

Self Service - Benefits

Guide for Users
Updated on 3 July 2020



Human
Resources

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Getting Help

eHR Tutorials

You will find a collection of tutorials and user guides for eHR systems at: <http://www.ryerson.ca/hr/learning-workshops/how-to-eHR/index.html>. Check out the [Getting Started](#) topic before you start browsing the online content.

HR Client Services

Contact HR Client Services if you experience difficulties logging into eHR or online tutorials.



416-979-5000 ext. 5075



hr@ryerson.ca

Technical Help

[Activate your my.ryerson username](#) first, before you access any Ryerson system. Contact the CCS Help Desk if you experience difficulties logging into eHR in the Ryerson portal using your Ryerson online identity.



416-979-5000 ext. 6806



help@ryerson.ca

Supported Browsers



Firefox
OSx + WIN 7/10

24.x, 35.x



Safari
OSx

17.x, 24.x, 30.x



Chrome
OSx +WIN 7/10

7.x



IE WIN 7/10

11.x Compatibility Off

Disclaimer

This document is intended as a reference for employees of Ryerson University. Every effort has been made to ensure the content of this document is correct. If any conflict of information is found between this document and any official documents related to the content, the applicable policy/collective agreement information in the official documents will prevail. The information contained in this document can change without notice and is not guaranteed to be error-free. If you find any errors, contact HR Client Services at (416) 979-5075 or hr@ryerson.ca.

Benefit Details

This content will assist you with using eHR to access your self-service options to view all your benefit information online. You will find information about the different plans that you and your dependents are enrolled in.

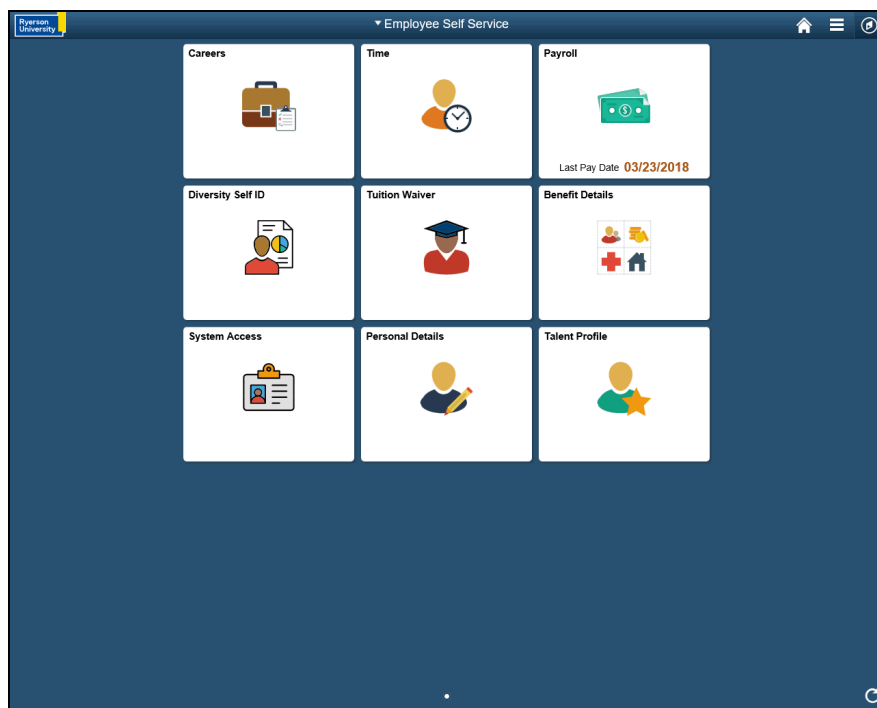
Contact Pension & Benefits (<http://www.ryerson.ca/hr/contact/pension-benefits/index.html>) if you would like to speak with an advisor about changes to personal and dependent data when a benefit-related life event occurs. Also, you can review your benefits on the employee resources (<http://www.ryerson.ca/hr/employee-resources/index.html>) page clicking the link for your employee group.


