

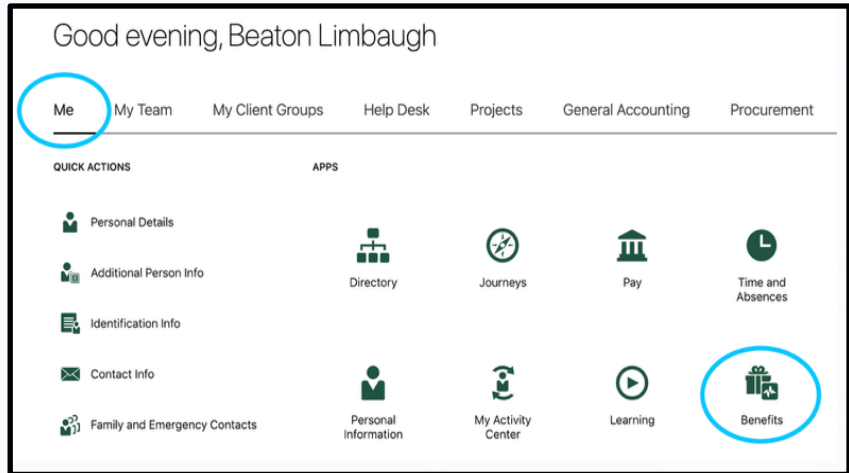
# Quick Reference Guide: Benefits Review – Employee Self-Service

## Purpose:

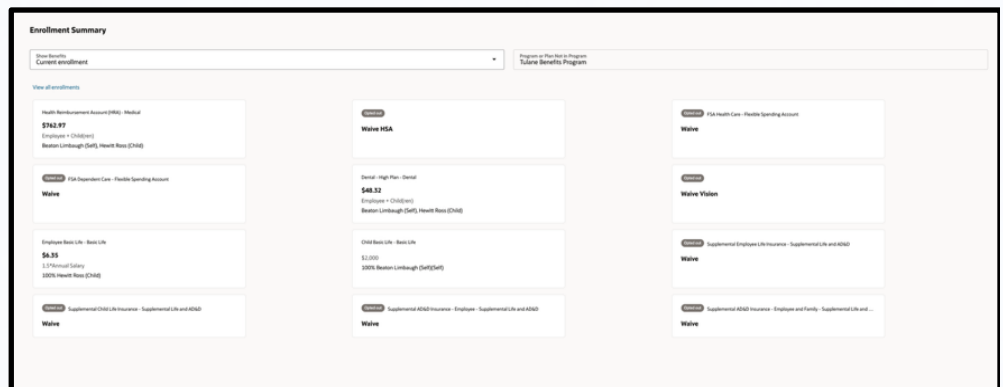
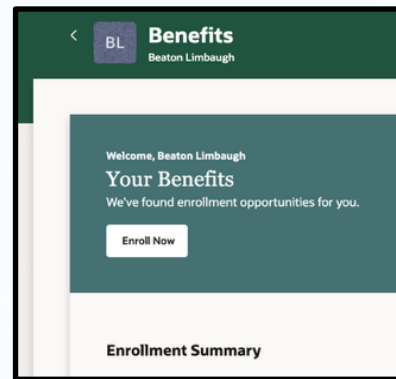
This Quick Reference Guide explains how to use the Benefits page in WaveWorks Employee Self-Service to view your current benefit elections and enroll in benefits during Open Enrollment or new hire onboarding.

## Step-by-Step:

1. From the **WaveWorks homepage**, select **Me**, then choose **Benefits** icon.

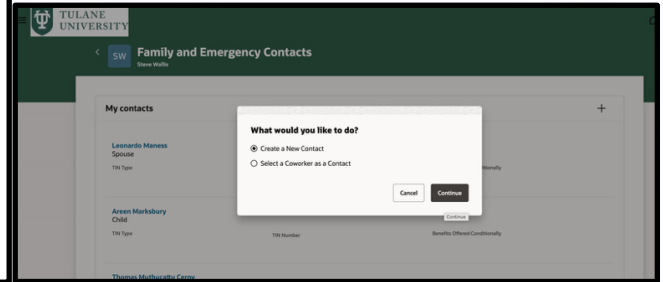
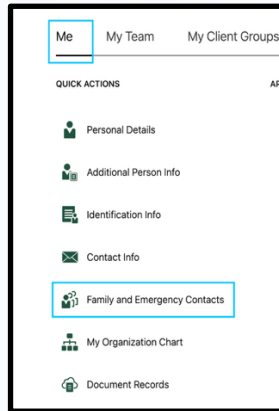


