Open Enrollment Benefit Changes

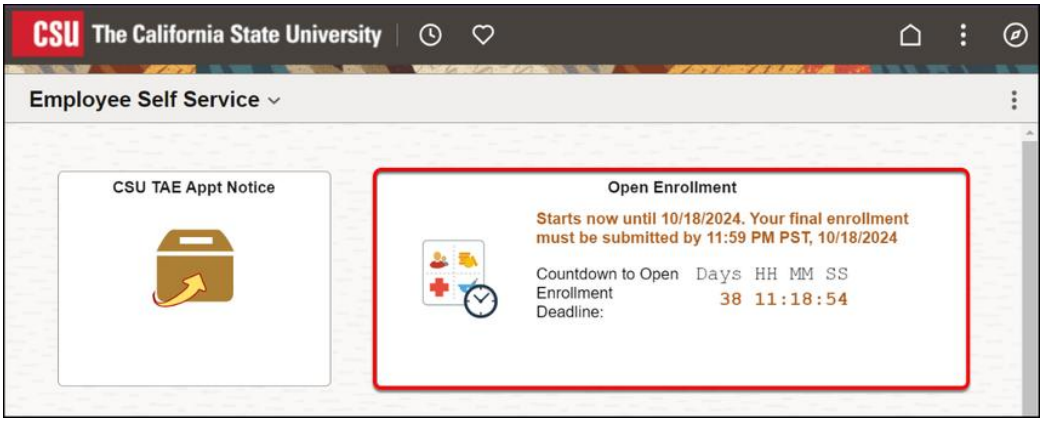
CHRS Employee Self Service Knowledge Base

Use these steps during an active Open Enrollment period to review or change your benefits and to re-enroll in Flexible Spending Accounts (FSAs).

If your employment status is unchanged and you do not want to change your health, dental, or vision coverage, no action is required; your coverage continues automatically. Healthcare (HCRA) and dependent care (DCRA) reimbursement accounts do **not** continue automatically. Re-enroll each year you wish to participate.

1. Open the Open Enrollment tile

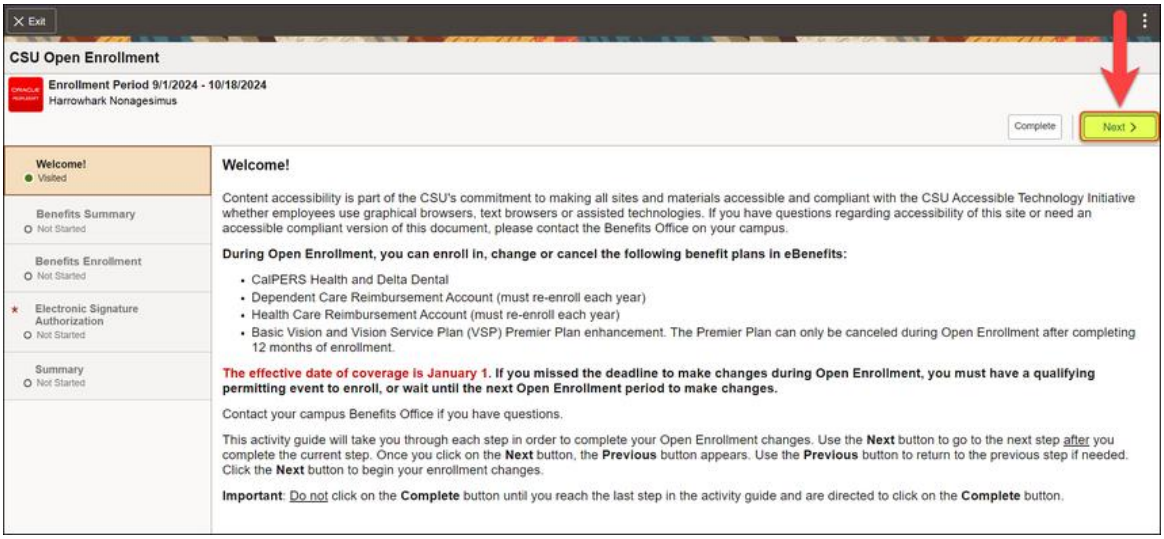
1. Sign in to my.csusm.edu and select **CHRS - My HR Resources**. If you cannot sign in, clear your browser cache and cookies, then restart the browser.
2. From Employee Self Service, select **Open Enrollment**. The tile shows the enrollment deadline and countdown when Open Enrollment is active.



