



# Lincoln University

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[www.lincoln.edu](http://www.lincoln.edu)

Office of Human Resources  
1570 Baltimore Pike  
Lincoln University, PA 19352

484-365-8059 phone  
484-365-8060 fax  
[hr@lincoln.edu](mailto:hr@lincoln.edu)

To: Lincoln Employees  
From: Mary-Michael Rosling  
Date: April 23, 2021  
Subject: Employee Benefits Open Enrollment

Good morning Lincoln University Employees,

Welcome to the 2021–2022 employee benefits Open Enrollment, April 23–May 28!

Open Enrollment is 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.

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.

## [View the 2021-22 Benefit Guide](#)

### [Eligibility](#)

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

### [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, 2021 through June 30, 2022 unless you, your spouse, 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 or your spouse.

## When to Enroll

The open enrollment period is **April 23, 2021 through May 28, 2021**.

## Learn More

Join a live webinar with question-and-answer opportunities.

- Monday, April 26 at 2 p.m.
  - Join the meeting [Click here to join the April 26th meeting online](#)
  - Join the meeting by phone at 1-844-368-3855
  - Meeting Number: 982 621 120
- Thursday, April 29 at 2 p.m.
  - Join the meeting [Click here to join the April 29th meeting online](#)
  - Join the meeting by phone at 1-844-368-3855
  - Meeting Number: 986 506 348
- Tuesday, May 4 at 10 a.m.
  - Join the meeting [Click here to join the May 4th meeting online](#)
  - Join the meeting by phone at 1-844-368-3855
  - Meeting Number: 986 269 552
- Wednesday, May 5 at 10 a.m.
  - Join the meeting [Click here to join the May 5th meeting online](#)
  - Join the meeting by phone at 1-844-368-3855
  - Meeting Number: 981 458 960
- Monday, May 10 at 2 p.m.
  - Join the meeting [Click here to join the May 10th meeting online](#)
  - Join the meeting by phone at 1-844-358-3855
  - Meeting Number: 983 619 494

## Prizes, Prizes, Prizes!

Complete your enrollment and you will have a chance in the drawing for some great prizes.

Examples of some of the prizes include:

- Fitness Equipment
- Health Tracking Devices
- Jump Ropes
- Ball Chairs
- Family Games

...and more! The drawing for the prizes will be held June 5. Good luck!

## Questions?

If you have questions about Open Enrollment or benefits, please contact Mary-Michael Rosling at [mrosling@lincoln.edu](mailto:mrosling@lincoln.edu) or 410-371-6649.

All of this information will be available on the [HR](#) webpage at [www.lincoln.edu/employeebenefits](http://www.lincoln.edu/employeebenefits).