

NYIT Self-Service Application Updating Retirement Pension Elections

The NYIT Self-Service Application gives employees access to view and change certain Benefits data. **Benefits information which can be changed at any time is the Life Insurance beneficiary designations and Retirement pension allotments.** Medical, Dental and FSA benefits can be changed only during NYIT's Open Enrollment period. Changes made through this application will change the employee's official NYIT Personnel Record.

NYIT Self Service Applications → Benefits

Updating Current Benefits

1. Select 'Benefits' from the Oracle Self Service Menu.

The screenshot shows the Oracle Applications Home Page. The user is logged in as DCOUNSEL. The main content area is titled 'NYIT Employee Self-Service' and contains a list of menu items: Personal Information, Payslip, Tax Info, Benefits, My Information, United Health Care Log in, MetLife Dental Care Log in, Self Service Help FAQs, and NYIT Human Resource Office. A red arrow points to the 'Benefits' menu item. There is also a 'Personalize' button next to the menu list. On the right side, there is a 'Favorites' section with a 'Personalize' button and a message: 'You have not selected any favorites. Please use the "Personalize" button to set up your favorites.'

2. You will be brought to the following screen.

The screenshot shows the 'Dependents and Beneficiaries' screen. The user's name is 'Ted Non-AAUP-Faculty'. There are 'Cancel' and 'Next' buttons. Below the name, there is a table with the following data:

Name	Relationship	Social Security Number	Birth Date
Dee Sloan	Nephew	555-55-7777	07-Sep-1991

Below the table, there is a tip: 'TIP Press update icon to validate address and other information.'

3. Choose NEXT from the Dependents and Beneficiaries page.

- **If you are not** enrolled in or eligible for any NYIT benefits, you will be brought to the following screen. If you are eligible for NYIT benefits but are not currently enrolled, please contact Human Resources at 516-686-7668 or humanresources@nyit.edu

The screenshot shows the 'Select Program' screen. The user's name is 'Ron Local 328J'. There are 'Cancel' and 'Back' buttons. Below the name, there is a message: 'You are currently not enrolled in or eligible for any benefit programs.' A red arrow points to this message. There are also 'Cancel' and 'Back' buttons at the bottom of the screen.

4. **If you are** currently enrolled in an **NYIT Benefits Program**, you will be asked to select the program you want to update. Choose the **'Retirement Pension Program'**

Select Program

Name

Cancel Back Next

Please select a Program to update.

Select Program Name

NYIT Active Benefits Program

Retirement Pension Program

5. The **Benefits Enrollment** screen will display your *current* pension benefit elections.

Benefits Enrollment Current Benefits

Benefit Enrollments

Name Program Retirement Pension Program Change Program Update Benefits

Benefit Selections

Plan	Option	Coverage Start Date	Coverage	Pre-Tax Rate	After-Tax Rate
Pension - TIAA-CREF Retirement Annuity	Base Employee Contribution	01-Nov-2007		1.00	0.00
Pension - TIAA-CREF Retirement Annuity	Additional Employee Contribution	01-Nov-2007		5.00	0.00
Total				6.00	0.00

6. Make the desired changes then choose **'Recalculate'** to see the new percentages.

Benefits Enrollment Current Benefits

Update Enrollments Update Enrollments Additional Data Confirmation Statement

Update Benefits: Update Enrollments

Name Program Retirement Pension Program Recalculate Back Next

Currency = US Dollar

Pension

Plan	Option	Select	Annual Cost
TIAA-CREF Retirement Annuity	Base Employee Contribution	<input checked="" type="checkbox"/>	3.00
	Additional Employee Contribution	<input checked="" type="checkbox"/>	5.00
TIAA-CREF Supplemental Retirement Annuity	Base Employee Contribution	<input type="checkbox"/>	1.00

7. There shouldn't be any additional enrollment actions required here; click NEXT to proceed.

Benefits Enrollment Current Benefits

Update Enrollments Update Enrollments Additional Data Confirmation Statement

Update Benefits: Update Enrollments Additional Data

Name Program Retirement Pension Program Back Next

* Indicates required field
Please fill in the additional information for the benefits you have selected. If the benefits do not require any additional information, press Next.

8. Once you click NEXT, the final step in the process is to obtain confirmation of your benefit elections. Review your elections and check for accuracy. Choose to go 'Back', print using 'Printable Page', create a 'Confirmation Statement' or 'Finish'. Use 'Back' to re-do your changes.

Confirmation Statement

Name _____ Program **Retirement Pension Program** [Back](#) [Printable Page](#) [Confirmation Statement](#) [Finish](#)

Benefit Selections

Plan	Option	Coverage Start Date	Coverage	Pre-Tax Rate	After-Tax Rate
Pension - TIAA-CREF Retirement Annuity	Base Employee Contribution	01-Nov-2007		1.00	0.00
Pension - TIAA-CREF Retirement Annuity	Additional Employee Contribution	01-Nov-2007		5.00	0.00
Total				6.00	0.00

9. When you click on 'Printable Page' you will get the page below which you can print for your records. Use the FILE window to select print options.

