

View Supplemental Life Insurance Coverage Employee Self Service/HRIS

Purpose:

- Allows employees to view supplemental life insurance coverage amounts.
- Coverage amounts on this page do not reflect the 150% basic term life insurance every benefits eligible State employee receives at no cost. This page displays supplemental life insurance ... additional life insurance.

1) Open browser . . . Internet Explorer

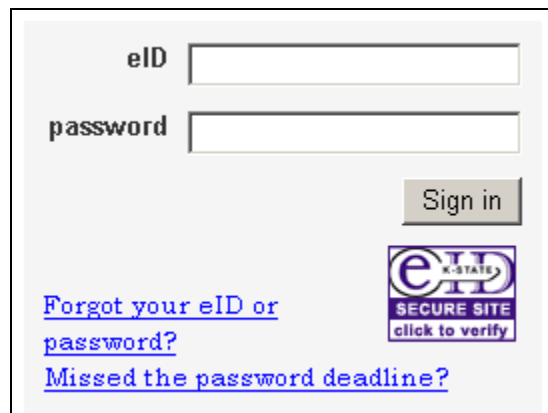


2) Go to . . . <http://www.as.ksu.edu/HRIS/>



View Insurance Summary

3) Enter your eID and password. Select "Sign In."



The screenshot shows a login interface with two input fields: "eID" and "password". To the right of the "password" field is a "Sign in" button. Below the input fields are two blue hyperlinks: "Forgot your eID or password?" and "Missed the password deadline?". To the right of these links is a purple "eID" logo with "K-STATE" above it and "SECURE SITE click to verify" below it.

Important:

After viewing Life Insurance Summary, select "Sign Out" before closing browser . . . Internet Explorer.



4) **Access Insurance Summary page:**

Employee Self Service > Benefits > Life Insurance Summary

View Insurances Summary

Insurance Summary

FName LName

To view your benefits as of another date, enter the date and click Go:

| <u>Type of Benefit</u> | <u>Plan Description</u> | <u>Coverage or Participation</u> |
|------------------------|-------------------------|----------------------------------|
| Supplemental Life | | \$35,000 |
| TEA Life | | \$40,000 |

Type of Benefit:

Plan Description:

Coverage or Participation:

View Insurance Summary

5) Sign Out

When finished viewing
Insurances Summary . . . don't
forget to select



before closing the browser.

Human Resource Information System
Kansas State University

Home | Add to Favorites | **Sign out**

New Window | Help

Insurance Summary