

# Employee Self Service My Benefits

This document is being provided for training purposes and is subject to further edits, corrections and/or modifications.

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#### Dependents and Beneficiaries Coverage - Quick Guide

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- Log into MyFSCJ with your FSCJ logon ID and password
- Click the My Benefits dropdown
- Choose the Dependent/Beneficiary Coverage link

## Dependent/Beneficiary Info - Quick Guide

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#### Savings Beneficiary Summary – Quick Guide

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## Benefits Summary - Quick Guide

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#### Health Care Summary - Quick Guide

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#### Life Insurance Summary - Quick Guide

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#### My Total Rewards - Quick Guide

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#### Savings Summary - Quick Guide

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## Savings Contributions Summary – Quick Guide

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## Flexible Spending Accounts - Quick Guide

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#### Life Events – Quick Guide

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#### Document Upload – Quick Guide

Navigation

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- Click the My Benefits dropdown
- Choose the Document Upload link

#### Benefits Enrollment – Quick Guide

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- Log into MyFSCJ with your FSCJ logon ID and password
- Click the My Benefits dropdown
- Choose the Benefits Enrollment link

## Dependent/Beneficiary Coverage - Detailed Guide

Log into MyFSCJ\_using your FSCJ logon ID and password

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Nelcome to myFSCJ! wFSCJ is our new and improved portal. In or students, myFSCJ will simplify the regis our 'go-to' destination for many core funct	an effort to streamline our processes, all students, faculty and staff members an ration process and alline you to better plan and manage your progress through one.	e now using one centralized program to morove our functionality, processes and efficiency alegree programs. For faculty and start, I will modernize business practices by serving as	Apply for Admission Class Search
's our responsibility and goal to help you b	e successful – whether in your quest for a higher education or in your daily work	functions – and know myFSCJ is a great tool to help you do so	Student and Employee Sign on
The College's websites offer valual	ble information for future and current students. The following linit	ks will direct you to some of the most requested resources:	User ID Password
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Green Development Centers	Degrees & Programs	Bludent Resources (A-Z Index)	Statent Help   Employee Help
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Select the My Benefits dropdown and choose the Dependent/Beneficiary Coverage link to view a summary of coverage

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A summary of coverage, if any, will be displayed here



## Dependent/Beneficiary Info - Detailed Guide

Log into MyFSCJ\_using your FSCJ logon ID and password

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Welcome to myFSCJ!	an effort to streamline our processes, all students, faculty and staff members an	e now using one centralized program to mprove our functionality processes and efficiency	Apply for Admission
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I's our responsibility and goal to help you b	e successful - whether in your quest for a higher education or in your daily work	functions – and know myFSCJ is a great tool to help you do so	Student and Employee Sign-on
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## Health Care Dependent Summary - Detailed Guide

Log into MyFSCJ\_using your FSCJ logon ID and password

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## Insurance Beneficiary Summary – Detailed Guide

Log into MyFSCJ\_using your FSCJ logon ID and password

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Insurance Beneficiary Summary
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To view your benefits as of another date, enter the date and select Go.
You have no benefit enrollments as of the date entered.

## Savings Beneficiary Summary – Detailed Guide

Log into MyFSCJ\_using your FSCJ logon ID and password

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Welcome to myFSCJ!	an effort to streamline our processes, all students, faculty and staff members an	e now using one centralized program to improve our functionality, processes and efficiency.	Apply for Admission
or students, myFSCJ will simplify the regis our 'go to' destination for many core funct	tration process and allow you to better plan and manage your progress through ions.	degree programs. For faculty and staff, if will modernize business practices by serving as	Class Search
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Any Information will display here.

Savings Beneficiary Summary Enter any information you have and click Search. Leave fields blank for a list of all values.
Search Criteria
Search Clear Basic Search 🖾 Save Search Criteria
No matching values were found.

## Benefits Summary - Detailed Guide

Log into MyFSCJ\_using your FSCJ logon ID and password

Welcome to myFSCJ! myFSCJ is our new and improved portal. In for students, myFSCJ will simplify the regis rour "go-to" destination for many core funct	an effort to streamline our processes, all students, faculty and staff members and traition process and allow you to better plan and manage your progress through ions.	e now using one centralized program to improve our functionality, processes and efficiency, begine programs. For faculty and start, if will modernize business practices by serving as	Apply for Admission Class Search
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The College's websites offer value	ble information for future and current students. The following lini	ks will direct you to some of the most requested resources:	User ID Password
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Campuses & Centers	Counseling & Advising	Student Computing Resources	
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Select the My Benefits dropdown and choose the Benefits Summary link

