

NUFlex Benefits Enrollment Checklist

Updated: October 1, 2024

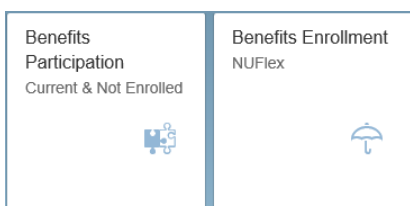
You can return as many times as needed before 5:00 P.M. (Central Time Zone) on the last day of the enrollment period to complete your online benefits enrollment and submit any necessary forms or documentation. Refer to [NUFlex Benefits Enrollment](#) for additional information.

Even if you do not wish to make any changes to your coverage, each enrollment period:

- ✓ If you choose to participate in either the Health Care Flexible Spending Account or Dependent Care Flexible Spending Account, you will need to designate funds for the **Flexible Spending Accounts** each year.
 - [Unspent 2024 calendar year contributions for Health Care FSA \(up to \\$640\) will carry over to the 2025 calendar year.](#) This action may not be permitted by the IRS for the following year, so please plan accordingly.
- ✓ If you have Voluntary Life Insurance, you must designate your tobacco/nicotine status (found within the Voluntary Life Insurance section).
- ✓ You should complete the **Health Risk Assessment**.

REVIEW CURRENT BENEFITS

- ☐ From Employee Self Service, click on the Benefits Participation tile to review, save, or print your current benefits selection.



GETTING STARTED: NUFLEX BENEFITS ENROLLMENT

- ☐ Review important items to have before continuing with Benefits Enrollment.
- ☐ Apply your electronic signature.
- ☐ Review/Edit Permanent Address for use in official mailings.
- ☐ If your current year enrollment includes Voluntary Life Insurance, a pop-up message will appear with the Tobacco/Nicotine Designation. Make changes if necessary.

INFORMATIONAL TABS

- ☐ **Information:** enrollment links and information, Special Situations, Important Considerations for Existing Employees, Notices, and a link to contact your campus benefits office.
 - **Enrollment Instructions:** important notice and items to have when getting started with benefits enrollment. *This is repeated from the Getting Started screen.*
- ☐ **Health Risk Assessment (HRA):** voluntary survey about your current health status (15 and 20 minutes to complete). The HRA allows you to save in progress and return later to complete the process. You can return to benefits enrollment at any time during the enrollment period to complete the survey.
- ☐ **History:** this tab displays any changes you have made during this enrollment period.
- ☐ **Survey:** take our brief survey based on your experience with the benefits enrollment process.

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ASSURITY STATEMENT OF HEALTH

- ☐ The **Assurity Statement of Health** is only required if you enroll in or increase coverage in Voluntary Life Insurance or Dependent Life Insurance.

HEALTH PLANS

- ☐ Medical Care Insurance
 - If enrolling in the High Deductible Plan, you can participate in a health savings account (HSA).
Note: Set up of the HSA will occur outside/after benefits enrollment.
- ☐ Dental Care Insurance
- ☐ Vision Care Insurance

INSURANCE PLANS

- ☐ Long Term Disability Insurance
- ☐ Voluntary Life Insurance and Tobacco/Nicotine Designation*
- ☐ Accidental Death & Dismemberment Insurance
- ☐ Dependent Life Insurance – Spouse/AD*
- ☐ Dependent Life Insurance – Child*
- ☐ Long Term Care Insurance

*If you enroll in or increase coverage to these specific plans, you must complete the online **Assurity Statement of Health**.


FLEXIBLE SPENDING ACCOUNTS

- ☐ Health Care Flexible Spending Account
- ☐ Dependent Care Flexible Spending Account



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COMPLETION OF ENROLLMENT

- ☐ Take the Health Risk Assessment (if not already completed).
- ☐ Fill out and submit necessary forms or documentation needed to complete enrollment. Forms can be found on the [University of Nebraska benefits page](#).
- ☐ Click . This ends the current session. **Reminder:** You can return to the NUFlex benefits application as many times as you like during the enrollment period.