The NYIT Self-Service Application gives employees access to view and change certain Benefits data. ***Benefits information which can be changed includes Life Insurance beneficiary designations***. Other benefits can be changed as well but only during NYIT's Open Enrollment period. Changes made through this application will change the employee's NYIT Personnel Record in Human Resources.
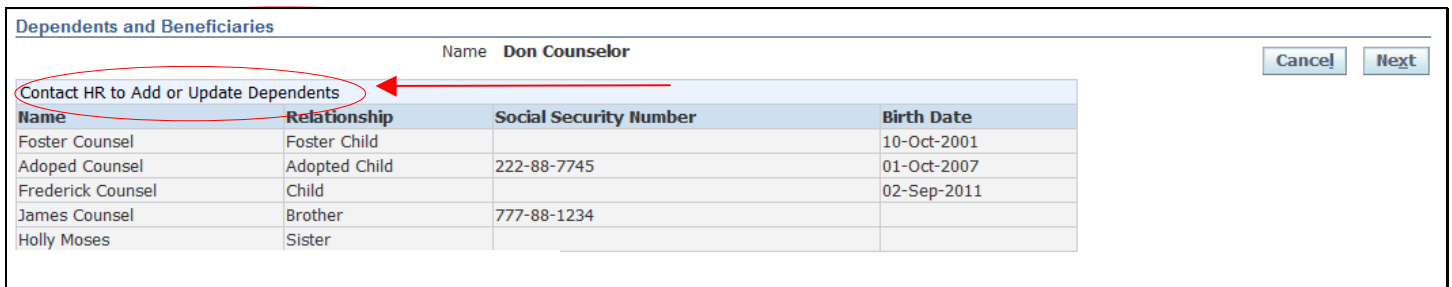
_____

NYIT Self Service Applications → Benefits → Dependents and Beneficiaries

_____

From the Self Service menu choose 'Benefits'

1. The **Dependents and Beneficiaries** page will appear with a list of the employee's current beneficiaries and dependents. If you are interested in adding, removing or updating a beneficiary information on this screen, *you must contact Human Resources at 516-686-7668 or* humanresources@nyit.edu.
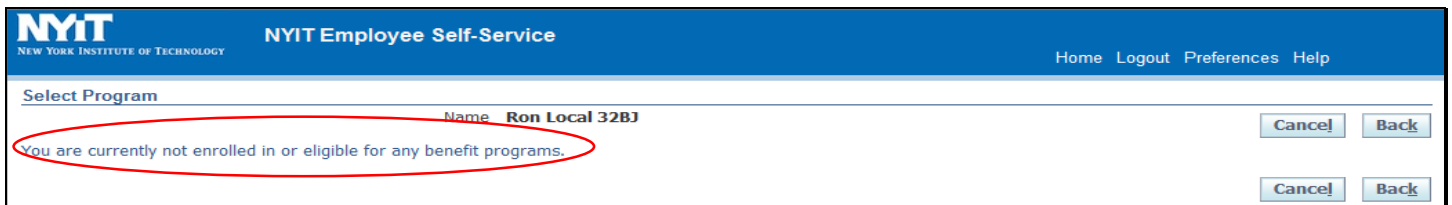

2. Choose NEXT from the Dependents and Beneficiaries page.

   - *If you are not* enrolled in or eligible for NYIT benefits, you will be brought to the following screen. **If you are eligible for NYIT benefits but are not currently enrolled**, please contact Human Resources at the number or email address in step 1.

- *If you are* currently enrolled in an **NYIT Active Benefits Program,** you will be asked to select the program you want to update.

3. From this page, you must be in the **'Current Benefits'** tab to change beneficiaries.

4. When you click 'Update Beneficiaries', you will be brought back to the **Dependents and Beneficiaries** screen. Since this step has to be performed by HR, click NEXT.

5. From the Update Beneficiaries screen you can change the percentages associated with each beneficiary and also designate them as either a primary or contingent (secondary) beneficiary.

