Open Enrollment

UVA Employee Benefits Self-Service

Visit www.hr.virginia.edu and select the Benefits button.

Login into the Integrated System to access your Employee Self-Service account. http://its.virginia.edu/integratedsystem/

Integrated System

University of Virginia

Open the UVA Employee Self-Service Menu and select Benefits.
Read the Legal Disclaimer. Select **Accept**, then click **Continue** to proceed.

**Legal Disclaimer**

- **Tip:** Please read the Legal Disclaimer and accept to proceed with making benefit enrollments.
- **Authorization:** I authorize deductions from my earnings for all contributions to any Group or Voluntary Plans and programs I elected during an enrollment process.

Section 125: Enrollments in pre-tax plans can only be made during new hire eligibility periods, annual open enrollment, or for mid-year life events. Once my elections are confirmed it is my responsibility to review the PDF Confirmation Statement at the end of my enrollment, and to review my pay slip for accurate deductions within the first pay period of new elections. Enrollments may be changed following your submission. However, requests for certain allowable corrections are based on Plan rules and must be reported within the first pay period. Dependent documentation and Social Security Numbers (or Tax ID #) are required for all family members covered under Group Voluntary Plans. I understand appropriate supporting documentation is required to enroll my eligible dependents. I will have 30 days to provide the appropriate documentation for enrolled dependents; otherwise, the Plan will disenroll unsubstantiated dependents from enrolled Plans.

**HIPAA Privacy Notice**

PLAN DETAILS: I understand information for all Plans and programs are available at [www.hr Virginia.edu](http://www.hr Virginia.edu). I also understand communication for Plan and/or program operations will be delivered via email when an email address is on file, or through the postal address listed in the payroll system.

For mid-year life events (birth, marriage, etc.) first contact [AskHR@Virginia.edu](mailto:AskHR@Virginia.edu) or 434-982-0123 to receive assistance.

Click **Accept** and then click the **Continue** button to start your request.

- **Accept**
- **Decline**

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If adding a spouse or child(ren) to your benefits, select the **Add Dependent** button.

**TIP:** Confirm **Social Security Number and Birth Date** for any dependents you add.

**Dependents and Beneficiaries**

- **Disclaimer:** The list below references all individuals who have been listed as a Contact for you over your time here at UVA. This list does not reflect who is covered under any of your benefit programs. The list of covered Dependents for benefits is shown in each benefit category as you review and make elections.

**Requirements for Coverage:** Dependent documentation and Social Security Numbers (or Tax ID Numbers) are required for all family members covered under Group or Voluntary Plans. You will have the opportunity to upload dependent eligibility documents at the end of your benefit enrollment.

**Dependent Eligibility and Documentation Requirements**

- **Need Help?** Contact the UVA HR Service Team at 434-982-0123 or email AskHR@Virginia.edu.

Select the button below to add dependents to your benefits or beneficiaries for the OBP Life Insurance Plan.

**Add Dependents/ Beneficiaries**

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>Social Security Number</th>
<th>Birth Date</th>
<th>Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spouse</td>
<td></td>
<td>1977</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child</td>
<td></td>
<td>2010</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TIP:** After you are done adding your dependents/beneficiaries click the **Continue** button in the upper right corner.

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**Use the Link Here to See Details about Eligibility Requirements**
Complete all required fields, then click **Apply** to create a form for each dependent.

**TIP:** Date format example, 14-FEB-2004
**TIP:** Click the Shared Residence box if your dependent lives at your address
**TIP:** For Newborn Children without SSN, leave SSN blank. You can later return to update when received.

Once done adding dependents, click **Continue**.

**TIP:** You will have a chance later to decide what benefits you want to enroll your dependents in.
**TIP:** Click the yellow pencil to update dependent information.
Select Enroll or View Benefits, then click Continue

Don’t see the Enroll or View Benefits button? Contact us for help, 434-982-0123, AskHR@Virginia.edu.

This page is informational only. Click Continue to proceed to benefit enrollments.

- This is a summary page of what benefits are in place, and what new elections have yet to be elected.
- By clicking the Continue button you will arrive at the actual enrollment page.
- Before you exit you will have the opportunity to review/save/print your actual open enrollment selections.
In the **Update Enrollments** form, check a box for each benefit. When done, click **Continue**.

*Tip: You will have a chance on the next page to add dependents to your benefits.*

Make all your **Open Enrollment** selections on this page:

- **Health**: Choice, or Value, or Basic
- **Spouse Affidavit**
- **Dental**: Basic or Enhanced
- **Davis Vision**
- **Health Savings Account (HSA)**, only for Basic Health
- **Flexible Spending Accounts**

If you have dependents, check the **Cover** boxes next to each benefit to add them. Select **Continue** when done.

*Tip: If you are missing a dependent, select the Add Dependents button to go back and add them.*

*Tip: If you added your dependent but don’t see them here click the Add Dependent button, go back to their form, and confirm the Relationship Start Date is prior to your date of hire.*
Here is where you can upload required documents/forms. Follow these steps in red, then click **Continue** when done. 

**NOTE:** Uploads will be reviewed by the HR Service Team after Open Enrollment ends.

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**IMPORTANT: Confirmation Statement**

**Confirmation** messages displayed at the top of the page remind enrollments are not final until you...

- Turn in required documents before the deadline *(Please pay attention to any follow-up emails from the HR Service Team in case we have any questions about your attachments or completed forms.)*
- Review and complete the Next Steps checklist on this page
- Print or save the Proof of Coverage PDF so you have a copy of your elections

**TIP:** Click the Back button if you need to make any edits before you exit Self-Service.

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1. Your updates have been submitted but you can still make changes now by clicking the Back button. Read Next Steps to verify you completed requirements and if no changes logout.
To return to the Employee Self Service Homepage click the **Home icon**, or click the **Door icon** and close your browser to completely exit Integrated System Employee Self-Service.