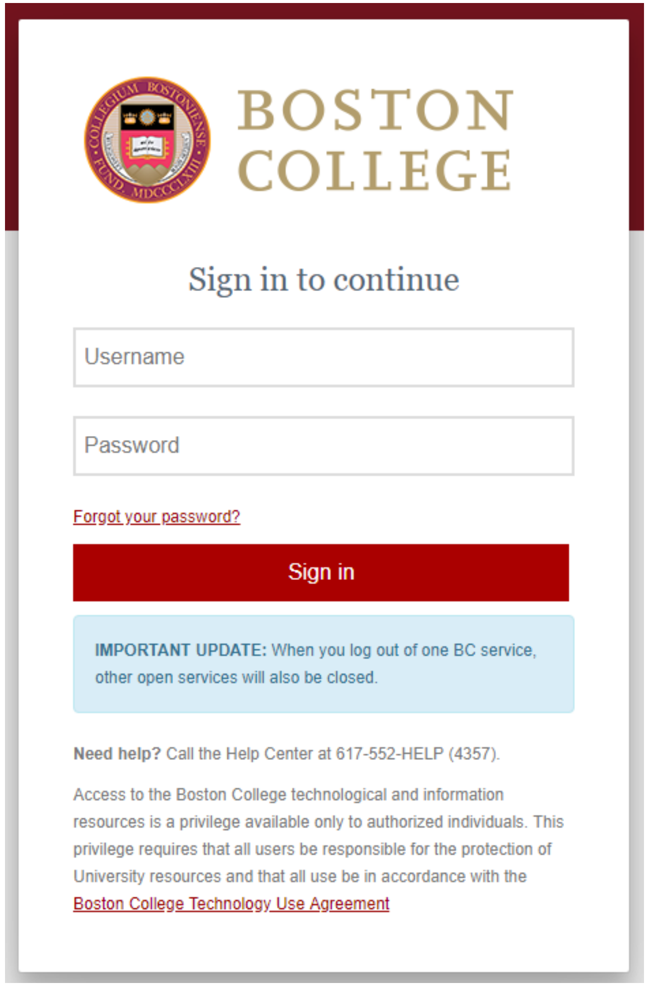
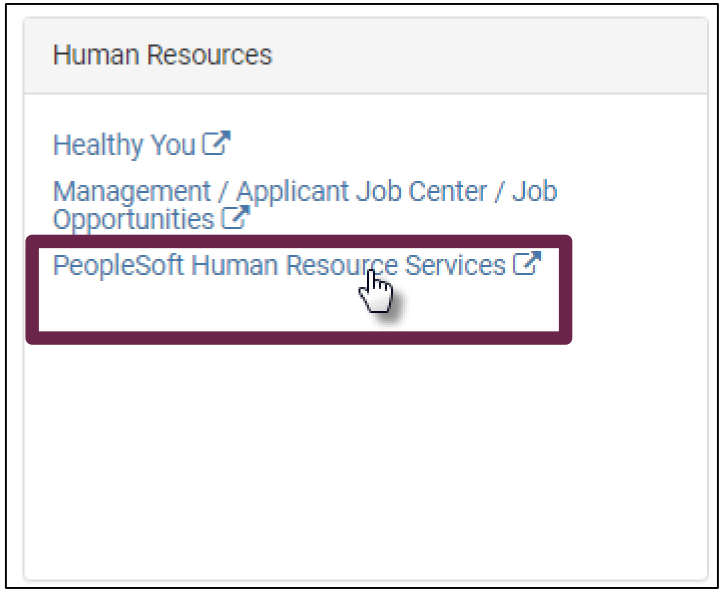
BENEFIT CHANGES