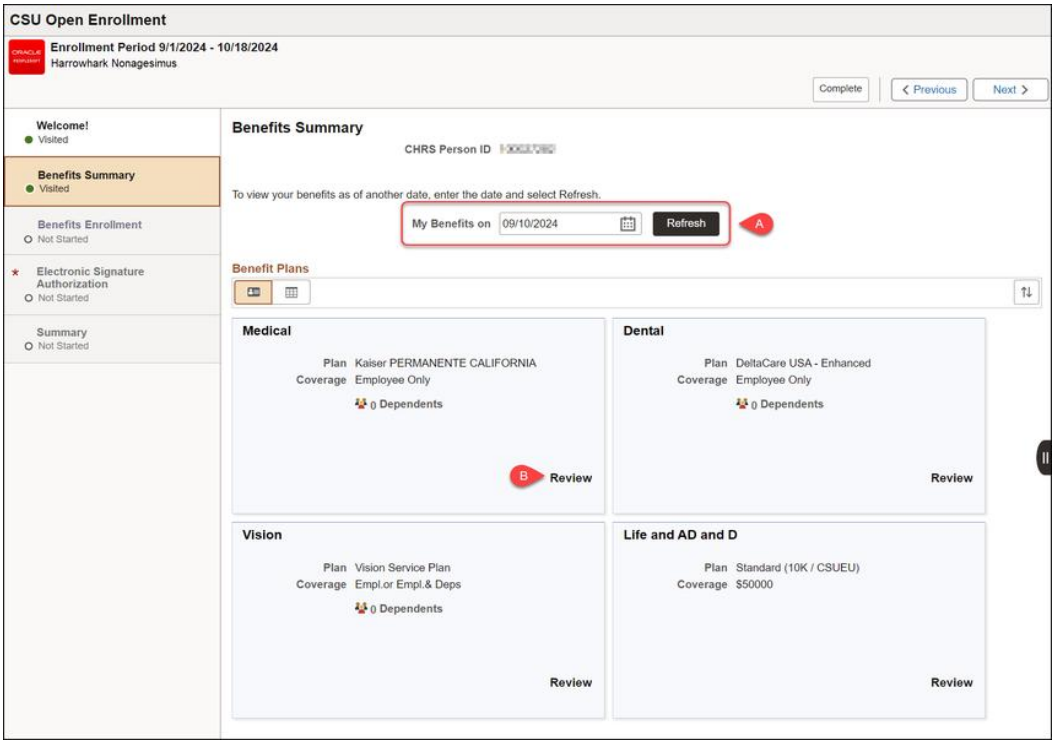
If the tile says **No Enrollment Available at This Time**, you cannot make changes through this process. For qualifying life events, use the CSU Life Events tile and review the Life Events user guides. For help, contact hrbenefits@csusm.edu.

2. Review the welcome and benefits summary pages

1. Read the Welcome screen for the deadline, coverage effective date, and available changes. Click **Next**. Do not select **Complete** until you finish all steps.

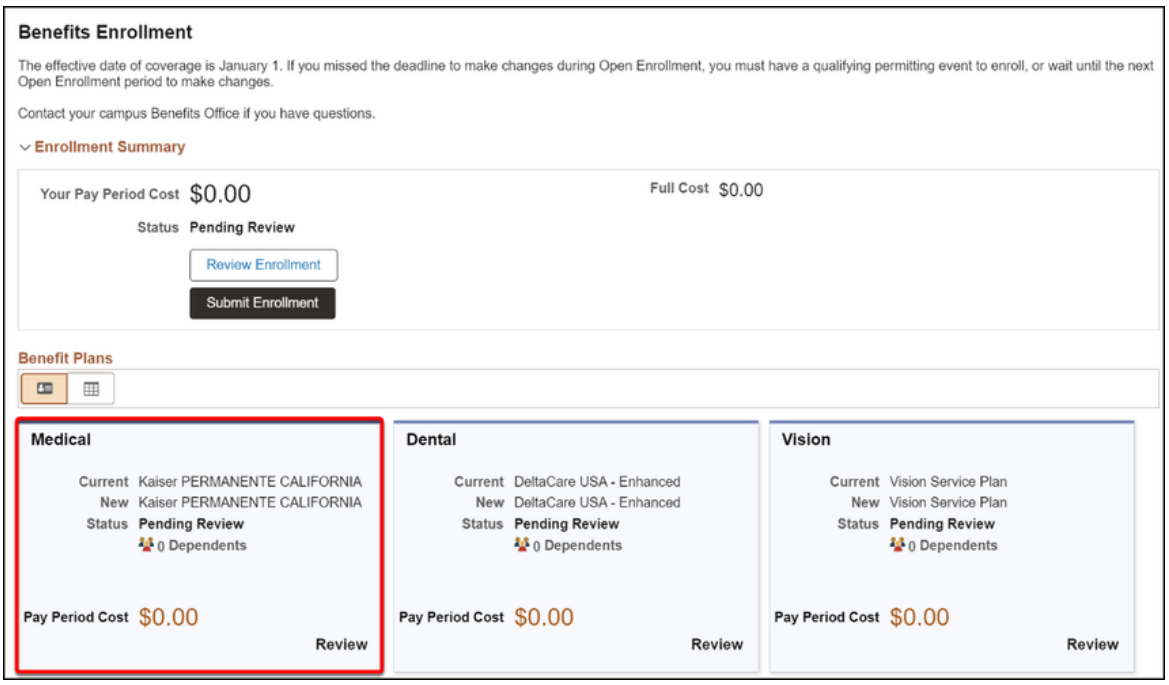


2. On **Benefits Summary**, review your current coverage. To view coverage as of another date, enter the date and select **Refresh**. Select **Review** on any tile for plan, provider, and dependent details. When you're done reviewing current coverage, click **Next**.