View your benefits summary

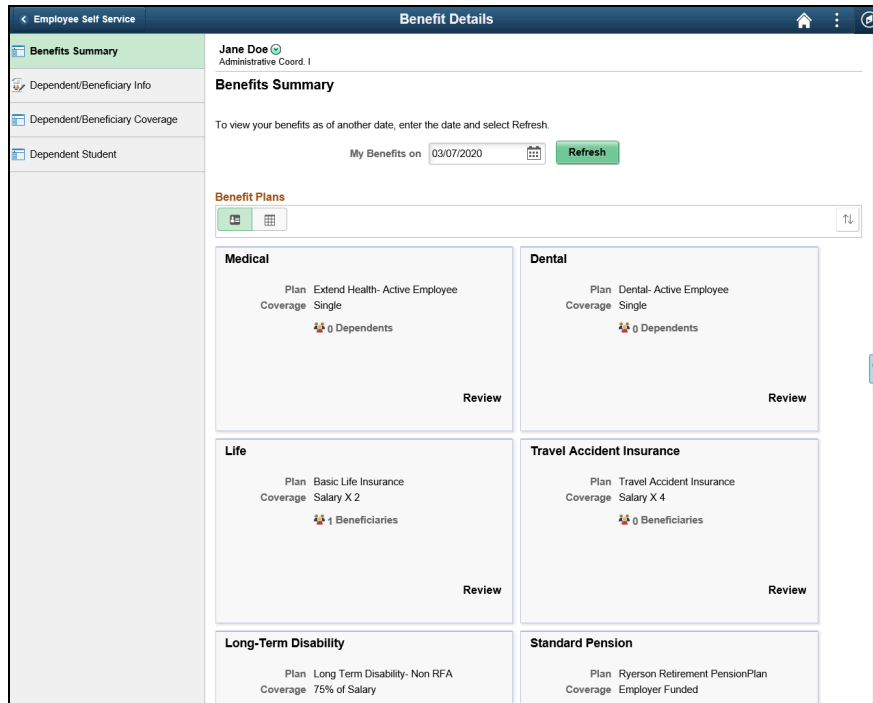
Use the Benefits tile on view your benefits summary. You will find information about your medical, dental, pension, dependent coverage, and any other plan you might be enrolled in. Coverage and participation in these plans is based on individual eligibility. For more information about your benefits, refer to the employee resources (<http://www.ryerson.ca/hr/employee-resources/index.html>) page for your employee group.

Procedure

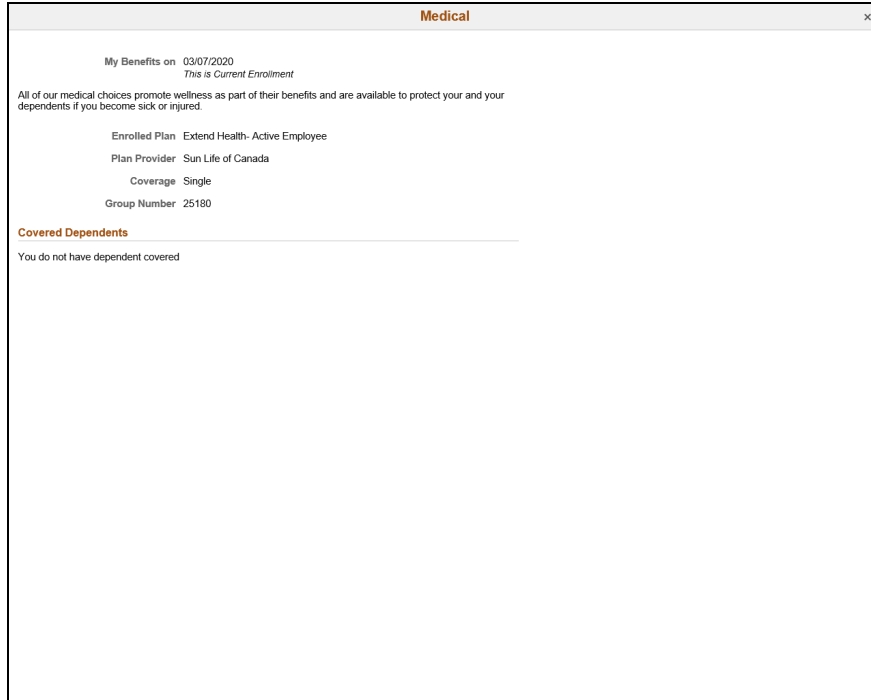
This topic demonstrates how to navigate and view detailed information about the benefit plans for your employee group.




