

Verification of Open Enrollment Submission in PeopleSoft

Every Open Enrollment, the Benefits Hotline receives an influx of calls towards the end of Open Enrollment with employees inquiring if their elections have been successfully submitted. To save you time and stress, below is an overview of how you can verify if your elections were submitted in PeopleSoft.

Verification of Submission

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

If you need additional assistance with completing your Open Enrollment please review the [Open Enrollment Quick-Step Guide](#) or call the Benefits Hotline at 317-234-1167 or toll-free at 877-248-0007.