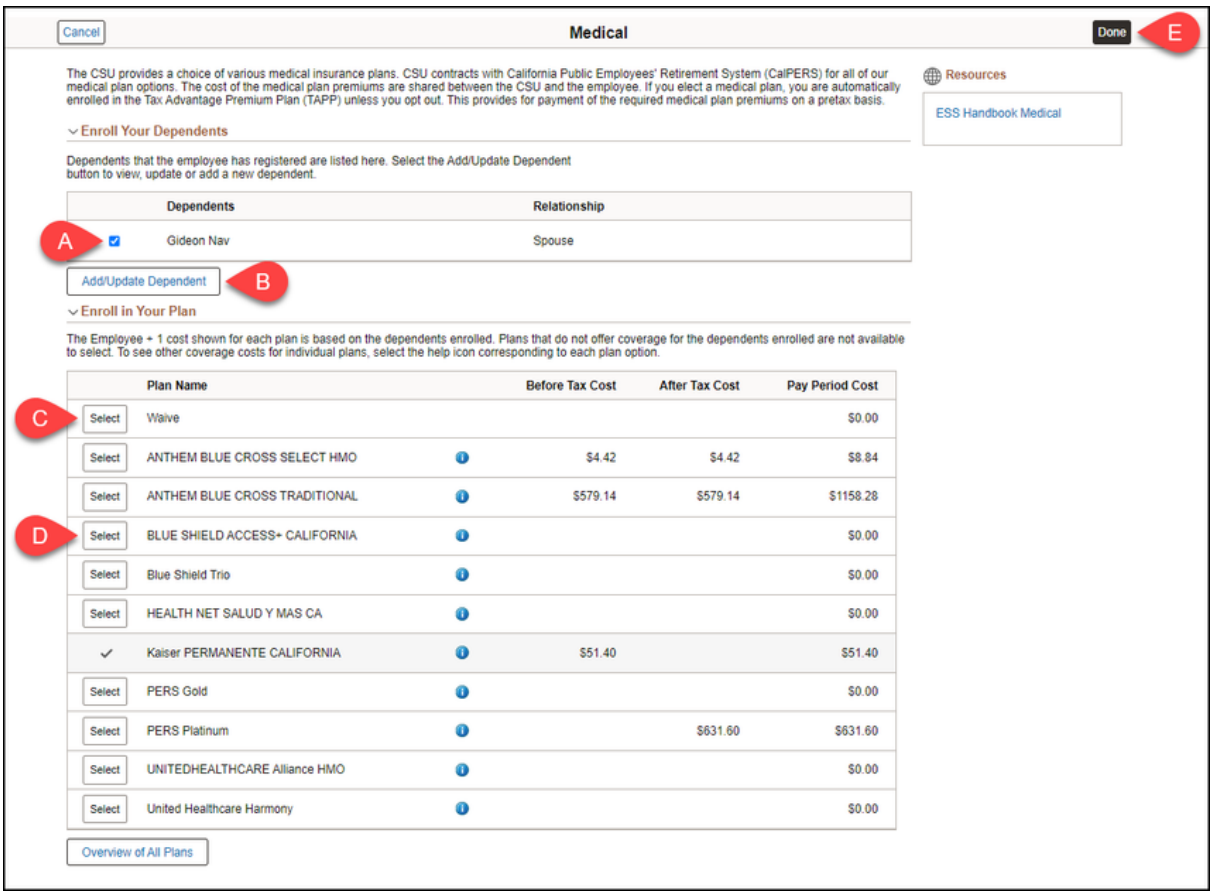


3. Update health, dental, vision, and Flex Cash benefits

On the **Benefits Enrollment** page, select a Medical, Dental, or Vision tile to view its enrollment options.



1. Select the dependents to include. If a dependent is not listed, choose **Add/Update Dependent**; see instructions for adding dependents.
2. Select **Waive** to leave a plan or **Select** your preferred plan to enroll or switch plans. Click **Done**.
3. Confirm the green banner and updated benefit tile. Repeat for other benefits as needed.

