

**PEP***flex*

Online Benefits Enrollment Instructions |



## YOUR WAVENET EXPERIENCE

Please click the button below to begin your full WaveNet experience

[Log in to WaveNet](#)

[Forgot Password?](#)

If you are having difficulty logging into WaveNet, please use this alternate login link.

[Alternate WaveNet Login](#)

## BROWSERS SUPPORTED

For best results, we recommend the following supported browsers:



IE9



FF7



SF5

## UPCOMING WAVENET DOWNTIME

Date	Times	Cycle	Details
Sun, Jun 2	12am - 12pm	Weekly	<a href="#">All</a>
Sun, Jun 9	12am - 12pm	Weekly	<a href="#">All</a>
Sun, Jun 16	12am - 12pm	Weekly	<a href="#">All</a>
Sun, Jun 23	12am - 12pm	Weekly	<a href="#">All</a>

Go to <http://wavenet.pepperdine.edu> and sign in with your username and password.

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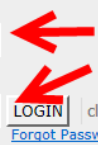
# Central Authentication Service (CAS)

**Enter your NetworkID and Password**

NetworkID:

Password:

[Forgot Password?](#)



This Central Authentication Service (CAS) provides single sign-on access to Pepperdine University web services. Your log in to this CAS page allows you to access any of your web services for the next two hours, without having to log in again.

By logging in via CAS, you agree to abide by the University's [Computer and Network Responsible Use Policy](#).

**Security warning for shared use computers:** The only reliable way to sign out of CAS or other web applications is to exit your web browser.

**LOG OUT OF ANY SHARED USE COMPUTER BEFORE YOU LEAVE IT**

Pepperdine University provides a password management web site at <https://networkid.pepperdine.edu> that allows you to change or reset the password associated with your NetworkID. You must create a profile on that web site in order to use CAS.

If you have any problems using your NetworkID please contact the Information Technology Anytime Support Desk at (310) 506-HELP (4357).

WaveNet  
PEPPERDINE UNIVERSITY

PEPPERDINE UNIVERSITY

Welcome, **del Giudice, Michelle**  
Your CWID is 045607412

view as: Faculty  
Faculty  
Staff

Logout

go

ID Card Deposit | Storage | Directory | Timesheet | E-mail ▶

Faculty Services | Academic Resources | Computer Support/IT

IT/SYSTEM NOTICES  
Finance System Downtime

Detailed description: This screenshot shows the top navigation bar of the WaveNet Peppertine University website. On the left is the WaveNet logo. In the center is the university's seal. On the right, a user is logged in as Michelle del Giudice. A dropdown menu is open, showing 'view as: Faculty' and two options: 'Faculty' and 'Staff'. A red arrow points to the 'Staff' option. Another red arrow points to the 'Logout' link. Below the navigation bar are several menu items: 'ID Card Deposit', 'Storage', 'Directory', 'Timesheet', and 'E-mail'. A horizontal bar contains 'Faculty Services', 'Academic Resources', and 'Computer Support/IT'. On the right, there is a section for 'IT/SYSTEM NOTICES' with a sub-heading 'Finance System Downtime'.

Faculty will need to change to the Staff view to access Employee Self Service

WaveNet  
PEPPERDINE UNIVERSITY

PEPPERDINE UNIVERSITY

Welcome, del Giudice, Michelle  
Your CWID is 045607412

Logout

ID Card Deposit | Storage | Directory | Timesheet | E-mail ▶

Staff Services | Staff Resources | Computer Support/IT

Employee Self Service  
HR and Student Administration  
Financials  
EPM Data Warehouse

EMERGENCY PREPAREDNESS  
Emergency Preparedness Guide  
Surviving an Active Shooter  
International Travel Safety

Detailed description: This screenshot shows the same WaveNet Peppertine University homepage, but with the 'Staff Services' tab selected. A dropdown menu is open under 'Staff Services', listing 'Employee Self Service', 'HR and Student Administration', 'Financials', and 'EPM Data Warehouse'. A red arrow points to the 'Employee Self Service' option. The 'Logout' link now shows the user's name 'del Giudice, Michelle' and CWID '045607412'. The 'IT/SYSTEM NOTICES' section is replaced by an 'EMERGENCY PREPAREDNESS' section with links to 'Emergency Preparedness Guide', 'Surviving an Active Shooter', and 'International Travel Safety'.

Click on Employee Self Service under the Staff Services tab



Staff Services

Staff Resources

Computer Support/IT

Employee Self Service

Employee Self Service

Self service for employees:

Personal Information

Review and update your personal information.

- [Personal Information Summary](#)
- [Home and Mailing Address](#)
- [Phone Numbers](#)
- [Email Addresses](#)
- [Emergency Contacts](#)
- [Education](#)
- [Religion](#)

Payroll and Compensation

Review your pay and compensation history. Update your direct deposit and other deduction or contribution information.

- [View Paycheck / Advice](#)
- [Direct Deposit](#)
- [W-4 Tax Information](#)
- [View Wage Summary](#)

Benefits

Review health, insurance, savings, pension or other benefits information. Review and update dependent and beneficiary personal information.

