Quick Reference Guide:
How to Update Your Benefits in WaveWorks

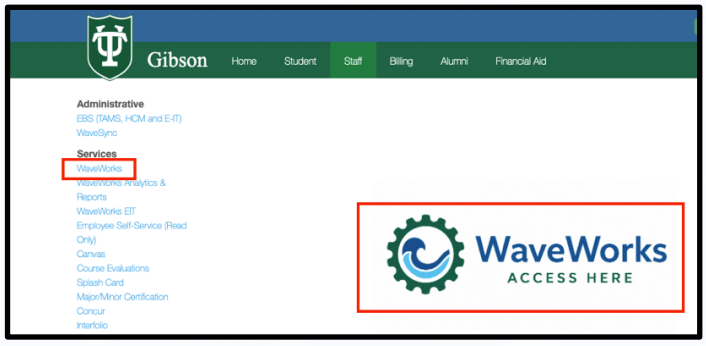
Purpose:
This Quick Reference Guide explains how to use the Benefits page in WaveWorks Employee Self-Service to view, enroll in, or update your benefit elections during an eligible enrollment period or following a Qualifying Life Event (QLE). During Open Enrollment, you must either elect or waive benefits to complete the enrollment process.

When Can I Change My Benefits?
Benefit elections can generally be changed during Open Enrollment, during the new hire enrollment period, or following an eligible Qualifying Life Event (QLE). Outside of these periods, you can view your current benefit elections but generally cannot make changes.

Note: If you do not make changes during Open Enrollment, your current benefit elections will carry over to the following plan year. Flexible Spending Accounts (FSAs) require you to actively re-enroll each year.

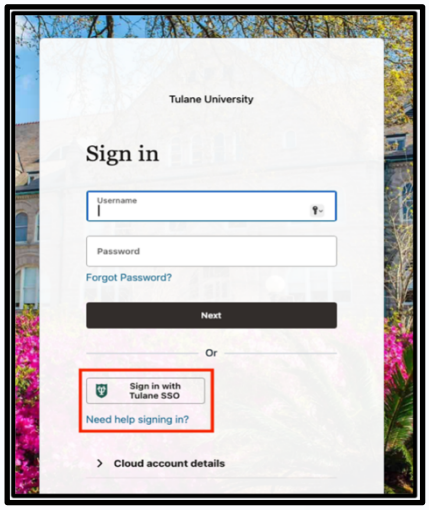
Step-by-Step:

1. Log in to Gibson using your Tulane username and password.
   Under **Services** on the left side of the screen, select the **WaveWorks** hyper-link or click on the **WaveWorks Access Here** button.

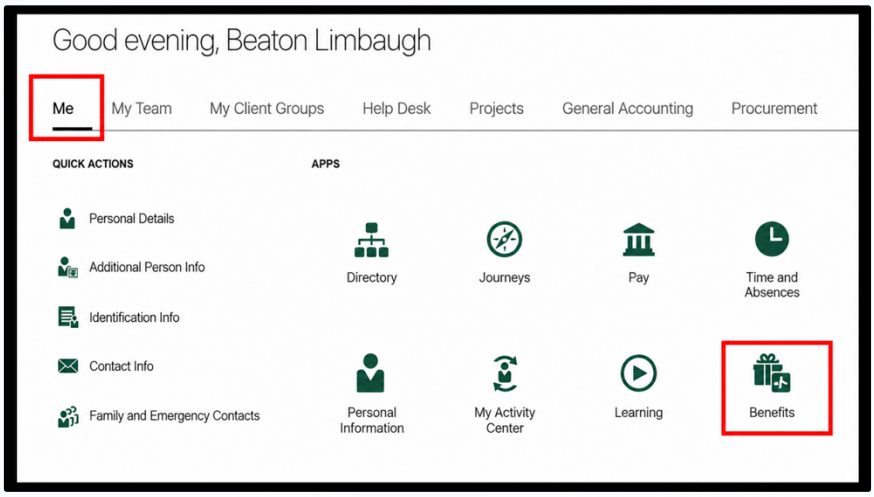


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2. Sign in to **WaveWorks** using **Sign-in with Tulane SSO**. Since you're already logged in to Tulane Gibson, SSO will sign you in automatically - no need to re-enter your username or password.

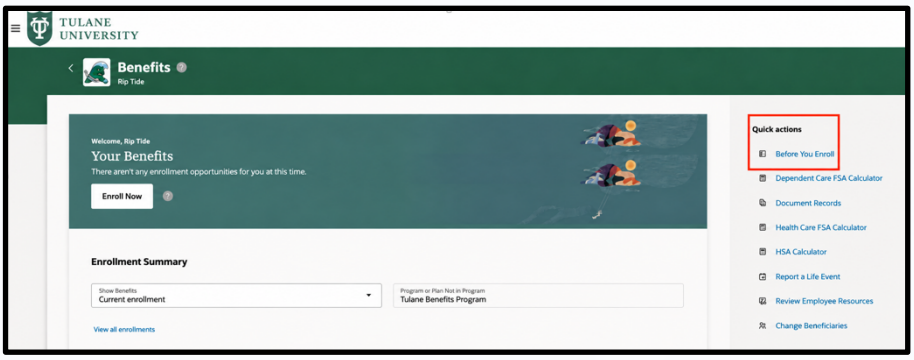


3. From the **WaveWorks homepage**, select **Me**, then choose **Benefits** icon.



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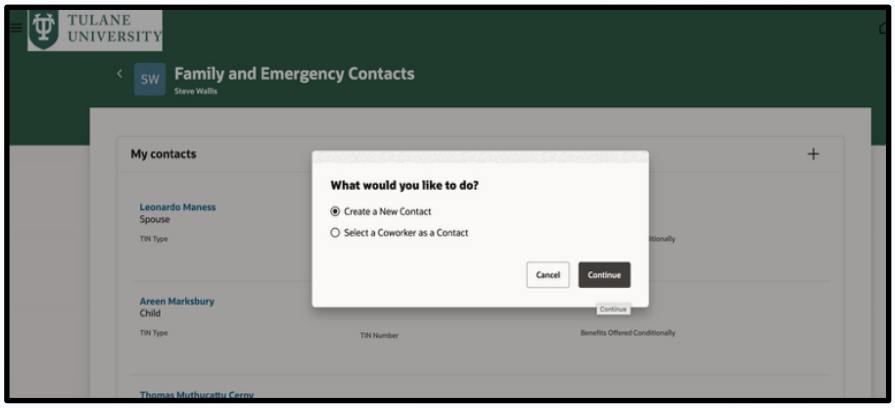
4. **Welcome to the Benefits Site!**
Before you begin your benefit elections:
Click **Before You Enroll** under **Quick Actions** to update/add your contacts, including dependents and beneficiaries.