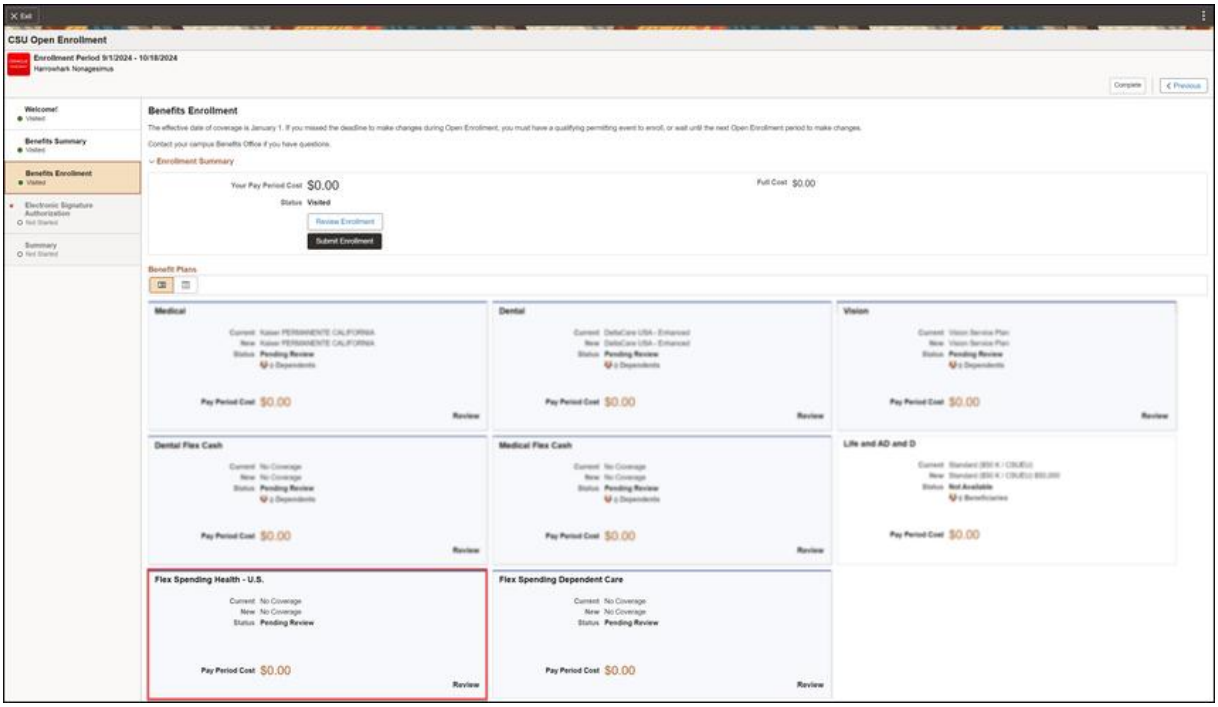


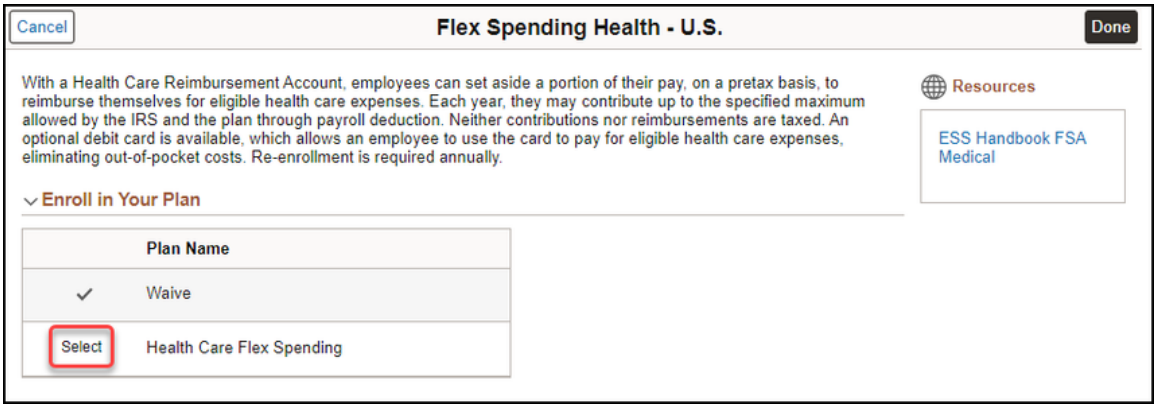
Flex Cash

You may choose Medical or Dental Flex Cash. To enroll in Flex Cash, first waive the corresponding medical or dental plan. To enroll in medical or dental coverage, first waive the corresponding Flex Cash election. Vision benefits cannot be waived.

