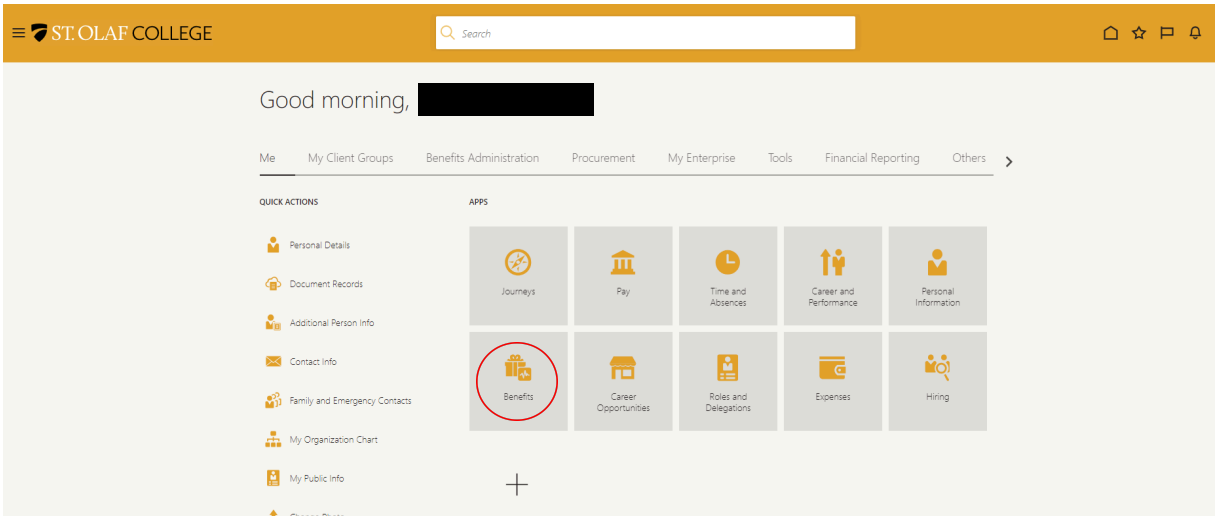


# How-to: New Hire/Rehire

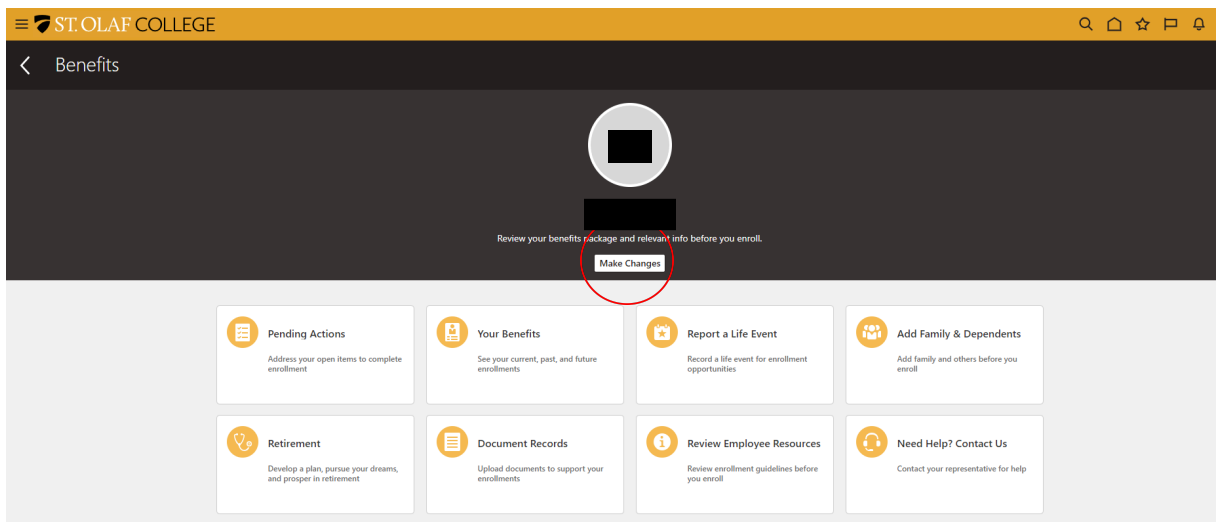
*You have 30 days from your date of hire to make elections*