Update Beneficiaries   Confirmation Statement

Update Beneficiaries

Name   Ted Non-AAUP-Faculty   Program   NYIT Active Benefits Program   Back   Next

Beneficiary Selection

Life Insurance : Life Insurance Enrolled

Family Members and Others

Beneficiary	Relationship	Social Security Number	Primary %	Contingent %	Clear
Dee Sloan	Nephew	555-55-7777	0	0	
Mya Faculty	Child	058-74-6662	100	0	
Ted Non-AAUP-Faculty	Self	123-45-1116	0	0	

Note The following beneficiaries do not exist: Mya Faculty . You should remove these beneficiary designations.

Recalculate

Primary %	Contingent %
100	0

TIP Total Percentages for the plan must equal 100

6. **Once your beneficiary elections are complete, click on the recalculate button – the total of either the primary or contingent percentages must equal 0% or 100%; if they do not, you will receive an error and be unable to advance to the next step.**

⊗ Error

The total allocations (including family members and organizations, if applicable) for each plan must equal 0% or 100%. Please modify your allocations.

Update Beneficiaries

Name   Ted Non-AAUP-Faculty   Program   NYIT Active Benefits Program   Back   Next

Beneficiary Selection

Life Insurance : Life Insurance Enrolled

Family Members and Others

Beneficiary	Relationship	Social Security Number	Primary %	Contingent %	Clear
Dee Sloan	Nephew	555-55-7777	50		
Mya Faculty	Child	058-74-6662	0		
Ted Non-AAUP-Faculty	Self	123-45-1116	0	50	

Note The following beneficiaries do not exist: Mya Faculty . You should remove these beneficiary designations.

Recalculate

Primary %	Contingent %
50	50

TIP Total Percentages for the plan must equal 100

Also, if you have **changed the status of a beneficiary, you may get an error if that new status severs the relationship required to designate them as a beneficiary.** Below are two potential error messages.

⊗ Error

Row 1 Error - This person cannot be designated as a beneficiary, because their contact relationship type does not match any of the designation requirements for this plan and option. Plan: Life Insurance Option: Enrolled

Update Beneficiaries

Name   Ted Non-AAUP-Faculty   Program   NYIT Active Benefits Program   Back   Next

Beneficiary Selection

Life Insurance : Life Insurance Enrolled

Family Members and Others

Beneficiary	Relationship	Social Security Number	Primary %	Contingent %	Clear
Dee Sloan	Nephew	555-55-7777	100	0	
Mya Faculty	Child	058-74-6662	0		
Ted Non-AAUP-Faculty	Self	123-45-1116	0	0	

Note The following beneficiaries do not exist: Mya Faculty . You should remove these beneficiary designations.

Recalculate

Primary %	Contingent %
100	0

TIP Total Percentages for the plan must equal 100

- If you are satisfied with your changes, click NEXT to review the confirmation screen below. In general, **'Warnings' do not prevent you from proceeding with your enrollment changes. You should ignore the** Warning **messages for one of two reasons: 1.You have already performed the 'optional action items' listed** and/or 2. **The action item required is unrelated to the change you just completed.** If necessary, contact HR contact Human Resources at the number or email address in step 1.

7. Determine if you want to go 'Back' to revisit your changes, create a 'Printable Page', produce a 'Confirmation Statement' or 'Finish' your work.

8. When you click on 'Printable Page' you will get the page below which you can print for your records – open the FILE window to get print options.

9. When you click on 'Confirmation Statement' you get the prompt below to OPEN or SAVE the PDF document.
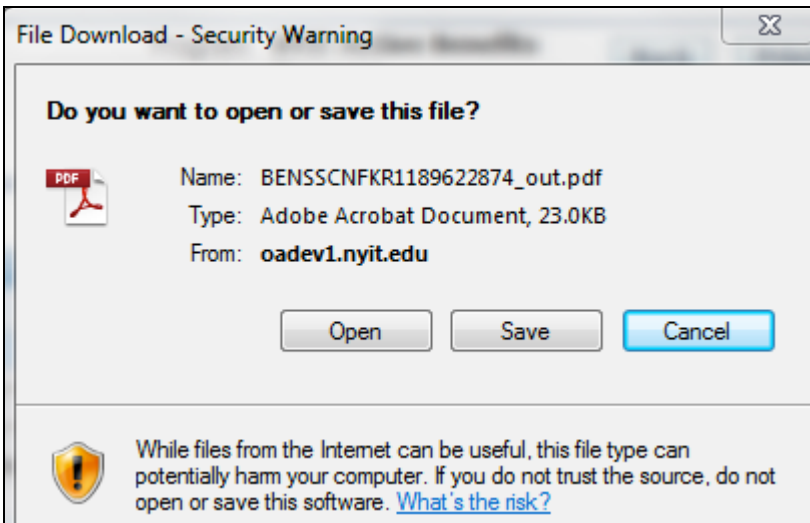
10. If you want to save it to your computer for later access, choose 'Save'. If you choose 'Open', the PDF document, NYIT Benefits Confirmation & Summary, will appear – you can keep this statement for your records.