- [Benefits Information](#)
- [Dependents and Beneficiaries](#)
- [Benefits Summary](#)
- [Insurance Summary](#)
- [Benefits Enrollment](#)



In the Benefits menu, click on “Benefits Enrollment.”


## Benefits Enrollment

Employee Name

PEPflex is more than an assortment of traditional benefits. Please read the PEPflex Guide carefully before you enroll. PEPflex allows you to select benefits which most closely match your own needs and preferences. Unless you have a Qualified Family Status Change you may not change your benefits plan until the next Open Enrollment period.

If you have any questions regarding your Benefits Enrollment, please contact the Center for Human Resources at (310) 506-4397.

### Open Benefit Events

<u>Event Description</u>	<u>Event Date</u>	<u>Event Status</u>	<u>Job Title</u>	
Open Enrollment	 08/01/2007	Open	Job Title	<input type="button" value="Select"/>



Once you click Select, it will take a few seconds for your benefits enrollment information to load.

“Select” your open enrollment event.

## Benefits Enrollment

### Open Enrollment

Employee Name

Open enrollment is your annual opportunity to modify your benefit choices.  
You will be able to review the cost of each benefit on the Enrollment Summary.

**i** Important: Your enrollment will not be complete until you Submit your choices to the Center for Human Resources.

#### Enrollment Summary

	<b>Edit</b> Medical	Full Cost	Credits	Before Tax	After Tax
Current:	Blue Cross - HMO Single				
New:	Blue Cross - HMO Single	0.00	3.22	-3.22	
	<b>Edit</b> Dental	Full Cost	Credits	Before Tax	After Tax
Current:	Delta Dental PremierPPO:Single				
New:	Delta Dental PremierPPO:Single	3.40	0.00	3.40	
	<b>Edit</b> Vision	Full Cost	Credits	Before Tax	After Tax
Current:	Waive				
New:	Waive	0.00	0.00		0.00
	<b>Edit</b> Optional Life	Full Cost	Credits	Before Tax	After Tax
Current:	Waive				

This menu shows your current plan choices and will reflect any new choices you make. You can make changes to the plans with the "Edit" buttons. The following slides are examples of how to change medical coverage by first selecting the Medical "Edit" button.

## Benefits Enrollment

### Medical

Employee Name

Good health is a precious thing. It is up to you to make sure you and your family receive the medical care you need. The PEPflex health plans are designed to help you with your health care expenses. However, the University offers health plans that encourage you to receive care in the most economical way possible. This keeps health care affordable for you and the University.

**i Important!** Your current coverage is: **Blue Cross - HMO with Single coverage.** If you do not make a choice, your coverage will be: **Blue Cross - HMO with Single coverage.**

#### Select an Option

Here Are Your Available Options With Your per-pay-period Costs:  
(Your cost = Full benefit cost - Credits)

[Overview of all Plans](#)

Select one of the following plans:

[Blue Cross - POS](#) [Provider Link](#)

Blue Cross POS is a Point-of-Service plan, which is a hybrid of an HMO and indemnity plan. In-network benefits work similar to an HMO. You and your covered dependent(s) may elect to go "outside" of the HMO network, but you will pay a greater share of the cost of many services. POS coverage includes a 80% Preferred Provider (PPO) plan benefit and a 70% out-of-network plan benefit after satisfying an annual deductible.

Click in the circle next to the medical plan you would like to enroll. Scroll down to the bottom of the Medical page for dependent information shown in the next slide.



### Enroll Your Dependents

The following list displays all individuals who are eligible to be your dependents. If an individual is missing from this list, click Add/Review Dependents to determine why they are not eligible. You may also use this button to add new dependents to your list.

You may enroll or un-enroll the following individuals for coverage under this plan by checking the **Enroll** box next to the dependent's name.

Enroll	Name	Relationship
<input checked="" type="checkbox"/>	Dependent Name	Spouse/OP

Add/Review Dependents

### Choose a Primary Care Provider ID

Enrollment in this plan requires that you select a primary care provider. You must indicate whether or not you have already established a relationship with this provider, since some providers are not accepting new patients. Please enter "DEFAULT" if you wish the plan to select a provider for you.

Enter a Primary Care Provider ID or enter  [Select a Provider](#)

"DEFAULT":

- Check here if you have previously seen this provider.
- Check here to use the same provider for all your dependents.

[Dependent Provider List](#)

- A) You can add dependents by clicking on "Add/Review Dependents".
- B) You can remove dependents by un-checking the "Enroll" box next to their name.

### Enroll Your Dependents

The following list displays all individuals who are eligible to be your dependents. If an individual is missing from this list, click Add/Review Dependents to determine why they are not eligible. You may also use this button to add new dependents to your list.

You may enroll any of the following individuals for coverage under this plan by checking the **Enroll** box next to the dependent's name.

