



Date to be sent: February 9, 2023
Audience: Benefits-Eligible Employees Only
Subject: New Insurance Coverages and Benefits System

Dear Faculty and Staff Colleagues,

The Puget Sound Benefits team in Human Resources is excited to share with you some enhancements to our insurance offerings and the benefits enrollment experience.

What are the enhanced insurance offerings?

Between now and February 28, benefits-eligible faculty and staff have the opportunity to purchase critical illness and/or accident insurance coverage for themselves and eligible dependents. These new insurance types are entirely optional and offered on a voluntary basis through Lincoln Financial Group. For convenience, you pay the premiums for these coverages through an after-tax payroll deduction. Approved elections will be effective March 1, 2023, with the first payroll deductions made in March 15 pay. Attached you will find details regarding each coverage and the monthly employee cost.

How long do I have to enroll?

You can enroll between now and 5 p.m. on February 28. We are offering these coverages through a one-time off-cycle benefits enrollment period for 2023. If you do not enroll at this time, you will be able to elect these coverages for 2024 during our benefits open enrollment period in November 2023.

How do I enroll?

To enroll, you will need to create an account in Employee Navigator, our new online benefits enrollment and information system, and make your elections. Information on how to create an account and sign in to Employee Navigator follow below.

What is [Employee Navigator](#)?

Beginning this month, benefits-eligible faculty and staff have access to [Employee Navigator](#), a new online tool for Puget Sound employees to make and review benefits elections, submit benefits changes due to a qualifying life event, and streamline the benefits enrollment experience.

Why has the university implemented [Employee Navigator](#)?

Employee Navigator is designed to make the benefits enrollment experience—both for new employees and for current employees during qualifying life events or annual open enrollment—more intuitive, streamlined, and accurate. During enrollment periods, Employee Navigator will provide cost estimates of benefits choices, allowing faculty and staff to review various options with ease. Faculty and staff will also be able to review their benefits elections throughout the year with clearer descriptions of those benefits types and update beneficiaries as needed without submitting paper forms. Employee Navigator is also assisting HR and payroll in reducing back-end manual processes related to benefits administration, improving the efficiency of these activities. Through an arrangement with our benefits broker, we are pleased to be able to offer Employee Navigator at no additional cost to the university. We especially appreciate our partners in Technology Services for their assistance with the Employee Navigator implementation.

Why do I need to create an [Employee Navigator](#) account?

Employee Navigator is where any benefits-eligible faculty or staff member will elect benefits for open enrollment, submit benefits changes for qualifying life events, manage beneficiaries, and view benefits enrollment summaries. Employee Navigator is replacing the previous Google form document used by Puget Sound employees to make benefits elections.

How do I create an account and sign into [Employee Navigator](#)?

- Please visit www.employeenavigator.com or click any hyperlink on this page.
- Select “Log-In” in the upper right corner of the webpage and then “Register as a new user.”



- You will be asked to enter your Social Security number the first time you log-in. Please note the use of SSN has been reviewed for data security purposes.
- The Company Identifier is **University of Puget Sound**
- A unique code will be sent to your Puget Sound e-mail address each time you sign into Employee Navigator as part of the multi-factor authentication process.
- Create a username/password of your choice and finalize account creation.
- The first time you log-in, you will be provided with a notice regarding use of personal data and data security information.
- **After signing in, the system will indicate you have “Open Enrollment” to complete. This is how you may elect the new coverages. No other changes to benefits elections can be made at this time. Please note: if you do not wish to elect the new coverages, no action is required. The coverages are entirely optional and voluntary. You can review your current benefits elections and beneficiaries without electing the new insurance coverages.**
- Please visit this [link](#) to review a tutorial on Employee Navigator.

Who can I contact with questions about account creation or if I experience log-in issues?

Synergy provides technical support for Employee Navigator and they may be contacted at enrollment@synergyenrollment.com or by phone at 858-282-0660 with availability Monday through Friday 8:00 a.m. to 5:00 p.m. (except on holidays).

Who do I contact if I notice a discrepancy in my benefits elections, dependents, or beneficiaries in my Employee Navigator account, or if I have other benefits-related questions?

- Please contact Puget Sound Benefits at benefits@pugetsound.edu for questions about benefits elections, listed dependents, or any other benefits-related items.
- Faculty and staff can now update beneficiaries in Employee Navigator at any time.

If you have any questions on new coverages offered during this enrollment period or on the transition to Employee Navigator, please do not hesitate to reach out to the Benefits Team in HR at benefits@pugetsound.edu.