



Enroll in Benefits During Annual Employee Benefits Open Enrollment

Overview

Welcome to Rochester City School District. Use the following instructions to review your medical/dental insurance, make changes, remove and/or add eligible dependents, and enroll in a Flexible Spending Account.

Sign In to Oracle

1. Sign in to [ROConnect](#).

Note: If you are off campus, you may also need to connect to the district's VPN.

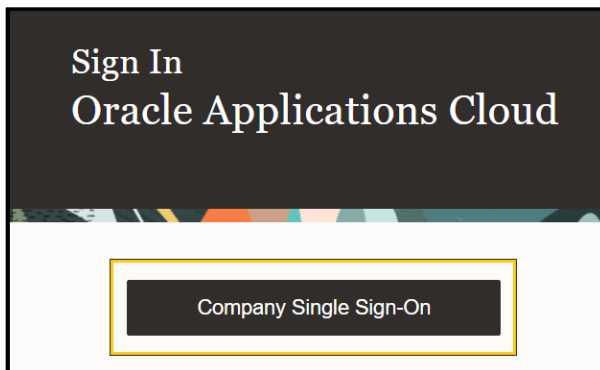
2. Select the **Business & Professional** group.



3. Select the **FusionRock-12** tile.



4. To sign in, select **Company Single Sign-On**.

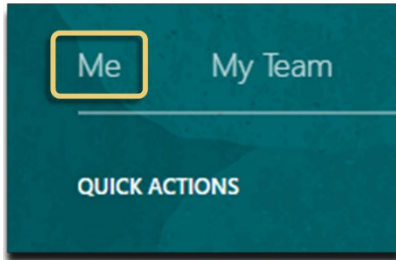




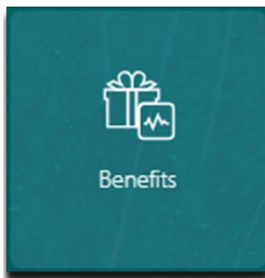
Enroll in Benefits During Annual Employee Benefits Open Enrollment

Go to Benefits Enrollment in Oracle

1. Select the **Home Icon**  to go to the main page.
2. On the Oracle home screen, select **Me**.



3. Select **Benefits**.



4. Select **Enroll Now** on the **Benefits** page.



IMPORTANT: If you do not see **Enroll Now**, call Benefits at 585-262-8206.

Review, Enroll In, or Change Your Benefit

IMPORTANT: Follow **ALL** the enrollment steps in order.

1. Review all available options.
2. Choose how you wish to enroll:
 - a. Express – Use this when already enrolled and making an edit (e.g. Open Enrollment)
 - b. Discovery – use this when you are new or you need to review all available options.
3. Verify all the people you wish to cover are listed and available.
 - a. Click the **Plus Icon**  to add any dependents or beneficiaries.



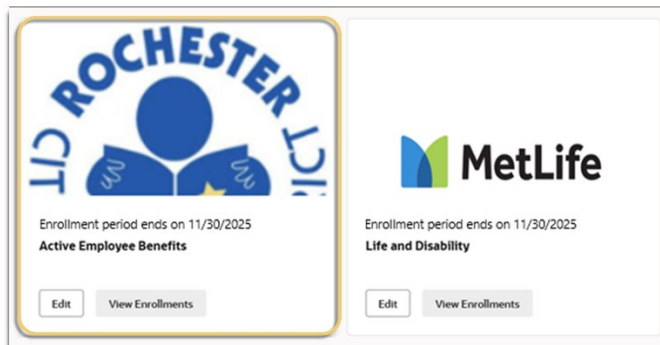
Enroll in Benefits During Annual Employee Benefits Open Enrollment

My contacts

+

Add any family or emergency contacts for benefits purposes or in case of work emergencies.

4. Click **Edit** in **Active Employee Benefits** to enroll in benefits.



Note: For employees eligible for life insurance, you will need to edit the MetLife enrollment as well.

5. Review each item (e.g. Medical, Health FSA, and Dependent FSA).
6. Select the **Pencil Icon**  on the right to enroll.
7. Review the medical and dental plan options and enroll in whichever plan you want.

Notes:

- The plans that include **TEFRA** are for employees over 65.
- Under the price, you see who would be covered – if you have dependents added, you have the option to cover yourself as **Employee Only** or other options to cover some or all your dependents.



Enroll in Benefits During Annual Employee Benefits Open Enrollment

Excellus Core Plan \$25.61 Employee Only (Pre-tax) Enroll View Details	Excellus Core Plan - TEFRA \$25.61 Employee Only (Pre-tax) Enroll View Details
Excellus Enhanced Plan - TEFRA \$82.60 Employee Only (Pre-tax) Enroll View Details	Enrolled Waive Medical Coverage Unenroll

8. Click **Enroll** to sign up for a Flexible Spending Account (FSA) for either health or dependent care.

Flexible Spending

Health FSA \$0.00 Elect Health FSA Enroll View Details	Enrolled Health FSA Waive Health FSA Plan Unenroll	Dependent FSA \$0.00 Elect Dependent Care Enroll View Details
Enrolled Dependent FSA Waive Dependent Care Coverage Unenroll		

9. When enrolling in a spending account, you enter the **Coverage**, which is how much you want to put in.

FSA accounts are by calendar year (January 1 – December 31). The **Employee Contribution** shows how much will come out of each check. The contribution is the total amount you want to enroll divided by however many pay periods remain in the calendar year.



