

From: Benefits
Sent: Monday, October 10, 2016 9:42 AM
To: Debbie Givens
Subject: FW: Annual Enrollment!

From: Benefits
Sent: Friday, September 30, 2016 4:33 PM
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Annual Enrollment Begins Monday!

This year, annual enrollment is only 2 weeks, 10/3/16 through 10/14/16. If you plan to make changes to your employee benefits, you must do so by 10/14/16. All changes are effective 1/1/2017. Changes to State benefits must be made through the State Employee Self Service portal, Edison. All information related to annual enrollment is posted on the HR Benefits web page under the annual enrollment tab at <http://www.mtsu.edu/hrs/benefits/index.php>.

The HRS Benefits staff will be available to answer questions or discuss benefits during annual enrollment. You will NOT need an appointment on these scheduled days. The schedule is available on the HRS Benefits web page under the annual enrollment tab at the link above.

Please note: This year, you must obtain your Edison login ID and password on-line through Edison. The link to the Edison log in page is https://sso.edison.tn.gov/psp/paprd/EMPLOYEE/EMPL/h/?tab=PAPP_GUEST. In addition, instructions on how to make changes in Edison is located on page 4 of your 2017 Decision guide, which is also located online at http://partnersforhealthtn.gov/documents/2017_aetp_guide_st.pdf. The HR Benefits staff will not be able to assist you in obtaining Edison login information.

Using Edison ESS

When you use ESS in Edison to add or make changes in your benefits, Internet Explorer 11 is your best choice. You may not be able to enroll in your benefits if you use the Chrome browser or any mobile devices. Although not recommended, other browsers might work. All of your information may not be on the enrollment screens, which could mean that you are not enrolled in your choices. If these issues cannot be resolved, you will need to use the recommended browser.

Passwords

- > **For higher education employees**, if you are using the Edison system for the first time or are having trouble logging in, go to the Edison home page and click on 1st Time Login/Password Reset and follow the steps or call the Benefits Administration service center.

Log in issues must be resolved by the State Benefits Administration office in Nashville. The service center can be reached at 615-741-3590.