NUFlex Benefits Enrollment

Frequently Asked Questions (FAQs)

Updated: October 19, 2021

*Note: all dates/times listed are Central Time (CT).

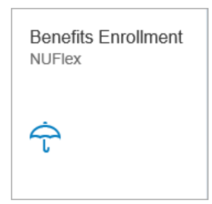
Q. When does NUFlex benefits enrollment end?
A. NUFlex benefits enrollment ends at 5:00 P.M. on the last day of the enrollment period. View the NUFlex Benefits Enrollment for additional information.

Q. How can I find out what my current benefits are today?
A. Within Firefly Employee Self Service, click on the Benefits Participation tile. The tile will display your current benefits, as well as those you are not enrolled in but are available to you during the enrollment period.

Q. Can I preview the next years' rates prior to the Benefits Enrollment period?
A. Yes, the rates will be available at least one week prior to benefits enrollment. Click on the Benefits Participation tile and enter the date of 1/1/*next calendar year* 01/01/2022. The rates will show for any plan you are currently enrolled in.

Q. When will my new selections take effect?
A. Changes will be effective on January 1st of the following year.

Q. How can I find more information about the benefits offered at the University?
A. All benefits information can be found by accessing the Benefits webpage.



Q. Where do I access the NUFlex Benefits Enrollment?
A. Log into Firefly using your NU ID and password. Click on the Benefits Enrollment tile at the top of the Firefly home page (only available during enrollment period) or from the Employee Self Service (ESS) tab.

Q. I need to make a change to my benefits but have already completed enrollment. Can I enter the NUFlex enrollment application again?
A. Yes, you can return as many times as needed before 5:00 P.M. on the last day of the enrollment period to complete your online benefits enrollment and submit any necessary forms or documentation.

Q. Do I need to submit documentation for Employee Plus One Benefits Program or if I added a Dependent to my insurance coverage?
A. Yes, you can find the information at https://www.nebraska.edu/faculty-and-staff/health-benefits webpage:

- Employee Plus One
- Dependent Verification Documentation Requirements

Q. I have attached the required verification documents when I added a dependent. Is there a way to confirm it was attached?
A. Yes, a Pending Verification icon appears in the row of the dependent. The icons indicate if a dependent is verified, has verification pending, or is not verified. LEGEND: Verified Verification Pending Not Verified

Q. Am I required to fill out the Tobacco/Nicotine Designation?
A. Dependent on your benefits selection. If you enroll in or increase your Voluntary Life Insurance coverage, you must fill out the Tobacco/Nicotine Designation every year. If you do not make a selection from the Tobacco/Nicotine Designation, the default option is Yes (meaning you currently use tobacco or nicotine products).

Q. Can I use any web browser?
A. You can use Internet Explorer (IE), Microsoft Edge, Mozilla Firefox, or Google Chrome for the PC. For Macintosh computers, you can use Mozilla Firefox, Google Chrome, or Safari for Mac.

Q. How long does it take to complete the Health Risk Assessment? Do I have to complete the assessment in one sitting or can I save/return at a later time?
A. The Health Risk Assessment (HRA) takes approximately 15 to 20 minutes and you can save and return later to complete the process. After completing all sections and clicking on submit, you will be able to print/save a PDF of your personal health profile. You will also receive a confirmation email to retain for your records. During the enrollment period, you can return to the HRA to view your profile or engage in the What-If Analysis.*

The HRA application will time out if left inactive for more than 30 minutes.

*Application allows you to alter your answers to see how it may change your health profile; however, this does ***not*** change your final/submitted report.

Q. I just started at the University and have already filled out a Health Risk Assessment (HRA) and a tobacco/nicotine status. Do I need to do another one?
A. If your benefits effective date was on or after October 1 of this calendar year, you do not need to fill out another assessment or status (as long as the initial designations were completed within 31 days of your hire date).

Q. Are any sections of NUFlex enrollment required each year?
A. Even if you ***do not*** wish to make any changes to your coverage, you will still need to do the following each year:

- If you plan to participate in either the Health Care Account or Dependent Care Account, you must enroll in the **Flexible Spending Account** each year, even if you want the same amount as the previous year.
  - **Unspent 2021 calendar year contributions will carry over to the 2022 calendar year.** This action may not be permitted by the IRS for the following year, so please plan accordingly.
- Complete the **Health Risk Assessment.** You should do this every year to receive the enhanced wellness and preventative services benefit for you and your covered dependents who are enrolled in the University's medical and prescription drug plans.
- If you are enrolled in Voluntary Life Insurance, the **tobacco/nicotine status** needs to be designated every year.

Q. Am I required to fill out the Assurity Online Statement of Health?
A. If you enroll in or increase coverage for Voluntary Life Insurance or Dependent Life Insurance, you must complete the Assurity Online Statement of Health. If you do not complete the Statement of Health, your insurance will be reset to your current amount.