Enroll in Benefits During Annual Employee Benefits Open Enrollment

Health FSA

Select Health FSA

Coverage
500

[Hide coverage and rates](#)

Employee Contribution	Annually
\$55.56	\$500.00

10. Review all your enrollment and ensure they are correct.

11. Select **Submit** at the bottom.

Note: If you do not have MetLife available, proceed to Step 18.

Health Insurance

Medical

Cellus Core Plan
Employee Only (Pre-tax)

Annually
\$37.72

District Contribution
\$486.52

\$25.61
Employee Contribution

Dental

Cellus Dental Plan
Employee Only (Pre-tax)

Annually
\$8.18

District Contribution
\$23.80

\$4.20
Employee Contribution

Pending Accounts

Flexible Spending

Health FSA
Select Health FSA

Coverage
\$50.00

Annually
\$650.00

\$72.22
Employee Contribution

Flexible Spending

Dependent FSA
Select Dependent Care

Coverage
\$5,000.00

Annually
\$5,000.00

\$555.56
Employee Contribution

Employee Assistance Program

at updated in 3 hours

Cancel **Submit**

12. If you are eligible for MetLife, select **Edit** in the MetLife tile.

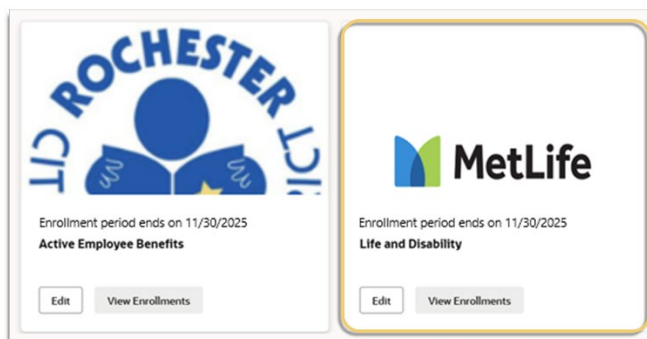
11/3/2025

Enroll in Benefits

Page 5



Enroll in Benefits During Annual Employee Benefits Open Enrollment



13. Select **Enroll** to sign up for life insurance.

Life Insurance

Life Insurance

\$1.02

\$10,000 Coverage

Enroll

View Details

Note: If you are already enrolled in life insurance, then go to Step 15.

14. Designate or update beneficiaries:

- All your added beneficiaries are listed with **Primary** or **Contingent** under each entry.
 - Primary beneficiaries will receive funds if you were to pass away.
 - Contingent beneficiaries receive the funds if your Primary beneficiaries are deceased.
- You do not have to include contingent beneficiaries, but you **MUST** identify one or more primary beneficiaries.

▲ You haven't designated any beneficiaries yet.

1 Divide the proceeds of your benefits among as many beneficiaries as you like.

Primary beneficiaries are mandatory but contingent beneficiaries are optional. The total proceeds should not exceed 100%.

Beneficiaries

Billy Duck (Child)

Primary	%	Contingent	%



Enroll in Benefits During Annual Employee Benefits Open Enrollment

15. Review your elections.
16. Once complete, select **Submit** at the bottom of the screen.

Plan Name	Coverage	Annual Cost
Life Insurance & Disability	Life Insurance Life Insurance \$10,000 Coverage Primary Beneficiaries: 100% Billy Duck	\$0.00
	Coverage \$10,000.00	District Contribution \$1.02

Cancel Submit

17. Select **Continue**.

Visited Enrollment period ends on 9/23/2025

Active Employee Benefits

Edit View Enrollments

Continue

18. If you have pending actions, you will see them here.
Examples of pending actions may be submitting documentation because you added a spouse or child to your medical or dental plan.

Complete pending actions
Visited On 8/27/2025

You're up to date on your tasks.

Continue

19. Select **Continue** when done reviewing pending actions.
Note: if you have pending actions, you can return later to complete if you do not have the documentation needed right then.
20. The Enrollment Summary will default to showing your benefits as of 1/1/2026 "Open Enrollment." If you want to view your current elections for the 2025 plan year, please change the drop down to "Current Enrollment"



Enroll in Benefits During Annual Employee Benefits Open Enrollment

- a. Please review your benefits on this page to ensure the Open Enrollment changes you wanted to make are all reflected here. Review the following:
- i. FSA amounts are correct
 - ii. Benefit Plans are correct
 - iii. You have covered all the dependents you were looking to cover

Enrollment Summary

Show Benefits
Open enrollment

Program or Plan Not in Program
Active Employee Benefits

[View all enrollments](#)

Excellus Enhanced Plan - Medical

\$76.72

Employee Only (Pre-tax)

Joseph Sergio (Self)

Excellus Dental Plan - Dental

\$3.49

Employee Only (Pre-tax)

Joseph Sergio (Self)

Health FSA - Flexible Spending

\$100.00

Elect Health FSA

Joseph Sergio (Self)

Opted out

Dependent FSA - Flexible Spending

Waive Dependent Care Coverage

Automatic

Employee Assistance Program - EAP

\$0.67

Joseph Sergio (Self)

If you have any questions, please contact Employee Benefits at 585-262-8206 or email benefits@rcsdk12.org.