Employee Self Service – Updating Life Insurance Beneficiaries

LOG INTO PEOPLESOFT HR

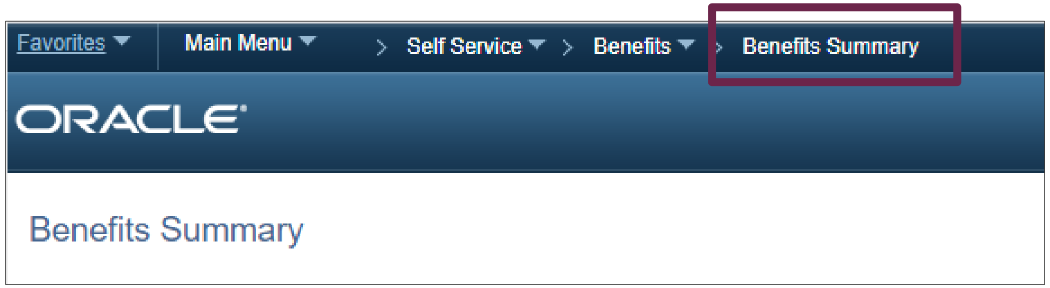


- ← Log into the Agora Portal
  - https://portal.bc.edu
- Find the Human Resources box and click 'PeopleSoft Human Resource Services' →

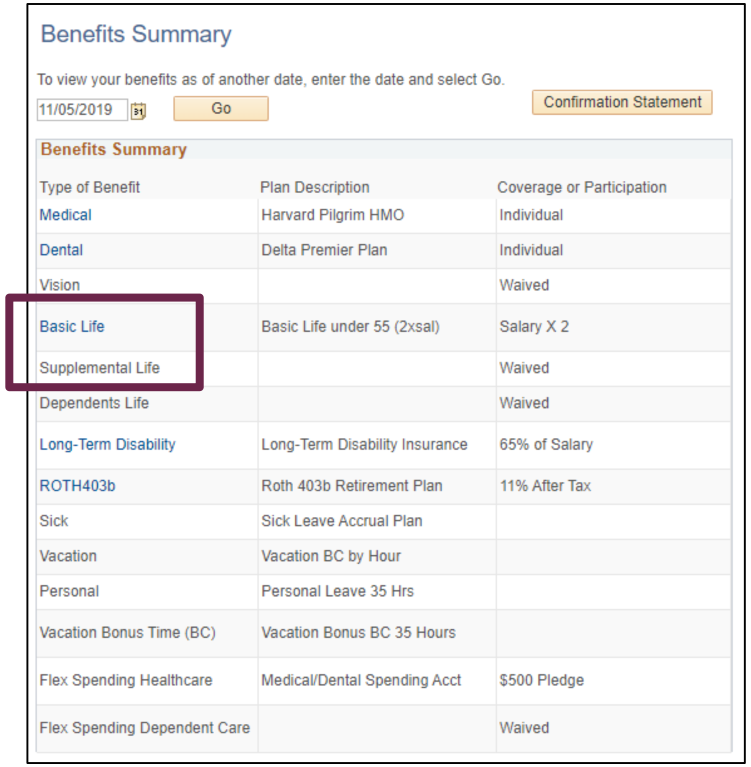


EMPLOYEE SELF SERVICE NAVIGATION – BENEFITS SUMMARY

- Navigate to Benefits Summary
  - Self Service > Benefits > Benefits Summary



- Click the type of life insurance that you wish to change the beneficiary for, either Basic Life or Supplemental Life.


Benefits Summary

To view your benefits as of another date, enter the date and select Go.

