

## **Frequently Asked Questions**

### **Open Enrollment Period: November 13th through November 30th**

Monroe Community College has elected to use the Lawley PowerConnect portal, powered by PlanSource to automate employee benefit access and management. To ensure proper benefit enrollments & data integrity as MCC moves to an electronic benefit management system, this is an active open enrollment.

#### ***1. What is an active Open Enrollment?***

Your benefits will not automatically roll into the upcoming year. You will need to formally elect or decline benefits. Should you wish to carry the benefit in 2025, you will need to perform one-time entry of your information to carry the benefit.

#### ***2. Which employees must act during Open Enrollment?***

All full-time, benefit eligible employees will need to make their 2025 benefit elections.

#### ***3. Will I need to enter my information each year?***

No, you will not need to enter your data each year. The entry of data at this time is due to the inability to migrate your current information into the benefits administration system.

#### ***4. How do I learn to use the Lawley PowerConnect portal?***

Lawley and the College are providing informational presentations to learn how to use the benefits administration system. You may also go to the Human Resources Office to receive assistance in entering your benefit information.

The informational presentation schedule is as follows:

**November 13th: Noon to 1:30 p.m., Brighton campus Room 08-300**

**November 14th: 11 a.m. to 12:30 p.m., Downtown campus 320AB – High Falls A&B**

**November 14th: 3:30 p.m. to 5:30 p.m., Brighton campus Room 05-300**

**November 15th: Noon to 1:30 p.m., Brighton campus Room 08-300**

**November 19th: 11 a.m. to 1:00 p.m., Brighton campus Room 08-300**

**November 19th: 3:00 p.m. to 5:30 p.m., Downtown campus 320AB – High Falls A&B**

A recording of the November 13th presentation will be made and the link will be share with College staff.

### ***5. Which benefits must I enroll in or decline?***

You will need to elect to enroll or decline the following benefits below. If you wish to enroll, you will need to gather information and enter it into the benefits administration system. A [Benefit Enrollment Worksheet](#) has been created to identify the information you will need to gather and facilitate your data entry as you make your benefit elections.

- Medical
- Dental
- Flexible Spending account(s)
- Long-Term Disability
- Basic Life
- Optional Life
- Beneficiary Designation

### ***6. Where can I find the 2025 benefit employee contribution amounts?***

Employee benefit contributions will be displayed in the Lawley PowerConnect portal while you make your benefit elections.

### ***7. Where can I find the 2025 benefit summaries?***

You will have access to the benefit summary as you display each benefit option. Your full employee benefits guide will also be available as you enter the home screen of the portal.

***8. Do I have to elect a benefit in the portal in order to view my employee cost?***

No. Once you enter the portal, the system will recognize you and display the benefits you are eligible for. When clicking on a specific benefit, the system will display the options and the associated employee cost.

***9. Can I change my benefit election(s) once I have made them?***

Yes. You will have the ability to select and change your elections to the process. Once you have saved your elections, you may return to the portal during the Open Enrollment period should you wish to make a change. Once the Open Enrollment period has ended on November 30th, you will not be able to make changes.

