

Good afternoon, Nonexempt Staff!

Me Procurement Tools Others

QUICK ACTIONS

- Personal Details
- Document Records
- Identification Info
- Contact Info
- Family and Emergency Contacts
- My Organization Chart
- My Public Info
- Change Photo
- Employment Info
- Document Delivery Preferences

APPS

Directory	Onboarding	Checklist Tasks	Pay	Time and Absences
Career and Performance	Personal Information	Learning	Benefits	Current Jobs
Web Clock	Roles and Delegations	Expenses	Campus Address	DPU Alert

Benefits - Enroll in Benefits

Show More

BlueSky Help

1/6 Click 'Me'

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Directory	Onboarding	Checklist	Attendance and Absences
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Click 'Benefits'

BlueSky Help

Show More

Benefits



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Click 'Make Changes'

Review your current benefits before you enroll.

Make Changes

Pending Actions
Address your open items to complete enrollment

Your Benefits
See your current, past, and future enrollments

Report a Life Event
Record a life event for enrollment opportunities

People to Cover
Add family and others before you enroll

Document Records
Upload documents to support your enrollments


Review Employee Resources
Review enrollment guidelines before you enroll

People to Cover

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Click 'Continue'

Continue

Cancel

 **Information**
To cover family and others in benefits, add them now before you enroll.


People + Add

The following list displays all individuals who may be eligible to be covered as your dependents. You will need to add your dependent(s) and provide supporting documentation. If you are adding a Second Domiciled Adult (SDA), please complete the [Second Domiciled Adult Affidavit of Eligibility](#) along with the [Declaration of Tax Status](#) (if applicable). Please navigate to "Document Records" under Benefits and upload the corresponding documentation for Benefits Administrator to verify dependents.

Please note, the dependents will not be visible for enrollment until the verification process is complete. If you need assistance, please contact the Office of Human Resources at hrcbenefits@depaul.edu or 312-362-8232.

Natalie Clark Sister
Schmoey Staff Domestic partner


Beneficiary Organizations + Add

 There's nothing here so far.


Start Enrollment

Cancel

Select a Benefit



Health and Welfare Benefits Program



Tuition Waiver

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From here you can select the specific benefit you wish to make changes to.

For the purposes of this demonstration click on **'Health and Welfare Benefits'** to continue.

Health and Welfare Benefits Program

Submit Cancel

Currency in USD	
Your Total Cost	48.03 Per Pay Period

Medical	Edit
Medical	
Blue Cross Blue Shield CDHP Employee Only	48.03 ▼

Dental	Edit
Dental	
Waive Dental	▼

Vision	Edit
Vision	

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On this page click **'Edit'** for whichever field you wish to make changes to.

Please verify that all of your dependents have been properly selected prior to enrollment.

Once you are satisfied with your changes, click **'Submit'** to send your elections to the Benefits team.

Click **'Next'** to conclude.

Health and Welfare Benefits Program

Submit Cancel

Currency in USD	
Your Total Cost	48.03 Per Pay Period

Medical	48.03	Edit
Medical		
Blue Cross Blue Shield CDHP Employee Only	48.03	▼

For more information about your benefits available visit:

<https://offices.depaul.edu/human-resources/benefits/Pages/default.aspx>

Dental		Edit
Dental		
Waive Dental		▼

Vision		Edit
Vision		

BlueSky Help