

AU Health System Benefits Worksheet

This Worksheet will assist you in completing your AU Health System (AUHS) benefits enrollment process timely and accurately. You will have 30 days from your date of hire to complete the enrollment process.

- Determine which plan(s) you would like to enroll in
 - Review the Benefits Guide – located on the [Benefits Web Page](#) and in [Employee Self Services](#) – this document list detailed descriptions of the plans offered through AUHS
 - Summary of Benefits and Coverage for each medical plan are located on the [Benefits Website](#)
 - Refer to the Benefits Summary for plan premiums, basic plan information, and contact information
 - If electing a FSA or HSA, determine how much you would like to contribute

- If adding dependents to any plan (medical/dental/vision/life/AD-D, etc) you must upload a proof of dependent document for each dependent. Examples of acceptable documents for uploading include:
 - Spouse: **Marriage License** and **Social Security Card**
 - Child(ren): **Birth Certificate**, adoption document, legal guardianship document and **Social Security Card** or
 - Spouse and/or Child(ren): **First page** of your most **current year tax form** listing all dependents

Note: Uploading will require scanning of the documents in advance and uploading in to the enrollment system. You will also need to have the social security number and date of birth for each dependent to enter in to the enrollment system.

- If declining Medical Coverage with AUHS you will need to provide proof of other medical coverage. Have your current medical card or medical card information available to type in to the enrollment system. Click on decline to open proof of other coverage box to enter coverage information

- Complete your benefits enrollment in Employee Self Services
 - Using Internet Explorer as your browser access [Employee Self Service](#)
 - Helpful Hints:
 - Use Internet Explorer
 - Prior to logging in, click on Tools/Compatibility View Setting. The [unicornhro.com](#) website will be seen under “Add this website”. Click button “Add”, then close.
 - Go back to Tools, click on pop-up blocker and set this so it reads “Turn off pop-up blocker” (you actually want the pop-ups to occur – this will make your tobacco attestation and spousal surcharge buttons work)
 - After you log in:
 - Verify Personal Information
 - Add Work Location Information (the system will not allow you to complete First Time Enrollment if this section is not complete)
 - Select First Time Enrollment
 - Follow the instructions (full instructions are on the first page of New Hire Enrollment)
 - If you need your medical and/or dental plan to begin first of the following month send a notification email to AUMCBenefits@augusta.edu.

- Make a note to complete Open Enrollment in the Fall
 - AUHS’s Annual Open Enrollment is an active enrollment. You will need to go to Employee Self Service, Open Enrollment, in order to change enrollment elections, add FSA and/or HSA contribution amounts for the upcoming year, as well as, complete the spousal surcharge and non-tobacco attestations (if applicable) during the enrollment season.

Employee [Self Services](#)



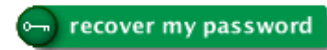
Employee Self-Service

Customer ID: 2484

Employee ID:

Password:

 login

 recover my password

Employee ID: Your Employee ID can be found on the back of your AU Medical Center issued employee badge.

Your Employee ID (T&A) is located on the back of your employee badge to the right of ID #. It is the first five numbers following 101. Do not use the 0 at the end - 101xxxx0. When entering above, please add a leading 0 to the first five numbers after 101 and leave off the 0 at the end. For example, if your ID # is 101234560, you would enter 023456.

Password: Last 4 digits of your SS# and your birthday year. For example, if your SS# ends in 5678 and you were born in 1965, enter 56781965. Previous Users: Please use the same password that you have been using to date.



Example Employee ID#

ID# on back of badge 101**123450**

↑ Add a leading "0"

EE number is **012345**