

How-to: Employee turned 26

Log in to Oracle here: [Oracle login](#)

On the ‘Me’ screen, select the “Benefits” tile.

The screenshot shows the Oracle 'Me' screen for St. Olaf College. At the top, there is a navigation bar with links for 'Me', 'My Client Groups', 'Benefits Administration', 'Procurement', 'My Enterprise', 'Tools', 'Financial Reporting', and 'Others'. Below the navigation bar is a search bar and a user greeting 'Good morning, [REDACTED]'. The main area is divided into 'QUICK ACTIONS' and 'APPS'. Under 'QUICK ACTIONS', there are icons for Personal Details, Document Records, Additional Person Info, Contact Info, Family and Emergency Contacts, My Organization Chart, and My Public Info. Under 'APPS', there are several tiles: Journeys, Pay, Time and Absences, Career and Performance, Personal Information, Benefits (which is circled in red), Career Opportunities, Roles and Delegations, Expenses, and Hiring. A '+' icon is located at the bottom left of the app grid.

Then select “Make Changes.” This life event will automatically open for you, please **do not** open this event through “Report a Life Event.”

The screenshot shows the 'Benefits' screen within the Oracle application. At the top, there is a back arrow and the word 'Benefits'. Below this is a large circular placeholder image. A red circle highlights the 'Make Changes' button, which is located in a dark banner with the text 'Review your benefits package and relevant info before you enroll.' Below this banner are eight smaller tiles: 'Pending Actions', 'Your Benefits', 'Report a Life Event' (which has a red circle around it), 'Add Family & Dependents', 'Retirement', 'Document Records', 'Review Employee Resources', and 'Need Help? Contact Us'.

You will automatically be brought to the “Add Family & Dependents” screen. Simply click the “Continue” button on the top-right-hand corner of your screen.

Note: if you wish, at this time you can review and revise the information on this screen. You can add family and dependents under “People to Cover” and trusts or other beneficiary organizations under “Beneficiary Organizations.”

The screenshot shows the St. Olaf College enrollment interface. At the top, there's a yellow header bar with the college logo and navigation icons. Below it, a dark header bar says "Add Family & Dependents". On the right of this bar are "Continue" and "Cancel" buttons, with "Continue" being circled in red. The main content area has two sections: "People to Cover" and "Beneficiary Organizations". The "People to Cover" section contains two blacked-out entries. The "Beneficiary Organizations" section has a small icon of a person with a speech bubble and the text "There's nothing here so far." A "+ Add" button is located next to each section.

The next screen, “Authorization,” will ask you to authorize the election that you are about to make. Please read the authorization, and then click the “Accept” button.

The screenshot shows the "Authorization" screen. The top bar includes the college logo and navigation icons. The main content area is titled "Authorization" and contains a text box with the following text: "I am electing or declining the options indicated, and I authorize the salary reductions and deductions shown above. I understand that all benefits elected or declined on this form will be in effect until the next election date of 1/1/2025, with few exceptions." Below this text are two buttons: "Accept" and "Decline", with "Accept" being circled in red.

Here you will select each benefit using the “Edit” pencil icon. Scroll down the screen to view each benefit. Please make sure that you are electing the correct coverage (Employee Only, Employee +1, or Family), and that you are selecting each dependent for each benefit.

Once you are finished and have reviewed your elections, select “Submit” at the top right of your screen.

Note: All benefits are defaulted to waive. You must elect each benefit you wish to receive.

Currency in USD
Your Total Cost **0.00**
Per Pay Period **0.00**

Health

Health
Waive Health

Flexible Spending Account

Full FSA Medical
Waive Full FSA Medical

Limited FSA
Waive Limited FSA

Dependent Care
Waive Dependent Care

Submit **Cancel**

You will automatically be brought to a confirmation screen.

Note: Changes to benefits become effective on the first of the month concurrent with, or following, the date of change.

Confirmation
St. Olaf College Benefits Program

Confirmation
Your benefit elections were saved.
You can make changes until 11:59 PM CST, 2/23/2024.

Currency in USD
Your Total Cost Each Pay Period **79.50**

Health

Coupe High Deductible Health Plan
Employee only
Coverage Start Date
1/24/2024
Annual Amount
1,668.00
Employer Rate
69.50