



ICI Deferred Enrollment eBenefits Job Aid

This job aid provides instructions about how to enroll in Income Continuation Insurance (ICI) through deferred enrollment. The enrollment process is the same each year and dates in screenshots may not be the current year. The screenshots are there to show you what the enrollment page looks like. ICI Deferred Enrollment is available for the following reason:

- You are not enrolled in ICI but are eligible for ICI premium categories 3, 4 or 5 for the **FIRST** time. You may enroll in ICI in any year you are eligible for premium category 6.

The Income Continuation Insurance (ICI) program is an income replacement plan that replaces up to 75% of your salary if you are unable to work because of sickness or injury. The plan provides replacement income for disabilities that are considered short term in nature, as well as those that may last for extended periods.

The ICI program covers earnings up to \$120,000.00.

Your premium is based on your monthly salary and your sick leave balance (your sick leave determines your premium category). The per pay period premiums will be listed in eBenefits.

If you have questions, please contact your agency Payroll and Benefits office.

Elections must be submitted no later than 5pm on March 3rd. Coverage is effective April 1st.

ENROLLING THROUGH eBENEFITS

- Log into Employee Self Service: <https://ess.wi.gov>
- Click on the **My Benefits Tile** on the Employee Self Service Homepage.
- Click on the **Benefits Enrollment** link in the My Benefits Navigation Collection.
- This will bring you to the Enrollment Landing Page. Click on the **Select** button to start the enrollment process.

Open Benefit Events				
Event Description		Event Date	Event Status	Job Title
ICI Deferred Enrollment		03/02/2024	Open	PARALEGAL-ADV

- You will see the Enrollment Summary Page. **Only the ICI plan you're eligible for will be listed on this page.**

SELECTING A PLAN

- To enroll in ICI, click **Edit** next to the plan. If you want to enroll in ICI, you must enroll in ICI Standard.

- To select a plan, click on the **radio button** next to the plan name. You will see the per pay period premium displayed. Click **Update and Continue** to move to the next page.

- The election is confirmed on the following screen. Click **Update Elections** to save your election.



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- You will be brought back to the Summary page. Once your election has been entered, click **Save and Continue** to start the submission process.

Enrollment Summary

ICI Standard Before Tax After Tax **Edit**

Current: No Coverage
New: ICI Category 6: 75.00% of Salary 0.00

This table summarizes estimated costs for your new benefit choices.

Election Summary			
Summarized estimates for new Benefit Elections	Total	Before Tax	After Tax
	0.00	0.00	0.00
Your Costs	0.00	0.00	0.00

Save and Continue

You will be brought to the Submit Benefit Choices page. Click **Submit** to submit your election.

ICI Deferred Enrollment
Submit Benefit Choices

You have almost completed your enrollment. If you have no further changes, select the **Submit** button at the bottom of this page to finalize your benefit choices.

You must click the **Submit** button below to finalize and submit your benefit elections.

Select the **Cancel** button if you are not ready to submit your choices and wish to return to the Enrollment Summary.

All elections must be made by **March 1st** at 5pm.

If you need to make a change to your election after you submit it, you must contact your agency benefits office to re-open this event so you can make your correction. All corrections must also be submitted by **March 1st**.

Authorize Elections

I authorize the monthly employee share premium deduction from my earnings to provide ICI and Supplemental ICI coverage (if selected). I understand that if premiums are not deducted, I do not have ICI coverage.

Submit **Cancel**

Select the **Submit** button to send your final choices to the Benefits Department.

Select the **Cancel** button if you are not ready to submit your choices and wish to return to the Enrollment Summary.

- Once submitted, the Submit Confirmation page will appear.

ICI Deferred Enrollment
Submit Confirmation

Your benefit choices have been successfully submitted to the Benefits Department.

All elections made during this period are effective April 1st.

OK

- If you need to change your election after it is submitted, contact your Payroll and Benefits office so your enrollment can be re-opened.
- Unlike Open Enrollment, you will not receive a confirmation statement of your election. You can verify your election on the **Benefits Summary** page.

HOW TO VERIFY YOUR ICI ENROLLMENT

- The day after you submit your ICI election, you will be able to review your election on the **Benefits Summary** page.
- Click on the **My Benefits Tile** on the Employee Self Service Homepage. Your **Benefits Summary** will automatically appear on the page.
- Enter the date: **04/01/2025** (this is the date that coverage is effective). Click **Refresh**. You will now see your benefits as of April 1st.

Benefits Summary

As Of: 04/01/2025 **Refresh**

Type of Benefit	Plan Description	Coverage or Participation
Health	OHSC SC W/ w/Dental	Family
Dental - Supplemental		Waived
Vision	DeltaVision	Employee + EE Child
State Group Life	Life - Basic-Suppl (2x salary)	Salary X 2
State Group Life Additional		Waived
State Group Life Spouse & Dep		Waived
Accident Plan	Accident Plan - Empr-Children	
ICI Standard	ICI Standard Coverage 3	75% of Salary
Wisconsin Retirement System	WR Retirement System	6.8% of Earnings
Sick Leave Conversion	WRS-Sick Leave Credits	0% of Earnings

THINGS TO KNOW

- If you are eligible for premium category 6 (you have at least 1040 hours of sick leave), there is no cost to you to enroll in Standard ICI.
- You should **NOT** use eBenefits to cancel coverage if already enrolled in Standard ICI – you must submit a [paper application](#) to your agency benefits office.
- You should review the [Income Continuation Insurance Booklet](#) for more information about the ICI program.