NYIT

NEW YORK INSTITUTE OF TECHNOLOGY

Northern Boulevard | Old Westbury, NY | 11568-8000

Benefits Confirmation & Summary

Employee Number
4018

As a result of your event on date 18-Oct-2011, you have elected the following benefits. You have also authorized NYIT to deduct from your compensation any and all elected or required contributions or costs for NYIT Active Benefits Program. You acknowledge that by electing NYIT Active Benefits Program benefits, you are authorizing deductions with respect to those benefits that will remain in effect at least until the next open enrollment period, or until you are able to make a change to your benefits as a result of a qualifying life event. You recognize that this election of benefits as stated below will carry over for each subsequent plan year, to the extent such benefits continue to be offered, unless you elect otherwise in a subsequent enrollment period.

Beneficiaries
These are the beneficiaries you have named for the plans listed below.

Plan Name	Option	Full Name	Relationship	Primary	Contingent
Life Insurance - Life Insurance	Enrolled		Spouse	75.00	0.00
			Child	25.00	0.00

For additional information, please contact Terri Katsch in Human Resources at tkatsch@nyit.edu or call 516.686.7668.

Regards,

NYIT Benefits Department

11. If you click 'Finish', you'll get the summary of your current benefits. **Note:** when you choose 'Finish' then click NEXT, you will be at the beginning of the process where you 'Change Program' or 'Update Benefits'– choosing this option will not allow you to access the 'Confirmation Statement' above.

NYIT NYIT Employee Self-Service

Home Logout Preferences Help

Benefits Enrollment | **Current Benefits**

Current Benefits

| | Name | | | | Program | **NYIT Active Benefits Program** |

Please show me the benefits as of [01-Mar-2011 and later ▼] [Go]

Benefit Selections

Plan	Option	Coverage Start Date	Coverage	Pre-Tax Rate	After-Tax Rate	Taxable
Medical - Medical - Dental Waiver	Employee + Family	01-Jul-2008		0.00	0.00	0.00
Dental - MetLife PPO Dental	Employee + Family	01-Feb-2009		0.00	0.00	0.00
LTD Annuity - LTD Annuity Group A	Not Enrolled	01-Feb-2008		0.00	0.00	0.00
Long Term Disability - Long Term Disability Group A	Enrolled	01-Mar-2011	6,249.40	0.00	0.00	0.00
Long Term Care - Long Term Care Insurance	Not Enrolled	01-Feb-2008		0.00	0.00	0.00
Life Insurance - Life Insurance	Enrolled	01-Jul-2008	100,000.00	0.00	0.00	0.00
FSA Healthcare - FSA Healthcare	Enrolled	01-Jan-2011	2,000.00	83.33	0.00	0.00
FSA Dependent Care - FSA Dependent Care Filing Joint	Not Enrolled	01-Jan-2011		0.00	0.00	0.00
			Total	83.33	0.00	0.00

Covered Dependents

Plan	Option	Coverage Start Date	Dependent	Relationship	Social Security Number
Medical - Medical - Dental Waiver	Employee + Family	01-Apr-2008		Spouse	129-88-1111
		01-Apr-2008		Child	129-88-2222

Beneficiaries

[Update Beneficiaries]

Plan	Option	Beneficiary	Relationship	Social Security Number	Primary %	Contingent %
Life Insurance - Life Insurance	Enrolled			129-88-1111	75	0
				129-88-2222	25	0