4. Enroll in or renew Flexible Spending Accounts

1. Select a Flex Spending tile and choose the applicable FSA option, if it is not already selected.

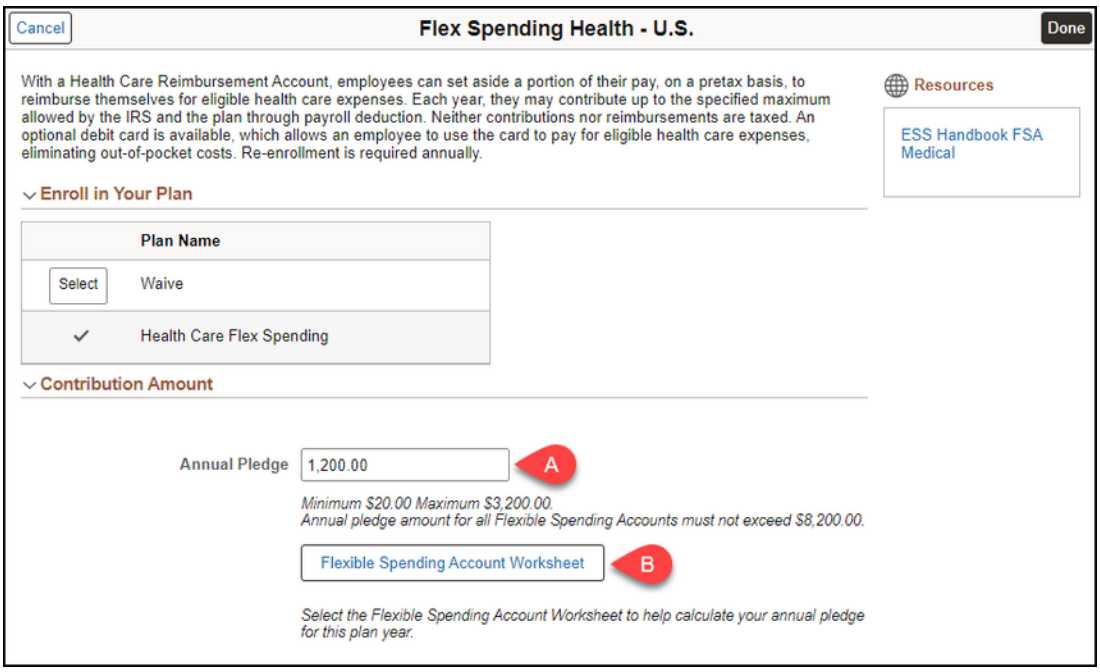




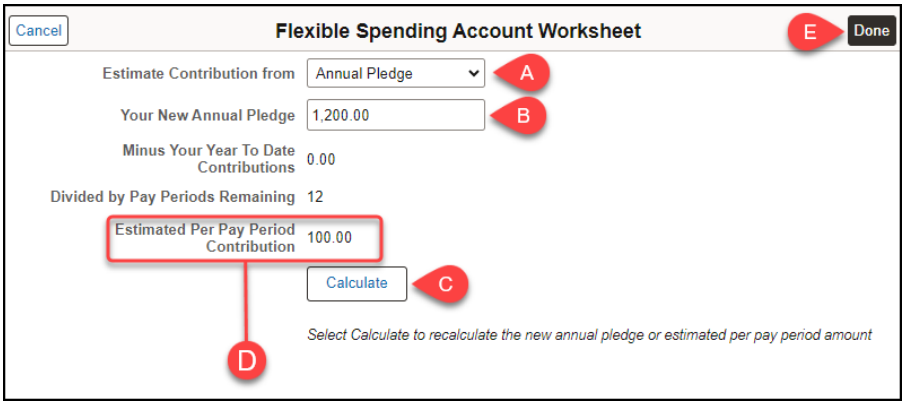
2. Enter your **Annual Pledge**. To estimate your contribution, select **Flexible Spending Account Worksheet**.

3. Optional worksheet tool - In the worksheet, choose one of the following, select **Calculate**, then select **Done**:

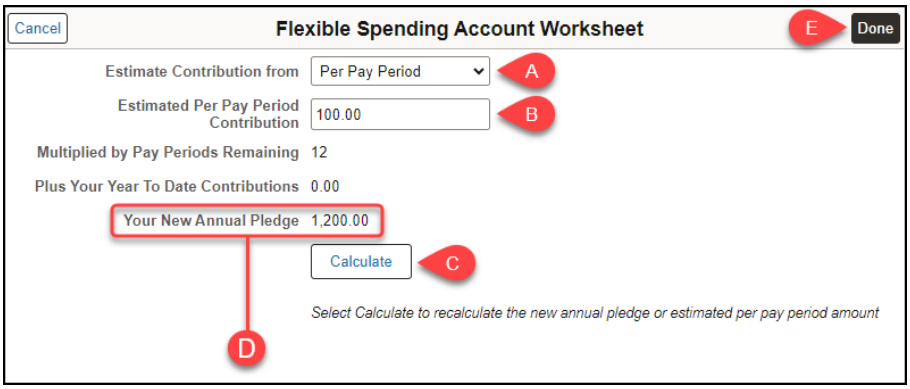
    - **Annual Pledge:** enter the annual amount to view the estimated per-pay-period contribution.
    - **Per Pay Period:** enter the per-pay-period amount to view the annual pledge.