Enroll	Name	Relationship
<input checked="" type="checkbox"/>	Dependent Name	Spouse/DP

Add/Review Dependents

### Choose a Primary Care Provider ID

Enrollment in this plan requires that you select a primary care provider. You must indicate whether or not you have already established a relationship with this provider, since some providers are not accepting new patients. Please enter "DEFAULT" if you wish the plan to select a provider for you.

Enter a Primary Care Provider ID or enter  [Select a Provider](#)

- Check here if you have previously seen this provider:  
 Check here to use the same provider for all your dependents.

[Dependent Provider List](#)

### Please Note:

Clicking the "Select a Provider" link will open a pop-up window that may be blocked by your browser.

C) If you are enrolling in either the Blue Cross HMO or Blue Cross POS plan you will need to enter a primary care provider ID. Click the "Select a Provider" link to search for one or type in DEFAULT to have one assigned to you. Confirm your choices and you will be taken back to the main menu.

## Benefits Enrollment

### Open Enrollment

Employee Name

Open enrollment is your annual opportunity to modify your benefit choices.  
You will be able to review the cost of each benefit on the Enrollment Summary.



**Important:** Your enrollment will not be complete until you Submit your choices to the Center for Human Resources.

#### Enrollment Summary

<a href="#">Edit</a>	Medical	Full Cost	Credits	Before Tax	After Tax
Current:	Blue Cross - HMO:Single				
New:	Blue Cross - POS:EE+Spouse	166.05	0.00	166.05	
<a href="#">Edit</a>	Dental	Full Cost	Credits	Before Tax	After Tax
Current:	Delta Dental Premier/PPO:Single				
New:	Delta Dental Premier/PPO:Single	3.40	0.00	3.40	
<a href="#">Edit</a>	Vision	Full Cost	Credits	Before Tax	After Tax
Current:	Waive				
New:	Waive	0.00	0.00		0.00
<a href="#">Edit</a>	Optional Life	Full Cost	Credits	Before Tax	After Tax

The main menu now shows your new coverage choice and costs. You can edit all of your benefit plans following the same method. Click the submit button once you have made all your changes.

Benefits Enrollment - Microsoft Internet Explorer


File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail News RSS Feeds

Address [http://met.pepperdine.edu:8002/psp/hcbms9/EMPLOYEE/HRMS/c/W3EB\\_MENU.W3EB\\_ENR\\_SELECT.GBL?NAVSTACK=Clear&PORTALPARAM\\_PTCNAY=HC\\_W3EB\\_ENR\\_SELECT\\_GBL&](http://met.pepperdine.edu:8002/psp/hcbms9/EMPLOYEE/HRMS/c/W3EB_MENU.W3EB_ENR_SELECT.GBL?NAVSTACK=Clear&PORTALPARAM_PTCNAY=HC_W3EB_ENR_SELECT_GBL&) Go

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WaveNet Home Home Worklist MultiChannel Console Add to Favorites Sign out

[New Window](#) | [Help](#) | [Customize Page](#) | 

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**Benefits Enrollment**

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**Submit Confirmation**

Employee Name

Your benefit choices have been successfully submitted to the Benefits Department.  
You will receive a confirmation statement within one week after Open Enrollment has ended.  
To return to the Benefits Enrollment page, click **OK**.



You will be taken through two different confirmation screens. After you click the “OK” button your choices will be submitted to Human Resources for processing and you will be taken back to the benefits enrollment page in self-service.


Benefits Enrollment - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [http://mist.pepperdine.edu:8002/psp/hcbrn09/EMPLOYEE/HRMS/c/W3EB\\_MENU.W3EB\\_ENR\\_SELECT.GBL?NAVSTACK=Clear&PORTALPARAM\\_PTCNAV=HC\\_W3EB\\_ENR\\_SELECT\\_GBL&](http://mist.pepperdine.edu:8002/psp/hcbrn09/EMPLOYEE/HRMS/c/W3EB_MENU.W3EB_ENR_SELECT.GBL?NAVSTACK=Clear&PORTALPARAM_PTCNAV=HC_W3EB_ENR_SELECT_GBL&) Go

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[WaveNet Home](#) [Home](#) [Worklist](#) [MultiChannel Console](#) [Add to Favorites](#) [Sign out](#)

[New Window](#) | [Help](#) | [Customize Page](#) | 


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Employee Name

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If you have any questions regarding your Benefits Enrollment, please contact the Center for Human Resources at (310) 506-4397.

**Open Benefit Events**

Event Description	Event Date	Event Status	Job Title	
Open Enrollment	 09/01/2007	Submitted	Job Title	<input type="button" value="Select"/>

Once you click Select, it will take a few seconds for your benefits enrollment information to load.

Your benefits enrollment page will show that your event status has been “submitted” indicating that you have completed the self-service open enrollment process.

## Important Instructions

- If you are adding dependents that have not been previously covered under your insurance, you need to submit original documentation (birth certificate, marriage license, etc.) to Human Resources.
- Optional life insurance will require additional Evidence of Insurability forms if you are increasing your current coverage or adding new coverage for yourself, your spouse or dependents. Please contact Human Resources to obtain these forms.

## Contact Information

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