

# OPEN ENROLLMENT

## How to Access Open Enrollment through UOnline:

### ★Step One:

Nor'easter ID (myUNE ID):

Password:

Login [Click Here for Help with Login?](#)


Login to UOnline using your Nor'easter ID (my UNE ID) and Password

### ★Step Two:

**UNE** UNIVERSITY OF  
NEW ENGLAND

Personal Information **Employee Services**

Search  Go

 **Employee Services Menu**

- Time Sheet
- Pay Information  
Pay statements, earnings and deductions history, direct deposit accounts.
- Benefits and Deductions  
View your current benefit and / or deduction information.
- Tax Information  
W4 Tax Withholding, W2 Earnings.
- HR/Payroll Downloadable Forms and Policies  
Links directly to the UNE HR/Payroll forms and policies.
- Leave Balances  
Check your leave balances and leave time used.

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Click on the Employee Services tab

### ★Step Three:

**UNE** UNIVERSITY OF  
NEW ENGLAND

Personal Information **Employee Services**

Search  Go

 **Employee Services Menu**

- Time Sheet
- Pay Information  
Pay statements, earnings and deductions history, direct deposit accounts.
- **Benefits and Deductions**  
View your current benefit and / or deduction information.
- Tax Information  
W4 Tax Withholding, W2 Earnings.
- HR/Payroll Downloadable Forms and Policies  
Links directly to the UNE HR/Payroll forms and policies.
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Click on Benefits and Deductions

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## ★Step Four:

UNE UNIVERSITY OF  
NEW ENGLAND

Personal Information Employee Services

Search  Go

Benefits and Deductions

- Open Enrollment**  
Add/Update Benefits during open enrollment period.
- Insurance Deductions  
View the status of both employee / employer contributions toward your insurance elections.
- Retirement Plans  
View the status and both employee / employer contributions toward your Fidelity retirement.
- Flexible Spending Accounts  
View the status and contributions toward your flexible spending accounts.
- Miscellaneous Deductions  
View the status and contributions toward your miscellaneous and / or voluntary contributions.
- Benefit Statement
- New Health Insurance Marketplace Coverage Options and Your Health Coverage

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Click on Open Enrollment

## ★Step Five:

**Open Enrollment Start Date:** Sep 30, 2020  
**Open Enrollment End Date:** Nov 16, 2020  
**Benefits Effective Date:** Jan 01, 2021

Group	Benefits Status
Health	No choices made in this group.
Flex Spending	No choices made in this group.
Miscellaneous	No choices made in this group.
<b>Start Open Enrollment</b>	

Click on the Start Open Enrollment link