Worksheet, annual pledge calculation option:



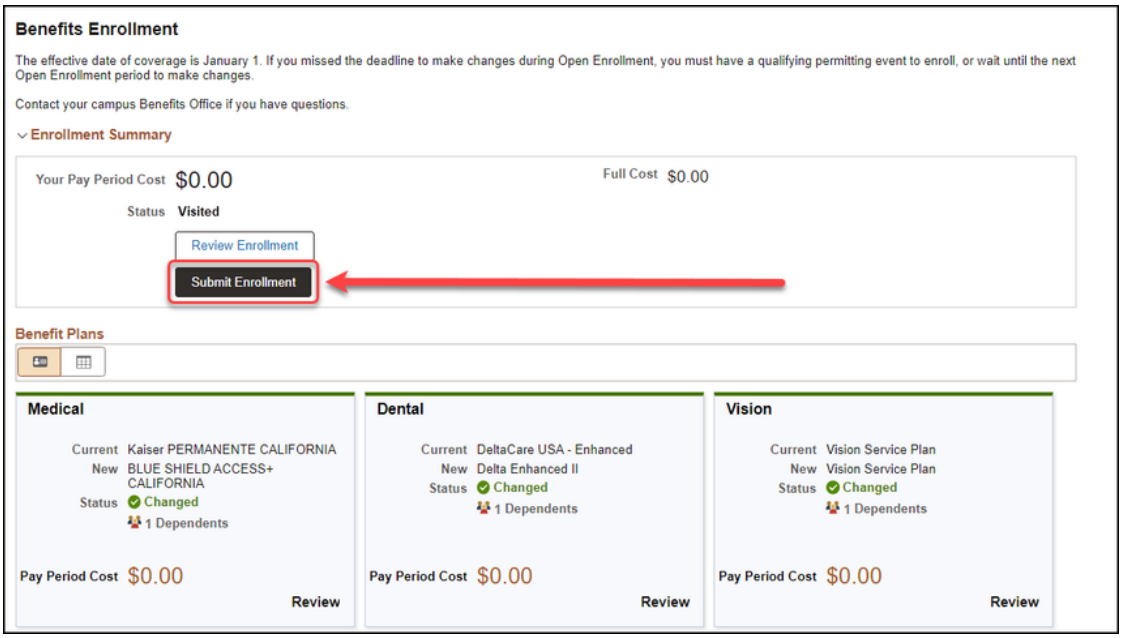
Worksheet, per pay period calculation option:



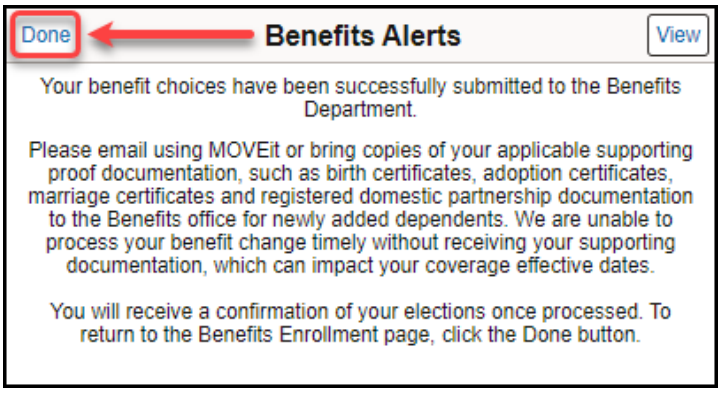
4. Select **Done** on the Flex Spending page. Confirm the green banner and updated account tile, then repeat for another account if needed.

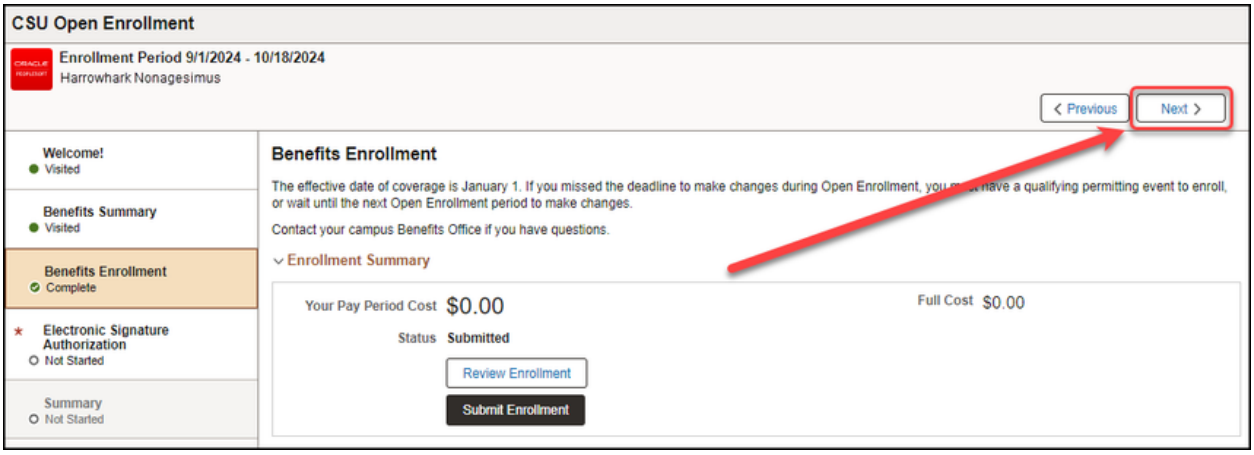
5. Submit and complete enrollment

1. Select **Submit Enrollment** after making all changes. **Important, the complete button does not finalize your enrollment request. You must select the Submit Enrollment button and electronically sign first.**