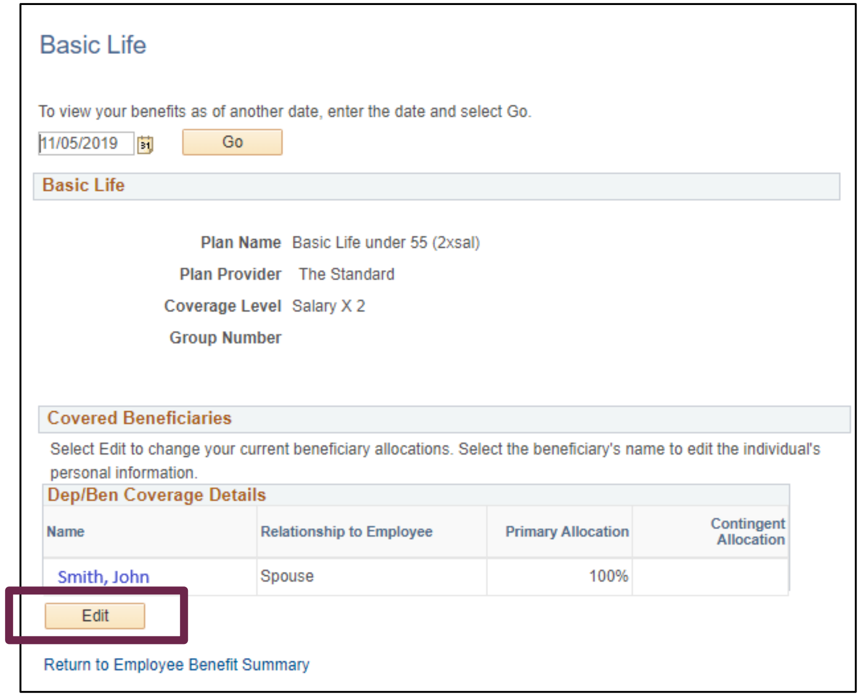
11/05/2019 Go Confirmation Statement

Benefits Summary

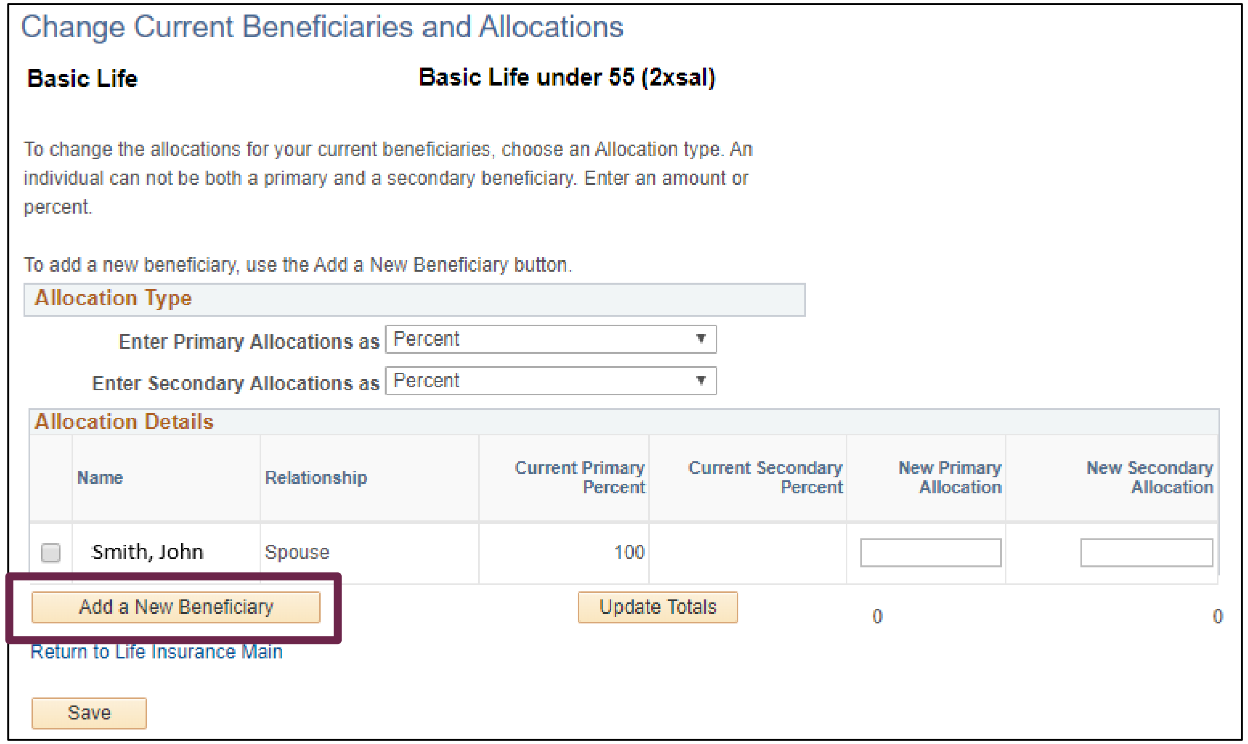
Type of Benefit	Plan Description	Coverage or Participation
Medical	Harvard Pilgrim HMO	Individual
Dental	Delta Premier Plan	Individual
Vision		Waived
Basic Life	Basic Life under 55 (2xsal)	Salary X 2
Supplemental Life		Waived
Dependents Life		Waived
Long-Term Disability	Long-Term Disability Insurance	65% of Salary
ROTH403b	Roth 403b Retirement Plan	11% After Tax
Sick	Sick Leave Accrual Plan	
Vacation	Vacation BC by Hour	
Personal	Personal Leave 35 Hrs	
Vacation Bonus Time (BC)	Vacation Bonus BC 35 Hours	
Flex Spending Healthcare	Medical/Dental Spending Acct	$500 Pledge
Flex Spending Dependent Care		Waived

