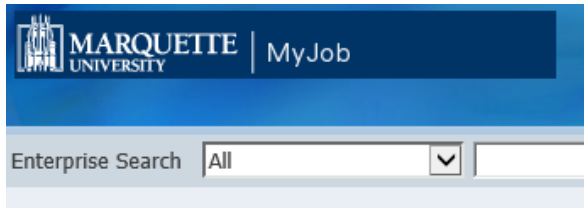


INSTRUCTIONS FOR VIEWING BENEFITS IN MYJOB

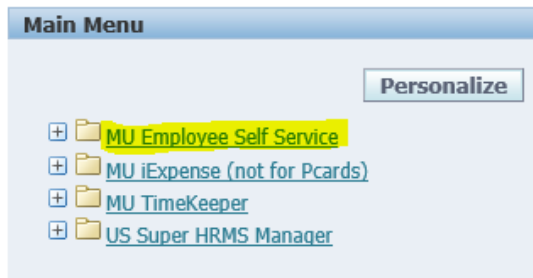
LOG INTO MYJOB

Select MU Employee Self-Service>View Benefits



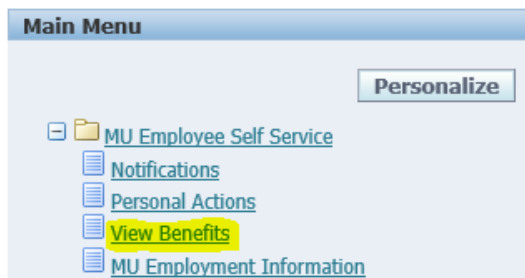
Oracle Applications Home Page

Main Menu options will appear on your date of hire.



Oracle Applications Home Page

Main Menu options will appear on your date of hire.



Select Next

MARQUETTE UNIVERSITY | MyJob **MU Employee Self Service** Navigator Favorites Home Logout Help

Benefit Information

Name

Currently our records contain the following name(s). These names will be used in both the Life/LTD and Medical, Dental, Vision and FSA programs to identify dependents and/or beneficiaries later in the enrollment process. Please Note: If you added a dependent during the last year (e.g. birth of a child, marriage, etc.), you will need to update the Oracle database at this time. To add any additional names, click on the ADD ANOTHER PERSON button and follow the prompts.
IMPORTANT: Due to a mandated Federal regulation, as of January 1, 2010, you are required to submit Social Security Numbers for all covered dependents (spouses and children) if you are enrolled in an Employee Plus One or Family medical plan. Please click on the Update icon and enter the SSN in the bottom section of the page.

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Select which benefit you want to view

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Select Program

Name

Please select a Program to update.

Select Program Name

Marquette Life and LTD

Marquette Medical, Dental, Vision and FSA/HSA

For information about employee benefits not listed above, please contact the Department of Human Resources at 8-7305.
TIP When finished with each Program, be sure to print the Confirmation Page for your records.

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Select from pull down menu to view or select current benefits to see what you have now >Select Go

MARQUETTE UNIVERSITY | MyJob **MU Employee Self Service**

Benefits Enrollment **Current Benefits**

Current Benefits

Name

Please show me the benefits as of

Review benefits

MARQUETTE UNIVERSITY | MyJob **MU Employee Self Service**

Benefits Enrollment **Current Benefits**

Current Benefits

Name

Please show me the benefits as of

Benefit Selections and Rate Details

Details	Plan	Option	Coverage	Start Date	Coverage	Cost 1	Cost 2	Cost 3
<input type="checkbox"/> Show	FSA/HSA - HSA Health			01-Jan-2017		20.00	0.00	0.00
<input type="checkbox"/> Show	Dental - Dental	Emp		01-Jan-2017		5.15	0.00	0.00
<input type="checkbox"/> Show	Health - HDHP	Emp		01-Jan-2016		14.00	0.00	0.00
<input type="checkbox"/> Show	Vision - Vision	Emp		01-Jan-2016		0.75	0.00	0.00
Total						39.90	0.00	0.00