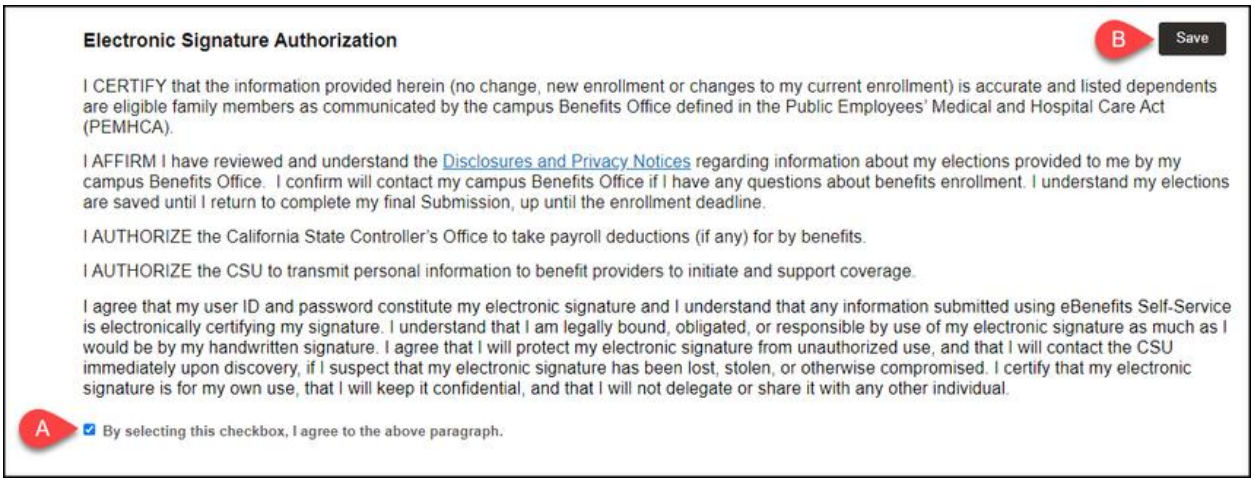


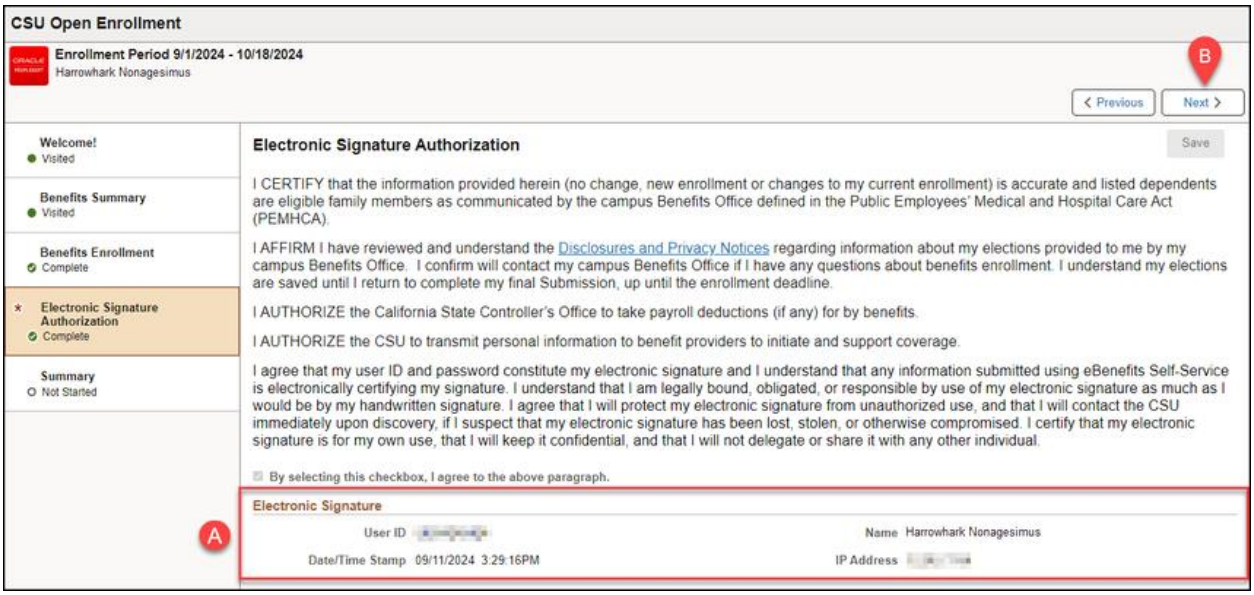
2. Review the Benefits Alerts and select **Done**, then select **Next**.