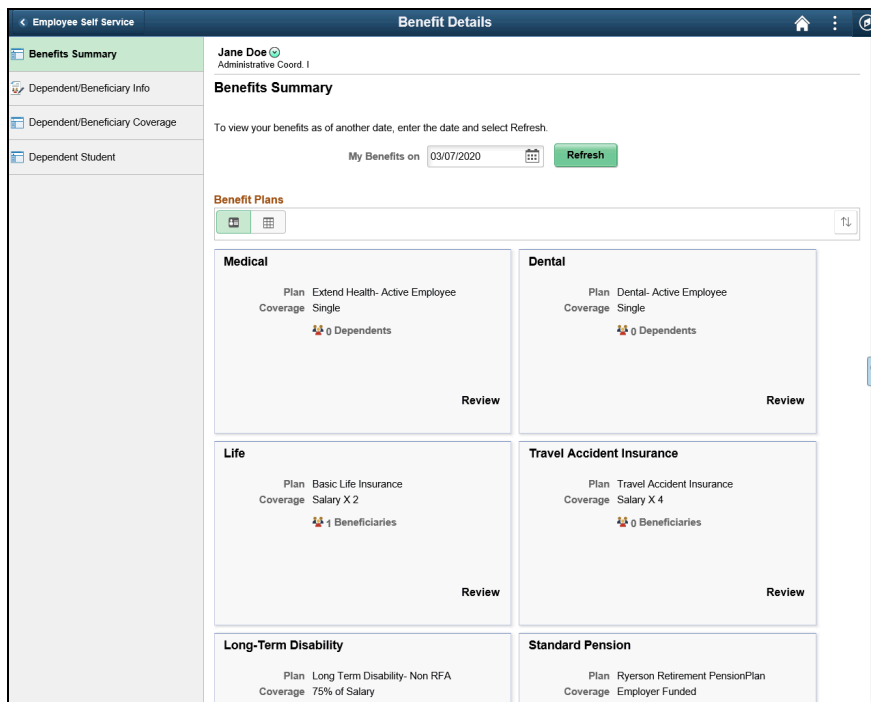
Step	Action
1.	On the employee self service home page, click the Benefit Details tile. <div style="text-align: center;">  </div>
2.	The Benefits Summary page provides current information about the different plans that you and your dependents (if any) are enrolled in.

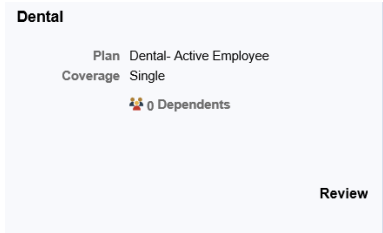


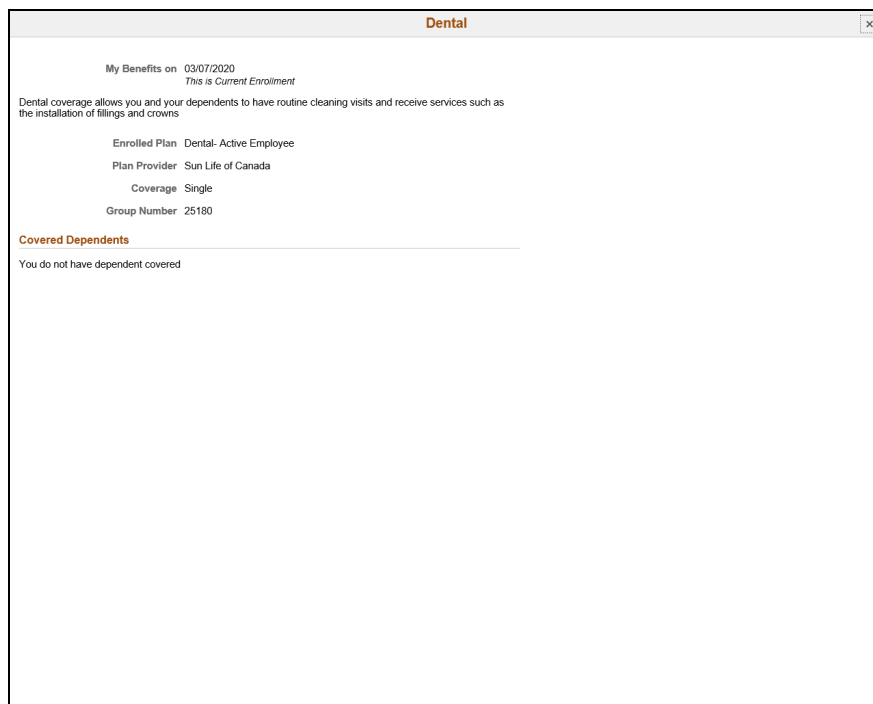
Step	Action
3.	<p>Each tile provides you with information about each type of benefit.</p> <p>Click the Medical tile.</p> <div data-bbox="323 1079 691 1310" style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>Medical</p> <p>Plan Extend Health- Active Employee Coverage Single 0 Dependents</p> <p style="text-align: right;">Review</p> </div>
4.	<p>Medical benefits cover health services and supplies, including ambulances and drug prescriptions.</p> <p>These benefits will vary for full-time, term, early retirees and retirees (who are older than 65), as they are also based on employee group.</p> <p>To learn more, review your benefits on the employee resources (http://www.ryerson.ca/hr/employee-resources/index.html) page for your employee group.</p>






