

2024 Open Enrollment

Verification of Submission

1. Log into [PeopleSoft HR](#)
2. Navigate to [Employee Self Service](#) from the homepage.
3. Select the [Open Enrollment](#) tile.
4. Select the [Benefit Enrollment](#) tab on the left-hand side of the page.
5. If the [Status](#) under the [Enrollment Summary](#) shows “**Submitted**,” your elections have been saved.
 - a. Navigate to the [Benefit Statement](#) tab to print your [Elections Preview](#).

If the [Status](#) under the [Enrollment Summary](#) shows “**Changes saved – Submit to view**,” you need to select the [Submit Enrollment](#) button as you have made changes since the last time you submitted your enrollment.

- a. Once you select the [Submit Enrollment](#) button the [Status](#) will change to “**Submitted**.”
- b. Navigate to the [Benefit Statement](#) tab to print your new [Elections Preview](#).

If the [Status](#) under the [Enrollment Summary](#) shows “**Pending Review**,” you need to select the [Submit Enrollment](#) button to submit your elections.

- a. Once you select the [Submit Enrollment](#) button the [Status](#) will change to “**Submitted**.”
- b. Navigate to the [Benefit Statement](#) tab to print your new [Elections Preview](#).

Potential Errors

If the [Submit Enrollment](#) button is grayed out there is an error in your enrollment that needs to be corrected.

- a. Review the benefit tile(s) under the [Benefit Enrollment](#) page to identify any tile(s) that show “**Error**” for the Status.
- b. Select the tile with the “**Error**” Status.
- c. Read the error message on the top of the page and correct the corresponding issue.
- d. Once corrected, select the [Submit Enrollment](#) button the [Status](#) will change to “**Submitted**.”
- e. Navigate to the [Benefit Statement](#) tab to print your new [Elections Preview](#).

If the [Benefits Alerts](#) pop up contains any warnings, there is an error in your enrollment that needs to be corrected.

- a. Review the warning. Then select the Done button.
- b. Correct the error associated with the warning message.
- c. Once corrected, select the [Submit Enrollment](#) button the [Status](#) will change to “**Submitted**.”
- d. Navigate to the [Benefit Statement](#) tab to print your new [Elections Preview](#).