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Benefits Summary
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To view your benefits as of another date, enter the date and select Go.
You have no benefit enrollments as of the date entered. Go to

## Health Care Summary - Detailed Guide

Log into MyFSCJ\_using your FSCJ logon ID and password

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Welcome to myFSCJ! myFSCJ is our new and improved portal. In for students, myFSCJ will simplify the regis our "go to" destination for many core funct	an effort to streamline our processes, all students, faculty and staff members an tration process and allow you to better plan and manage your progress through loss.	e now using one centralized program to mprove our functionality, processes and efficiency, segree programs. For faculty and statt, if will modernize business practices by serving as	Apply for Admission Class Search
t's our responsibility and goal to help you b	e successful - whether in your quest for a higher education or in your daily work	functions - and know myFSCJ is a great tool to help you do so	Student and Employee Sign on
The College's websites offer valua	ble information for future and current students. The following lini	ts will direct you to some of the most requested resources:	User ID Password
Academic Calendar	Fiorida Sexual Offenders & Predators Search	Financial Aid	
Buy Bocks Online	Collection & Use of Social Security Numbers	Library Learning Commons	Sign In
Campuses & Centers	Counseling & Advising	Student Computing Resources	
lareer Development Centers	Degrees & Programs	Bludent Resources (A-Z Inden)	Stadent Help   Employee Help

Select the My Benefits dropdown and choose the Health Care Summary link

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No events fo	und for the date range.			Savings Beneficiary Summary	Savings Summary					
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## Life Insurance Summary – Detailed Guide

Log into MyFSCJ\_using your FSCJ logon ID and password

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The College's websites offer valual	ble information for future and current students. The following ini	is will direct you to some of the most requested resources:	User ID Password
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Campuses & Centers	Counseling & Advising	Student Computing Resources	-
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## My Total Rewards - Detailed Guide

Log into MyFSCJ\_using your FSCJ logon ID and password

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Welcome to myFSCJ!	an effort to streamline our processes, all students, faculty and staff members an	e now using one centralized program to improve our functionality; processes and efficiency.	Apply for Admission
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I's our responsibility and goal to help you b	e successful - whether in your quest for a higher education or in your daily work	functions - and know myFSCJ is a great tool to help you do so	Student and Employee Sign on
The College's websites offer valua	ble information for future and current students. The following lini	is will direct you to some of the most requested resources:	User ID
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Campuses & Centers	Counseling & Advising	Student Computing Resources	
Career Development Centers	Degrees & Programs	Bludent Resources (Avil Inden)	Stadent Help   Employee Help

Select the My Benefits dropdown and choose the My Total Rewards link



## Savings Summary - Detailed Guide

Log into MyFSCJ\_using your FSCJ logon ID and password

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Campuses & Centers	Counseling & Advising	Student Computing Resources		
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## Savings Contribution Summary - Detailed Guide

Log into MyFSCJ\_using your FSCJ logon ID and password

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## Flexible Spending Accounts - Detailed Guide

Log into MyFSCJ\_using your FSCJ logon ID and password

Welcome to myFSCJ! myFSCJ is our new and improved portal. In for surgeries, myFSCJ will simplify the regis	an effort to streamline our processes, all students, faculty and staff members an traition process and allow you to bettler plan and manage your progress through	e now using one centralized program to mprove our functionality, processes and efficiency, degree programs. For facility and staff, it will modernize business practices by serving as	Apply for Admission
your 'go-to' destination for many core funct It's our responsibility and goal to help you b	ions. e successful – whether in your quest for a higher education or in your daily work	functions – and know $m_{\rm F}{\rm SCJ}$ is a gmat tool to help you do so	Class Search Student and Employee Signion
The College's websites offer valua	ble information for future and current students. The following lini	ts will direct you to some of the most requested resources:	User ID Password
Academic Calendar	Fiorida Sexual Offenders & Predators Search	Financial Ad	
3uy Eocks Online	Collection & Use of Social Security Numbers	Library Learning Commons	Sign In
Campuses & Centers	Counseling & Advising	Student Computing Resources	
Career Development Centers	Degrees & Programs	Bludent Resources (A-Z todes)	Student Help   Employee Help

Select the My Benefits dropdown and choose the Flexible Spending Account

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	Employees Reso	ources Hel	p Center							
FLORIDA STATE COLLEGE AT JACANON VILLE	My Requisitions +	My Pay 👻	My Time 👻	My Benefits * My Career *					15	
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				Dependent/Beneficiary Info	Health Care Summary	Docum	ent Uplo	ad		
Friday, Apr	1 29, 2016			Health Care Dependent Summary	Life Insurance Summary	Benefit	s Enrolli	ment		
				Insurance Beneficiary Summary	My Total Rewards					2
No events fo	ound for the date range.			Savings Beneficiary Summary	Savings Summary					
					Savings Contribution Summary					
					Flexible Spending Accounts					

Any information will display here. You may also review past benefits.