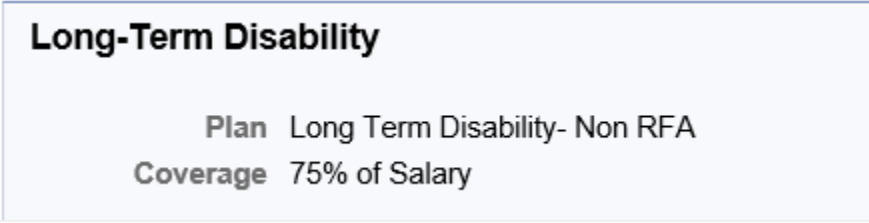
Step	Action
5.	Click the Cancel button to go back to the previous page. 

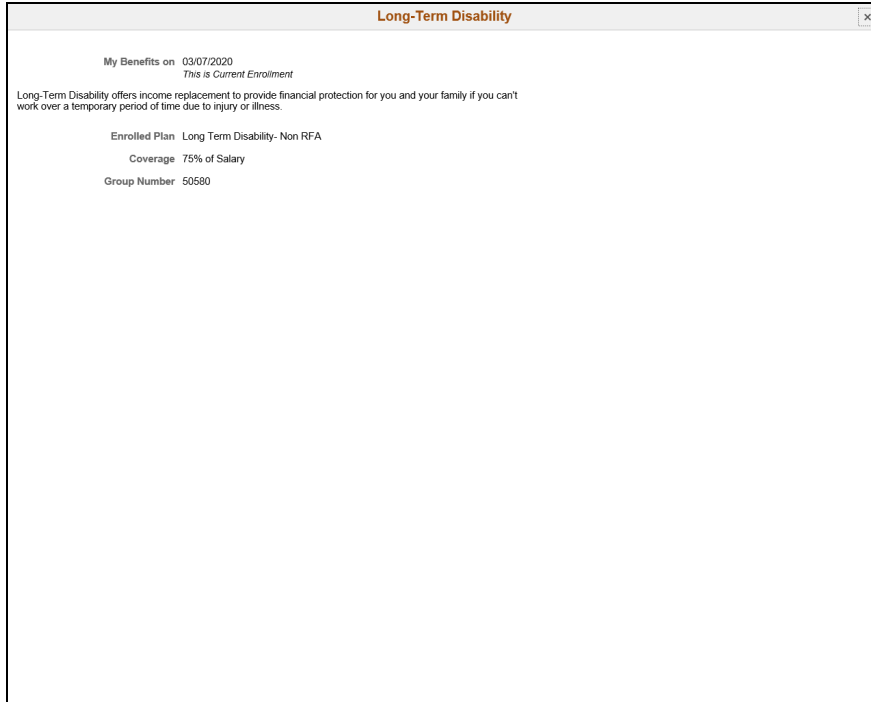



Step	Action
6.	Click the Dental tile. 
7.	<p>Dental benefits cover benefits, including cleaning and oral examinations.</p> <p>These benefits will vary for full-time, term, early retirees and retirees (who are older than 65), as they are also based on employee group.</p> <p>To learn more, review your benefits on the employee resources (http://www.ryerson.ca/hr/employee-resources/index.html) page for your employee group.</p>



Step	Action
8.	Click the Cancel button. 
9.	Click the Life tile.

Step	Action
10.	<p>Life insurance and beneficiary information will vary based on each employee.</p> <p>If you have any dependents, their data will be listed in the beneficiary designation section.</p> <p>To learn more, review your benefits on the employee resources (http://www.ryerson.ca/hr/employee-resources/index.html) page for your employee group.</p>
11.	<p>Click the Cancel button.</p> 
12.	<p>Click the Travel Accident Insurance tile.</p>
13.	<p>Travel Accident Insurance benefits are covered for employees who are required to travel out of the province/country.</p> <p>These benefits will vary for full-time, term, early retirees and retirees (who are older than 65), as they are also based on employee group.</p> <p>To learn more, review your benefits on the employee resources (http://www.ryerson.ca/hr/employee-resources/index.html) for your employee group.</p>
14.	<p>Click the Cancel button.</p> 
15.	<p>Click the Long-Term Disability tile.</p> 
16.	<p>Long-Term Disability benefits assure employees with a reasonable income according to the insurer's definition.</p> <p>These benefits will vary for full-time, term, early retirees and retirees (who are older than 65), as they are also based on employee group.</p> <p>To learn more, review your benefits on the employee resources (http://www.ryerson.ca/hr/employee-resources/index.html) page for your employee group.</p>



