

Open Enrollment FY22

Clarkson University's benefits open enrollment period for the 2021-2022 year will begin on **Monday, April 26, 2021 and go through Monday, May 10, 2021**. Open enrollment allows you to make changes to current coverage, add coverage, change/update beneficiary information, and elect a Flexible Spending Account for either medical or dependent (daycare). Any changes made during the open enrollment period will be effective **July 1, 2021**.

Following lower medical costs during the pandemic this past year and analysis by our consultant, the University will maintain premium costs for this upcoming fiscal year for medical or dental coverages. Vision will have a slight increase from our two-year contract renewal.

With the help of OIT, the portal for Benefit Solver is now accessible in PeopleSoft HR.



Log into PeopleSoft HR using your Clarkson username and password



Click on the Benefit Solver tab

First Time Logging into Benefit Solver:

- Login using your Clarkson username and password
- At the Microsoft login, enter your Clarkson email address then click 'Next'
- Then sign into Benefit Solver Portal using your Clarkson username and password

If **Previously** Logged In:

- You will automatically be logged into the Benefit Solver Portal

Please contact the Help Desk by emailing helpdesk@clarkson.edu or calling ext. 4357 for login issues

Enrolling Tips:

- It is important to log in once a year to review your personal information and elections, even if you do not plan to make any changes.
 - Flex Spending Accounts for medical or dependent daycare, **MUST BE** elected each plan year and does not roll over from year to year. Log in the Benefit Solver portal to enter your election dollar amount for FY22.
 - Find additional information about the benefits offered to you as well as links to carrier websites.
 - For the best experience, plan to complete your online enrollment all in one visit.
 - During the open enrollment period, you can make as many changes as you like.
 - **At the end of your session, click 'Approve' to save your changes and get your confirmation number.**
- Open Enrollment Presentation for FY22 will be located in the Benefit Solver Reference Center and on [Human Resources](#) webpage.

Questions?

If you have questions or concerns regarding open enrollment or your insurance, please contact Relph Benefit Advisors.

Benefit Questions Contact:

Jim Noble

Phone: 800.836.0026 Ext. 268

Email: jnoble@relphbenefitadvisors.com

Hours: 8:00 am – 4:30 pm EST