BENEFITS SUMMARY – ADDING BENEFICIARIES

- Click the "Edit" button.



- Click "Add a New Beneficiary" to add a beneficiary not listed.



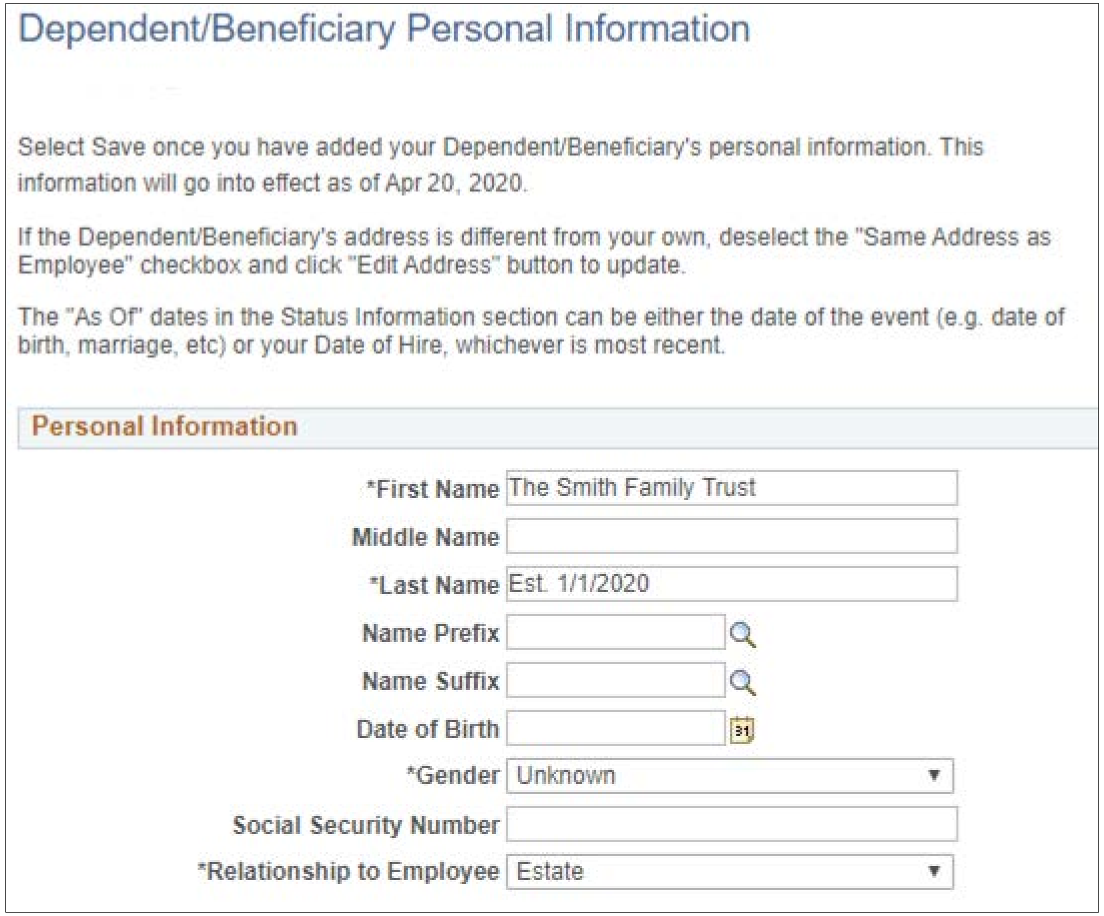
BENEFITS SUMMARY – ADDING BENEFICIARIES

- Complete the required fields for an individual.