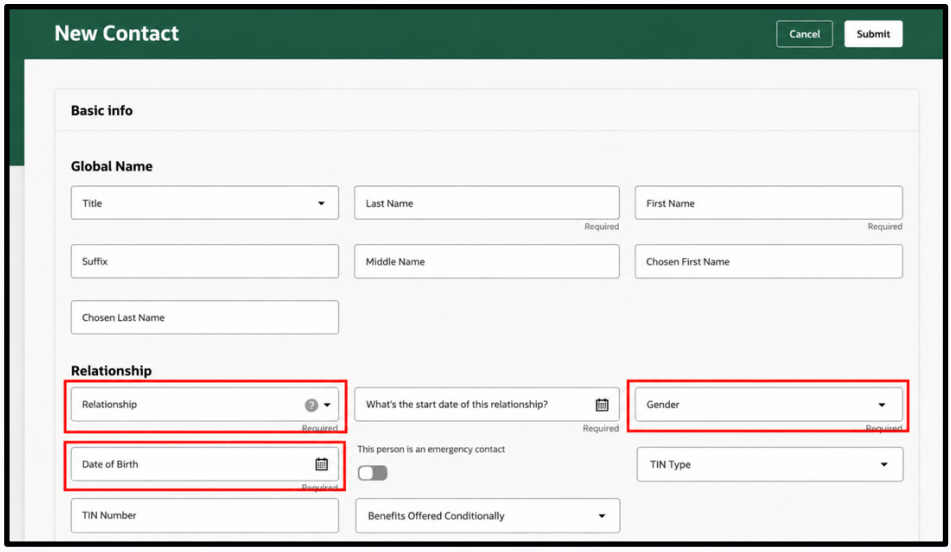
You can also add dependents for benefits using your Family and Emergency Contacts.
From the **Me** tab on the WaveWorks homepage, select the **Family and Emergency Contacts** icon.



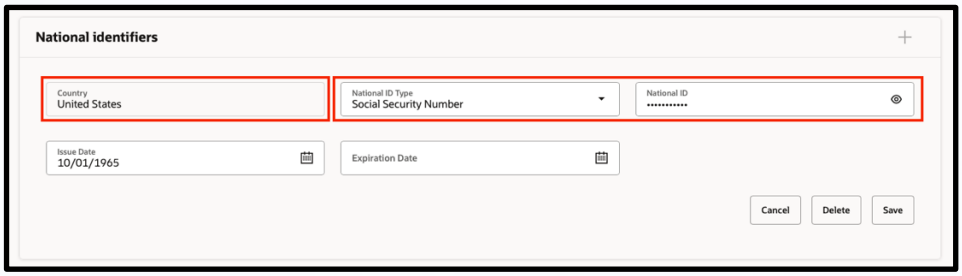
5. To update/add contacts, select + to **Create a New Contact**. Please note If your beneficiary is already on file, simply review the information at the end of enrollment for accuracy and make updates if necessary.



6. Under **New Contact** information**,** enter the required contact information, including **Relationship**, **Date of Birth**, and **Gender**. Leave **TIN Type** or **TIN Number** fields blank in the **Relationship** section.



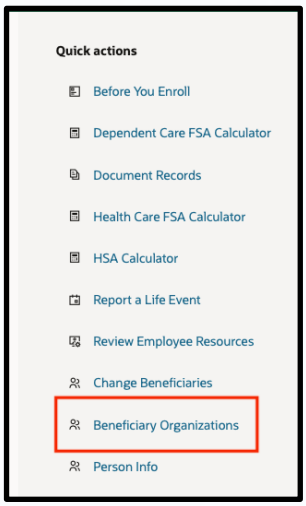
Your dependent's social security number (required) must be entered in the **National Identifier** section. Confirm that **Country** is set to **United States** and **National ID Type** is set to **Social Security Number**. When finished each section, click **Save**.



After completing the New Contact information, click **Submit**.

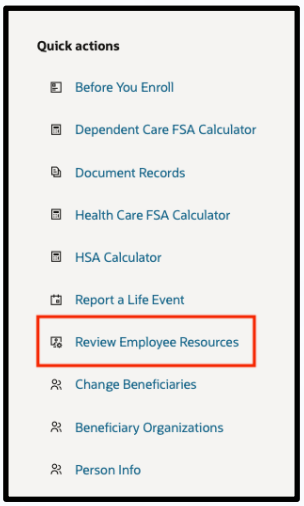
Note: *Be sure your dependents are identified in your WaveWorks contacts if you would like to select benefits for them.*

7. Other options under **Quick Actions**:
   If you are adding an organization or trust as a beneficiary, please click **Beneficiary Organization**. Enter in organization information and other details in the provided fields, then click **Save**.



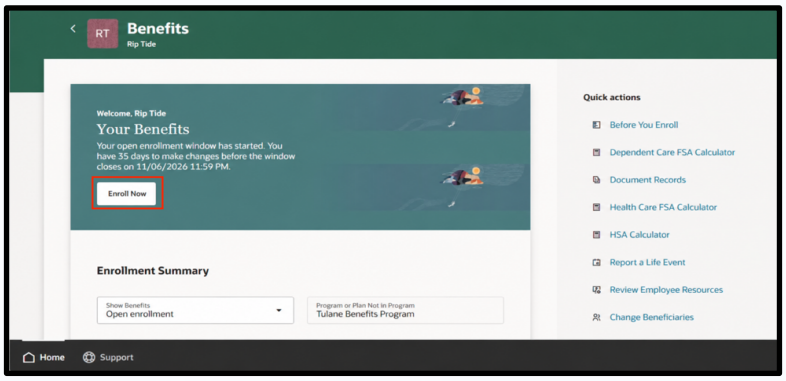
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8. Other options under **Quick Actions**:
   Click on **Review Employee Resources** under **Quick Actions** to access the Tulane Benefits website and its resources.

