Health & Welfare

TWU full-time and part-time members 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 “First Time Users Register Here”
- 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.
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.

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.
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>Add dependent</th>
<th>Reveal masked data</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Name</strong></td>
<td><strong>M</strong></td>
</tr>
<tr>
<td>Bill</td>
<td>M</td>
</tr>
<tr>
<td>Jane</td>
<td>M</td>
</tr>
</tbody>
</table>

[Submit] [Cancel]

You will be taken back to the “Summary” page, where you can make the changes to your selected benefit plans. To make a change to Medical click on “Medical”.

### Dependents

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>Birth Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

There are currently no dependents.

### Benefit Elections

<table>
<thead>
<tr>
<th>Benefits</th>
<th>Plan Election</th>
<th>Coverage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical</td>
<td>Waive Coverage</td>
<td></td>
</tr>
<tr>
<td>Dental</td>
<td>Waive Coverage</td>
<td></td>
</tr>
<tr>
<td>Vision</td>
<td>Waive Coverage</td>
<td></td>
</tr>
<tr>
<td>Health Care FSA</td>
<td>No Coverage</td>
<td></td>
</tr>
<tr>
<td>Short Term Disability</td>
<td>Short Term Disability</td>
<td></td>
</tr>
<tr>
<td>Life Insurance</td>
<td>$25,000</td>
<td></td>
</tr>
<tr>
<td>Accidental Death and Dismemberment</td>
<td>$25,000</td>
<td></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 **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 **Done** to continue.

**Important:** Provider ID #’s are not required to complete enrollment however, if you do not select a provider, Oxford will select one for you.

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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.

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

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.

You have now completed your enrollment.

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