Confirmation Statement

Name _____ Program **Retirement Pension Program** [Back](#) [Printable Page](#) [Confirmation Statement](#) [Finish](#)

Benefit Selections

Plan	Option	Coverage Start Date	Coverage	Pre-Tax Rate	After-Tax Rate
Pension - TIAA-CREF Retirement Annuity	Base Employee Contribution	01-Nov-2007		1.00	0.00
Pension - TIAA-CREF Retirement Annuity	Additional Employee Contribution	01-Nov-2007		5.00	0.00
Total				6.00	0.00

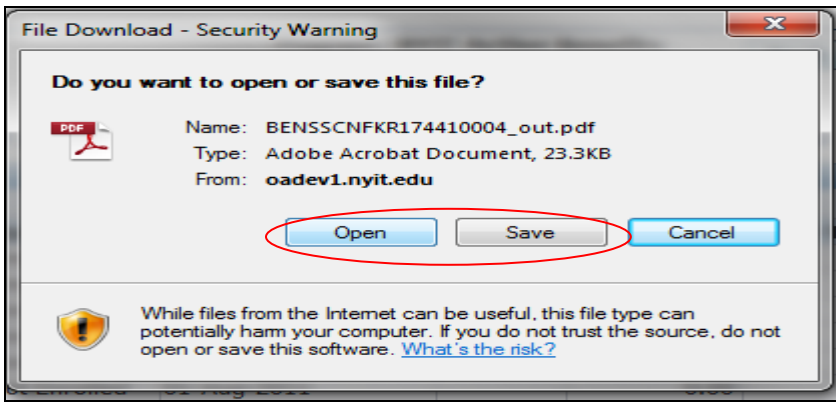
10. When you click on 'Confirmation Statement' you get the prompt below to OPEN or SAVE the PDF document.

Confirmation Statement

Name _____ Program **Retirement Pension Program** [Back](#) [Printable Page](#) [Confirmation Statement](#) [Finish](#)

Benefit Selections

Plan	Option	Coverage Start Date	Coverage	Pre-Tax Rate	After-Tax Rate
Pension - TIAA-CREF Retirement Annuity	Base Employee Contribution	01-Nov-2007		1.00	0.00
Pension - TIAA-CREF Retirement Annuity	Additional Employee Contribution	01-Nov-2007		5.00	0.00
Total				6.00	0.00



11. If you want to save the Confirmation to your computer for later access, choose 'Save'. If you choose 'Open', the PDF document, **NYIT Benefits Confirmation & Summary**, will appear – you can keep this statement for your records.

NYIT
 NEW YORK INSTITUTE OF TECHNOLOGY
 Northern Boulevard | Old Westbury, NY | 11568-8000

Benefits Confirmation & Summary

Employee Number
4004

As a result of your Unrestricted event on date 19-Oct-2011, you have elected the following benefits. You have also authorized NYIT to deduct from your compensation any and all elected or required contributions or costs for Retirement Pension Program. You acknowledge that by electing Retirement Pension Program benefits, you are authorizing deductions with respect to those benefits that will remain in effect at least until the next open enrollment period, or until you are able to make a change to your benefits as a result of a qualifying life event. You recognize that this election of benefits as stated below will carry over for each subsequent plan year, to the extent such benefits continue to be offered, unless you elect otherwise in a subsequent enrollment period.

Benefits Selections
 The selections below were explicitly chosen by you.

Plan	Option	Coverage	Coverage Start Date	Pre-Tax Rate	After-Tax Rate
Pension - TIAA-CREF Retirement Annuity	Base Employee Contribution		01-Nov-2007	1.00	0.00
Pension - TIAA-CREF Retirement Annuity	Additional Employee Contribution		01-Nov-2007	5.00	0.00
			Totals	6.00	0.00

For additional information, please contact Terri Katsch in Human Resources at tkatsch@nyit.edu or call 516.686.7668.

Regards,
 NYIT Benefits Department

12. If you click 'Finish', you'll get a summary of your revised pension benefits. **Note:** that when you choose 'Finish' then click NEXT, you will be at the beginning of the process where you 'Change Program' or 'Update Benefits'—choosing this option will not allow you to create the 'Confirmation Statement' above.

Benefits Enrollment | Current Benefits

Benefit Enrollments

Name	Program	Retirement Pension Program	Change Program	Update Benefits
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Benefit Selections

Plan	Option	Coverage Start Date	Coverage	Pre-Tax Rate	After-Tax Rate
Pension - TIAA-CREF Retirement Annuity	Base Employee Contribution	01-Nov-2007		1.00	0.00
Pension - TIAA-CREF Retirement Annuity	Additional Employee Contribution	01-Nov-2007		5.00	0.00
Total				6.00	0.00