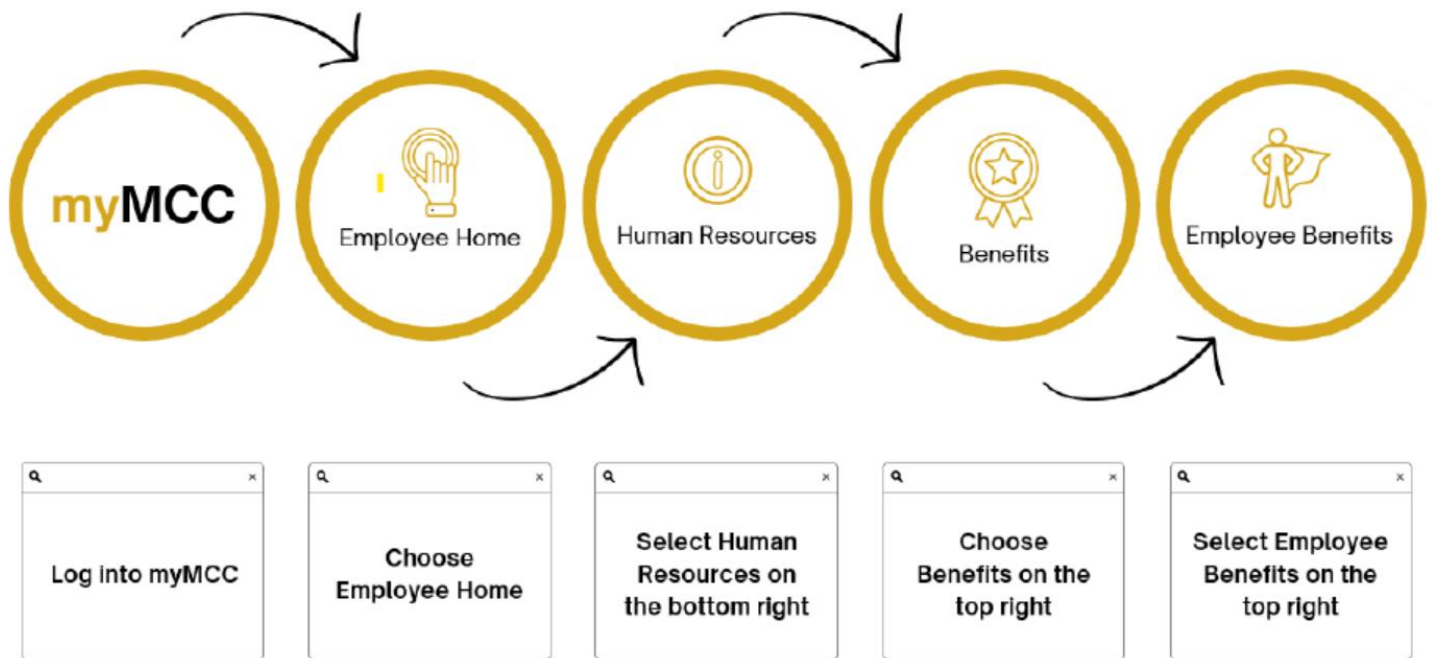
***10. How to I determine which benefits I am currently enrolled in?***

After reviewing your pay stub and your insurance cards, if you are not sure you may contact MCC's Human Resources Office for assistance via email at [mcchrbenefits@monroecc.edu](mailto:mcchrbenefits@monroecc.edu) or call (585) 292-2048.

Note: Some information cannot be shared electronically or over the telephone. Depending on the information requested, you may be instructed to go to the Human Resources Office and present photo ID to obtain it. HR staff members will be attending the informational Open Enrollment meetings and can either assist or advise you at that time.

### ***11. Where can I access Lawley PowerConnect benefits administration system by PlanSource?***

Staff access to the portal begins November 13th. Access is through the myMCC tile system. Once logged into myMCC, the portal will recognize you as the employee and no further login credentials are necessary.



### ***12. Where can I obtain assistance?***

MCC's Human Resource staff will be available to assist you with benefit coverage questions. Contact HR at [mcchrbenefits@monroecc.edu](mailto:mcchrbenefits@monroecc.edu) or call (585) 292-2048. You may also go to the HR Office and obtain assistance in entering your information into the benefits administration system.

### ***13. Must I use a College computer or can I use my home computer?***

As long as you are able to log into myMCC, you may use either a College or home computer.

### ***14. What will happen if I do not make any elections?***

You will receive reminder emails indicating that you must make your elections. The College will be able to monitor staff progress in the enrollment process. If you are having issues in making your

elections, please reach out to the MCC Human Resources Office via email [mcchrbenefits@monroecc.edu](mailto:mcchrbenefits@monroecc.edu) or call (585) 292-2048 for assistance.

### ***15. Will my personal information be secure?***

The Lawley PowerConnect benefits administration system by PlanSource has been reviewed by MCC's IT and Internal Audit departments. The system has met the security criteria set forth under SUNY. Annual reviews are performed to safeguard information and verify that a vendor continues to meet College and SUNY security standards.

### **Benefit Opportunities in this Open Enrollment:**

With the implementation of the Lawley PowerConnect benefits administration system, employees who previously waived the following benefits now have the one-time opportunity to elect coverage without evidence of insurability.

- Basic Life at 2.5 times salary
- Long-Term Disability

### **New Voluntary Benefits:**

The College is offering the following voluntary (at employee's own cost):

**EyeMed Vision:** See [EyeMed Summary of Benefits](#) for coverage details.

**Optional Life:** The College will continue to offer Optional Life coverage. Staff now have the ability to elect their level of life benefit in increments of \$10,000 (**maximum guarantee issue to \$350,000**). Anyone currently carrying Optional Life will need to designate the level of benefit they wish to elect.