

Enroll Online Through The Employee Self-Service Portal

Making and Changing Your Benefit Elections

If you are newly hired faculty or staff, you have 31 days from your date of hire to elect your benefits (see below for enrollment instructions). During this initial enrollment period, you elect your benefits and coverage level. If you fail to enroll in benefits before the deadline, you may enroll in benefits during the next Benefits Open Enrollment Period or following a qualifying life event.

The Benefits Open Enrollment Period, held each fall, is your opportunity to choose your benefits for the following calendar year. If you do not make a change to your coverage level or benefits during this period, your elections for the current year will automatically continue for the next calendar year (with the exception of **Flexible Spending Accounts**, which **require** annual re-enrollment to participate). In addition, if you do **not** complete the biometric screening, including the Health Power Assessment, and the spousal/LDA (if applicable) and tobacco certifications, a higher medical premium will apply. *Note: Newly hired faculty and staff are not required to complete the biometric screening and Health Power Assessment until the next Benefits Open Enrollment Period.*

Enrolling Dependents

You must enroll your eligible dependents during the enrollment period. You cannot add them later unless you have a qualifying life event.

Enrolling Online

Benefits Enrollment is a paperless process that is done online through the **Employee Self-Service Portal at: <https://ess.luc.edu>**. For login questions, please contact the ITS Help Desk at helpdesk@luc.edu or by phone at **773-508-4ITS**. For your reference, Employee Self-Service Portal is compatible with Google Chrome and Safari internet browsers.

Be prepared in advance. Before you access the enrollment system, have your dependent information (including documentation to verify eligibility with date of birth, full legal name, and Social Security Numbers for all members) and beneficiary information available.

Benefit Details: 2020 Benefits Booklet

Enrollment Instructions	
Follow these simple online enrollment steps:	
Step 1	Open your browser and visit https://ess.luc.edu . (The Employee Self-Service Portal is compatible with Google Chrome or Safari internet browsers.)
Step 2	Use your Loyola Email address and password to login. Select New Hire Enrollment.
Step 3	If you are adding dependents to any plans, be sure you have the proper documentation to verify eligibility. You will be required to upload supporting documents as you complete your enrollment.
Step 4	When completing the Life Insurance section, the beneficiary information you provide for your Basic Life insurance plan will apply to any Supplemental Life and AD&D that you select. To add beneficiary information, select Beneficiary from the ESS Portal Home Page.
Step 5	Print your benefits elections – this is your confirmation statement. So be sure to keep your confirmation statement for your records.
Step 6	To apply for Long-Term Care Insurance, contact LifeSecure at 855-568-6236 or visit www.luc.edu/hr/benefits .
Step 7	To enroll in and increase your 403(b) Defined Contribution Retirement Plan contributions, contact Transamerica at 773-508-2770 or visit https://luc.trsretire.com .
Step 8	If you have difficulty enrolling in your benefits, please contact Human Resources at Benefits@luc.edu .
Step 9	Review your first paystub in January (or the month in which your coverage begins) to ensure your premium deductions are correct.