New Hire Online Benefits Enrollment Instructions
1. Sign into FlashLine.
2. On the left side of the screen, select EMPLOYEE drop down menu and then DASHBOARD.
3. Select the My Lists at the top.

![FLASHline interface with My Lists highlighted]

4. Select “New Hire Checklist”
5. Select "Enroll in New Hire Benefit Election"

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**Enroll in New Hire Benefits Election**

Full-Time benefits-eligible employees have 31 days from date of hire to make their benefit elections. New employees are encouraged to attend a New Hire Benefits Orientation to learn more about the University’s benefits and retirement plans and to ensure that all deadlines are understood and met.

For more information, visit the University Benefits webpage at [www.kent.edu/hr/benefits](http://www.kent.edu/hr/benefits).

If you have questions regarding your newly chosen benefits, please contact the Benefits Department at (330) 672-3107 or email [benefits@kent.edu](mailto:benefits@kent.edu).

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**Welcome to the New Hire Online Enrollment Site**

6. Read the instructions carefully.

7. Click on New Hire Enrollment to begin the benefits selection process.

![New Hire Enrollment page]

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2
You have now begun your benefits selection process. **NOTE:** Please be sure to **DECLINE** the benefits you do not wish to enroll.

8. **Click on Start Enrollment to begin.**

9. **You will be directed to select your medical coverage first. Once you’ve started, the system will prompt you to continue through the entire process of your benefit elections.**

10. **Submit Change**
**Cancel Choice**
**No Changes**
11. You may add your eligible dependents after making your medical selection. All starred areas (*) must be completed.

You must check the box to apply your dependent to each appropriate benefit selection. To add additional dependents, click Add a New Person. Repeat as necessary. After all dependents are entered, then, Save and Continue Enrollment.
12. **NOTE:** The University provides employee Basic/AD&D life insurance at no cost to you. The coverage is at three times your annual salary up to $225,000.

13. Once you have made your last benefit election, click **FINISH ENROLLMENT**. A benefit Summary will populate...

To begin your benefit election, select the 'Start Enrollment' button. You will have the opportunity to add your dependent(s) or the details of your elections. To cancel your elections, select CANCEL ENROLLMENT, if displayed, and the changes you have made that process.

Dependent eligibility documents must be submitted to University Benefits within 30 days from the date of hire. **YOUR BENEFIT eligibility documents to the University Benefits office located in Heer Hall - Kent Campus in person or via fax (330-672-5447) or c

Coverage Begin Date: Jan 22, 2018
Enrollment Deadline: Feb 22, 2018

Benefit Elections

<table>
<thead>
<tr>
<th>Group</th>
<th>Benefits Status</th>
<th>% Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical</td>
<td>PPO 12 Month... has been selected.</td>
<td></td>
</tr>
<tr>
<td>Dental</td>
<td>Delta Dental PPO High Plan... has been selected.</td>
<td></td>
</tr>
<tr>
<td>Basic Life Insurance</td>
<td>Group Term Life Insurance... has been selected.</td>
<td></td>
</tr>
<tr>
<td>Supplemental Life - Employee</td>
<td>This enrollment group has been declined.</td>
<td></td>
</tr>
<tr>
<td>Supplemental Life - Spouse</td>
<td>This enrollment group has been declined.</td>
<td></td>
</tr>
<tr>
<td>Supplemental Life - Child</td>
<td>Supplemental Life Ins Child... has been selected.</td>
<td></td>
</tr>
<tr>
<td>Accidental Death/Dismemberment</td>
<td>This enrollment group has been declined.</td>
<td>91%</td>
</tr>
<tr>
<td>Long-Term Disability Insurance</td>
<td>This enrollment group has been declined.</td>
<td></td>
</tr>
<tr>
<td>Flexible Spending Health</td>
<td>This enrollment group has been declined.</td>
<td></td>
</tr>
<tr>
<td>Health Savings Account</td>
<td>This enrollment group has been declined.</td>
<td></td>
</tr>
<tr>
<td>Dependents</td>
<td>2 Added</td>
<td></td>
</tr>
<tr>
<td>Summary</td>
<td>Include</td>
<td></td>
</tr>
</tbody>
</table>

Return to Benefits Enrollment Menu

CONTINUE TO STEP #14

Example of Summary page below. **CONTINUE TO STEP #14**
Benefit Summary Page Example

Personal Data

Department: Care Of Grounds
Benefit Category: Full Time Benefit Eligible
Date of Birth: Aug 10, 1989
Original Hire Date: Jan 22, 2018
Current Hire Date: Jan 22, 2018
Adjusted Service Date: Jan 22, 2018

Medical

- Medical Mutual PPO 12 Month
  Payroll Deduction as of Jan 22, 2018
  Med Mutual 85/60 Family
  Cost per Month: $191.58

<table>
<thead>
<tr>
<th>Covered Persons</th>
<th>Relationship</th>
<th>Birth Date</th>
<th>Coverage Start Date</th>
<th>Coverage End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brian P Kelly</td>
<td>Self</td>
<td>Aug 10, 1989</td>
<td>Jan 22, 2018</td>
<td></td>
</tr>
<tr>
<td>Bob S Doe</td>
<td>Spouse</td>
<td>Dec 01, 2011</td>
<td>Jan 22, 2018</td>
<td></td>
</tr>
</tbody>
</table>

Dental

- Delta Dental PPO High Plan
  Payroll Deduction as of Jan 22, 2018
  Delta Dental High PPO Family
  Cost per Month: $27.56

<table>
<thead>
<tr>
<th>Covered Persons</th>
<th>Relationship</th>
<th>Birth Date</th>
<th>Coverage Start Date</th>
<th>Coverage End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brian P Kelly</td>
<td>Spouse</td>
<td>Dec 01, 2011</td>
<td>Jan 22, 2018</td>
<td></td>
</tr>
<tr>
<td>Bob S Doe</td>
<td>Self</td>
<td>Dec 01, 2011</td>
<td>Jan 22, 2018</td>
<td></td>
</tr>
</tbody>
</table>

Basic Life Insurance

- Group Term Life Insurance
  Payroll Deduction as of Jan 22, 2018
  Group Term Life - 12 Month

14. **After reviewing your Summary page, you MUST click CONFIRM ENROLLMENT AT THE BOTTOM of the Summary page to finish your enrollment process. ****

15. You be will receiving your email confirmation below.

Your benefits are effective on your hire date. Benefit identification cards will be mailed to your home in approximately two weeks. **REMINDER: DON'T FORGET YOUR SUPPORTING DOCUMENTS FOR YOUR DEPENDENTS AFTER COMPLETING YOUR ELECTIONS!!!**