Flexible Spending Accounts Chew Bacca
Your Flexible Spending Account(s) in 2016
Select Plan Year
You may review your Flexible Spending Account status and activity for any plan year. Reminder: Claims are reported in the Plan Year for which the services were rendered, regardless of when the expense was paid or when the claim was processed.
To review past benefits information, enter the year and select the Go button.
Year 2016 (YYYY) Go
Select Account
You are not enrolled in any Spending Accounts in 2016.

## Life Events – Detailed Guide

Log into MyFSCJ\_using your FSCJ logon ID and password

FLORIDA			
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rs our responsibility and goal to help you b	e successful - whether in your quest for a higher education or in your daily work	functions - and know myFSCJ is a great tool to help you do so	Student and Employee Sign on
The College's websites offer valua	ble information for future and current students. The following lini	ts will direct you to some of the most requested resources:	User ID Patraviot
Academic Calendar	Figrida Sexual Offenders & Predators Search	Financial Aid	
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Campuses & Centers	Counseling & Advising	Student Computing Resources	
lareer Development Centers	Degrees & Programs	Bludent Resources (A-Z toden)	Statent Help   Employee Help

Select the My Benefits dropdown and choose the Life Events Link

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Friday, April 29, 2016				Dependent/Beneficiary Info Health Care Dependent Summary Insurance Beneficiary Summary	Health Care Summary Life Insurance Summary My Total Rewards	Document Up Benefits Enro	load liment		
No events found for the date range.				Savings Beneficiary Summary	Savings Summary				
					Savings Contribution Summary				-

Pick the event from the list and click Continue My Life Event



Follow the prompts and click next or click continue later to complete the process at another time.



Review the choices and select the appropriate event

Life Evente	
Life Events	
Select Your Event	
There are some quarte that involve you as the Employee or your family	
members	
Review the choices and select the appropriate event. Then enter the date of	
your event.	
Employee	
OI got married	
○ I have a new domestic partner	
◯ I had a baby	
◯ I adopted a child	
◯ I got divorced	
◯ I have legally separated	
○ My spouse/partner/child has lost/gained coverage	
• My spouse or dependent has passed away	
·····	

Enter the Date the Change Will Take Effect

Change Status Date	×
Change Status Date	Help
Enter the date the event occurred, then select the OK button. The life event must be completed within 30 days of your qualifying event or you will not be eligible to change your benefit. Otherwise you will be required to wait until next annual open enrollment to make changes.	
Status Change Date	
*Date Change Will Take Effect	
OK Cancel	

You will be directed to a Self Service page based on your life event. This will take you through all the steps necessary to ensure your profile and benefits are updated to reflect this event in your life.

eВ	Ber	nefits	o «	FSCJ Marriage Event (Previous Next) Cancel Continue Later
Life	Life Events		0 0 -	New Window   Heln   Personalize Page
			Legend	
	Ø	* Welcome		Marital Status Change
	Ø	* Marital Status		Chew Bacca
	•	* Document Upload		Fill in the following information and select the Submit button. This form must be completed
	0	Benefit Summary		within 30 days of your marriage date (or 30 days of your divorce date) or you will not be eligible to change your benefit elections for this family status change event
$\odot$	0	Personal Information		
	0	Dependent and Beneficiary		*Date Change Will Take Effect
	0	Benefit Enrollment		Current Marital Status Married
	0	Benefit Election Review		*Change Marital Status To Married
	0	Event Completion and Exit		
				* Required Field
				Submit
_				

## Document Upload – Detailed Guide

Log into MyFSCJ\_using your FSCJ logon ID and password

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Velcome to myFSCJ!			
FSCJ is our new and improved portal. In in students, myFSCJ will simplify the register 'go-to' destination for many core funct	an effort to streamline our processes, all students, faculty and staff members an ration process and allow you to better plan and manage your progress through ons.	e now using one centralized program to improve our functionality, processes and efficiency, segme programs. For faculty and start, it will modernitre business practices by serving as	Apply for Admission Class Search
s our responsibility and goal to help you b	e successful – whether in your quest for a higher education or in your daily work	functions – and know myFSCJ is a great tool to help you do so	Student and Employee Sine on
he College's websites offer valua	ale information for future and current students. The following init	is will direct you to some of the most requested resources:	User ID Pataword
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imputes & Centers	Courseling & Advising	Student Computing Resources	
aver Development Centers	Degrees & Programs	Bludent Resources (A-Z todes)	Stadent Help   Employee Help
	Earstly & Khall Direction	Sand an Official Transmit	