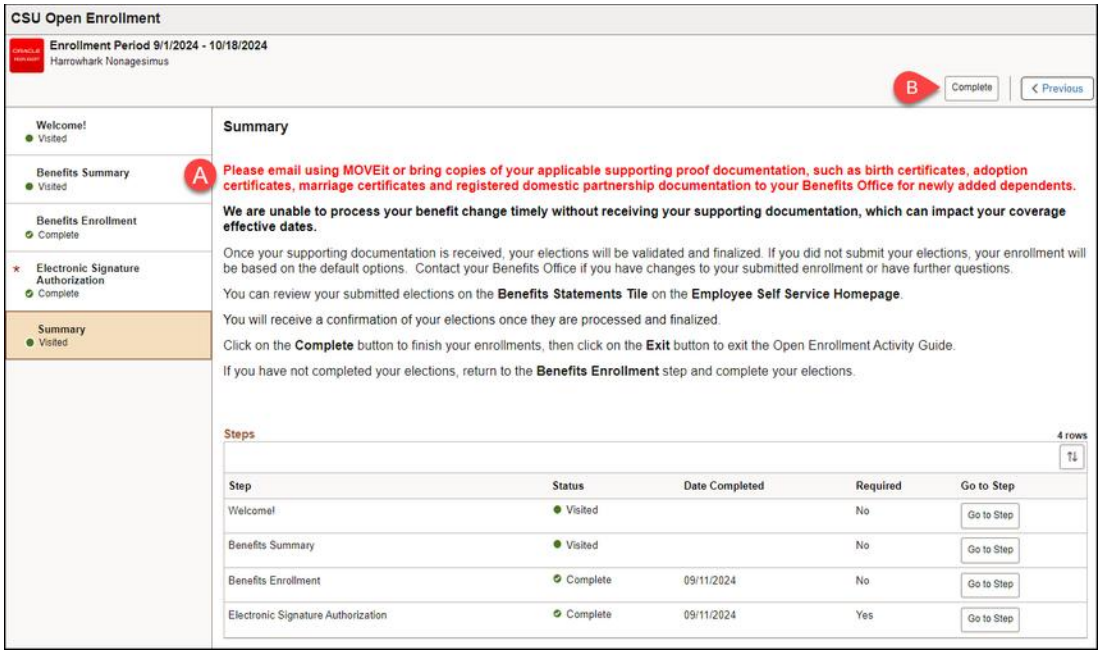


3. Read the Electronic Signature Authorization, select the acknowledgment checkbox, and click **Save**. When your electronic signature appears, click **Next**.

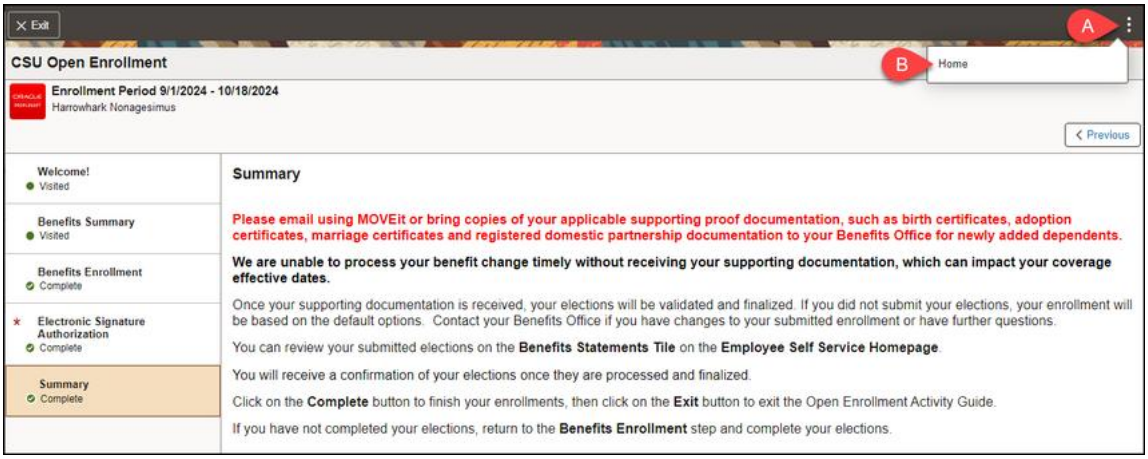




4. Review the summary, note any required supporting documents, and select **Complete**. Provide required documents to Human Resources by the Open Enrollment deadline:
    - Electronically through MOVEit or encrypted email; see How to Submit Supporting Documentation.
    - In person at Human Resources, Administrative Building, fourth floor, Suite 4800.



5. Select **Yes** to mark the action complete. To leave Open Enrollment, open the three-dots menu and select **Home**.



Return Home