



Lincoln University

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www.lincoln.edu

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To: Lincoln Employees
From: Mary-Michael Rosling
Date: April 11, 2022
Subject: Employee Benefits Open Enrollment

Good morning Lincoln University Employees,

Welcome to the 2022–2023 employee benefits Open Enrollment, April 5–May 20!

Open Enrollment is once again an semi- **active** process that requires employees to proactively elect to:

- Enroll in the Flexible Savings Accounts – Healthcare & Dependent Care (daycare),
- enroll (if you are not currently enrolled),
- enroll in voluntary plans and update current beneficiaries,
- or change the current plan benefits or those persons covered.

If you fail to elect benefits online via Paycor, any Flexible Spending Healthcare and Dependent Care elections will be considered waived. Current benefit elections for all other plans will automatically roll over to the next plan year.

The University offers employees and their eligible family members a comprehensive and valuable benefits program. Please take the time to educate yourself about the options and choose the best coverage for you and your family.

[Click here to view the 2022-23 Employee Benefit Guide](#)

Eligibility

Full-time faculty and staff members (working 30 or more hours per week) are eligible to enroll.

Eligible Dependents- addition of Domestic Partner Coverage

Your spouse, domestic partner, disabled dependent and eligible dependent children (to age 26) may be eligible to enroll in benefits.

How to Complete the Open Enrollment Process

1. Login to [Paycor](#).
2. Under the “ME” tab, click on “Benefits”- this will take you to the Benefits Home screen.
3. Click on the blue box “Start Your Enrollment”
4. Make your benefit elections and/or waive coverage (if applicable).

The elections you make will be effective from July 1, 2022 through June 30, 2023 unless you, your spouse, your domestic partner or your dependent child(ren) experience a qualified change-in-status event such as marriage, divorce, birth of a child or change of job or insurance for you, your domestic partner or your spouse.

When to Enroll

The open enrollment period is **April 11, 2022 through May 20, 2022.**

Learn More

2 ways are available – informational session recorded or live or come visit Pop-up Benefits Fair.

- **Informational Session – live and recorded**
 - [Click here for an Open Enrollment Recorded overview of Lincoln FY 22-23 benefits](#)
 - Join a live webinar with question-and-answer opportunities.
 - Wednesday, April 20 at 12 p.m.
 - [Click here to join the meeting](#)
- **Join HR Pop-Up Benefits Fair-** Join us to learn more about your benefits and answer your question. Sign up for some prizes! Come anytime during the Pop Ups.
 - Monday, April 18 from 12 p.m.-2:30 p.m. - Ivory Nelson Room 344
 - Tuesday, April 19 from 1:30 p.m.- 3:30 p.m.- SACE
 - Thursday, April 21 from 11:00 a.m.- 12:00 p.m. and 1:00 p.m.-3:00 p.m. – ICC Gallery
 - Tuesday, April 26 from 10 a.m.-1:00 p.m.- Wright Hall Room 314
 - Wednesday, April 27 from 9:30 a.m. – 12:00 p.m. - Azikiwe-Nkrumah Hall- 1st Floor Conference Room

Prizes, Prizes, Prizes!

Stop by the HR Pop-UP Benefits Fair to put your name in for a chance in the drawing for some great prizes.

Examples of some of the prizes include:

Fitness Equipment	Health Tracking Devices
Jump Ropes	Healthy Eating Small Appliances
Family Games	Exercise Bike

...and more! The drawing for the prizes will be held the first week of June. Good luck!

Questions?

If you have questions about Open Enrollment or benefits, please contact Mary-Michael Rosling at mrosling@lincoln.edu or 484-365-5189.

Information will be available on the [HR](#) webpage at www.lincoln.edu/employeebenefits.