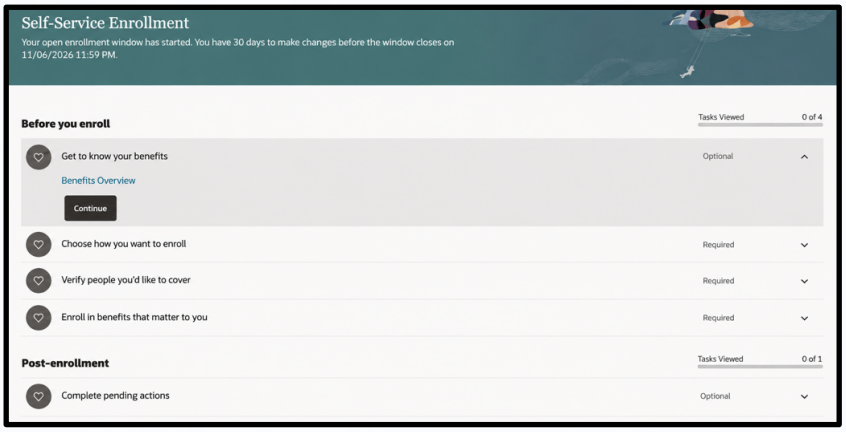


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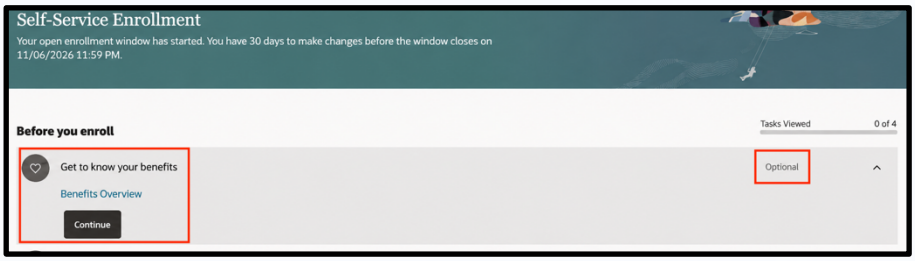
9. To begin making your benefits elections, click the **Enroll Now** button**.**



10. Click through each of the four optional and required tasks in the **Self-Service Enrollment** section.



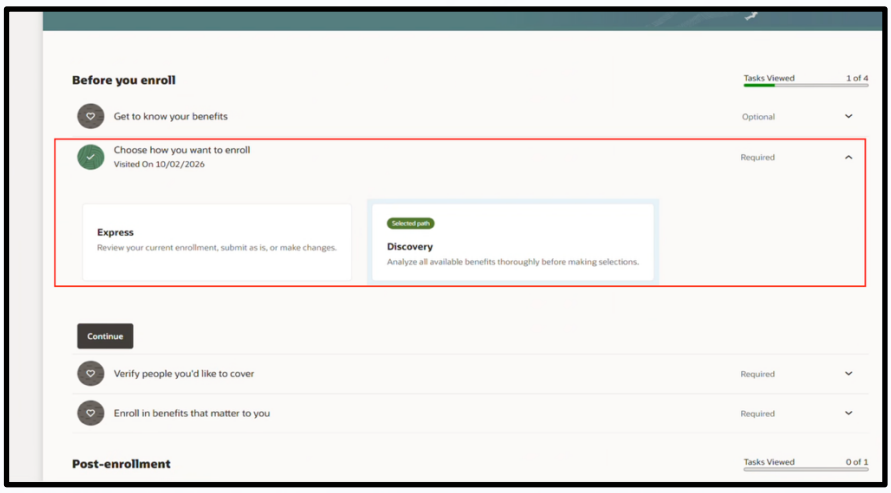
11. The optional **Getting to Know Your Benefits** section provides a link to the **Benefits Overview**, with resources and information about Tulane benefits in one place. Click **Continue** when you want to proceed to the next task. *Note: you can navigate back and forth between tasks as needed.*



12. Next is the **Choose how you want to enroll** required task – **Express** or **Discovery**.

    Express allows you to review your current enrollment, submit as is, or make changes. **Discovery** (*recommended for first-time users)*, allows you to thoroughly review available benefits before making your selections.

    Click **Continue** to move to the next task.

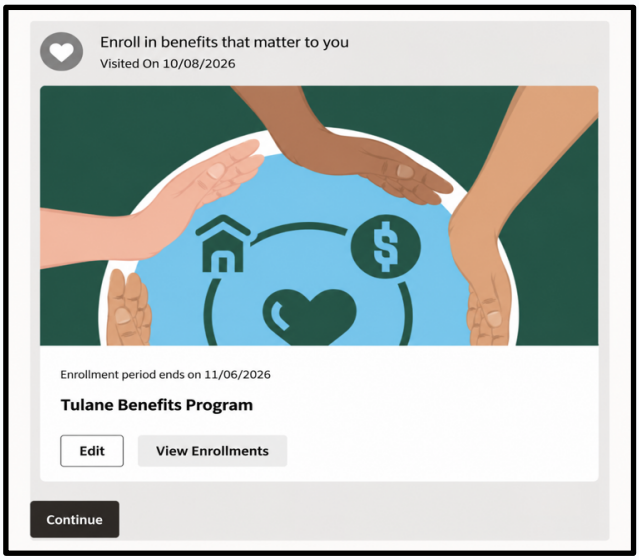


13. In the required **Verify People You'd Like to Cover** task, review your list of dependents and beneficiaries.

    Add or update contacts as needed using the + and follow Steps 5 - 6.

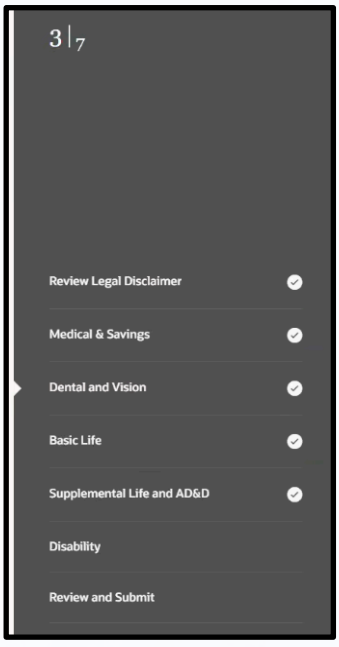


14. Under the required task **Enroll in benefits that matter to you**, click **Edit** to select/update your Benefits – Medical and Savings, Dental, and Vision Plans, Basic Life, Supplemental Life and Accidental Death & Dismemberment (AD&D), and Disability.