Step	Action
17.	Click the Cancel button. 
18.	Standard Pension and Group RRSP will vary based each employee group. To learn more, review your benefits on the employee resources (http://www.ryerson.ca/hr/employee-resources/index.html) page for your employee group.
19.	End of topic. For full details about your benefits, refer to the employee resources (http://www.ryerson.ca/hr/employee-resources/index.html) page for your employee group. End of Procedure.

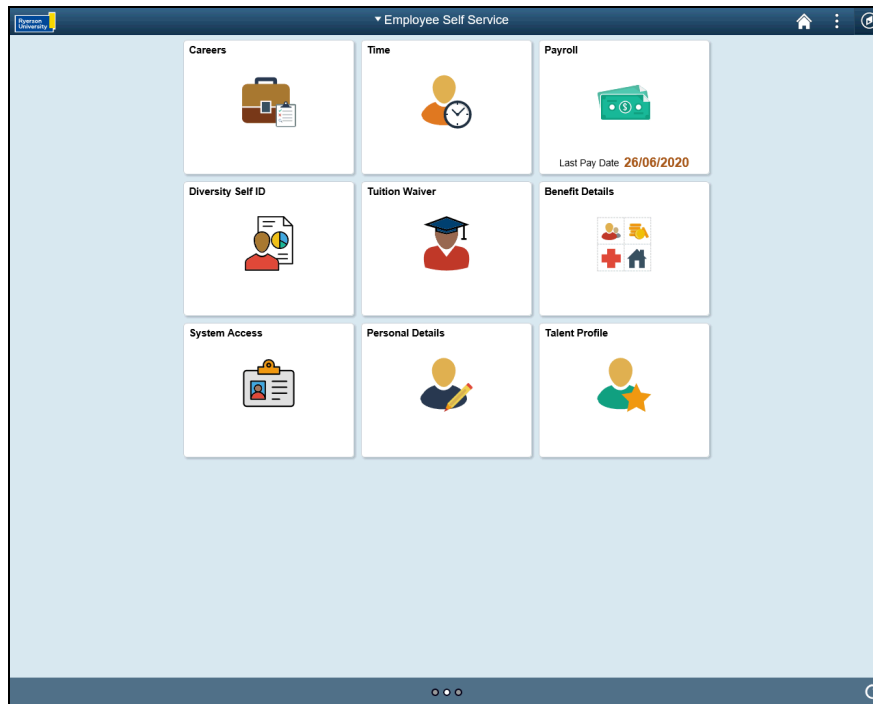
View your dependent coverage

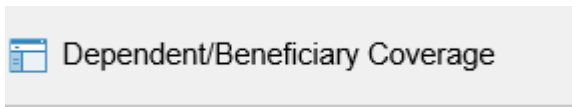
eHR provides you with a summary of your dependent/beneficiary coverage of each individual you have enrolled in the various benefit plans. Coverage by these plans is determined by your terms of employment.

Staff, faculty and their families (spouses and dependants up to age 25) are eligible for tuition waivers. There are some restrictions depending on the employee's status. Review your eligibility for tuition waivers on the employee resources (<http://www.ryerson.ca/hr/employee-resources/index.html>) page by clicking the link for your employee group.

Procedure

This topic demonstrates how to review a summary of dependents and beneficiaries' benefit coverage.



Step	Action
1.	On the employee self service home page, click the Benefit Details tile.
2.	Click the Dependent/Beneficiary Coverage menu. 

Step	Action
3.	The Dependent and Beneficiary Coverage Summary page lists all your dependents and beneficiaries and the benefits they are entitled to.
4.	If you would like to update any dependent/beneficiary information, please fill out this form (https://www.ryerson.ca/content/dam/hr/employee-resources/docs/group-benefits-enrolment-change-form.pdf) with the appropriate information.
5.	End of topic. For more information, refer to the employee resources (http://www.ryerson.ca/hr/employee-resources/index.html) page by clicking the link for your employee group. End of Procedure.