2. Review your **Enrollment Summary** to see current benefit elections.



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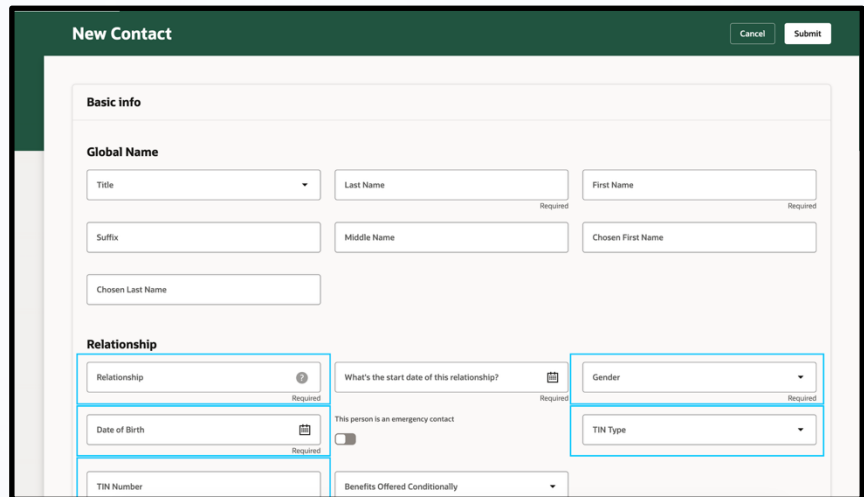
3. **Before** enrolling dependents in benefits, add them to your Family and Emergency Contacts. From the **Me** tab, select the **Family and Emergency Contacts** icon, then select **+** to **Create a New Contact**.



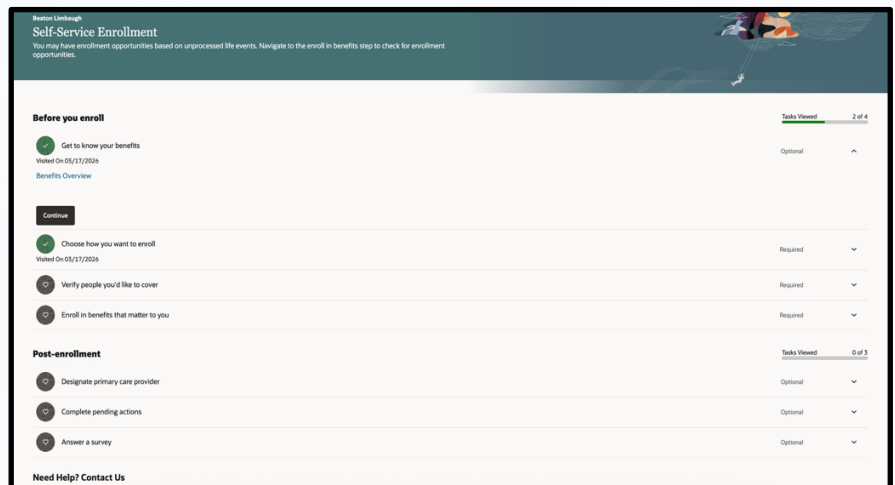
4. Complete the **New Contact** information.

Be sure to enter the dependent's relationship, birthdate, gender, and Social Security number under the TIN Type and TIN Number fields.

When finished, click **Submit**.



5. During Open Enrollment or new hire onboarding, complete **Self Service Enrollment** and associated tasks.



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6. After reviewing selections, click **Submit**. Contact [tubenefits@tulane.edu](mailto:tubenefits@tulane.edu) with any questions.