15. Once you are on the editing page, you will see seven benefit sections to review, select, or update. Begin by reviewing the **Legal Disclaimer** and selecting **Accept** or **Decline**.

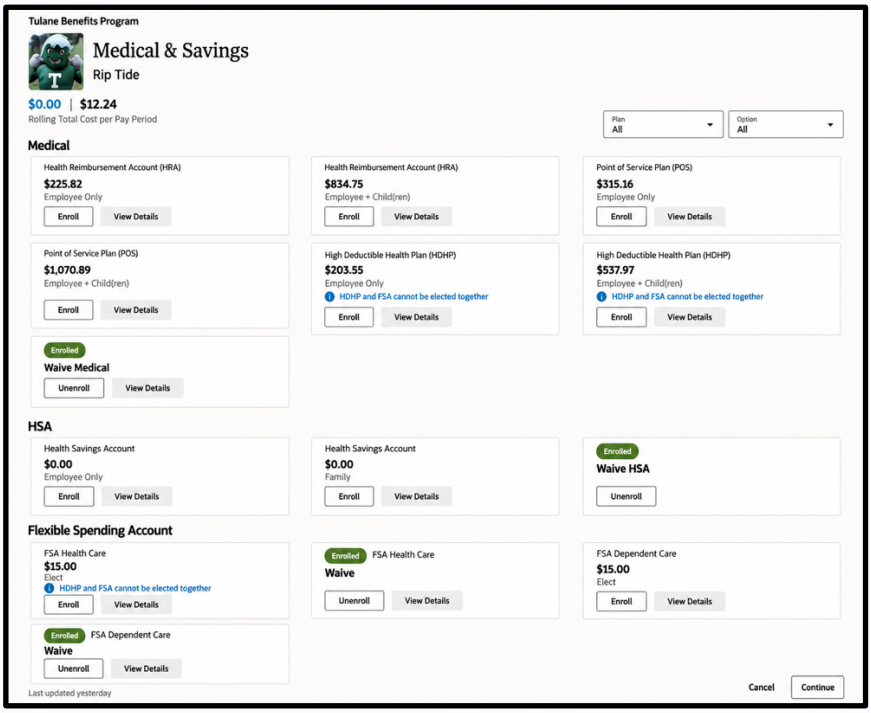
    Selecting **Decline** will end the benefits update process. You can return and accept the disclaimer at any time before the enrollment window closes.



16. In the **Medical & Savings** section, review your **Medical Plans** and **Spending Account** options for yourself and your covered dependents.

    For each applicable benefit, you must make an election for each plan, including waiving coverage.

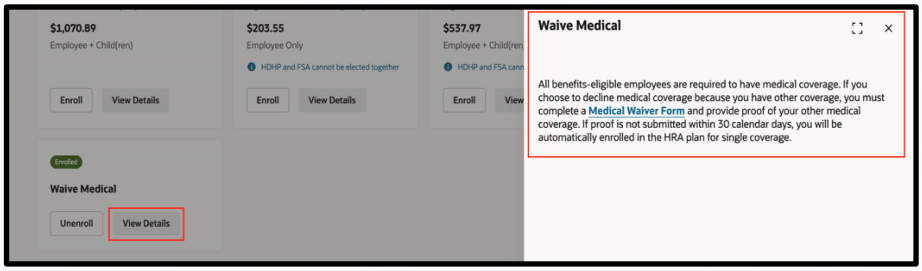
    Complete your selections for each applicable section before continuing.





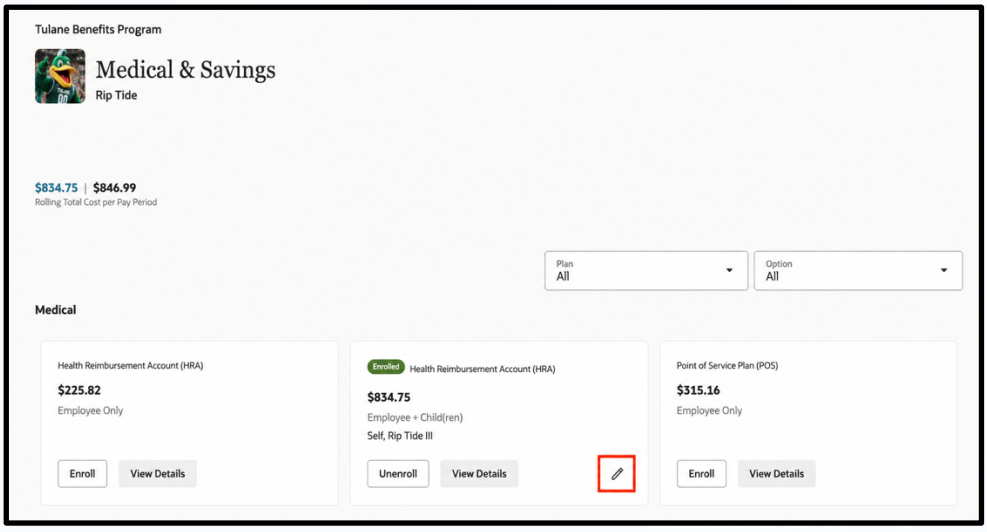
17. Employees who elect to waive medical coverage are required to complete a [Medical Waiver Form], which can be found in the **View Details** for the **Waive Medical** option, and are required to provide proof of other coverage.

