2018.

[[Dependent Information](#)]

ESTIMATE TAKE HOME PAY

Dickinson

Estimate Take Home Pay

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→ 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.