Health & Welfare
All Full-Time Faculty and Administrative Staff are eligible for a variety of health & welfare benefits options. To review and enroll in Barnard benefits, login to Employee Self Service (ESS). ESS is an online tool where employees can access their Personal, Payroll & Benefit information via a single engine from any location with internet access.

ESS Registration
Barnard is committed to protecting your privacy and ensuring that only you can access your personal information. To assist us in meeting that commitment, you need to register to the site. This is a one-time only registration process. To register go to https://portal.adp.com

- Select “Create an Account”
- Step 1 - Enter the Registration Code: Barnard-ESS
- Step 2 - Enter your First Name, Last Name and SSN then click “Next”.
- Step 3 – On this page you will be provided your User ID. Please make a note of this. Typically your User Login will consist of the first initial of your fist name followed by your last name and @barnard (example: John Doe, jdoe@barnard). You will also be prompted to create a password (passwords are case sensitive). Once you’ve entered a password click “next”.
- Step 4 - Select 3 security questions and 3 answers to protect your account and in the event you forget your password.
- Step 5 - Enter your contact information to receive the Activation Code. An Activation Code will be emailed to you at the email address you designate. Activation codes are emailed immediately. Please note: The option to have an activation code sent to your mobile is not for registration. This is only used in the event you forget your login credentials. To register you must have the activation code emailed to you.
- Step 6 – Please enter the Activation Code.
- Step 7 – Review your information and if correct please click on submit.
- You have now completed the Registration Process and can login to ESS.

Accessing Your Benefits Options
To access your benefits options login to ESS (https://portal.adp.com) and go to “Benefits” then “Health & Welfare”.

Need help? Please contact the Office of Human Resources at 212-854-2551 or via email at hr@barnard.edu.
Selecting Your Benefits Options

A new window will open, the employee dashboard will display “Annual Enrollment” and that you now have the opportunity to enroll. Click on “enroll” to proceed with making your elections.

Important: You will be timed out after 20 minutes of inactivity and your elections will not be saved or recorded. If you need more time, it is very important that you “Save & Return Later”.

If you press “Cancel” at any time during the process, your changes will not be saved and you will be returned to the Employee Dashboard.

You will be taken to the summary page where you can view your existing elections and make changes. To make a change to your dependents select the “Manage Dependents” link. If you want to make a change to your Medical then select the “medical” link.

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If you need to correct any of your dependents information please contact the Office of Human Resources at 212-854-2551 or via email at hr@barnard.edu. If you need to add a dependent click on + to add.

**Important:** You will need to go through each screen before you submit. You will not be able to jump to vision without going through the Medical and dental sections first. This ensures you will not miss anything.

Enter your dependent’s information. Once you are finished, click “Add Another” if you need to add more dependents or **Done** if you are finished entering dependents.

**Important:** Social Security Number is required unless your dependent is under the age of one.

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After you click on [Done], you will be taken back to the “Manage Dependents” screen where you can review your entries. Once you are finished, click [Submit] to continue.

### Manage Dependents
Annual Enrollment - 01/01/2015

You may add dependent(s).

<table>
<thead>
<tr>
<th>First Name</th>
<th>M Last Name</th>
<th>Birth Date</th>
<th>SSN</th>
<th>Relationship</th>
<th>Gender</th>
<th>Dis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bill</td>
<td></td>
<td>02/28/1977</td>
<td>XXX-XX-XXXX</td>
<td>Spouse</td>
<td>Male</td>
<td>No</td>
</tr>
<tr>
<td>Jane</td>
<td></td>
<td>03/31/2009</td>
<td>XXX-XX-XXXX</td>
<td>Child</td>
<td>Female</td>
<td>No</td>
</tr>
</tbody>
</table>

### Benefit Elections

<table>
<thead>
<tr>
<th>Benefits</th>
<th>Plan Election</th>
<th>Coverage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical</td>
<td>Cigna Plan C</td>
<td>Employee Only Self</td>
</tr>
<tr>
<td>Dental</td>
<td>Aetna PPO</td>
<td>Employee Only Self</td>
</tr>
<tr>
<td>Vision</td>
<td>Waive Coverage</td>
<td></td>
</tr>
<tr>
<td>Health Care FSA (View Only)</td>
<td></td>
<td>No Coverage</td>
</tr>
<tr>
<td>Limited Purpose Health Care FSA</td>
<td></td>
<td>Limited HCFSA No Coverage</td>
</tr>
<tr>
<td>Health Savings Account (View Only)</td>
<td></td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Dependent Care FSA</td>
<td></td>
<td>No Coverage</td>
</tr>
<tr>
<td>Short Term Disability</td>
<td></td>
<td>Short Term Disability</td>
</tr>
<tr>
<td>Long Term Disability</td>
<td></td>
<td>60% Monthly Base Salary</td>
</tr>
<tr>
<td>Life Insurance</td>
<td></td>
<td>1 x Base Salary</td>
</tr>
<tr>
<td>Supplemental Life</td>
<td></td>
<td>No Coverage</td>
</tr>
<tr>
<td>Supplemental Spouse Life</td>
<td></td>
<td>No Coverage</td>
</tr>
<tr>
<td>Supplemental Child Life (View Only)</td>
<td></td>
<td>No Coverage</td>
</tr>
<tr>
<td>Accidental Death and Dismemberment</td>
<td></td>
<td>1 x Base Salary</td>
</tr>
</tbody>
</table>

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Once you select the benefit plan a new screen will appear with your available options. Select the radio button for your desired option. Select the dependents to be covered by clicking on the checkbox next to your dependent’s name. Once you are done with your selection click \(\text{Done}\) to continue.

For some medical and dental plans you will be asked to enter your provider ID #’s. Once you are done entering your provider ID click \(\text{Done}\) to continue.

\[\text{Important: Provider ID #’s are not required to complete enrollment however, if you do not select a provider, Oxford will select one for you.}\]
Repeat the process for the plans you are making changes to. After you are finished with your changes, scroll to the bottom of the screen and submit your elections by clicking on Confirm Elections. If you want to stop and return later to complete your enrollment click on Save & Return Later. You must return to finalize and submit your elections. If you do not return, your enrollment will be incomplete and your changes will not take effect.

Important: Your options will not be submitted until you click Confirm Elections. You must return to finalize and submit your elections. If you do not return, your enrollment will be incomplete and you will have no insurance coverage.

Once you submit your elections a “Certification Statement” will appear. Once you finish reading the statement click on I Agree to continue.

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You now have the option to have a confirmation statement emailed to you at the email address you choose. Select the appropriate radio button then click **Submit** to continue.

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You will then be taken to the confirmation page informing you that you have successfully completed your enrollment. You can also print or save a copy of your confirmation statement by scrolling down to the bottom of the screen and clicking **Print**. **Important:** Your enrollment is not complete until you receive this message and a confirmation number.

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You have now completed your enrollment.

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