    Note: *If proof is not submitted within 30 calendar days, you will be automatically enrolled in the HRA plan for single coverage.*



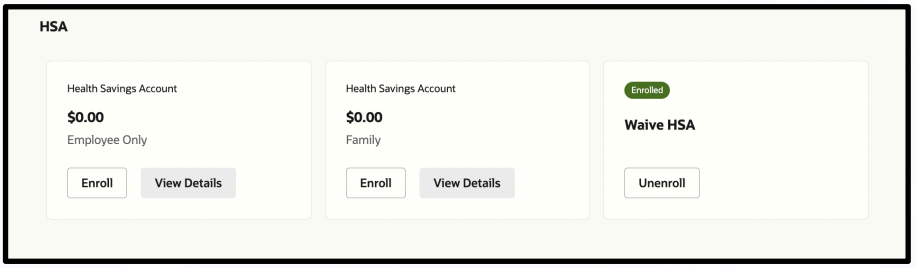
18. If applicable, designate dependents for each medical, dental, and/or vision plan by clicking the hyperlinked name and then the **pencil** icon and selecting the individuals you wish to cover under each plan. You do not need to select the same dependents for every plan. **Dependents will not be enrolled unless you complete this step and submit any required dependent verification documents.**

    When you are satisfied with your information, click **Continue**.



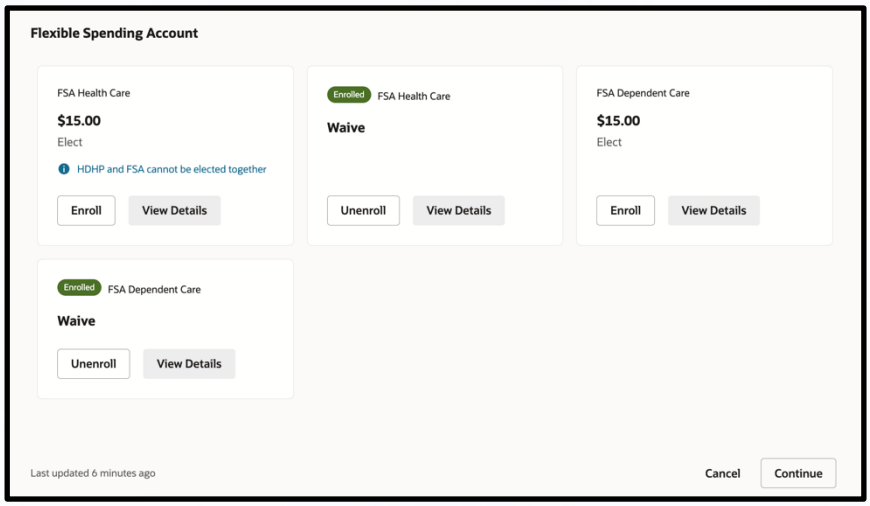
19. **Update Benefits - Health Savings Account (HSA)**

    The HSA can only be paired with the **High Deductible Health Plan (HDHP)**.



20. **Update Benefits - Flexible Spending Account (FSA) Health Care and Dependent Care.**

    Note: You must enroll in FSAs each year during Open Enrollment to participate in this benefit.

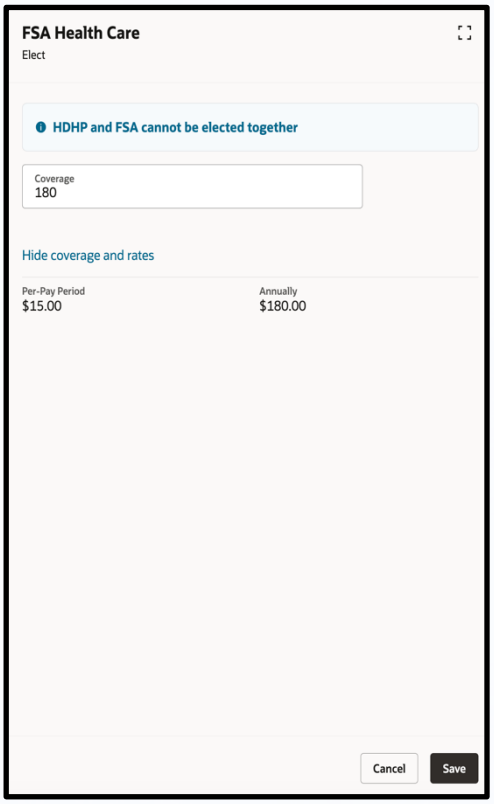


21. **Update Benefits - Flexible Spending Account (FSA) Health Care and Dependent Care.**

    To enroll in either **FSA Health Care** or **Dependent Care**, select **Enroll**. In the pop-up window, enter your annual contribution in the **Coverage** box, then click **Save**.

    Note: A default monthly minimum may appear in the Coverage box. You will not have a deduction for this benefit unless you enroll in it.

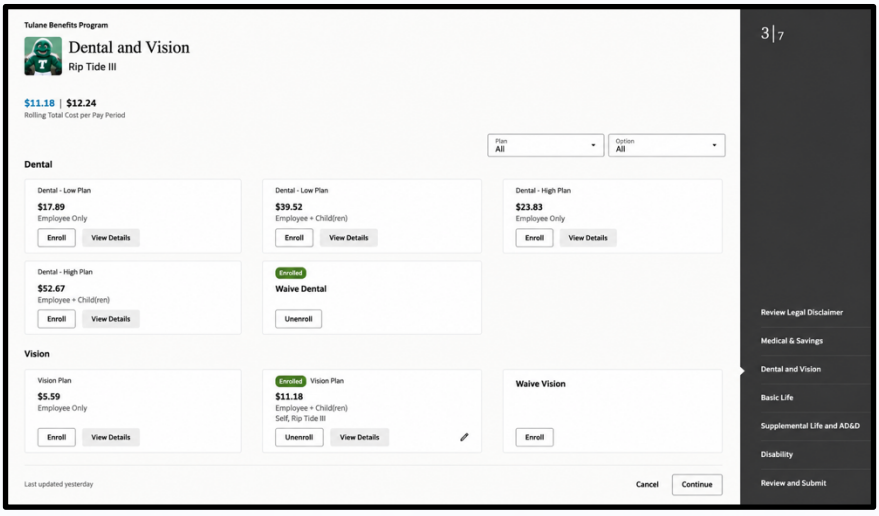
    To waive coverage, select **Unenroll**.