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

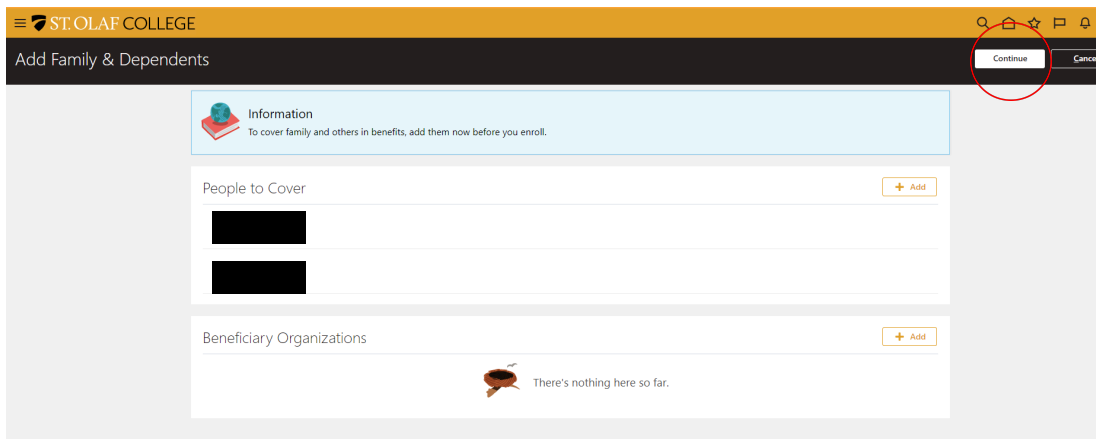
On the 'Me' screen, select the "Benefits" tile.



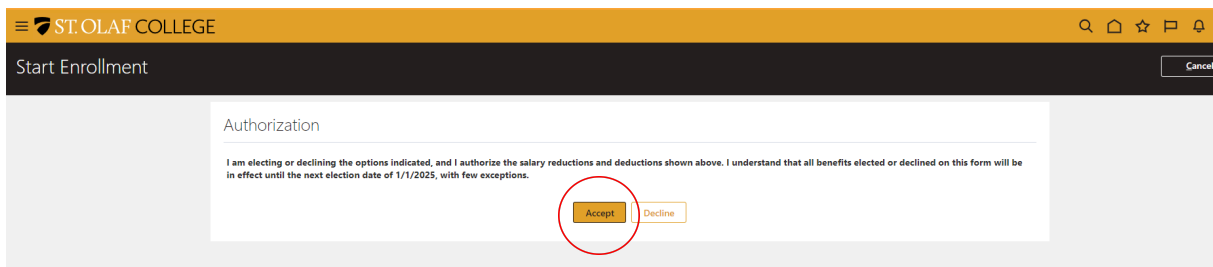
Then select "Make Changes." This life event will automatically open for you, please **do not** open this event through "Report a Life Event."



You will automatically be brought to the “Add Family & Dependents” screen. Please add your dependents **and** beneficiaries here.



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.



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.

ST. OLAF COLLEGE

St. Olaf College Benefits Program

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

Health [Edit](#)

Health  
Waive Health

Flexible Spending Account [Edit](#)

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:** Your benefits become effective on the first of the month concurrent with, or following, your date of hire.

ST. OLAF COLLEGE

Confirmation  
St. Olaf College Benefits Program

[Print](#)

**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** 69.50  
Employee only  
Coverage Start Date  
1/24/2024  
Annual Amount  
1,668.00  
Employer Rate  
9.68 k/h