Select the My Benefits dropdown and choose the Document Upload link (This link will be used to uploade life event documents – e.g., Marriage license)

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Employees Resources Help Center										
FLORIDA	My Requisitions +	My Pay 👻	My Time 👻	My Benefits 👻 My Career 👻					15	
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				Dependent/Beneficiary Info	Health Care Summary	Docume	ant Uploa	ad	1	
Friday Apr	1 29 2016			Health Care Dependent Summary	Life Insurance Summary	Benefits	Enrollm	ent		
- riddy, Apr				Insurance Beneficlary Summary	My Total Rewards					
No events fo	No events found for the date range.		Savings Beneficiary Summary	Savings Summary						
					Savings Contribution Summary					-
					Flexible Spending Accounts					

To upload a document for an existing life event, choose Find an Existing Value. If the document to be uploaded is for something else, choose add a new value. (In this example we will use Add a New Value) then click on the magnifying glass to choose the life event type

my.fscj.edu				
	Employees Re	sources I	Help Center	
FLORIDA STATE COLLEGE AT JACKSONVILLE	My Requisitions 👻	My Pay 🗸	My Time 👻	My Benefits 👻
Document Upload				
Eind an Existing Value	dd a New Value			
Life Event Type				
Add				

Look Up Life I	Event Type
Search by: L	ife Event Type ▼ begins with
Look Up	Cancel Advanced Lookup
Search Results	3
View 100 First	🕚 1-7 of 7 🕑 Last
Life Event Type	Description
A	Adoption
В	Birth
D	Divorce
F	Family Status Chg
L	Legal Separation
М	Marriage
Р	Partner
I	

You will be prompted to submit the required documents

Instructions	
You are required to subn and upload the documer	it the document(s) listed here. Select the Add Attachment button, enter a description of your document t.
Life Event Docun	ients
Marriage Certificate	

Enter a Subject Description then click Add Attachment

Instructions		
You have chosen to	nter a new attachment.	
Selection Crite	a	
Description Ma	riage Certificate	
*Subject Marri	ge License	
Attachment	Add Attachment	
Savo	]	

Choose your file and click upload

File Attachment	×
	Help
Choose File Doc1.docx	
Upload Cancel	
	.::

Save your document and you will receive the following confirmation. You can click on the subject to view the document.

Attachme	nts			Personalize	Find   🖾   🔣 F	irst 🕚 1-2 of 2 🕑 Last
Select	Sequence	Created	Author	Entry ID	Subject	Status
	1	06/21/2016 1:15PM	Chew Bacca	Marriage Certificate	Marriage Certificate	Deleted
	2	06/21/2016 1:26PM	Chew Bacca	Marriage Certificate	Marriage License	Submitted

## Benefits Enrollment – Detailed Guide

Log into MyFSCJ\_using your FSCJ logon ID and password

FLORIDA			
Nelcome to myFSCJI myFSCJ is our new and improved portal. In for students, myFSCJ will simplify the regis our 'go to' destination for many core funct rs our responsibility and goal to help you b	an effort to streamline our processes, all students, faculty and staff members an traten proves and alme you to better plan and manage your progress through one. esuccessful – whether in your quest for a higher education or in your daty work	e now using one centralized program to improve our functionality, processes and efficiency, degree programs. For faculty and staff, if will modernize business practices by serving as functions — and know myFBCLI is a great tool to help you do so	Apply for Admission Class Search
The College's websites offer valua	ble information for future and current students. The following lin	ks will direct you to some of the most requested resources:	User ID Patreont
Academic Calendar	Fiorida Sexual Offenders & Predators Search	Financial Aid	
Buy Eocks Online	Collection & Use of Social Security Numbers	Library Learning Commons	Sign In
Campuses & Centers	Counseling & Advising	Student Computing Resources	-
Career Development Centers	Degrees & Programs	Bludent Resources (Avil Index)	Stadent Help   Employee Help

Select the My Benefits dropdown and choose the Benefits Enrollment link

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Friday, April 29, 2016		Health Care Dependent Summary	Life insurance Summary My Total Rewards	Benefits E	nrollment	]			
No events fo	No events found for the date range.		Savings Beneficiary Summary	Savings Summary					
					Savings Contribution Summary				
					Flexible Spending Accounts				

#### You will be taken to the following screen