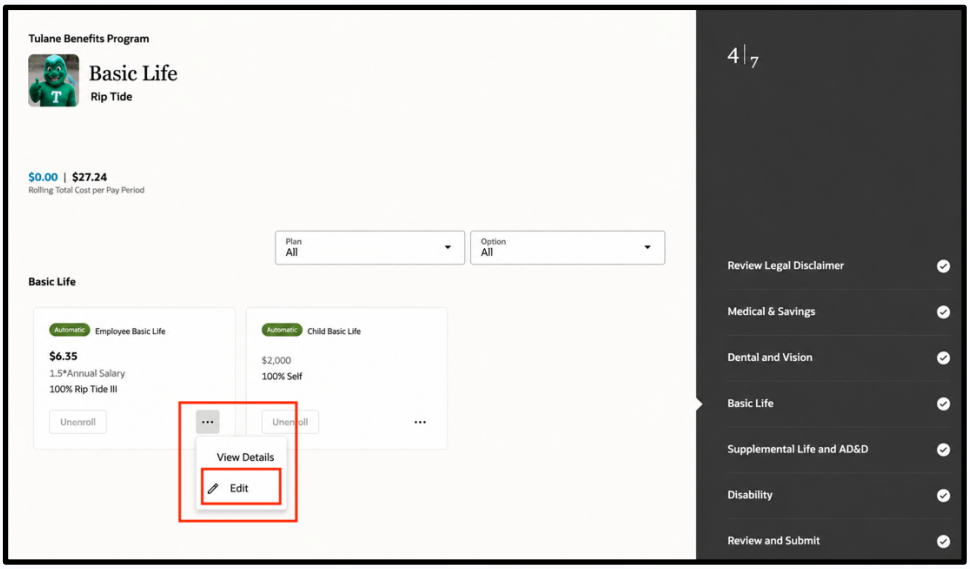
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22. In **Dental and Vision** section, you can update your dental and vision elections for yourself and your covered dependents.

    To waive coverage, select **Waive** in the applicable section.



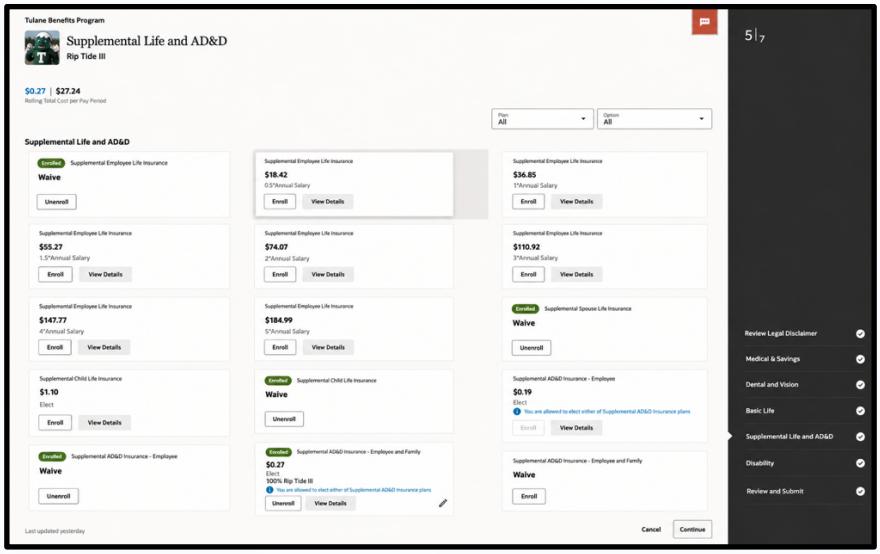
23. **Update Benefits - Life Insurance** Designate your beneficiary for Employee Basic Life Insurance, by clicking the pencil icon.



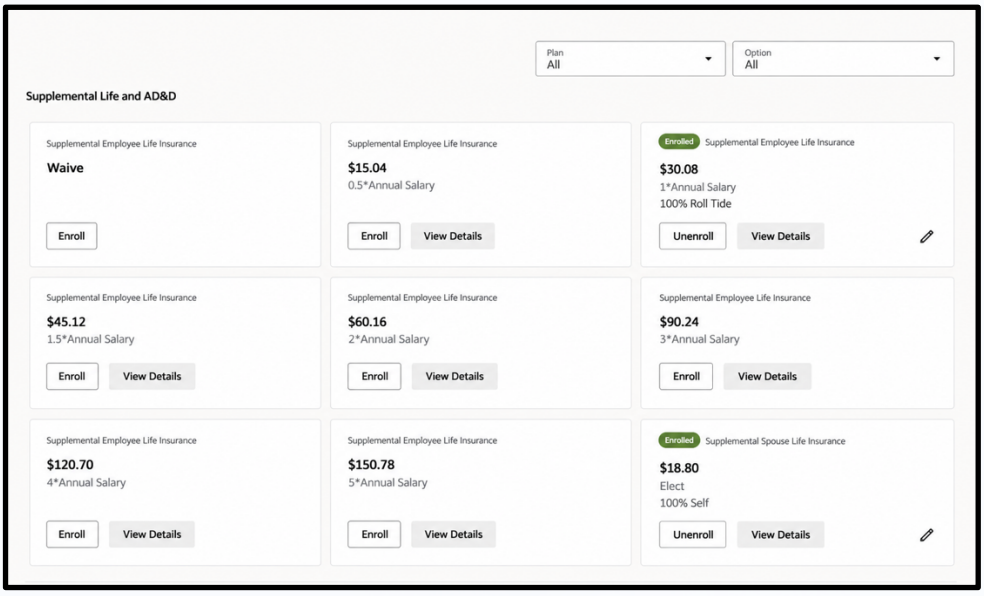
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24. **Update Benefits - Life Insurance** Supplemental Employee Life Insurance – You may elect from one-half times up to five times your annual base salary.

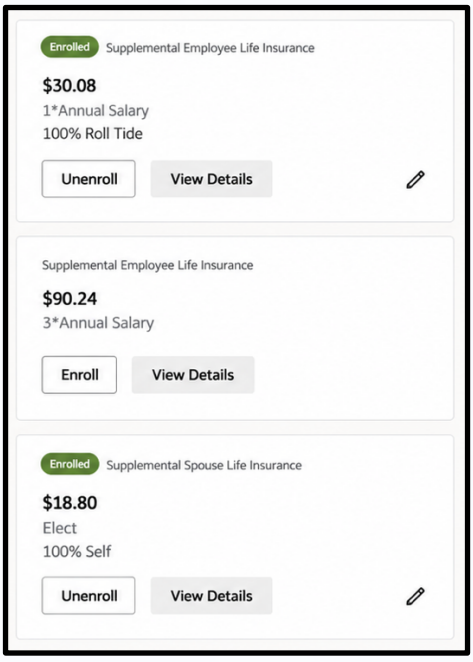
Evidence of Insurability (**EOI**) may be required for 4X, 5X, or increased coverage outside of a New Hire/Newly Eligible event. Supplemental Life Insurance Plan with a maximum volume of $1 million.