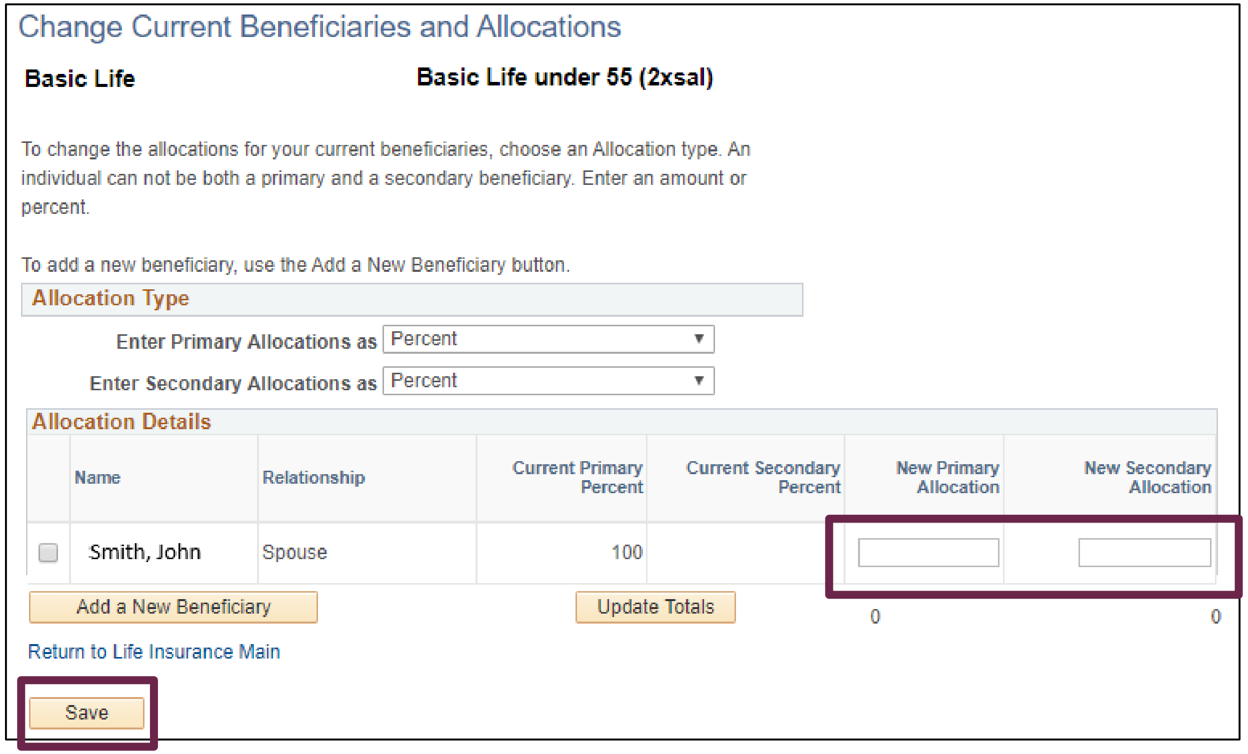
<u>If you are adding a **Trust/Estate**</u>

- Complete the following sections:
  - First Name: name of trust/estate
  - Last Name: date established
  - Gender: "Unknown"
  - Relationship to Employee: "Estate"

- Select the "Save" button at the bottom of the screen.
- Go back to the life insurance screen in the Benefits Summary.



LIFE INSURANCE – CHANGING ALLOCATIONS



- Update the New Primary Allocation box with the new allocation percent for each beneficiary. This must total 100%.
- Update the New Secondary Allocation box with the new allocation percent for each beneficiary if you wish to have a contingent beneficiary. This must total 100%.
- Once complete click the "Save" button to save your new beneficiary allocations.