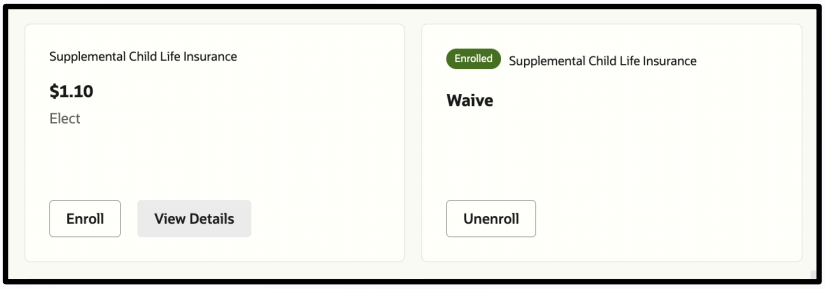
25. **Update Benefits - Life Insurance**
You may elect increments of $10,000 up to $500,000 per year in coverage.



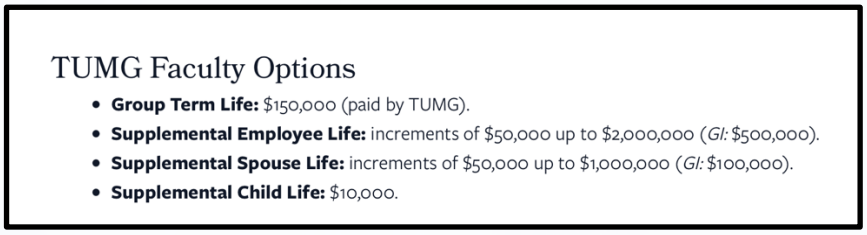
26. **Update Benefits - Life Insurance**
Supplemental Spouse Life Insurance – You may elect supplemental life insurance coverage for your spouse in increments of $10,000, up to a maximum of $500,000. *Evidence of Insurability (EOI) may be required for $50,000 or increased coverage outside of a New Hire/Newly Eligible event. **Supplemental Spouse Life Insurance must not exceed 100% of the employee life insurance election.



27. **Update Benefits – Life Insurance** Supplemental Child Life Insurance - You may elect supplemental child life insurance coverage of $10,000 or $20,000.

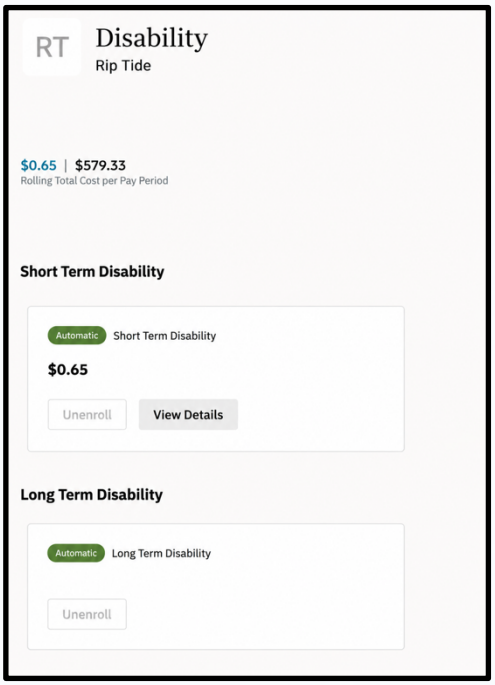


28. **Update Benefits – Life Insurance** TUMG Faculty: See more information about TUMG Faculty options here.



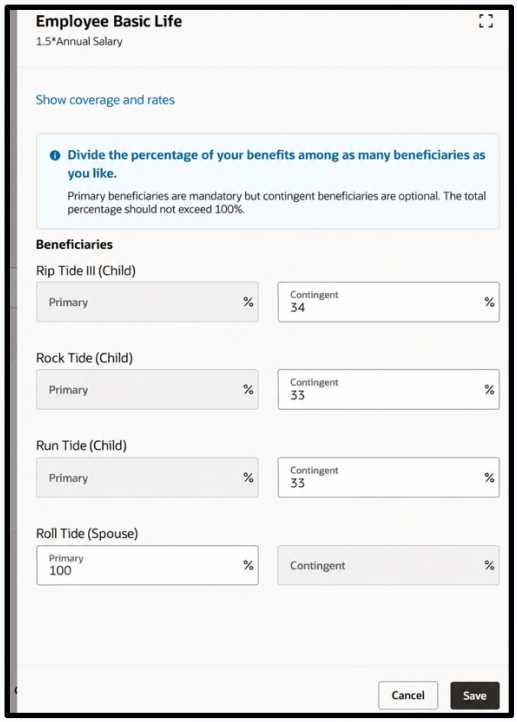
29. **Long-Term and Short-Term Disability**
These programs will apply to all benefit eligible employees and participation is automatic after six months of employment.

Long-Term Disability (LTD) is calculated in Payroll. LTD amounts can be viewed on your pay documents located in the **Pay** icon in WaveWorks.



30. **Designate Beneficiaries**
For each contact you wish to designate as a beneficiary, enter the percentage of the benefit that you would like that beneficiary to receive.

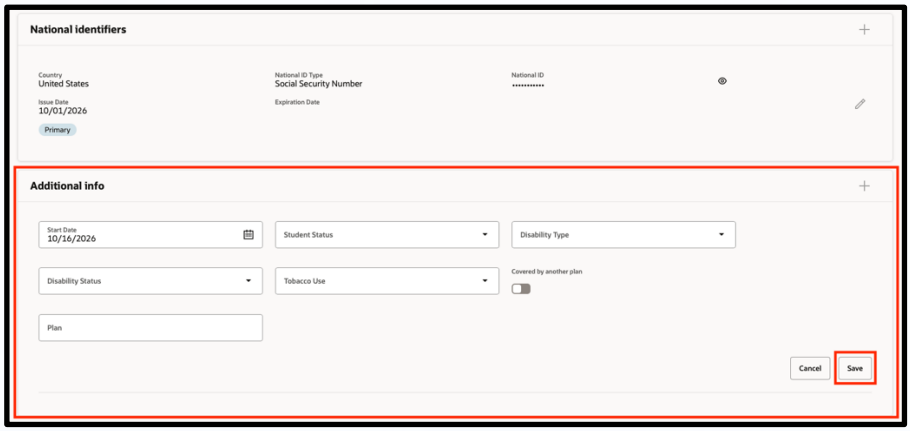
This is for life insurance and AD&D policies. You must designate a primary beneficiary. The total percentage per beneficiary type (Primary or Contingent) must equal 0% or add up to 100%.

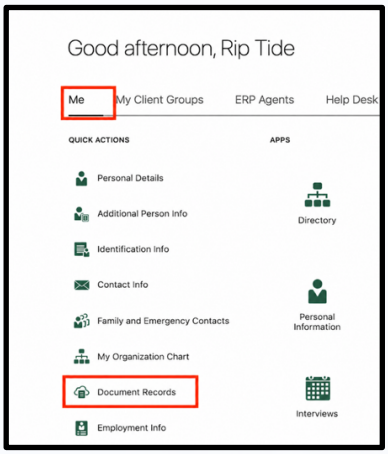


31. Add or update the dependent's record and identify the disability type in the **Additional Info** section of their Benefits contact information.

    Upload the required provider documentation under your **Document Records** (found in the **Actions** menu).

    Complete and **Submit** the enrollment request for review.



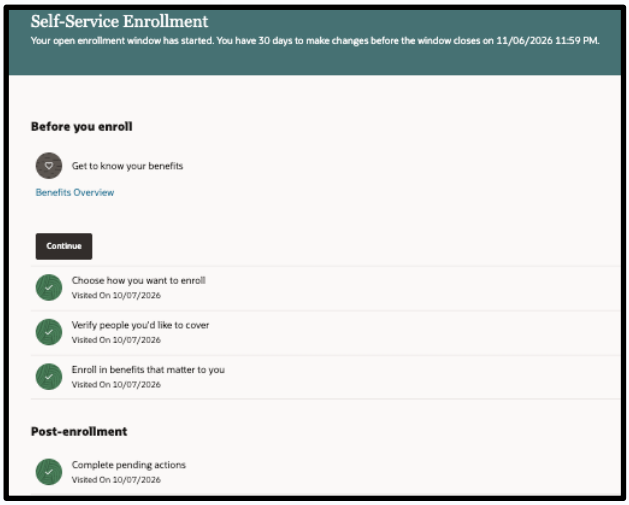


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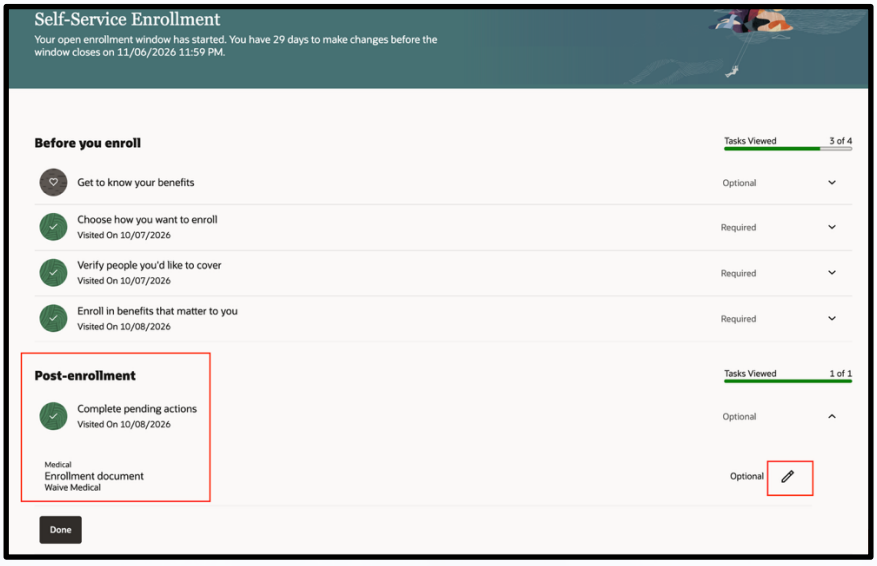
32. After completing all required tasks and saving, you may go back and edit within the allowed benefits enrollment timeframe using the **Update Enrollment** button.



33. Click **Continue**, then refer to the steps above to review and make any desired changes to your benefit elections.



34. **Post-Enrollment**
If you have any pending actions to complete, such as uploading a dependent document or a medical waiver form, they will be in this section.



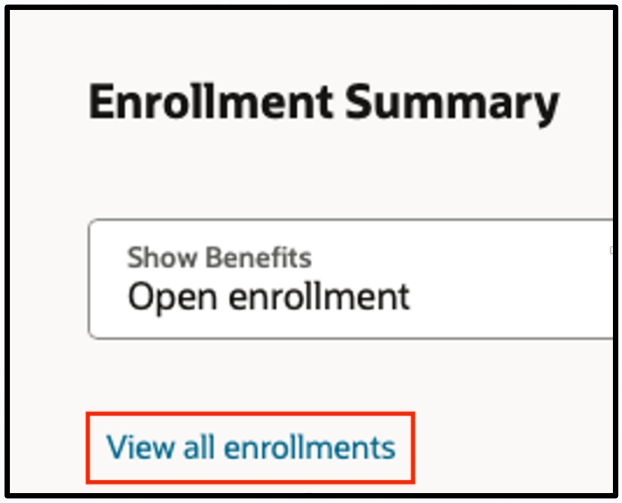
35. **Review and Submit**
Once you have confirmed all of your benefit elections, hit **Submit** in the **Review and Submit** section.

You can print your benefits plan using the **Print All Benefits** button to download a PDF to print or save.



36. To view your current enrollments from the main **Benefits** page, click **View all enrollments**. You may select your current benefits or chose an "as of" date.

    This option is view-only; you cannot make changes from this page.



37. **Need help? Have questions?** Click on the **Help Desk** tab within WaveWorks and then select **+ Create Help Desk Request** with any questions. Select **Open Enrollment** in the category drop down list.

